


Version 1.0	Doc Ref:	Health & Safety		
Accident Reporting & Serious Incident Procedure			DATE:	April 2021
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DOCUMENT OWNER: Health, Safety & Safeguarding (HSS) Advisory Committee				

Policy

It is the policy of The Pony Club to prevent injuries and continuously improve its health & safety performance. This can only be undertaken by understanding our current health & safety related incidents, monitoring performance, having clear prevention and reduction programmes while reviewing progress along the way.

To enable us to monitor annual performance, measurement of safety statistics is of vital importance to ensure accidents can be prevented from re-occurring and to allow injury causes and trends across The Pony Club to be recognised and addressed.

It is the responsibility of local Branch/Centre Health & Safety Officer and/or District Commissioner or Centre Proprietor to ensure relevant legal reporting requirements are met.

Accident Reporting Procedure

All Pony Club Branches and Centres including event locations must record accident and injury information for Pony Club members, parents/guardians, officials, volunteers, coaches, and members of the public injured during Pony Club activities. An accident is an unplanned or uncontrolled event resulting in injury or damage.

The Pony Club Accident Reporting & Serious Incident Flowchart must be followed. The definitions of accident data to be recorded is:

1. **Injury Accidents*** - A record must be kept of every incident that results in any injury including minor injuries.
2. **Fatalities** – The death of any person during or linked to any Pony Club activity.
3. **Statutory Authority Reportable Incidents** – Incidents that are reported to the Health & Safety Executive (HSE) under the RIDDOR regulations.
4. **Vehicle Incidents** – Where an injury occurs involving a vehicle being driven or stationary.
5. **Property Damage** – Incidents where equipment, fixed objects, vehicles, or the fabric of the buildings is damaged.
6. **Injuries to Horses/Ponies** – Any injury sustained to a horse/pony during a Pony Club activity.
7. **Third Party Incidents** – Any damage or injury to a third party involving a Pony Club Member.

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8. **Injuries to members of the public** – Any incident where a member of the public is injured through The Pony Club activities.
9. **Serious near misses** – A serious incident where someone could have been seriously injured or killed. (E.g. unfixed XC fences that move when hit by horse or rider).

If in doubt, report the incident.

***Types of injury accidents**

- **Minor** – any injury, whether first aid is given or not, but the injured person does not receive professional medical treatment.
- **Serious** (previously major/significant) – where a significant injury occurs that requires professional medical treatment.

Immediate action following an incident

- The local first aid and emergency response procedures must be applied (where required).
- Any person involved or upon discovering any incident shall report the incident to their immediate Officials without delay.
- Reporting Person to log incident using Pony Club reporting forms OR Risk Reduce as soon as reasonably possible.
- The Pony Club Accident Reporting & Serious Incident Flowchart must be followed.

Incident Reporting System

All accidents, injuries and near misses must be reported and recorded following the incident reporting system, using The Pony Club reporting form OR Risk Reduce*.

Risk Reduce is an online accident reporting platform. Links are available to the online accident portals via The Pony Club website.

Note: Centre should also inform their own insurers in the event of a serious incident.

Reporting of Follow-up Action Procedures

For serious incidents, a responsible person or other appointed person is to undertake investigation report. Howden will take the lead on serious incident investigation. A loss adjuster may be appointed, and Branches/Centres must support as required.

Serious and Major Incidents *including horse/pony fatalities*

The Pony Club Accident Reporting & Serious Incident Flowchart must be followed. The Branch/Centre Health & Safety Officer, District Commissioner/Centre Proprietor and Area Representative must be informed of any Serious and Major Incidents as soon as is reasonably practical. The Pony Club Office and Howden must also be informed. If in doubt, report the incident.

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Fatalities

The Pony Club Accident Reporting & Serious Incident Flowchart must be followed. The Branch District Commissioner or Centre Proprietor must report fatalities immediately to The Pony Club Office. Full contact details are below and listed on the flowchart. The Pony Club will then coordinate the response and work closely with the Branch/Centre.

The Pony Club Emergency Number

Tel: 02476 698300, press 9.

The Emergency Number is directed to 1) Marcus Capel (Chief Executive), 2) Clare Valori (Vice Chairman), 3) Tim Vestey (Chairman) or 4) Heidi Lockyer (Deputy Chief Executive).

Immediate Reporting

Serious Incidents and accidents that require immediate telephone or e-mail notification are:

- The death of any person during or linked to any Pony Club activity.
- The death of a member of the public linked to a Pony Club Member or their horse/pony.
- A very serious injury that may lead to death or life-changing outcome.

The Pony Club will handle communications to the management, British Equestrian (BEF), media and other relevant personnel.

In the event of fatality or serious incident all contact from external media must be directed to The Pony Club Office.

Monitoring and Review

This procedure will be reviewed regularly then amended and re-issued when required. If no changes are required, this version will remain in effect. The current version is available on The Pony Club website. This procedure is public and can be shared when necessary. Uncontrolled when printed.

Associated Documents

- *Accident Reporting & Serious Incident Flowchart*
- *Management of Serious Incidents (Appendix B of H&S Rulebook)*
- *Emergency Support Guide*