

## MANAGEMENT OF A SERIOUS INCIDENT

### Management Team

	Name	Contact Number: (Check that reception is available on site)
District Commissioner		
Appointed Person		
First Aid Provider		
Official Steward (May be the Organiser)		
The following may not be present at smaller activities		
Branch/Event Safety Officer		
The Pony Club Office	Tel: 02476 698300, Press 9 for Emergency Number <b>Please do not hang up when contacting the emergency number. We will ensure the phone is answered by a senior member of the team.</b>	

### In the event of a serious incident

The official steward is in charge and should be prepared to delegate as they see fit. The continued running of the activity may be handed over to other Officials if this is considered to be appropriate.

While this procedure is written with Branches in mind it can be used as guidance for Centres who are requested to inform The Pony Club Office of serious incidents to enable assistance to be given as appropriate with resulting publicity and investigations.

### Procedure for human casualties (including injury or fatality)

#### Evacuate the injured casualty to hospital:

1. First Aid Provider called to the scene immediately
2. Casualty's condition assessed by First Aid Provider
3. NHS Ambulance called
4. First Aid Provider should inform official steward of mode of evacuation (Land or Air Ambulance)
5. Arrangement made to meet Ambulance and direct to casualty from road, OR, Area cleared for Air Ambulance to land with high visibility markers
6. Casualty evacuated to hospital

**Note:** From this time onwards only the immediate family or a Doctor will be able to obtain information regarding the casualty's condition.

While the casualty is being treated, the official steward will ensure that the following is done:

1. Ensure that the first aid provider has space to treat the casualty. This may be best achieved by putting a ring of vehicles round the area.
2. Liaise with the first aid provider when the extent of the injuries has been assessed.
3. Talk to officials and volunteers - they may suffer some level of shock having witnessed the incident at close quarters and having to deal with the immediate situation. If the event is able to continue, they may need to be relieved by new judges.
4. Start an investigation into the causes of the incident. This should be done by the health & safety officer, if present.
  - a. Identify witnesses
  - b. Take statements
  - c. Take photographs - the Event Health & Safety Officer should take photographs of the scene of accident/fence. Under no circumstances should photographs of the injuries or the casualty be taken.

The initial aim of the investigation will be to determine if the event should continue and, if applicable, if the fence should continue to be used.

The official steward will make this decision in consultation with the District Commissioner, the organiser and the Health & Safety Officer.

5. Assist the first aid provider with the evacuation of the casualty by meeting a land ambulance and/or clearing an area for an air ambulance to land, ensuring that all horses/ponies are safe.
6. Ensure that next of kin are aware of the situation.
7. Ensure that the horse/pony is correctly cared for:
  - a. Liaise with veterinary surgeon.
  - b. Check that arrangements are in hand for an uninjured horse to be taken home and looked after.

In the event of a rider fatality:

1. The official steward shall inform:
  - a. The Police
  - b. The District Commissioner and the organiser, and
  - c. Next of kin
  - d. The Area Representative
  - e. The Pony Club Office (contact details in the table above)

The official steward should ensure that, with the support of the Police, the next of kin are informed as soon as possible. If the next of kin are at the event, the steward and the Police must do this. Ideally a Doctor, or another trained in bereavement, should be present, e.g. vicar, nurse, etc. If they are not present, arrangements must be made through the Police, but under no circumstances should the next of kin be informed by telephone.

2. If it is decided to continue with the event, the official steward should hand over the responsibility for the continued running of the event to the organiser.
3. The official steward shall ensure that key witnesses, including the first aid provider, remain at the site of the activity and are available to make statements to the Police. If there is an

official photographer on site, they should be tasked to take a picture of the fence or other scene of accident as early as possible. Under no circumstances should photographs of the injuries or the casualty be taken.

4. Radios – Both transmitting and receiving radios can easily be overheard. Therefore, to avoid sensitive messages being compromised, volume controls should be sensibly set, and crowded conditions avoided. It may be better to use mobile phones in some circumstances.
5. Press statement
  - a. No press contact should be made until The Pony Club Office has been informed. When informing the Police, the official steward should establish whether they are issuing a press statement and if so, when, to whom and what it will say, however The Pony Club Office must be involved.
  - b. If there are other people at the event site with telephones (estate office, secretary, etc.), they must be briefed NOT to make statements, post on social media, or speak with friends and family, no matter how much they may be pressurised to do so. They should refer all callers to one telephone number which the appointed spokesperson should answer.
  - c. Efforts should be made to prevent spectators posting videos, pictures and comments on social media. It may not be possible to prevent this in which case The Pony Club Office will respond with a formal brief statement.
  - d. If the next of kin and family have NOT been informed, then the rider's name and other details must not be released. Reporters may find this information out from other sources, but the official steward's representative must not release it.
6. All concerned should be quite clear on all the facts before leaving the site of the event that day. The Pony Club Office will ensure everyone has a standard statement. It is unlikely that the Office will want any persons other than themselves to speak to the press at any stage. The Accident Reporting and Serious Incident Procedure must be followed, as detailed in Section 8 Accident Reporting.
7. Subsequent investigations will be managed by The Pony Club Office.
  - a. The Coroner may call some of the officials at the activity as witnesses at the inquest.
  - b. The Local Authority Environmental Health Department will carry out an investigation.

**Note:** There is likely to be a child death review carried out by the Safeguarding Children Board if a child dies.

### **Procedure for equine casualties (including injury or fatality)**

#### Treat the equine casualty:

1. Veterinary Surgeon called to the scene immediately.
2. Assess condition of horse
3. Agree course of action with owner / family
4. Arrange suitable transport for an injured horse, OR, arrange horse to be put down and taken away.

Ensure adequate space is available for the Veterinary Surgeon to treat the equine casualty.

In the event of an equine fatality:

The Pony Club has always prided itself not only on its safety record, but also on its image as a 'good, clean, healthy and responsible organisation'. Thus, any ill-informed publicity is of very deep concern. Whilst the equestrian press continually provides their excellent support and defence, there may be other members of the press taking a new (and possibly detrimental) interest in the situation.

At most Pony Club activities it should still be possible to deal with a horse/pony which dies or has to be destroyed in accordance with the defined procedures. However, increasing lobbying by those opposed to equestrian sport may mean that even at a small local activity the contents of this guideline will be useful.

1. The official steward shall inform:
  - a. The District Commissioner and the organiser
  - b. The owner of the horse/pony
  - c. The Area Representative
  - d. The Pony Club Office
2. Radios - Both transmitting and receiving radios can easily be overheard. Therefore, to avoid sensitive messages being compromised, volume controls should be sensibly set, and crowded conditions avoided. It may be better to use mobile phones in some circumstances.
3. The official steward should ensure that key witnesses make immediate brief written statements. In conjunction with the veterinarian, the official steward should conduct an immediate and thorough enquiry, establishing the cause of the accident and death.
4. The official steward should ensure that the owner is informed as soon as possible at the event. If the owner is not at the event, other arrangements must be made - probably through the rider and/or their District Commissioner.
5. A press statement may be necessary. The official steward should speak to The Pony Club Office for advice. If the veterinarian is available, they may be a suitable choice to do this.
6. All concerned should be quite clear on all the facts before leaving the site of the activity that day, so that they can subsequently make an accurate statement and correctly answer questions. It is vital that written statements are taken from all witnesses and signed by them before they leave the event. The Accident Reporting and Serious Incident Procedure must be followed, as detailed in Section 8 Accident Reporting.