



Record details on **Incident log**. This information is stored locally.

Use a paper incident log or an electronic Microsoft form. Visit the Resource Hub to find the forms.

[Incident Recording | Resource Hub](#)

**Note:** It is important to document all incidents in case of any future claims or complaints arise.

\*The person who completed the form should forward a copy of the email form to the DC/H&S Officer and then delete the email.

**The Accidents must be Reported** using the online accident reporting platform.

If you are unable to access the form, please use a paper copy of the form and transfer to the electronic one at your earliest convenience.

[Accident reporting | The Pony Club Printable Accident Form](#)

Once completed, a copy of the form will be emailed to:

- The person completing the form\*
- Howden Insurance Brokers
- The Pony Club – Safety Team

The form is reviewed by both Howden and The Safety Team.

The Pony Club Safety Team will save a copy of the form to the Member, Coach or Volunteer's Pelham Profile.

If there is suspected, or confirmed concussion, the Safety Team will notify the relevant Branch and Area Rep Please see concussion advice.

**If you need any support or are in any doubt about whether the incident should be reported, please contact [safety@PCUK.org](mailto:safety@PCUK.org)**

**Definitions**

For the purposes of The Pony Club Accident reporting procedure, the following definitions apply:

**Incident:** An unplanned or uncontrolled event that **does not** cause injury or damage.

**Accident:** An unplanned or uncontrolled event that results in an injury or damage.

**Near Miss:** An unplanned or uncontrolled event that did not cause injury or damage, but had the potential to, or narrowly avoided a serious accident.

**Rule:** All Accident and injury information, damage to property and serious near misses for everyone who attends Pony Club organised events must be recorded using the online accident report form.