

**Incident
Occurs**

ALL Incidents that result in:

- **No injury**
- **An injury**
- **Damage to property**
- **Serious near miss**

Must be reported using the online reporting platform Online Reporting Form

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. **Printable Report Form for Incidents and Accidents**

For **non-injury incidents** a copy of the form will be emailed to:

- The person completing the form
- The Branch DC, of the person involved in the incident
- The Pony Club – Safety Team

Note: It is important to document all incidents in case an injury is reported in the future.

The Pony Club Safety Team will save forms for Members, Coaches, or Volunteers to their Pelham Profiles; all others will be saved in the Branch Documents folder.

If you need any support or are in any doubt about whether the incident should be reported, please contact safety@PCUK.org

For **injury Accidents, Damage to Property and Serious Near Misses** a copy of the form will be emailed to:

- The person completing the form
- The Branch DC, of the person involved in the accident
- The Pony Club – Safety Team
- Howden Insurance Brokers

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

The Pony Club Safety Team will save forms for Members, Coaches, or Volunteers to their Pelham Profiles; all others will be saved in the Branch Documents folder.

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

If the accident resulted in:

- Unknown Injury, pending further examination
- An Ambulance being called
- A broken bone
- A visit to hospital
- Concussion
- Damage to property
- Serious Near Miss
- Anything more serious

Howden might make contact to find out more information about the accident or ask for an update if an injury outcome isn't clear.

Any injuries/damage of this nature will be referred to The Pony Club's insurers, and they may instruct a loss adjuster to investigate the accident.

The outcome of the investigation will be shared with Howden and PCUK Safety Team.

Follow-up investigations will be conducted by the PCUK Safety and Welfare Committee or its nominees, as necessary, to ensure any identified shortfalls are addressed, recorded, and that appropriate corrective actions are implemented.

Please note: The Safety and Welfare Committee may conduct an investigation into any incident, at its discretion, where the circumstances indicate that further review is necessary, regardless of the initial findings.

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. For example, if a child falls from their pony but gets up uninjured, they are assessed by a first aider and once cleared, they can continue with the riding activity.
- **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.
- **Damage to Property:** An accident that causes physical damage to someone's belongings or property.

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.