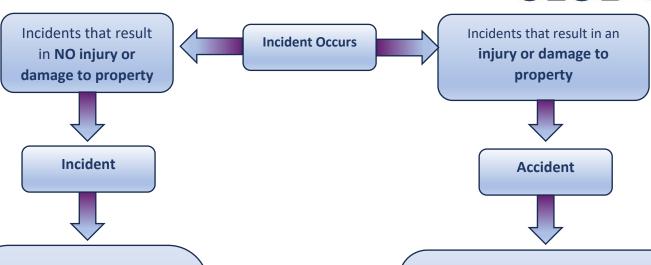
Accident Reporting Guidance – June 2024





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

Use a paper incident log or an electronic Microsoft form, links to both are on the H&S page of the website, under accident reporting.

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

The Accidents must be Recorded 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.



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 forward a notification and copy to the Branch/Centre/Area Rep.

If there is suspected, or confirmed concussion, the safety team will notify the relevant branch and Area Rep.

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