

# Flamstead Pony Club – Accident Reporting Protocol

It is our responsibility to ensure legal reporting requirements are met and we must record ALL accident and injury information, including any incidents that do not cause injury or damage and any near misses that did not cause injury or damage but had the potential to or narrowly avoided a serious accident during pony club activities.

With this in mind, and to make accident reporting easier, we have a Flamstead PC Whatsapp group to enable instructors to quickly record date, time, any first aid treatment given or not, and a brief description of the accident or incident. This is called 'Flamstead PC Accident/Incident/Near Miss Reporting' and all branch instructors are a member of the group.

Our branch H&S officer will record/log information formally and will contact the reporting instructor and member(s) involved if more details are required.

The type of record and report made depends upon the nature of the incident and the injuries sustained:

The **Incident Report Log** should be used to log all non-injury incidents that occur during any Pony Club organised event. Example Incident Report Logs can be downloaded from the Resource Hub in Health & Safety/Accident Reporting.

<https://pcuk.org/health-safety/>

The **Online Accident Report Form** should be completed for all injury accidents, serious near misses and damage to property.

[form.libertyriskreduce.com](https://form.libertyriskreduce.com)

NB. There is a printable version of the form which can be completed at the time of the accident, but the online form must be completed as soon as possible afterwards. If you are an Official, Volunteer, or Coach, printable accident forms can be downloaded from the Resource Hub in Health & Safety/Accident Reporting.

All Accident reporting documents must be retained for three years after the date of the incident or accident. Where an injured person is under 18 years, all accident forms should be kept for three years after their eighteenth birthday. Electronic copies of submitted forms are acceptable.

For clarification an **'Accident'** is where a horse or rider is injured - even if mildly. An **'Incident'** is if anyone at a PC event (eg a sibling stumbling over a fence at a rally) has anything happen to them but is not injured

Where a serious and major incident occurs (including horse fatalities) our area rep must be informed.

Members can also report their own accidents that occur outside organised Pony Club events using the online members accident form.

<https://form.libertyriskreduce.com/forms/pony-club-members>