

# Flamstead Pony Club – Accident Reporting Policy

It is our responsibility at Flamstead Pony Club to ensure legal reporting requirements are met and we must record ALL accident and incident 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.

An **Accident** occurs if:

- A person / horse is injured;
- There was damage to property;
- There is a suggestion of a claim; or
- There is a Serious Near Miss.

An **Incident** occurs if:

- There is an incident but no injury.

## **If an Accident / Incident Occurs**

At each Flamstead PC event, a person will be nominated as responsible for noting the necessary details of an Accident or Incident.

- At camp that person shall be the Coach;
- At rallies that person shall be the parent or guardian of the Member involved in the Accident or Incident.
- At competitions run by Flamstead PC that person shall be the Committee Member present.

**At Camp**, Flamstead PC shall provide all Coaches with a hard copy form containing the information that will need to be included in the Pony Club Online Accident Report Form, to carry and complete once it is safe to do so. Following receipt of the hard copy form (or electronic copy thereof), the Flamstead PC DC, Secretary or Health and Safety Officer (the Submitter) shall promptly complete the Pony Club Online Accident Report Form.

**At a Rally**, the Coach shall:

- Inform the parent or guardian of the member involved that they should complete the Form available at [Accident reporting | The Pony Club Insurance Hub](#), referring to the Coach as the Witness; and
- Inform the Flamstead PC Committee that an Accident or Incident has taken place, by way of a message to the 'Flamstead PC Accident/Incident/Near Miss Reporting' WhatsApp Group.

The Flamstead Committee shall follow up with the parent or Guardian to check if the Form has been completed.

**At a competition** the Jump Judge, Steward or Committee Member Shall promptly complete the Pony Club Online Accident Report Form, if necessary seeking further information from the Witnesses involved.

Following submission of a Form, Flamstead PC shall respond to any further queries from Howdens or PCHQ, as appropriate.