

## **Accident Reporting Guide.**

The Pony Club takes all accidents and incidents very seriously and is committed to supporting its members and clubs in the event of an accident. An Accident is defined as: An accident is an event where there is an injury, loss or damage. Terms may be used interchangeably with incident.

Types of injury accidents

- ▶ Minor – any injury, whether first aid is given or not, where the injured person does not receive professional medical treatment.
- ▶ Serious (previously major/significant) – a significant injury which requires professional medical treatment.

An Incident is defined as: an event where there could have been serious harm or damage. Sometimes an event is referred to as an incident before all the facts are known.

If in doubt, report it.

Reporting serious near misses is just as important and this will assist in steps being taken to prevent recurrences. An example might be an unfixed cross country fence that moved when hit by the horse/pony and/ or rider.

All incidents and accidents which result in injury or damage should be reported via the Accident reporting process by logging incidents in to Risk Reduce.

As part of the questions we are seeking your feedback on the provision of Veterinary and Medical/ First Aid Cover to support and inform our matrix's for the future.

Risk Reduce is an online portal operated by The Pony Club and Howdens (The Pony Club's insurer) to record, monitor, and evaluate accidents. Information on the portal is confidential, supports any claims, and is used to support The Pony Club to continue to develop its safety measures in support of our members and volunteers. Please ensure you are aware of The Pony Club Accident reporting and serious Incident Policy and Procedure, this should be strictly followed.

### **Who can submit forms? When to submit a form?**

All involved in the Pony Club can submit a form following an accident. You will need details on what happened, the type of membership, and the membership number.

Forms should be submitted shortly after the accident, these can be updated as they progress as needed.

### **How to submit a form?**

Accident Reporting is now digital and should be submitted through Risk Reduce by the links below.

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

Branch - <https://form.libertyriskreduce.com/forms/ponyclub-incident-report-branches>

Branches where possible please add this link to your website to support ease of locating.

Risk Reduce is an online portal between The Pony Club and Howdens (The Pony Club's insurer) to record, monitor, and evaluate accidents. Information on the portal is confidential, supports any claims, and is used to support The Pony Club to continue to develop its safety measures in support of our members and volunteers.

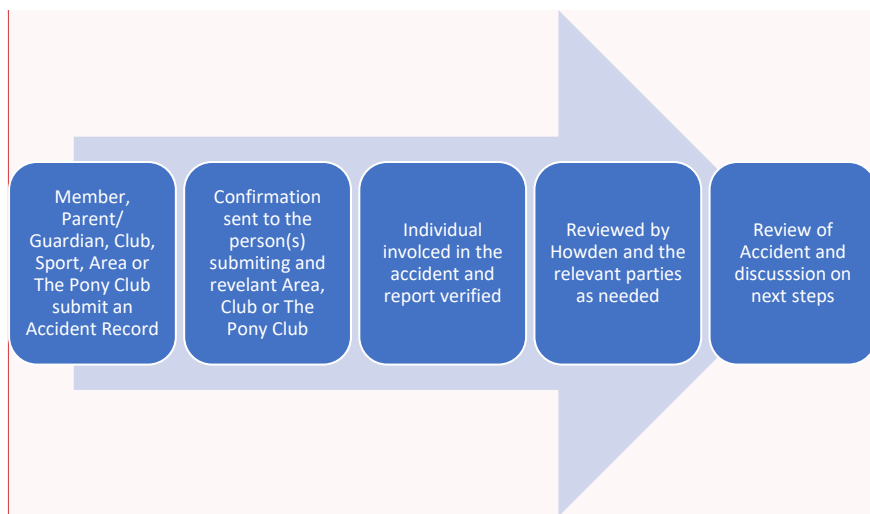
*Items to note:*

- *The form is case sensitive*
- *Please check the form at submission, it will state if there are errors that prevent it from being submitted. These can include spaces afterward or between phone numbers*
- *Information provided will be confirmed against membership, coach, and volunteer data held by The Pony Club to support processing*

Commented [ZP1]: To expand

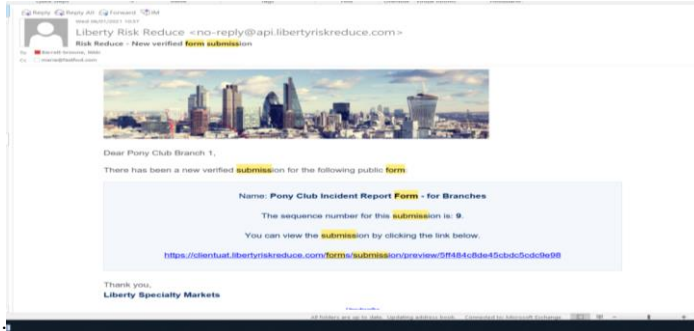
**Accident reporting process**

The below progression chart shows the process involved in reporting accidents through Risk Reduce. Expansion on the charity can be found below



Commented [ZP2]: New but a more visual of what is expressed below

When a record has been completed the Risk Reduce users (PC admin and branch admin) will receive an email to advise of a new record submission. The image below provides an example of the email



which will be received:

Click on the link within the email to be taken to the form (you will be taken to your login page first)

The Admin, upon gaining access to the club area can check that the form has been completed correctly, holds the necessary information, and then Verify.

You can see a list of Public Forms waiting to be verified or have been verified (see below)

ID	Form Name	Name of injured party	Date submitted	PREVIEW	DELETE	VERIFY
1	Pony Club Incident Report Form - for Branches	N/A	2020-09-21	PREVIEW	DELETE	VERIFY
2	Pony Club Incident Report Form - for Branches	N/A	2020-09-21	PREVIEW	DELETE	VERIFY
3	Pony Club Incident Report Form - for Branches	N/A	2020-09-30	PREVIEW	DELETE	VERIFY
4	Pony Club Incident Report Form - for Branches	John Browne	2020-10-01	PREVIEW	DELETE	VERIFY
5	Pony Club Incident Report Form - for Branches	Jeremy Chappell	2020-10-06	PREVIEW	DELETE	VERIFY
6	Pony Club Incident Report Form - for Branches	John Doe	2020-10-06	PREVIEW	DELETE	VERIFY
8	Pony Club Incident Report Form - for Branches	Test	2021-01-04	PREVIEW	DELETE	VERIFY
9	Pony Club Incident Report Form - for Branches	Terry Rogers	2021-01-05	PREVIEW	DELETE	VERIFY

If the form has been completed in error, you can click on delete. This will delete the form so no further action can be taken and it will be removed from the view

Once the form has been verified it will move to the completed form view (see below)

ID	Form Name	Branch	Name of injured party	Date of accident	Date submitted	PRINT PREVIEW	EDIT
1	Pony Club Incident Report Form - for Branches	N/A	N/A	2020-09-30	2020-09-30	PRINT PREVIEW	EDIT
5	Pony Club Incident Report Form - for Branches	N/A	Jeremy Chappell	1920-10-01	2020-10-06	PRINT PREVIEW	EDIT
6	Pony Club Incident Report Form - for Branches	N/A	John Doe	2020-10-02	2021-01-06	PRINT PREVIEW	EDIT
8	Pony Club Incident Report Form - for Branches	N/A	Test		2021-01-04	PRINT PREVIEW	EDIT
9	Pony Club Incident Report Form - for Branches	N/A	Terry Rogers	2020-12-01	2021-01-06	PRINT PREVIEW	EDIT

An Email will be sent to all Risk Reduce users to show the form has been verified. A daily submission email will also be sent to all Risk Reduce users identified showing all forms submitted and approved for that day

## Reporting

There is the ability to export a list of all forms to an excel document. This excel report will show all fields populated in the forms enabling you to filter as you wish (see below)

Commented [ZP3]: Remove until its working?

The screenshot shows the 'Risk Reduce' interface with a sidebar on the left containing navigation links: Home, Claims, Forms, Policy Documents, Risk Guidance, Accident Reporting (selected), Statistics, Loss Lessons, and News. The main content area is titled 'Reports' and 'Accident Reporting'. It features a search bar at the top, a 'Logout' link, and a prominent blue button labeled 'EXPORT ALL ACCIDENT DATA TO EXCEL'. Below this, there are configuration options for the report: 'Type of Chart' (set to 'Accidents by time of occurrence'), 'Date From' (01-01-2020), 'Date To' (12-01-2021), and 'Chart Type' (set to 'Bar Chart'). 'APPLY' and 'EXPORT PREVIEW' buttons are at the bottom of the configuration area.

## Frequently Asked Questions

- Who has access to Risk Reduce?**  
 All Branch DC's have been issued with a login to the Risk Reduce System, originally an email will have been sent asking to activate the account.  
 If the account has been activated and you can not access the system you can click forgotten password which will assist, please check the junk mail for an email.

Those who have not activated an account need to contact [safety@pcuk.org](mailto:safety@pcuk.org) we will work with Howdens to ensure an activation link is resent.

- *Who do I contact if I'm having trouble logging in?*  
The steps above will help in the first instance and in the case where they do not please contact [safety@pcuk.org](mailto:safety@pcuk.org)
- *Can we still use paper accident forms?*  
Yes, you can still use paper-based forms at events, this will help to ensure that all the relevant information is collected read to be completed in Risk Reduce. There is a downloadable version on the Website: [INSERT LINK](#)
- *What type of documentation can I submit to support an accident?*  
To support accident reports sometimes additional documentation may be needed and requested. This can be to support further understanding, support a claim, and/ or to aid in the processing of the report. The documentation which may be asked for can include:
  - Witness statements
  - First Aid reports, including those from external providers
  - Hospital/ Paramedic/ Doctors reports
  - Police Accident reports and incident/ crime numbers
  - Photographs (depending on the nature)
- 

Useful video links