

## Important Incident Reporting Update

Dear all,

This email explains important updates to The Pony Club's incident reporting procedures. Please read it carefully and follow the guidance - the updated form will be made available in early January 2026, but please familiarise yourself with the below in preparation for this release.

What has changed?

The Howden report form has been updated, so from 1st January 2026, there will now only be one form to report ALL:

- Non-injury incidents (new for 2026)
- Injury accidents (already recorded)
- Damage to property (already recorded)
- Serious near-misses (already recorded)

Paper copies of forms are no longer required - unless you wish to keep them.

Why the change?

We have introduced this updated process to better understand trends in incidents, as well as accidents. This helps us improve our response, promote transparency, and continue learning and improving safety management across all Pony Club activities.

How does The Pony Club define an 'Incident'?

Anything that doesn't result in an injury; for example, if a child falls from their pony, but gets up straight away, uninjured. They are assessed by a First Aider/Coach, and once cleared, they continue with the riding activity.

It is important to keep a record of all incidents like the example above, and you should already be recording them locally either using paper or your own electronic forms. In order to understand trends, maintain transparency, and have an accurate picture of what is happening in the field, we need to know about them at PCHQ. Some incidents may later result in a reported injury, so having a record of what happened is essential.

Where can I find a copy of the form, once its completed?

Every form will be saved in Pelham on the person's profile. If the individual involved does not have a Pelham profile, they will be saved in the Branch's/Centre's documents folder. A copy of the form is also sent to the person who completed it, and to the Branch DC of the person involved.

How will the information on the forms be used?

All accident and damage reports are reviewed by Howden and PCHQ, with investigations and follow-up action taken as required. All incident reports are reviewed as part of trend analysis.

District Commissioners (DCs) and Health & Safety Officers should continue to monitor incidents and accidents locally and address any issues that arise.

Howden provides a spreadsheet of all reports to the PCHQ Safety Team, who analyse the data to:

- Identify trends
- Highlight safety protocols or guidance that might need reviewing
- Support learning and development
- Ensure Members can explore riding risks in a safe and supported way

Who should complete the form?

You should decide this locally. Ideally, it should be someone who witnessed the incident and can record the information accurately and thoroughly.

Is this really necessary?

We understand that Volunteers already have many responsibilities. Recording incidents electronically may feel like "another thing to do," but it is vital for keeping everyone safe and managing safety effectively. Many Branches already use the electronic forms, so we know this process works. While not mandatory for 2026, we hope you will support this initiative to help improve safety and learning. The new process will be trialled for 12 months.

Can I complete the form on my phone?

Yes. Find the link on Rally Organisers' Resources

What about accidents where someone was injured, has this process changed?

This process hasn't changed, other than there now is a single form for all types of report. It is a Pony Club 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.

\*Everyone who attends the Pony Club organised event: Parents/Guardians, Family members, Friends, Officials, Volunteers, Coaches, Staff and members of the public.

It is the responsibility of local Branch/Centre Health & Safety Officer and/or District Commissioner/Centre Proprietor to ensure relevant procedural and legal reporting requirements are met. If you need further support, contact the Safety Team at [safety@pcuk.org](mailto:safety@pcuk.org).

What do I do with paper copies of forms?

Any paper copies of incident logs, and accident forms you may have, ideally should be scanned and saved into the Branch documents folder in Pelham, but alternatively they should be kept somewhere safe and secure locally, please DO NOT send them to PCHQ unless specifically requested to.

Can I upload diagrams or other paperwork with the form?

Yes, you can upload two documents with your form. If you wish to upload more, please contact [safety@pcuk.org](mailto:safety@pcuk.org).

We hope this explains everything clearly, including how the process will work, and why we are asking for your support. If you have any questions, need support, or would like to provide feedback, please contact [safety@pcuk.org](mailto:safety@pcuk.org).