

Accident Reporting

Rule 8 of the Health, Safety and Safeguarding Rulebook 2016



There is a need to keep a record of accidents. The type of record and the report made depends upon the nature of the incident and the injuries sustained. It should be noted that injuries to members and voluntary helpers are included in these requirements. In order to be able to keep a simple record of incidents during the course of an activity it may be useful to keep an *Incident Report Log*. Templates for an *Incident Report Logs* for one-day events and rallies can be found on The Pony Club website within the Health and Safety section.

Accident reporting documents **must** be retained for three years after the date of the incident. Where an injured person is under 18 years, all accident forms should be kept for three years after their eighteenth birthday.

An example for an *Incident Report Log* for a one day event is shown below:

[Name of Branch] Branch of The Pony Club											
Event _____		Location _____		Map Reference ____			Date __/__/__				
Rider No.	Fence	Unseated Rider	Horse Fall	Held	Continue / Retire	Medical	Vet	Fence Repair	Horse Ambulance	Stop Time	Start Time

An example for an *Incident Report Log* for a rally is shown below:

[Name of Branch] Branch of The Pony Club							
Event _____		Location _____		Map Reference ____		Date __/__/__	
Name	Location	Unseated Rider	Horse Fall	Continue / Retire	Medical	Vet	Time

The records and reports that must be made are as follows:

Accident books, including the DHSS Accident Book and Concussion Book, are available to purchase from The Pony Club Online Shop.

a. Minor Injury	
Definition	First Aid treatment required but person is allowed to continue or at least go home without going to an A&E department.
Branch / Linked Centre Report	<i>DHSS Accident Book</i> with record torn out and retained by Branch or Linked Centre. It should be retained separately from the <i>DHSS Accident book</i> for Data Protection Act purposes.

b. Significant Injury	
Definition	First Aid treatment required, person taken to hospital from the competition / activity or recommended to be taken to A&E or Doctor by parent / guardian.
Branch Report	<i>DHSS Accident Book</i> with record torn out and retained by Branch. It should be retained separately from the <i>DHSS Accident book</i> for Data Protection Act purposes. <i>The Pony Club Accident Report Form (Appendix G)</i> to be completed with one copy sent to the Insurance Company on the reverse of the form and one copy sent to The Pony Club's Stoneleigh office.
Linked Centre Report	<i>DHSS Accident Book</i> with record torn out and retained by the Linked Centre. It should be retained separately from the <i>DHSS Accident book</i> for Data Protection Act purposes. A report may need to be made to the Linked Centre's insurers depending upon their requirements.

c. Major Injury	
Definition	Any injury that necessitates the injured person being admitted to hospital for more than 24 hours, including: <ul style="list-style-type: none"> - A broken bone other than a bone in the hand or foot. - A penetrating injury to the eye. - A volunteer needing to take more than 7 days off work as a result of the injury.
Branch Report	<i>DHSS Accident Book</i> with record torn out and retained by the Branch. It should be retained separately from the <i>DHSS Accident book</i> for Data Protection Act purposes. <i>The Pony Club Accident Report Form (Appendix G)</i> to be completed with one copy sent to the Insurance Company on the reverse of the form and one copy sent to The Pony Club's Stoneleigh office.
Linked Centre Report	<i>DHSS Accident Book</i> with record torn out and retained by the Linked Centre. It should be retained separately from the <i>DHSS Accident book</i> for Data Protection Act purposes. A report may need to be made to the Linked Centre's insurers depending upon their requirements.

Branch and Linked Centre Report	<p>Both Branches and Linked Centres must also report the incident to the HSE (Health and Safety Executive) by completing the following:</p> <p>Report form <i>F2508 (RIDDOR)</i> must be completed and submitted online at www.hse.gov.uk/riddor/report.htm within 10 days of the incident:</p> <p>For Branches – When completing the online form, Branches should use The Pony Club’s Stoneleigh Office address and safety@pcuk.org email address. This ensures that The Pony Club Office will be informed and the acknowledgement of your report will come via The Pony Club Office.</p> <p>For Linked Centres – When completing the online form, Linked Centres should use their own address and email address.</p> <p>A record must be kept of the date and method of reporting.</p>
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d. Fatality	
Branch Report	<p>A fatality that occurs at the site of the accident or within a few days must be reported to the Police and the Local Authority Environmental Health Department by telephone as soon as practicable. Report form <i>F2508 (RIDDOR)</i> must be completed and submitted online at www.hse.gov.uk/riddor/report.htm within 10 days of the incident.</p> <p>When completing the online form, Branches should use The Pony Club’s Stoneleigh Office address and safety@pcuk.org email address. This ensures that The Pony Club Office will be informed and the acknowledgement of your report will come via The Pony Club Office.</p> <p>The local Environmental Health Officer may also request a copy.</p> <p>The Organiser or the Official Steward must also inform their Area Representative, the Chief Executive, the Risk Management Director, the Chairman of The Pony Club, and The Pony Club Press Officer. Contact details are given in the <i>Management of a Serious Incident (Appendix B)</i>.</p>
Linked Centre Report	<p>A fatality that occurs at the site of the accident or within a few days must be reported to the Police and the Local Authority Environmental Health Department by telephone as soon as practicable. Report form <i>F2508 (RIDDOR)</i> must be completed and submitted online at www.hse.gov.uk/riddor/report.htm within 10 days of the incident.</p> <p>When completing the online form, Linked Centres should use their own address and email address.</p> <p>The local Environmental Health Officer may also request a copy.</p> <p>The Proprietor should also inform The Pony Club’s Stoneleigh office and The Pony Club Linked Centre’s Regional Co-ordinator for their Area.</p>

e. Property Damage

Definition	Any damage to a Third Party's property by a Member's pony or any damage to a Third Party's property at a Pony Club activity.
Branch Report	<i>The Pony Club Accident Report Form (Appendix G)</i> to be completed with one copy sent to the Insurance Company on the reverse of the form and one copy sent to The Pony Club's Stoneleigh office.
Linked Centre Report	A report may need to be made to the Linked Centre's insurers depending upon their insurer's requirements.