**Accident Reporting & Serious Incident Flowchart**

- **Accident occurs**
- **Local emergency response and accident procedure implemented (when required)**

- **Is it fatal, potentially fatal or a serious injury?**
  - **No**
    - Ensure details of the injury/property damage accident are recorded via The Pony Club reporting form or Risk Reduce.
    - Branch/Centre H&S Officer, DC, Proprietor, or other responsible person must be informed.
    - If in any doubt about the severity of the accident or the action to be taken, contact Area Rep or The Pony Club Office for support.
      - Tel: 02476 698300 E: enquiries@pcuk.org

  - **Yes**
    - **Serious Incident:** Branch/Centre H&S Officer, DC/Proprietor and Area Rep must be informed immediately. Follow Management of Serious Incident Procedure (Appendix B, H&S Rulebook)
    - **Fatality:** Immediate telephone contact made to The Pony Club Office. *Details in top right box*

- **Successful contact made with The Pony Club Office**

- **Instruction will be given on the investigation and response process to follow using The Pony Club Emergency Support Guide. Report incident via The Pony Club reporting form or Risk Reduce.**

- **The Pony Club, in conjunction with Howden Group Ltd, will undertake investigation report and appoint a loss adjuster, where appropriate. Branch/Centre to support as required.**

- Incidents discussed at Local/National level for potential preventative actions.
  - E.g. Ask yourself what could we do to prevent this happening again?

- **Incident closed**

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**The Pony Club Emergency Number**

**Tel: 02476 698300, press 9**

The Emergency Number is directed to

1) Marcus Capel (Chief Executive)
2) Clare Valori (Vice Chairman)
3) Tim Vestey (Chairman)
4) Heidi Lockyer (Deputy Chief Executive)