

PONY CLUB



HEALTH AND SAFETY RULES 2020

£3.50

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NOTE: Rules that differ from those in 2019 or that need special emphasis are shown in bold and side-lined (as shown here).

OBJECTIVES

The objectives of The Pony Club are:

- To encourage young people to ride and to learn to enjoy all kinds of sport connected with ponies and riding.
- To give instruction in riding and horsemanship and to educate Members to look after and to take proper care of their animals.
- To promote the highest ideals of sportsmanship, citizenship and loyalty to create strength of character and self-discipline.

The riding of ponies and horses inevitably involves some risk. Members are entitled to learn to ride and participate in equestrian sports in as safe and secure an environment as is reasonably practicable. Taking risks is a crucial element in a child's development. It is imperative that Members are allowed to take risks in a controlled environment to ensure their development and to enable each individual to achieve their ideals.

These guidelines are intended to show how organisers can do what is reasonably practicable to ensure the health, safety and welfare of Members and volunteers at Pony Club activities without unnecessarily restricting their enjoyment and learning. It is intended to be used in conjunction with other Pony Club publications. The Pony Club Manual of Horsemanship covers all aspects of horsemanship, when it is followed risks to both horse and rider will be minimised. The Pony Club Rule Books for the individual Sports set out rules for the conduct of competitions in each Sport.

When a rule states District Commissioner, Centre Proprietor also applies, and where Branch is stated, Linked Centre applies.

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THE PONY CLUB HEALTH, SAFETY AND SAFEGUARDING ADVISORY COMMITTEE

Chairman: Clare Valori (Vice Chairman of The Pony Club)

Members: Ben Mayes
Christine Gould
Dr Ted Adams
Hazel Warburton
Meg Green (Area Representative)
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All rules are made by The Pony Club Volunteer Committees including consultation with others.

The Pony Club Office provides administrative support and any queries or questions relating to these rules must be directed to the Chairman of the relevant Sport.

HEALTH AND SAFETY

1. INTRODUCTION TO HEALTH AND SAFETY

The purpose of this booklet is to give a basic framework for the organisation of Pony Club activities that can be easily followed. It is written with the Branch network in mind but is equally applicable to Linked Centres. Where it is written that copies of documents are to be sent to The Pony Club Office, Linked Centres should simply retain a copy of these documents for their own records (The Pony Club's Office does not require copies of all these documents for its Linked Centres).

This framework gives a straightforward structured approach to the activity while ensuring that the organiser meets the requirements of health and safety legislation. It is important to remember that health and safety is just one issue when organising an activity. To this end there should be an integrated approach that covers all aspects of the activity, including the venue, people, horses, money and safety.

There is a common feeling that health and safety law is all embracing and restrictive. This is not the case. The law requires the organiser to do what is reasonably practicable to ensure the health, safety and welfare of anyone who might be affected by the activity they are organising. When deciding what is reasonably practical, the organiser should balance the cost and inconvenience of potential control measures with the benefits of the activity.

INSURANCE

The Pony Club 'Public and Products Liability' Insurance Policy is extended to give cover for all the official Area Competitions and the Championships. Details of the insurance are available on The Pony Club website.

In the event of any accident, loss or damage occurring to a Third Party or to the property of a Third Party (including the general public and competitors) no liability should be admitted, and full details should be sent at once to The Pony Club Office.

The following statements should be included in all event schedules:

HEALTH AND SAFETY

Organisers of this event have taken reasonable precautions to ensure the Health and Safety of everyone present. For these measures to be effective, everyone must take all reasonable precautions to avoid and prevent accidents occurring and must obey the instructions of the organisers and all the officials and stewards.

LEGAL LIABILITY

Save for the death or personal injury caused by the negligence of the organisers, or anyone for whom they are in law responsible, neither the organisers of this event or The Pony Club nor any agent, employee or representative of these bodies, nor the landlord or his tenant, accepts any liability for any accident, loss, damage, injury or illness to horses, owners, riders, spectators, land, cars, their contents and accessories, or any other person or property whatsoever, whether caused by their negligence breach of contract or in any other way whatsoever. Entries are only accepted on this basis.

2. HEALTH AND SAFETY OFFICER

Each Branch and Linked Centre should appoint a Health and Safety Officer to take responsibility within the Branch / Linked Centre. For Branches, the role involves advising the District Commissioner and Branch Committee to enable them to make decisions that reflect the requirements for health, safety and welfare of anyone affected by the activities organised by the Branch. The proprietor may wish to take this role on within a Centre.

The Health and Safety Officer should ensure appropriate risk assessments are carried out prior to all Pony Club activities (see Section 5 Risk Assessments) and incidents are correctly reported and investigated (see Section 8 Accident Reporting). There should also be either the Health and Safety Officer or an appointed Steward in attendance at all major competitions.

3. TRAINING AND GUIDANCE

Training courses are available for Branch Officials and Centre Personnel. These courses are organised by The Pony Club Office and requests can be made by email to enquiries@pcuk.org.

4. FRAMEWORK

The organisation of any activity, large or small, has six stages:

- Purpose – What do you wish to do?
- Place – What facilities are available?
- Plan – How are you going to achieve your purpose?
- Personnel – Who is going to do what?
- Prepare – Be prepared for something to go wrong.
- Paperwork – Keep records.

a. Purpose

It is necessary to decide what the aim of the activity is and who the target participants are.

b. Place

The facilities required can be determined once you have decided the type of activity you wish to organise. However, availability of particular facilities at the time they are needed may result in the organiser having to change the purpose of the activity or build the necessary facilities to enable the planned activity to go ahead. Facilities that are available may need to be improved to meet health and safety regulations, for example by building new cross country fences.

Location / venue may limit the number of participants allowed to attend the activity, due to insurance purposes for example. The organiser may need to subsequently reduce the target group of participants accordingly.

c. Plan

Once the purpose and the location have been decided, the activity can be planned. For the activity to run smoothly there needs to be a clear plan indicating each task that needs to be completed, who is assigned to do which task, when the task needs completing by and who has asked them to do it. A structured organisation checklist is a simple way of achieving this. More complex activities will require a longer checklist. Some examples are included where specific activities are considered. Suggested headings for the checklist would be as follows:

Task	Personnel	Date Asked	Confirmed	Cost	Completed	Paid	Notes

The list of tasks may include a task or group of tasks that are delegated to an individual. For example, the preparation of a show jumping arena and building the course.

Once the initial plan for the activity has been prepared the financial and safety risks can be assessed. A financial budget should be used to examine the financial risks and a risk assessment should be used to examine health and safety risks.

The budget estimates the potential cost of the activity and the income that might be received. Some Pony Club activities can be provided free to Members or may be subsidised to some extent, for example rallies. At all activities financial control is essential to ensure the best use of resources.

The risk assessment examines the significant hazards and lists the control measures that are to be used to ensure that the risks are at an acceptable level. A risk assessment must be carried out for all work activities. The risk assessment should identify the significant risks, identify who is exposed to those risks and detail the control measures taken to reduce the risks to an acceptable / reasonable level. (See Section 5: Risk Assessments).

It is a matter of judgement to decide what the significant risks are but it is important not to overlook something that is hidden by other more trivial risks.

The organiser will now have three documents: an organisation checklist, a budget and a risk assessment. These will be working documents that will develop as the day approaches.

d. Personnel

When selecting people to perform tasks during the preparative stages and on the day, it is necessary to consider the strengths and weaknesses, physical capabilities and character of all volunteers and also those paid either as a contractor or an employee. Someone who works at a desk from Monday to Friday is unlikely to be able to do eight hours manual labour on a Saturday to prepare a cross country course.

Similarly, an individual with a strong character would be best suited as a crossing point steward. All personnel must receive the necessary information and training (e.g. manual handling training) to be able to perform their tasks safely.

It is essential to consider the welfare of the team on the day. Before the day everyone needs to know when to arrive, when they can expect to be able to leave and what catering facilities, if any, will be available. If volunteers are made to feel valued and are well looked after, they are more likely to come / help again. They should be fed and offered beverages regularly throughout the day, particularly those who cannot leave their posts. Alcohol must not be offered to or consumed by any judge, steward or other personnel whilst acting in an official capacity during the day, including at lunch-time if on duty again in the afternoon. The full Alcohol Policy can be downloaded from The Pony Club website.

e. Prepare

The careful planning of the activity will ensure that the day is well organised, but riding inevitable involves some risk. For example, riders do fall off sometimes or handlers can get kicked, etc. There must be

an “emergency plan” in place that indicates who is responsible for providing first aid cover when someone gets hurt, and likewise with providing veterinary cover should a horse / pony get hurt. The Pony Club has guidance available with the recommended minimum requirements for first aid provision at all activities (Appendix A1: First Aid Cover Matrix). When completing the risk assessment the organiser should consider these and decide on the level of cover that is necessary for the event.

The emergency plan should include communications with the onsite First Aid Provider, the Veterinary Surgeon (who may be on call rather than onsite) and, for a cross country event, the course builder / fence repair. It must also be clear who is responsible for calling the emergency services and how this is to be done. This person must know either the Ordnance Survey map reference or the postcode of the site entrance. The First Aid Provider must know who can give them permission to leave the site at the end of the day.

An Air Ambulance may be used to evacuate a casualty. The organiser should plan what would be done in the event of an Air Ambulance being used. For example, which part of the activity would need to be stopped, where the helicopter would land, etc. However, it may be that the pilot decides the safest place to land depending on indications from the ground. When an Air Ambulance is required, it is strongly recommended that bright reflective clothing is laid on the ground to help guide the pilot to your position.

The possibility of a serious incident should also be considered. The management procedure for a fatality or serious injury can be found in Section 7: First Aid and Appendix B: Management of a Serious Incident.

f. Paperwork

After the activity, the organiser must retain the following documentation:

- The organisation checklist
- The Risk Assessment(s)
- A financial account (budget)
- A schedule and programme for a competitive event
- A first aid treatment record
- Copies of any accident reports completed
- Copies of any incident reports, concussion forms or incident report logs

These documents need to be retained for 3 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. Electronic copies are acceptable provided a duplicate backup (e.g. password protected USB stick) is also stored in the case of technical problems.

5. RISK ASSESSMENT

A risk assessment must be carried out and recorded for all activities. This is an assessment that identifies what the significant risks are at an activity, which parties are exposed to these risks and the control measures that have been or will be taken to reduce the risks to an acceptable level. It is a matter of judgement to decide what the significant risks are.

All areas that Members, their family, supporters and volunteers / staff have access to should be considered in the risk assessment, not just the riding area. Risk assessments for Pony Club Camps and/or in Linked Centres should also include activities such as feeding, mucking out, storage of hay bales, shoeing, etc. The risk assessment should be carried out by someone who is directly involved in the organisation of the activity. If the risk assessment is carried out by someone else on behalf of the organiser, it is essential for the organiser to make themselves aware of the contents of the risk assessment.

NOTE: For Tetrathlon Shooting in a Sports Centre

A full risk assessment, including the power of the gun being used, the material being used as a ballistic curtain, distances to targets, must all be considered as part of the risk assessment. Damage to facilities should not occur if this is done correctly prior to commencing the shoot. At all times safety of people, facilities and environment **MUST** be considered

a. Completing Risk Assessments

To carry out a risk assessment there are five steps to follow:

- 1.** Identify the hazards – what could go wrong?
- 2.** Identify the parties at risk – for example: Members, volunteers, coaches, spectators, etc.
- 3.** Identify reasonable and practicable control measures to reduce risks – what can be done to prevent something going wrong?
- 4.** Record your assessment
- 5.** Review your assessment

Risk Assessments Completed by Third Parties

In some circumstances it may not be necessary to complete your own risk assessment because a perfectly adequate assessment covering all aspects of the activity has already been carried out by a third party. In these

circumstances a brief questionnaire may be used to ensure that adequate procedures and arrangements are in place to ensure the safety at Pony Club activities. Examples of questionnaires are available on The Pony Club website.

Examples of this can be found below:

- 1.** Equestrian Centres will have completed risk assessments and have their own emergency procedures for accidents and other incidents (e.g. fire). The use of the questionnaire for the Assessment of Hired Facilities (available on The Pony Club website) will enable the organiser of the activity to assess the safety procedures at the Centre. If those procedures are adequate and cover all aspects of the planned Pony Club activity then there is no need to complete an additional risk assessment.
- 2.** Contractors who do specialist work associated with events, such as catering, trade stands or construction work, Cross Country course building or the erection of temporary stables, have to carry out their own risk assessment covering their own activities. The questionnaire for the Assessment of Contractors (available on The Pony Club website) is intended to check that the contractor has the necessary procedures and arrangements in place. A Pony Club assessment will normally be required to cover those aspects of the work that are controlled by or involve Pony Club Officials and/or volunteers.

6. PONY CLUB ACTIVITIES

The following section should be read in conjunction with The Pony Club Safeguarding Policy.

a. Responsibility for Members

The organiser of any activity has a global responsibility for the good order and running of an activity to ensure the health, safety and welfare of all those in attendance and to make sure there are sufficient and appropriate officials present at the activity, such as stewards, coaches, first aid cover, etc. Parents / guardians may stay at an activity to watch but should not interrupt or interfere with the activity, as explained in the Code of Conduct for Parents / Guardians. The full code of conduct is available on The Pony Club website.

Parents / guardians always maintain the responsibility for their own children whether they are present at activities or not. Some of this responsibility is delegated to a coach or similar when the child goes into a lesson or enters the arena at an event in order to enable the coach or similar to teach / train the child, but overall responsibility still remains with the parent / guardian.

When the parent / guardian is unable to attend the activity, they may leave their children under the care of The Pony Club officials, and delegate some of the responsibility for their child to the officials. The organiser, or other suitable official, must be asked if they are willing to take on this responsibility prior to the activity starting. They have the discretion to agree or not agree to do so based on their assessment of the situation, e.g. if they have the time and/or space to carry out the responsibility adequately. The organiser must have contact details for the parents of all the children left at the activity so that they may be contacted in the event of a problem.

When the parent / guardian is unable to attend the activity, it is essential for the Branch or Linked Centre to ensure that any relevant medical information for the child has been provided prior to the activity starting. The Medical Consent Form could be used for this and is available on The Pony Club website.

Members must report to the organiser at the beginning of the activity. At the end of the activity, the parent / guardian collecting the Member should let the organiser or another appropriate Official know that they have collected their child. If the child is to be collected by another suitable adult, the organiser must be informed beforehand and the suitable adult must agree to this arrangement.

It should be noted that Pony Club Officials have delegated responsibility for the welfare and safety of Members in their care from the point at which the activity starts or that they report to the organiser until they are collected by their parent or nominated person.

b. Responsibility at Residential Activities (including Camps, Visits and Excursions)

Responsibility at residential activities is the same as laid out in Point 6a above.

However, it is essential for the Branch or Linked Centre to gain parental consent for Members to attend residential activities and to ensure that any relevant medical information for the child has been provided prior to the activity starting. The Medical Consent Form could be used for this and is available on The Pony Club website. If the residential activity also involves horses / ponies, it is also essential that parents tell the organiser of any special requirements for the horse / pony before the residential activity starts.

Pony Club camp provides Members with the opportunity to improve their riding ability and stable management skills with the help of coaches, by giving them appropriately vetted supervised responsibility for their own pony and allowing them to manage their time efficiently to ensure they are ready for lessons and activities. Interference by parents during camp, either when visiting or helping with the daily chores or by mobile phone can significantly reduce the benefit their child gains from camp. Therefore, it is essential that parents / guardians are aware of what is expected of them in accordance with the Code of Conduct for Parents / Guardians available on The Pony Club website.

c. Foreign Exchanges and Excursions

Some Branches and Linked Centres are fortunate enough to be invited to visit overseas Pony Clubs. There are very many more considerations when taking Members abroad. These will include all those written in 6a and 6b. Further consideration will need to be given to the number of adults attending the exchange as it is unlikely that many parents / guardians will be able to attend.

(i) Ratio

A risk assessment should be completed if taking Members abroad and should consider the ratio of adults to children.

A suggested ratio for fully able bodied children would include:

- Children age 5-10 years old – 1 adult per 4 children
- Children age 10-16 years old – 1 adult per 10 children

However if the children have any disabilities or learning difficulties the suggested ratios would be seen to increase depending on the severity of those needs.

(ii) Flight safety

It is recommended that children are supervised at all times in airports due to the high levels of security required. Airlines can give advice to Branches and Linked Centres on their expectations around supervision etc of children when the aircraft is in the air.

(iii) Passports

These are actually very sensitive security documents and must always be kept safe and secure. It is strongly recommended that one person is made sole charge of all passports for the duration of the trip, keeping them where practicable in a hotel safe for example.

d. Organising Excursions

Branches and Linked Centres often organise trips for their Members to places or events of interest. These may be of general or equestrian interest. The requirements for these are similar to any other Pony Club activity. Some additional consideration is required. For more information, refer to the Arranging Residential Excursion Policy available on The Pony Club website.

(i) Transportation

Refer to the transportation policy on The Pony Club website.

(ii) Supervision

The number of adults supervising the Members will depend upon the type of visit and the ages of the children. With younger children, it is necessary to have a higher ratio of supervisors to Members. All supervisors should be over 18 years; it is not acceptable to count Members who are taking part in the activity and over 18 years as supervisors. If the activity includes children with a disability or adults at risk, then the requisite number of supervisors is likely to increase. This should be considered in the event risk assessment.

Supervisory roles are considered as a regulated activity / work requiring a disclosure check (i.e. DBS, PVG or Access NI). All supervisors should be over 18 years; it is not acceptable to count Members who are taking part in the activity and over 18 years as supervisors.

(iii) The Journey

The journey needs to be planned to allow adequate time including comfort and meal breaks. If travelling in private cars, it is not ideal to travel in convoy. Instead, it is recommended that set stop points are agreed by all parties where the group can reconvene and keep to the itinerary. At each stop check carefully that everyone is present before setting off. When travelling in more than one vehicle, everyone should stay with the vehicle that they start the journey in to reduce the risk of losing individuals.

(iv) At the Event

Ensure that everyone is aware of the time and place to meet for departure. If necessary this can be put in writing. If the children are to be allowed to be independent, a meeting point should be identified where they can gather and meet their supervisors. It is essential that the Members stay in groups to minimise the chance of anyone going missing or getting lost. Mobile phones are a useful means of communication but remember that they are fallible, batteries run out or the signal fails.

(v) Overnight Stays while on Arranged Excursions

These are similar in many ways to camp. Information on medical issues is required. Any medication to be taken by a child should be given to the organiser with clear instructions as to when it is taken and the organiser will ensure it is taken correctly. The medication must be in packaging which is clearly marked with the appropriate dosage and with clear pharmacist information as to the contents. This information can be collected by using the Medical Consent Form (available on The Pony Club website). Adults must not sleep in the same room as the children, except if the child is a member of their own family. The adults should be near enough to the children's room to ensure their welfare and security whilst still allowing appropriate privacy.

(vi) Collection on Return

Parents must be given details of the return time and when to collect their children. The organiser should have contact details for all parents in case of their party's return being delayed for any reason. The full Transport Policy can be found on The Pony Club website.

7. FIRST AID

The level of first aid provision will depend upon the activity being organised. All organisers must undertake a risk assessment to identify the level of cover required. This will take into consideration the following **:

- The number and age of competitors
- The types of activity being undertaken
- The level of competition (based on level of difficulty)
- The complexity of the site layout
- Phone signal/wifi strength
- Time for the County ambulance to get to site
- Proximity of nearest hospital

**This list is not exhaustive

The minimum recommended level of cover for Pony Club activities are given in Appendix A1 – First Aid Cover Matrix. However as a result of the risk assessment, the cover for Pony Club activities may be amended to suit the size and complexity of the venue.

At multi-discipline events where the phases are running concurrently the appropriate cover is required for each phase. Where the phases are continuing in close proximity one first aid team may be able to cover both phases. If this is done all phases must stop when the first aid team are attending a casualty or if they leave the ground to transport an injured person to hospital.

The type of 'ambulance' to be used for an event again should be risk assessed by the organisers – so it may be that a 4 wheel drive vehicle that has been specifically adapted to be used to carry a stretcher and medical professionals (and their equipment) may be more appropriate than a 'land ambulance' for certain types of event e.g. cross country/hunter trials where driving across rough terrain is a requirement. Private vehicles are NOT suitable to be used as ambulances.

a. Training and Qualifications

The Pony Club defines two levels of first aider – Trained and Qualified. As a minimum requirement there must be a Trained First Aider at events.

(i) Trained First Aider

A person who holds either:

- Emergency First Aid at Work (EFAW) qualification gained at a one-day course run by RQF registered trainers (Regulated Qualifications Framework, all qualifications regulated by Ofqual (in England) are on this framework and SQCF in Scotland) or one of the voluntary aid organisations (St John's, Red Cross or St Andrew's). Requalification is required after three years.
- BHS Initial First Aid qualification gained at a two-day course. Requalification is required after two years.

Note: We recommend the training of all first aiders includes an element of paediatric support and injury training.

(ii) Qualified First Aider

A person who holds:

- First Aid at Work (FAW) qualification gained at a three-day course run by RQF (or SQCF in Scotland) registered trainers. Requalification is required after three years.

Note: All first aiders must hold an up to date disclosure check (DBS, PVG or Access NI) as this is considered Regulated Activity / Work. However, they will not need to attend safeguarding training.

Additional information on first aid qualifications can be found in Appendix A.

Be aware that first aid requirements for coaches to be on The Pony Club Coaches' Database are not equivalent to the standards mentioned above and so a coach on the Coaches' Database may not meet the requirement for the Trained First Aider at an event. The Pony Club considers it important for coaches to have knowledge of first aid but it is not primarily part of their role to act as first aid cover at events. It is the Branch / Linked Centre's responsibility to ensure the correct level of cover is used.

Note: Practicing doctors, medical personnel and veterinary surgeons, if officially appointed by the organiser are covered by The Pony Club's Public Liability Insurance. However this has to be treated as the policy of last resort if there is other insurance in place, such as professional insurance.

b. Employing First Aid Providers including Ambulances Prior to Event

When employing first aid it is important to clearly define what is required. It is anticipated that the organiser will have no specialist medical knowledge. The organiser must do what is reasonably practicable to ensure that the first aid cover provided is correct. This can be achieved by sending the First Aid Provider an appointment letter (see Appendix C – Letter for First Aid Provider) well in advance of the event. If Ambulances are also required, the organiser would also need to provide “Ambulances and Personnel” information (see Appendix D), well in advance of the event. A modified version of the same letter may be used to obtain a quotation for the cost. Please see Section 7c below on how it is possible to check the registration of First Aid Providers.

On Arrival at Event

When the First Aid Provider arrive onsite, they should be given a full induction to the site. They should then be provided with a “First Aid Information Pack”, as outlined in Appendix E – Notes for First Aid Provider, which should be made up by the organiser.

End of Event

At the end of the day the First Aid Provider should return the First Aid Information Pack to the organiser together with all the relevant incident forms, The Pony Club accident report forms and concussion forms. These can found in Appendix F, G and H, and on The Pony Club website.

c. Checking Registration of First Aid Providers

Organisers should confirm the first aider provider(s) booked for their event is registered with the relevant council, as follows:

Paramedics – Health Professions Council (HPC)

The governing body for Paramedics is the Health Professions Council (HPC). You should ask the Paramedic for their personal identification number before the event. This number can be used to confirm the Paramedic's registration on the HPC website, hpc-uk.org/.

Doctors – General Medical Council (GMC)

The governing body for Doctors is the General Medical Council (GMC). You should ask the Doctor for their personal identification number before the event. This number can be used to confirm the Doctor's registration on the GMC website, gmc-uk.org/.

A professional or organisation that cannot provide these details (HPC or GMC registration numbers) should not be used and a report of these details to The Pony Club Office should be considered.

Ambulance Providers – Care Quality Commission (CQC)

Ambulance providers must be registered with the Care Quality Commission. Registered providers will be able to give details of their registration or this may be checked on the Care Quality Commission website, cqc.org.uk. This site also enables a search to be made for registered services in your area.

d. First Aid Kit

There should be a first aid kit at all Pony Club activities. It is recommended that these meet the HSE Code of Practice requirements and come in three sizes for work groups of 10, 20 or 50 people. It would be sensible to have two or more medium-sized first aid kits available for use to ensure that one of them can easily be taken to all activities without too much difficulty.

As a minimum, the first aid kit should contain as the following items:

- A leaflet giving general guidance on first aid (e.g. HS leaflet re basic advice on first aid at work)
- Individually wrapped sterile plasters (of assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters if necessary)
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Large and medium sized, individually wrapped, sterile and un-medicated wound dressings
- Disposable gloves

e. Management Procedure for Serious Incident

The possibility of a serious incident should also be considered. Appendix B – Management of a Serious Incident explains the procedure which should be followed when a serious injury or fatality occurs to a rider and/or horse/pony.

f. Action after a Fall

As a training organisation we wish riders to be able to continue whenever possible. However, a rider **must not** be allowed to remount after a fall if there is any element of doubt as to their fitness, irrespective of the wishes of their parents, a trainer etc. Further participation may be possible following an examination by a medical professional.

Individual Sport Rule Books must be studied to look at individual sport rules on falls.

g. Head Injury and Concussion

(i) General Advice

Head injuries and concussion are life threatening and potentially life changing incidents. Serious head injuries are usually obvious, but concussion can be very subtle and not always immediately apparent.

Head injuries result from a mechanical insult to the head, and can cause traumatic brain injury, possibly leading to permanent disability or death.

Concussion is a disturbance in brain function caused by a direct or indirect blow to the head. Some people describe concussion as mild traumatic brain injury. Concussion should be seen as part of a spectrum of brain injury with traumatic brain injury at one extreme and no injury at the other. Typically concussion cannot be seen on standard brain scans, which makes it difficult to diagnose objectively. Repeated injury to the head can worsen an already pre-existing concussion, even if the time between injuries is counted in days or weeks.

The Pony Club wants to ensure members / riders attending Pony Club activities enjoy themselves and get the most out of riding. At the same time, they must also balance that enjoyment with members' / riders' safety. This may mean on occasion that members / riders are asked not to ride by officials who believe they may have sustained a concussion either at the time of injury or from a previous injury (which may not have been sustained whilst riding). Parents / guardians, members, officials and other riders must respect this decision. It is a decision sometimes made without having objective evidence, but it is made in good faith and in the pursuance of avoiding further harm.

(ii) Incidents that could cause head injuries or concussion

Any member / rider who, at a Pony Club activity, suffers an incident that could cause head injury or concussion (for example, a fall from their horse / pony) should be assessed.

The person who does this assessment will depend on the first aid cover that is in place for that activity. Depending on the level of first aid cover then the exact process of diagnosing whether the member has suffered:

- No head injury / concussion
- Suspected head injury / concussion
- Confirmed head injury / concussion.

Each option is talked through in more detail below.

From the assessment being carried out it may be immediately obvious that there is no cause for concern. In the course of Pony Club activities, The Pony Club is well aware that there are different kinds of falls and that assuming every fall leads to a head injury would be counterproductive to the aims of the organisation. We ask that reasonable care is taken to ensure members / riders have not sustained a serious head injury or concussion.

(iii) Unconsciousness

If a member / rider is unconscious following an incident they should be treated as if they are suffering with a confirmed concussion and the steps in points vii) opposite should be followed.

(iv) Who can diagnose head injury or concussion?

Diagnosis of a head injury or concussion (both confirmed and suspected) can be carried out by any level of first aid cover officiating at a Pony Club activity. These could be a trained or qualified first aider (including a coach), a paramedic or a doctor. If there is any doubt as to the diagnosis the member rider should see the highest level of first aid cover that is present and they should make the diagnosis. If the first aid cover at the activity cannot reach a definite diagnosis then they should refer the member / rider to a hospital or a doctor off site for them to make a diagnosis.

It would be more usual for a trained or qualified first aider to say they suspect a head injury or concussion than to diagnose it themselves. If they are the highest level of first aid cover available at the activity that will mean the member / rider has to go off site to have the diagnosis made by a doctor.

The member / rider should not ride again until they have been seen by a doctor. This may mean that the rider will miss any part of an activity or competition.

(v) Actions to be taken in the event of a suspected head injury or suspected concussion diagnosis

If a diagnosis of a suspected concussion or head injury is made by a first aider, they should advise the parents / guardians to take the member / rider to hospital.

Any member / rider who has been diagnosed with a suspected or confirmed head injury or concussion should not be left alone and must be returned to the care of their parents / guardians where appropriate.

Once a diagnosis of suspected head injury or concussion is made by the highest level of official first aid cover present at the activity, then that decision is final. No one may overrule that decision on the day if it is made in good faith. If a member / rider is advised to see a doctor because of suspected head injury or concussion and the parents / guardians decide not to allow the member to be examined (either at the activity or in hospital), the member will not be allowed to ride again on the day and will be treated as if they have sustained a confirmed head injury / concussion. Depending on the circumstances, the decision not to allow further examination may be considered a safeguarding issue.

Where a member / rider is diagnosed with a suspected concussion by a first aider or paramedic and that member / rider subsequently sees a doctor who is sure that they do not have a concussion and did not suffer a concussion and will provide evidence that they are satisfied that the member / rider is well, that member / rider will be treated as if they did not sustain a concussion.

(vi) Actions to be taken in the event of a confirmed head injury or confirmed concussion

In the event of a diagnosis of a confirmed head injury or confirmed concussion, the doctor will advise the member not to ride or take part in any activity that potentially involves hard contact for three weeks. They will advise the member that they could, after 10 days, ask a doctor, who is experienced in assessing concussion (including in children where appropriate), whether they have any concerns about any ongoing concussion problems. If that doctor is happy to certify that the member is not suffering with a concussion, the member may ride again, providing evidence regarding that

decision is provided. If no evidence that such an assessment has been made, the member should not take part in any Pony Club riding activity and/or any unmounted activity that may involve any hard contact for at least three weeks after the initial injury.

(vii) Actions to be taken in the event of a diagnosis of a confirmed or suspected head injuries/ concussions outside of Pony Club activities The Pony Club has no official way of automatically knowing about members who sustain a confirmed or suspected head injury / concussion outside of Pony Club activities. A concussion may be sustained outside Pony Club activities, for example at riding activities organised by other BEF member bodies or at school football / rugby / hockey matches. It is for parents / guardians ultimately to make a decision about the welfare of their child.

However, if a Pony Club official in charge of any Pony Club activity becomes aware that a member has sustained a suspected or confirmed head injury / concussion and has been advised not to take part in any potentially hard contact activities for three weeks, they should not allow the member to take part in any mounted activities and/or any unmounted activities that could potentially involve hard contact for three weeks, unless the member or their parents / guardians can produce appropriate medical evidence of fitness to ride dated at least 10 days after the initial injury,

See Appendix I for the Head Injury and Concussion Flowchart

h. Suspension from Competing for Medical Reasons

If a rider is banned / suspended from competing in any sport for medical reasons, they should not compete at any Pony Club event until passed fit by a Doctor for the sport in which they are banned / suspended. It is the responsibility of the rider or parent / guardian to ensure that this rule is adhered to. Nor should they partake at any ridden rally / training session or any other discipline associated activity. Medical letters are required following a suspension for medical reasons, to allow that Member to compete again and this will follow injuries including fractures, or following surgery or medical intervention. The letter should be from the hospital or specialists, where appropriate.

8. ACCIDENT REPORTING

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, their horses / ponies, volunteers and the general public are included in these requirements. To be able to keep a simple record of incidents during 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.

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.

Completed accident forms should be submitted to The Pony Club Office and Insurance Company. Contact details are available on the website.

It should be noted that accidents that occur at third party events, such as county shows, country fares and large horse events NOT organised by The Pony Club, should still be reported by The Pony Club representative. Please do not rely on the third party event organiser to report any accident to Pony Club Members, volunteers, horses etc. Depending on the seriousness of the incident, the incident will need to be reported as per the below criteria.

Certain types of incidents must also reported to the HSE (Health and Safety Executive) by completing the F2508 (RIDDOR) report form. This must be completed and submitted online at hse.gov.uk/riddor/report.htm within 10 days of the incident. Details of where this must occur are detailed in the sections below.

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:

a. Minor Injury

What is a minor injury?

Any injury where first Aid treatment is required but the person is allowed to continue or at least go home without going to an A&E department.

Branch / Linked Centre Report

DHSS Accident Book with record torn out and retained by Branch or Linked Centre. It should be retained separately from the DHSS Accident book for data protection purposes.

b. Significant Injury

What is a significant injury?

Any injury where first Aid treatment is required and the person is either taken to hospital from the competition / activity or recommended to be taken to A&E or Doctor by a parent / guardian.

Branch Report

The Pony Club Accident Liability Form (Appendix G) must be completed with one copy sent to the Insurance Company (address on the reverse of the form) and one copy sent to The Pony Club's office.

Linked Centre Report

DHSS Accident Book with record torn out and retained by the Linked Centre. It should be retained separately from the DHSS Accident book for data protection purposes. A report may need to be made to the Linked Centre's insurers depending upon their requirements.

c. Major Injury

What is a major injury?

Any injury that necessitates the injured person being admitted to hospital for more than 24 hours, including:

- 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

DHSS Accident Book with record torn out and retained by Branch / Linked Centre. It should be retained separately from the DHSS Accident book for data protection purposes. The Pony Club Accident Liability Form (Appendix G) must be completed with one copy sent to the Insurance Company and one copy sent to The Pony Club Office.

The Branch must also report the incident to the HSE (Health and Safety Executive) by completing the F2508 (RIDDOR) report form. This must be completed and submitted online at hse.gov.uk/riddor/report.htm within 10 days of the incident.

When completing the online form, Branches should use The Pony Club 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. A copy of the RIDDOR report will also be forwarded onto the Branch for their records.

Linked Centre Report

DHSS Accident Book with record torn out and retained by the Linked Centre. It should be retained separately from the DHSS Accident book for Data Protection Act purposes. A report may need to be made to the Linked Centre's insurers depending upon their requirements.

Linked Centres must also report the incident to the HSE (Health and Safety Executive) by completing the F2508 (RIDDOR) report form. This must be completed and submitted online at hse.gov.uk/riddor/report.htm within 10 days of the incident.

When completing the online form, Linked Centres should use their own address and email address.

A record must be kept of the date and method of reporting.

d. Fatality Branch Report

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 F2508 (RIDDOR) must be completed and submitted online at [hse.gov.uk/riddor/report.htm](https://www.hse.gov.uk/riddor/report.htm) within 10 days of the incident.

When completing the online form, Branches should use The Pony Club 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. A copy of the RIDDOR report will also be forwarded onto the Branch for their records.

The local Environmental Health Officer may also request a copy. 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 Management of a Serious Incident (Appendix B).

Linked Centre Report

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 F2508 (RIDDOR) must be completed and submitted online at [hse.gov.uk/riddor/report.htm](https://www.hse.gov.uk/riddor/report.htm) within 10 days of the incident.

When completing the online form, Linked Centres should use their own address and email address. The Proprietor should also inform The Pony Club Office.

The local Environmental Health Officer may also request a copy.

e. Property Damage **What is property damage?**

Any damage to a Third Party's property by a Member's horse / pony or, any damage to a Third Party's property at a Pony Club activity.

Branch Report

The Pony Club Accident Liability Form (Appendix G) to be completed with one copy sent to the Insurance Company and one copy sent to The Pony Club Office.

Linked Centre Report

A report may need to be made to the Linked Centre's insurers depending upon their insurer's requirements.

9. VETERINARY REQUIREMENTS

a. Vaccinations

EVENTS THAT ARE HELD AT SOME VENUES MAY BE SUBJECT TO ADDITIONAL RULES.

E.G. ANY HORSE / PONY ENTERING A LICENSED RACECOURSE PROPERTY MUST COMPLY WITH THE VACCINATION REQUIREMENTS AS SET BY THE BRITISH HORSERACING AUTHORITY, SIMILAR RESTRICTIONS APPLY IN THE CASES OF POLO VENUES.

IN ADDITION, IF YOU ARE INTENDING TO COMPETE UNDER FEI, BRITISH EVENTING, BRITISH SHOW JUMPING OR BRITISH DRESSAGE RULES YOU WILL NEED TO ENSURE YOU ARE COMPLIANT WITH THEIR RULES.

To protect the health of other competing horses and the biosecurity of the venue, the following rules will apply to all Pony Club Competitions:

1. Passports

A valid passport and vaccination record:

- must accompany the horse / pony to all events**
- must be available for inspection by the event officials**
- must be produced on request at any other time during the event**

2. No horse / pony may compete (or be present at the event as a companion) unless it has a Record of Vaccination against equine influenza completed by the veterinary surgeon who gave the vaccination, signed and stamped line by line, which complies with the Minimum Vaccination Requirements.

3. The Minimum Vaccination Requirements for a horse / pony are that it has received:

- a Primary Vaccination followed by a Secondary Vaccination given not less than 21 days and not more than 92 days after the Primary Vaccination; and**
- if sufficient time has elapsed, a booster vaccination given not less than 150 days and not more than 215 days after the Secondary Vaccination and further booster vaccinations at intervals of not more than a year apart.**

4. **At competitions at Area level and above including Grassroots Regional Championships and the finals of the Winter Series competitions, the most recent booster injection must have been given within the six calendar months prior to the date of the competition.**
5. **No horse / pony may compete on the same day as a relevant injection is given or on any of the 6 days following such an injection.**

NOTE: We also remind owners of the importance of vaccinations and to ensure that their vaccination records are up to date. The vast majority of confirmed cases reported by the Animal Health Trust are in unvaccinated horses. We continue to recommend that if it has been longer than six months since the last vaccination, owners should discuss a booster with their veterinary surgeon.

b. Veterinary Cover

For all activities the Organiser must undertake a full risk assessment, and based on the complexity of the site, the number of members attending with their horses to define if they need to have a Veterinary Surgeon present, they must look to make the best possible “on call” arrangements.

In all cases, screens or a tarpaulin should be available to cover a horse should one be killed and the telephone number of the Hunt Kennels or Knackerman noted in the Secretary’s Tent.

(i) Branch Activities and Competitions

If a Veterinary Surgeon is required, the Member’s parent will normally call their own Veterinary Surgeon and arrange treatment.

(ii) Area Competitions and Regional Championships

Arrangements should be made for a Veterinary Surgeon to be on call and able to attend the site within a reasonable time. The telephone number should be noted in the Secretary’s Tent.

At Area Eventing Trials, a Veterinary Surgeon should be present and instantly available, at least during the Show Jumping and Cross Country Phases.

At Area, the Veterinary Surgeon should have a horse ambulance, horsebox or trailer earmarked for use in case of emergency.

The Veterinary Surgeon, Medical Personnel and the Ambulance are best situated during:

- Dressage only – near the Secretary's Tent
- Show Jumping – until Cross Country starts – near the Judges Box
- Cross Country – alongside Control

(iii) Championships

A Veterinary Surgeon should be on site during the competition. A second Veterinary Surgeon should either be on site or at the stable area while jumping competitions are in progress and for one hour afterwards. Outside these times cover for the stable area shall be provided by an 'on call' Veterinary Surgeon whose telephone number shall be posted at the stable office. In all instances the owner of the horse shall be responsible for the cost of the veterinary treatment provided.

For more information on the minimum Veterinary cover required at Pony Club events, refer to Appendix A2 – Veterinary Cover Matrix.

10. DRESS AND TACK

The dress code for each of the individual Sports is given in the respective rule books. However, there are some items of dress that have safety implications. Members are expected to dress correctly and safely for all Pony Club activities.

a. Hats

It is mandatory for all Members to wear a protective helmet at all times when mounted with a chinstrap fastened and adjusted so as to prevent movement of the hat in the event of a fall. This rule defines the quality of manufacture that is required. The individual sports also have additional requirements with regard to colour and type. It is strongly recommended that second hand hats are not purchased.

The hat standards accepted as of 1st January 2020 are detailed in the table below:

Hat Standard	Safety Mark	Allowed at the following activities:
PAS 015:1998 or 2011* with BSI Kitemark		All activities
VG1 with BSI Kitemark		All activities
Snell E2001* onwards with the official Snell label and number		All activities
ASTM-F1163 2004a onwards with the SEI mark		All activities
AS/NZS 3838, 2006 onwards		All activities

- For cross country riding (over 80cm) including Eventing, Tetrathlon, Horse Trials, Pony Racing (whether it be tests, rallies, competition or training) and Mounted Games competitions, a jockey skull cap must be worn with no fixed peak, peak type extensions or noticeable protuberances above the eyes or to the front, and should have an even round or elliptical shape with a smooth or slightly abrasive surface, having no peak or peak type extensions. Noticeable protuberances above the eyes or to the front not greater than 5mm, smooth and rounded in nature are permitted. A removable hat cover with a light flexible peak may be used if required.

- It is strongly recommended that a jockey skull cap is worn for cross country riding over lower fences (less than 80cm) as there is research evidence that a fall onto the fixed peak can result in an over extension of the neck backwards with the potential for serious injury.
- No recording device is permitted (e.g. hat cameras) as they may have a negative effect on the performance of the hat in the event of a fall.
- The fit of the hat and the adjustment of the harness are as crucial as the quality. Members are advised to try several makes to find the best fit. The hat should not move on the head when the head is tipped forward. Most helmet manufacturers recommend you visit a qualified BETA (British Equestrian Trade Association) fitter.
- Hats must be replaced after a severe impact as subsequent protection will be significantly reduced. Hats deteriorate with age and should be replaced after three to five years depending upon the amount of use.
- Hats, must be worn at all times (including at prize-giving) when mounted with a chinstrap fastened and adjusted so as to prevent movement of the hat in the event of a fall.
- For Show Jumping and Mounted Games the cover, if applicable, shall be dark blue, black or brown only.
- For Dressage, hats and hat covers must be predominately black, navy blue or a conservative dark colour that matches the rider's jacket for Area competitions or above. The Pony Club Hat silk is also acceptable.
- The Official Steward / Organiser may, at his discretion, eliminate a competitor riding in the area of the competition without a hat or with the chinstrap unfastened or with a hat that does not comply with these standards.

Hat Checks and Tagging

The Pony Club and its Branches and Linked Centres will appoint Officials, who are familiar with The Pony Club hat rule, to carry out hat checks and tag each hat that complies with the requirements set out in the hat rule with an aquamarine Pony Club hat tag. Hats fitted with an aquamarine Pony Club, British Eventing (BE) or British Riding Club (BRC) hat tag will not need to be checked on subsequent occasions. However, The Pony Club reserves the right to randomly spot check any hat regardless of whether it is already tagged.

Tagging indicates that a hat meets the accepted standards, NO check of the fit and condition of the hat is implied. It is considered to be the responsibility of the Member's parent(s) / guardian(s) to ensure that their hat complies with the required standards and is tagged before they go to any Pony Club event. Also, they are responsible for ensuring that the manufacturer's guidelines with regard to fit and replacement are followed.

b. Body Protectors

The Pony Club does not make the use of body protectors compulsory, except for all Cross Country riding and Pony Racing whether it be training or competing. If a Body protector is worn for any Pony Club activity it must meet BETA 2009 Level 3 standard (purple label) or BETA 2018 Level 3 standard (blue and black label) – see right.



For general use, the responsibility for choosing body protectors and the decision as to their use must rest with Members and their parents. It is recommended that a rider's body protector should not be more than 2% of their body weight. When worn, body protectors must fit correctly, be comfortable and must not restrict movement. BETA recommends body protectors are replaced at least every three to five years, after which the impact absorption properties of the foam may have started to decline.

BETA 2009 Level 3 (purple label) body protectors will continue to be accepted at Pony Club competitions until 31st December 2024.

Riders who choose to use the Woolf Wear Body Cage EXO must lodge a key with the Event Organiser when they collect their number.

c. Air Jackets

If a rider chooses to wear an air jacket in Cross Country or Pony Racing, it must only be used in addition to a normal body protector which meets the BETA 2009 Level 3 standard (purple label) or BETA 2018 Level 3 standard (blue and black label). Parents and Members must be aware that riders may be permitted to continue after a fall in both competition and training rides for Cross Country and/or Pony Racing, provided the rider has been passed as fit to continue by First Aid Providers. In the event of a fall, it must be fully deflated or removed before continuing, after which, the conventional body protector will continue to give protection. Air jackets must not be worn under a jacket and number bibs should be fitted loosely or with elasticised fastenings over the air jacket.

d. Medical Armbands

Medical Armbands are advised if members are not accompanied by a responsible adult, including hacking on roads and are compulsory for Pony Racing and for Endurance rides.

e. **Footwear**

Only standard riding or jodhpur boots with a well defined square cut heel may be worn. Plain black or brown half chaps may be worn with jodhpur boots of the same colour. Tassels and fringes are not allowed. No other footwear will be permitted, including wellington boots, yard boots, country boots, "muckers" or trainers. Boots with interlocking treads are not permitted, nor are the boots or treads individually.

Stirrups should be of the correct size to suit the rider's boots (see the Stirrup rule). Laces on boots must be taped for Mounted Games only.

f. **Clothing**

When mounted at Pony Club activities, Members should wear a riding jacket or Branch / Linked Centre sweatshirt, jodhpurs, a suitable plain-coloured shirt with a collar and The Pony Club tie. New clothing is not expected, but what is worn must be clean, neat and tidy. Jeans should not be worn when mounted except when specifically allowed by certain disciplines. As a minimum shoulders must be covered for all riding activities, except for Mounted Games where long sleeves are compulsory. Polo shirts in Branch colours are allowed to be worn at rallies and at camp.

g. **Jewellery**

No jewellery is allowed for safety reasons, other than a wristwatch, a wedding ring, a stock pin worn horizontally or a tie clip. It is recommended that stock pins are removed for Cross Country. Members who are contemplating piercing their ears or any other part of their body should be aware that they will not be allowed to participate in any Pony Club mounted equestrian activities until such a time as the "sleepers" can safely be removed. The reason for this is that "sleepers" have, in the past, caused injuries following falls. This rule will be strictly enforced.

In the event of a person being unable to remove permanent jewellery, it must be adequately protected by being covered by a sticking plaster or other appropriate material prior to presenting at tack check. The wearing of such jewellery while competing is at the risk of the Member / parent / guardian.

h. **Stirrups**

Stirrups should be of the correct size to suit the rider's boots. They must have 7mm ($\frac{1}{4}$ ") clearance on either side of the boot. To find this measurement, tack checkers should move the foot across to one side of the stirrup, with the widest part of the foot on the tread. From the side of the foot to the edge of the stirrup should be 14mm.

Note: There are now many types of stirrups marketed as 'safety stirrups'. All riders must ensure that their stirrups are suitable for: their type of footwear, the activities in which they take part and that the stirrup leathers are also in good condition.

Note: There are no prescribed weight limits on metal stirrups, however with the advent of stirrups of other materials, weight limits are seen to be given by manufacturers. Any person buying these stirrups, should, take particular notice if weight limits are on the box or attached information leaflets.

Neither the feet or the stirrup leathers or irons, may be attached to the girth, nor the feet attached to the stirrup irons.

i. Humane Girths

Humane girths are not permitted in any Sport, whether during training or competition. A humane girth is described as having non-independent straps that will loosen if one of the straps was to break.

j. Hoof Boots

Hoof boots are not permitted for any Pony Club activities, except for Polocrosse and Endurance. Only hoof boots without buckles or protuberances are permitted at Polocrosse events.

Refer to the Sport Rule Books.

k. Bitless Bridles

Refer to the Sport Rule Books.

l. Unsafe Tack

All tack must be clean, in a good state of repair, properly fitted and suitable for purpose. Tack inspections are routinely carried out at events and the organisers may prohibit participation in the event if they consider the tack to be inadequate or unsuitable. Individual sports do have further specific tack rules which are detailed in their respective Sport Rule Books.

m. Electronic Devices

Electronic devices (i.e. headphones, mobile phones, etc. enabling another person to communicate with the rider) are not allowed whilst the rider is competing. No recording device is permitted (e.g. hat / bridle cameras, etc.)

11. ALL-TERRAIN VEHICLES (ATVS) AND MOTOR CYCLES

The use of ATVs and motor cycles is forbidden unless the organiser has given prior permission. If these vehicles are going to be used at an event, the Health, Safety and Welfare Guidelines must be adhered to, as per below.

Only Event Officials who have received proper training, hold current appropriate licences, have no serious convictions, have a reasonable accident record and are aged 17 or over (unless especially agreed by Underwriters) should drive / ride these machines.

Helmets must be worn at all times by drivers and any passengers.

Passengers should not be carried unless the vehicle is designed or adapted for that purpose.

A risk assessment must be completed for the use of all terrain vehicles at events, and training must be given where appropriate to all persons driving such vehicles (this must be recorded and signed by the person giving the training and the person trained).

The vehicles should be roadworthy and maintained in good condition and are only to be used for purposes directly connected with the event. If machines travel on or across a public road, motor insurance is compulsory.

The Pony Club Public Liability Insurance provides indemnity to The Pony Club in respect of legal liability for injury or damage if negligence of The Pony Club is proven, provided the above guidelines are followed.

However, this insurance only comes into effect if compulsory insurance is not required and there is no other insurance in force which could provide cover. Owners of motor cycles requiring compulsory insurance under the Road Traffic Acts should note that claims involving their motor cycles would fall under their individual policies. It is recommended that such owners advise their insurer of the use at events.

12. THE PONY CLUB ALCOHOL AND DRUGS POLICY

The Pony Club is committed to ensuring so far as is reasonably practicable that Members are able to participate in all activities organised by The Pony Club in a safe and secure environment. The needs of **all** Pony Club members mean that the possession and/or use of illegal substances by an individual cannot be tolerated. Where practicable the rehabilitation of the individual will be supported provided this does not prejudice the safety and security of others, particularly Members.

a. Principles

The use of recreational or other non-prescription drugs, alcohol and tobacco is actively discouraged as being incompatible with a healthy approach to sporting activity.

b. Alcohol

The Pony Club states that organisers must do what is reasonably practicable to ensure the health, safety and welfare of Members and volunteers at Pony Club activities. All adults need to be physically and mentally fit to undertake their responsibilities in this area.

Pony Club coaches, officials and volunteers **must not** consume alcohol when they are directly responsible for young people, who are not their own children, at a Pony Club activity and must not permit young people (under 18 years of age) to consume alcohol at Pony Club activities.

The full Alcohol Policy can be found on The Pony Club website.

c. Performance-Enhancing Drugs

(i) Equine – Controlled Medication

It is clearly essential for the welfare of a horse that appropriate veterinary treatment is given if and when required, including appropriate medication. However, medication may mask an underlying health problem. Therefore, horses should not compete or take part in training activities when taking medication, if the combination of the medication and the activity may have a detrimental effect on the horse's welfare. For more information, please refer to the Welfare of Horses and Ponies at Pony Club Activities Policy, available on The Pony Club website.

(ii) Human

Performance-enhancing drugs are forbidden. The use of recreational or other non-prescription drugs, alcohol and tobacco is actively discouraged as being incompatible with a healthy approach to sporting activity.

(iii) Testing

All competitors should be aware that random samples may be taken for testing from both themselves and/or their horse / pony. The protocol used will be that of the relevant adult discipline.

Competitors and their horses / ponies at national or international level may be subject to blood tests in line with the Sports Council Policy on illegal and prescribed substances. All young people competing at these levels should be made aware of this

d. Reporting

- (i)** Anyone who has reasonable grounds for suspecting that a Member is using or selling an illegal substance must report their concerns to the District Commissioner / Centre Proprietor as soon as practicable. If there is an immediate risk to the health, safety or welfare of one or more Members then the Police must be informed as soon as possible. The person reporting their concerns must ensure that any material evidence is retained and should not influence any police investigation by hasty actions.
- (ii)** Upon receiving a report of suspected use or selling of an illegal substance, the District Commissioner / Centre Proprietor should carry out an immediate investigation of the incident and the circumstances in which it occurred, and then decide upon the appropriate action to be taken. This will include:
- Informing the Member's parents / guardians
 - Informing The Pony Club Area Representative who in turn will inform The Pony Club Office
 - Informing the Police
 - Suspending the Member concerned while investigations are completed
 - Awaiting the completion of Police investigations and actions

e. Disciplinary Action

The normal disciplinary procedure should be followed in cases relating to alcohol or drugs, which can be found in The Pony Club Handbook.

APPENDIX A – FIRST AID COVER AT PONY CLUB EVENTS

The following pages set out the MINIMUM medical cover required.

It is the responsibility of the organiser to have the appropriate cover for the type of event, taking into account the number of participants and spectators. The most important thing is that the organiser carries out a written risk assessment (see Section 5: Risk Assessments for more information).

When the participants are under instruction, the risks may be lower than at a larger event – the words cross country immediately imply that there will be higher risk but not necessarily, if it is a training situation with a coach in charge.

As part of the risk assessment the organiser will decide the appropriate level of cover required, in line with the minimum first aid cover required at Pony Club activities, as indicated in Appendix A1 – First Aid Matrix. At the very minimum every event must have an Appointed Person, a Trained First Aider and a mobile phone or other means of communication to the emergency services.

To aid the emergency services it is necessary to have the grid reference or postcode. (A note to this effect should be included on the Risk Assessment Form).

If the booked medical cover does not turn up on the day, an evaluation must be made of what is available on site, and the risk element, so that an informed decision can be made on whether or not to continue. In all cases, if additional advice is needed please do contact your Area Representative or The Pony Club's Stoneleigh Office.

1. PONY CLUB ACTIVITIES

Rallies, Team Practices and Activities

An Appointed Person and a Trained First Aider must attend with an appropriately stocked first aid box and a mobile phone or other effective means of communication.

Camp

An Appointed Person must be present 24 hours a day as well as a Trained First Aider with mobile phone and an appropriately stocked first aid box. Camp organisers and helpers must be given guidance on supervision levels and child protection, particularly at night.

2. ALL COMPETITIONS

The following requirements are common to all events:

- a.** There shall be an Appointed Person, ideally a First Aid Point (e.g. Tent, Caravan, Horsebox etc.) and the correct level of medical cover required for the activity being organised, as indicated in Appendix A1 – First Aid Cover Matrix. For more information on the level of first aid qualification required for some of these roles, please refer to Section 7a: First Aid Training and Qualifications.

It is the responsibility of the organiser to have the appropriate first aid cover for the type of event, taking into account the number of participants and spectators. The most important thing is that the organiser carries out a written risk assessment.

b. Prior to the Event

The organiser **MUST** inform the appropriate County Ambulance Service / Trust. The organiser should provide details of the event, including dates, types of competition, ranges of ages of the competitors, details of medical first aid cover and a precise location of the event, to include the postcode and/or the Ordnance Survey grid reference point.

A letter of confirmation must be exchanged with any First Aid Provider (Appendix C – Letter for First Aid Provider) containing information of the first aid requirements agreed for the day. A copy of the document “Ambulances and Personnel” (Appendix D) should also be included with the letter of confirmation when an ambulance is required.

The organiser should prepare a ‘First Aid Information Pack’ in advance of the event. Please refer to Appendix E – Notes for First Aid Provider for more information regarding what this pack should contain.

c. At the Event

The procedure for contacting the emergency services must be agreed with the Appointed Person, First Aiders and Medical Provider.

Appropriate emergency telephone numbers should be listed and a copy attached to the Accident Book at the Secretary’s Tent. DHSS Accident books (if required) can be purchased from The Pony Club Online Shop.

Accident Reporting – The appropriate forms **MUST** be completed in the event of any accident, as detailed in Section 8: Accident Reporting.

Insurance – The Pony Club Third Party Public Liability Insurance Policy is extended to give cover for all Pony Club Competitions and Championships. Details of this insurance are given in 'Administrative Notes' in the current issue of The Pony Club Year Book. A copy of the Evidence of Insurance should be displayed at the event.

NOTE: In the event of any accident or damage occurring to a Third Party or the property of a Third Party (including the general public and competitors), no liability should be admitted and full details should be sent to The Pony Club's Stoneleigh Office as soon as practicable.

Concussion and Loss of Consciousness – refer to Concussion and Loss of Consciousness sections above.

Action After a fall – A rider **must not** be allowed to remount after a fall if there is any element of doubt as to their fitness, irrespective of the wishes of parents, trainers, etc. Further participation may be possible following medical examination.

3. GUIDELINES FOR INDIVIDUAL SPORTS – (MINIMUM STANDARDS)

It should be noted that these are minimum levels of first aid cover. The appropriate level of cover must be decided as part of the organiser's risk assessment for the event. Appendix A1 – First Aid Cover Matrix sets out the minimum level of first aid cover that would be appropriate for a variety of Pony Club events. Appendix A2 – Veterinary Cover Matrix sets out the minimum level of veterinary cover that would be appropriate for a variety of Pony Club events.

4. DEFINITIONS

a. Appointed Person

Someone appointed to take sole charge of communications in the event of an accident. It may be appropriate for the Trained or Qualified First Aider to be the Appointed Person provided they are part of The Pony Club team organising the activity.

b. First Aid Point

A designated area, such as a tent, caravan or horsebox, where first aid can be administered in privacy.

c. **Trained First Aider**

A person who holds either:

- Emergency First Aid at Work (EFAW) qualification gained at a one-day course run by RQF registered trainers (Regulated Qualifications Framework, all qualifications regulated by Ofqual (in England) are on this framework. SQCF in Scotland) or one of the voluntary aid organisations (St John's, Red Cross or St Andrew's). Requalification is required after three years.
- BHS Initial First Aid qualification gained at a two-day course. Requalification is required after two years.

Note: We recommend the training of all first aiders includes an element of paediatric support and injury training.

d. **Qualified First Aider**

A person who holds:

- First Aid at Work (FAW) qualification gained at a three-day course run by RQF (or SQCF in Scotland) registered trainers. Requalification is required after three years.

e. **Ambulance Aid**

A person who is fully trained in patient handling, medical gases and ambulance equipment.

f. **Emergency Medical Technician (EMT)**

A person whose training and skills include those of an Ambulance Aid with a higher knowledge of clinical skills in patient handling, patient monitoring and who is able to prime a 'giving set' for a Doctor or Paramedic.

g. **Paramedic**

A person whose initial training has been accredited through the NHS i.e. holders of NHSTA or IHCD Paramedic qualification or military training. This qualification must be revalidated after not more than three years.

NB: To check the validation of a Paramedic see website: hpc-uk.org/register.

h. **Doctor / GP**

It is recommended that the appointed Doctor / GP has been trained in pre-hospital emergency care. A list of medical cover providers is available from BE but some Doctors from this list do charge a fee for their services. This qualification must be revalidated after not more than three years. **NB:** To check the validation of a GP / Doctor see website: gmc-uk.org/doctors/medical_register.asp.

i. Confidential Injury Report Forms

Forms that are used to record any type of injury sustained at Pony Club events. These forms include: Injury Report Forms (Appendix F), The Pony Club Accident Report Forms (Appendix G) and Concussion Advice Forms (Appendix I). All injury report forms should be kept safe and stored securely to ensure confidentiality at all times. Completed forms should be returned to the organiser at the end of the event, with copies sent to The Pony Club Office and the insurers for their reference.

j. Ambulance

A designated vehicle that is appropriately marked, identifiable and conforms to current regulations for the transportation of injured or seriously-ill patients. It must contain necessary resuscitation, immobilisation and transportation equipment.

Ambulance providers must be registered with the Care Quality Commission (CQC). The provider will be able to give details of their registration or this may be checked on the Care Quality Commission website, cqc.org.uk. This site also enables a search to be made for registered ambulance providers in your Area.

k. Emergency Response Vehicle (ERV)

A 4WD vehicle containing all the equipment, for use by the appointed Doctor or Paramedic.

l. Rescue Vehicle

A 4WD vehicle specifically designed for the moving of an injured rider to the nearest ambulance. It must be able to carry an injured person lying secured on a stretcher or long-board.

FIRST AID MATRIX

This matrix shows the minimum recommended requirements for first aid cover at Pony Club events and competitions. Organisers must complete a risk assessment and use the matrix to consider the first aid provision required. The size of the venue / event, number of competitors / attendees and the number of arenas should also be considered when determining the first aid provision.

APPENDIX A1 – FIRST AID MATRIX

APPENDIX A1 - MINIMUM FIRST AID COVER AT PONY CLUB COMPETITIONS		Appointed Person	First Aid Point	Trained First Aider	Qualified First Aider	EMT	Paramedic / Doctor	Ambulance	Pool Lifeguard	
This matrix shows the minimum recommended requirements for first aid cover at Pony Club events and competitions. Organisers must complete a risk assessment and use the matrix to consider the first aid provision required. The size of the venue / event, number of competitors / attendees and the number of arenas should also be considered when determining the first aid provision.										
ALL RALLIES (INCLUDING CROSS COUNTRY)		✓	✓	✓						
FUN / SPONSORED RIDES (INCLUDING JUMPING)		✓	✓	✓						
MOUNTED GAMES	Practices & Rallies	✓	✓	✓						
	Branch Events & Area Competitions	✓	✓		✓					
	Zones & National Finals	✓	✓	✓			✓	✓		
POLO	Practices & Rallies	✓	✓	✓						
	Competitions & Championships	✓	✓	✓			✓	✓		
POLOCROSSE	Practices, Rallies & Training Days	✓	✓	✓						
	Tournaments	✓	✓	✓			✓			
	Championships	✓	✓	✓			✓	✓		
PONY RACING	Rallies	✓	✓	✓						
	Pony Club Race Days	✓	✓			✓	✓	✓		
DRESSAGE*	Practices & All Competitions	✓	✓	✓						
	Regional & National Championships	✓	✓	✓						
SHOW JUMPING – RISK ASSESSMENT REQUIRED	Practice	✓	✓	✓						
	Branch Event	✓	✓	✓						
	Branch Event with Open class equivalent to PC 100 (Intermediate) or greater	✓	✓	✓	✓					
	Area Competitions	More than 175	✓	✓	✓	✓		✓	✓	✓
		Regional Championships	✓	✓	✓	✓		✓	✓	✓
	National Championships	✓	✓	✓			✓	✓	✓	
CROSS COUNTRY (INCLUDING HUNTER TRIALS & ARENA EVENTING) VEHICLE ACCESS TO ALL PARTS OF THE COURSE IS ESSENTIAL DURING CROSS COUNTRY PHASE.	Practice	✓	✓	✓						
	Branch Event PC 70 or PC 80	Up to 50	✓	✓	✓	✓				
		More than 50	✓	✓		✓			✓	
	Branch Event - PC 90 (Novice)	✓	✓			✓		✓		
	Branch Event - PC 100 (Intermediate) or PC Open	✓	✓			✓	✓	✓		
	Area Competitions	✓	✓			✓	✓	✓		
Regional & National Championships	✓	✓			✓	✓	✓			
TETRATHLON*	Run*	✓	✓	✓						
	Swim	✓	✓	✓					✓	
	Shoot	✓	✓	✓						
ENDURANCE*	Less than 10 km	✓	✓	✓						
	More than 10 km – at each vet gate			✓						
CAMP* - Please see corresponding note below for more info.		✓	✓	✓						

Notes:

1. The ambulance must be able to reach all parts of the ground where the activity is taking place. This may mean that a 4WD vehicle is required, particularly if there are any concerns around ground conditions. A 4WD vehicle must be capable of transporting an injured person on a stretcher that can be securely fastened to the vehicle i.e. the vehicle must be either purpose built or specially adapted for the purpose of transporting injured people. If the ambulance is required to leave the ground for any reason (e.g. to transport a seriously injured person to hospital) the type of activity that requires the presence of an ambulance must stop unless there is another ambulance with suitably qualified personnel on the ground. At large competitions (e.g. Area or nationals) organisers may wish to consider having two vehicles on the ground.
2. The doctor or paramedic must have access to a set of standard resuscitation drugs and analgesia that can be given without authorisation. The reason for having personnel present who are trained to a higher standard than an emergency medical technician is so that additional care can be provided that may be lifesaving. These personnel should also be capable of providing care and advice to members with a suspected concussion.

ADDITIONAL GUIDELINES FOR INDIVIDUAL SPORTS / ACTIVITIES

Fence Judges at Cross Country Events: Fence judges should also be asked to make a note of any unconsciousness, whether a patient is slow to get up or seems unsteady on their feet, as these may provide clues as to a concussion. If possible on the day, the Appointed Person or First Aid Provider could have the opportunity to talk to the fence judges at the briefing. At that briefing, the first aid provider should make fence judges aware of how to approach a patient and how to ask for help.

Tetrathlon, Swimming Phase: Details on Lifeguard qualifications are given in the Tetrathlon Rule Book.

Tetrathlon, Running Phase: It is recommended that the medical cover provided for the Cross Country phase be retained. Should this not be possible, a Trained First Aider should be in attendance.

Endurance: A Trained First Aider should be present at the start and finish of the course, and at each vet gate.

Camp: The minimum first aid cover for Camps in the above table indicates the minimum cover required during the running of camps. Additional first aid cover will be required depending on the activities organised during camp. For more information, please refer to specific Sports for the minimum first aid cover required for each activity.

APPENDIX A2 – VET MATRIX

APPENDIX A2 - MINIMUM VETERINARY COVER AT PONY CLUB COMPETITIONS		Vets Informed	Vet On-Call	Vet On-Site	Tarpaulin	Horse Ambulance, Horsebox or Trailer Earmarked	Horse Ambulance, Horsebox or Trailer On-Site	Horse Ambulance, Horsebox or Trailer
This matrix shows the minimum recommended requirements for veterinary cover at Pony Club events and competitions. Organisers must complete a risk assessment and use the matrix to consider the veterinary provision required.								
ALL RALLIES (INCLUDING CROSS COUNTRY)		✓			✓			
FUN/ SPONSORED RIDES (INCLUDING JUMPING)		✓			✓			
MOUNTED GAMES	Practices & Rallies	✓			✓			
	Branch Events & Area Competitions	✓	✓		✓			
	Zones & National Finals	✓	✓		✓	✓		
POLO	Practices & Rallies	✓			✓			
	Friendly Tournaments	✓	✓		✓			
	Qualifier Tournaments	✓		✓	✓			
	Championships	✓		✓	✓	✓	✓	
POLOCROSSE	Practices, Rallies & Training Days	✓			✓			
	Tournaments	✓	✓		✓			
	Championships	✓		✓	✓	✓	✓	
PONY RACING	Rallies	✓			✓			
	Pony Club Race Days	✓	✓		✓			
DRESSAGE	Practices & All Competitions	✓			✓			
	Area Competitions	✓	✓		✓			
	Regional & National Championships	✓		✓	✓	✓	✓	
SHOW JUMPING	Practice	✓			✓			
	Branch Event	✓			✓			
	Branch Event with Open class equivalent to PC 100 (Intermediate) or greater	✓			✓			
	Area Competitions	✓	✓		✓			
	Regional & National Championships	✓		✓	✓	✓	✓	
CROSS COUNTRY (INCLUDING HUNTER TRIALS & ARENA EVENTING)	Practice	✓			✓			
	Branch Event PC 70 or PC 80	✓	✓		✓			
	Branch Event - PC 90 (Novice)	✓	✓		✓	✓		
	Branch Event PC 100 (Intermediate) or PC Open	✓	✓		✓	✓		
	Area Competitions	✓		✓	✓	✓		
	Regional & National Championships	✓		✓	✓	✓	✓	
TETRATHLON (Riding phase only)	Rallies	✓			✓			
	Area Competitions	✓		✓	✓	✓		
	Championships	✓		✓	✓	✓	✓	
ENDURANCE	Less than 10 km	✓	✓		✓			
	More than 10 km – at each vet gate	✓	✓		✓	✓		
CAMP	Additional cover will be needed for activities organised	✓			✓			

APPENDIX B – MANAGEMENT OF A SERIOUS INCIDENT

Management Team

	Name	Mobile Telephone (Check that reception is available on site)
Organiser		
District Commissioner		
Appointed Person		
First Aid Provider		
Official Steward (May be the Organiser)		
The following may not be present at smaller activities		
Branch/Event Safety Officer		
Press Officer		

Procedure in the Event of a Serious Incident

The official steward is in charge and should be prepared to delegate as they see fit. The continued running of the activity may be handed over to other Officials if this is considered to be appropriate.

While this procedure is written with Branches in mind it can be used as guidance for Linked Centres who are requested to inform The Pony Club Stoneleigh Office of serious incidents to enable assistance to be given as appropriate with resulting publicity and investigations.

Evacuate the Casualty to Hospital:

1. First Aid Provider called to the scene immediately
2. Casualty's condition assessed by First Aid Provider
3. NHS Ambulance called
4. First Aid Provider should inform official steward of mode of evacuation (Land or Air Ambulance)
5. Arrangement made to meet Ambulance and direct to casualty from road, OR, Area cleared for Air Ambulance to land with high visibility markers
6. Casualty evacuated to hospital

Note: From this time onwards only the immediate family or a Doctor will be able to obtain information regarding the casualty's condition.

Note: In cases of serious injury, the injured person may claim for damages. In these circumstances, The Pony Club Office will gather the information required by their Insurers for them to be able to decide upon the best course of action. This may include interviewing some of the officials at the event and taking statements.

Treat the Equine Casualty:

1. Veterinary Surgeon called to the scene immediately.
2. Assess condition of horse
3. Agree course of action with owner / family
4. Arrange suitable transport for an injured horse, OR, arrange horse to be put down and taken away.

While the casualty is being treated, the official steward will ensure that the following is done:

1. Ensure that the First Aid Provider have space to treat casualty, rider and / or horse. This may be best achieved by putting a ring of vehicles round the area.
2. Liaise with the First Aid Provider when the extent of the injuries has been assessed.
3. Talk to officials and volunteers, they may suffer some level of shock having witnessed the incident at close quarters and having to deal with the immediate situation. If the event is able to continue they may need to be relieved by new judges.
4. Start an investigation into the causes of the incident. This will be done by the Health and Safety Officer if present.
 - a. Identify witnesses
 - b. Take statements
 - c. Take photographs – The Event Health and Safety Officer should take photographs of the scene of accident / fence. Under no circumstances should photographs of the injuries or the casualty be taken.

The initial aim of the investigation will be to determine if the event should continue and, if applicable, if the fence should continue to be used.

The official steward will make this decision in consultation with the District Commissioner, the organiser and the Health and Safety Officer.
5. Assist the First Aid Provider with the evacuation of the casualty by meeting a land Ambulance and/or clearing an area for an Air Ambulance to land. The latter will include ensuring that all horses / ponies are safe.

6. Ensure that next of kin are aware of the situation.
7. Ensure that the horse / pony is correctly cared for.
 - a. Liaise with Veterinary Surgeon.
 - b. Check that arrangements in hand for an uninjured horse to be taken home and looked after.

In the Event of a Rider Fatality:

1. The official steward shall inform:
 - a. The Police
 - b. The District Commissioner and the organiser, and
 - c. Next of kin
 - d. The Area Representative
 - e. The Pony Club Chairman, Mary Tuckett (07803 208334)
 - f. The official steward should ensure that, with the support of the Police, the next of kin are informed as soon as possible. If the next of kin are at the event, the steward and the Police must do this. Ideally a Doctor, or another trained in bereavement, should be present, e.g. vicar, nurse, etc. If they are not present, arrangements must be made through the Police, but under no circumstances should the next of kin be informed on the telephone.
2. If it is decided to continue with the event, the official steward should hand over the responsibility for the continued running of the event to the organiser.
3. The official steward shall ensure that key witnesses, including the First Aid Provider, remain at the site of the activity and are available to make statements to the Police. If there is an official photographer on site, they should be tasked to take a picture of the fence or other scene of accident as early as possible. Under no circumstances should photographs of the injuries or the casualty be taken.
4. Radios – It should be borne in mind that both transmitting and receiving radios can easily be overheard. Therefore, to avoid sensitive messages being compromised, volume controls should be sensibly set and crowded conditions avoided. It may be better to use mobile phones in some circumstances.
5. Press statement
 - a. No contact should be made at all with the Press until The Pony Club Press Officer has been informed. When informing the Police, the official steward should establish whether they are issuing a press statement and if so, when, to whom and what it will say, however the Press Officer from The Pony Club Office must be involved.

- b. If there are other people at the event site with telephones (estate office, secretary, etc.), they must be briefed NOT to make statements, post on social media, or speak with friends and family, no matter how much they may be pressurised to do so. They should refer all callers to one telephone number which the appointed spokesperson should answer.
 - c. It is likely that in this day and age spectators may well post videos, pictures and comments on social media. This cannot be avoided but The Pony Club Press Officer will handle this matter with a formal brief statement.
 - d. If the next of kin and family have NOT been informed, then the rider's name and other details must not be released. Reporters may find this information out from other sources but the official steward's representative must not release it.
6. All concerned should be quite clear on all the facts before leaving the site of the event that day, The Pony Club Press Officer will ensure all have a standard statement. However it is unlikely that the Press Officer will want any persons other than themselves to speak to the press at any stage. The correct accident reporting procedure must be carried out as detailed in Section 8 Accident Reporting.
 7. Subsequent investigations will be managed by The Pony Club's Stoneleigh Office.
 - a. The Coroner may call some of the officials at the activity as witnesses at the inquest.
 - b. The Local Authority Environmental Health Department will carry out an investigation.

In the Event of an Equine Fatality:

The sport has always prided itself not only on its safety record, but also on its image as a 'good, clean, healthy and responsible sport'. Thus, any ill-informed publicity is of very deep concern. Whilst the equestrian press continually provide their excellent support and defence of the sport, there may be other members of the press taking a new (and possibly detrimental) interest in the sport.

At most Pony Club activities it should still be possible to deal with a horse / pony which is killed or has to be destroyed, without undue fuss and perfectly in accordance with Rule 47 of the Eventing Rule Book – Destruction of Severely Injured Horses. However, with the increasing welfare lobby created by those opposed to the sport, it is possible that even at a small local activity the contents of this guideline will be useful.

1. The official steward shall inform:
 - a. The District Commissioner and the organiser
 - b. The owner of the horse / pony
 - c. The Area Representative
 - d. The Pony Club Health and Safety Officer

2. It should be borne in mind that both transmitting and receiving radios can easily be overheard. Therefore, to avoid sensitive messages being compromised, volume controls should be sensibly set and crowded conditions avoided. It may be better to use mobile phones in some circumstances.

3. The official steward should ensure that key witnesses make immediate brief written statements. In conjunction with the Veterinarian, the official steward should conduct an immediate and thorough enquiry, establishing the cause of the accident and death.

4. The official steward should ensure that the owner is informed as soon as possible at the event. If the owner is not at the event, other arrangements must be made - probably through the rider and/or their District Commissioner.

5. A press statement may be necessary. The official steward should speak to The Pony Club Press Director of Communications, Projects and Planning in the first instance for advice: If the veterinarian is available, they may be a suitable choice to do this.

6. All concerned should be quite clear on all the facts before leaving the site of the activity that day, so that they can subsequently make an accurate statement and correctly answer questions. It is vital that written statements are taken from all witnesses and signed by them before they leave the event. The correct accident reporting procedure must be carried out as detailed in Section 8 Accident Reporting.

APPENDIX C – LETTER FOR FIRST AID PROVIDER

Dear [Name],

RE: First Aid Providers at [Name of Event / Activity] on [Date of Event / Activity]

The [Name of Branch] Branch of The Pony Club is organising a [Type of Activity] at (Venue / Location of Activity, including Post Code) on [Full Date, including day]. The ambulance will be required from [start time], [Number of minutes before activity is due to start] minutes before the scheduled start of the competition until [expected finish time], the anticipated time the event will finish. Please could you provide the following (or “Please could you quote for providing the following”):

Ambulance

A designated vehicle, appropriately marked and identifiable which conforms to current regulations, for the transport of the injured or seriously ill patient. It must contain necessary resuscitation, immobilization and transport equipment. This should include the equipment detailed on the list attached [see Appendix D – Ambulances and Personnel].

Personnel

Two ambulance personnel, one of whom must be a trained and qualified “Paramedic” or “Emergency Medical Technician (EMT)” or higher, and the second member should be trained at least to the level of a Qualified First Aider. Training records must be kept for each person and be available for scrutiny by a representative of The Pony Club on the day, if requested.

Either: A doctor will be present to act as the designated medical officer for the event. The doctor will discuss the detailed medical arrangements with the ambulance personnel on arrival.

Or: The senior member of your team will be asked to act as the designated First Aid Provider for the event. The organiser will discuss the detailed medical arrangements with them on arrival.

The competitors at this event will include children; therefore, all medical personnel should have a current disclosure check (i.e. DBS, PVG or Access NI).

Note: These requirements would need to be tailored to your specific event and the minimum first aid cover required, as indicated in Appendix A1 – First Aid Matrix.

Insurance

The ambulance and personnel must be covered by public liability insurance. The organiser may request to see a copy of the insurance certificate on the day of the competition.

Ambulance and Personnel Registration

Please provide details of your registration with the Care Quality Commission (CQC) and the Ambulance Personnel's Health Professions Council (HPC) registration with your quotation.

Doctor Registration

Please provide details of your registration with the General Medical Council (GMC) with your quotation.

Yours sincerely, etc.

Note to event organiser – When confirming your booking, ensure that the event location and the time the ambulance is required are clear. Allow time for the ambulance personnel to check the location of all aspects of the event, including Cross Country course when included, before the first competitor is due to start. Also consider allowing additional time at the end of the event in case the timetable should run late.

APPENDIX D – AMBULANCES AND PERSONNEL

Ambulance providers must be registered with the Care Quality Commission. The range of services on each provider's registration can be checked on the Care Quality Commission website cqc.org.uk.

Organisers should confirm that the Paramedic(s) they have booked to be the first aid cover at a Pony Club event is registered with the governing body, the Health Professions Council (HPC). This can be done by asking the Paramedic for their personal identification number before the event. This number can be used to confirm the Paramedic's registration on the HPC website, hpc-uk.org/.

A professional or organisation that cannot provide these details should not be used and consideration of reporting these details to The Pony Club's Stoneleigh Office should be given.

All Ambulances must be adequately equipped for pre-hospital resuscitation, immobilisation of the casualty where necessary and transportation if required. It would be expected that ambulance personnel, trained to Emergency Medical Technician (EMT), would be capable of carrying out the procedures necessary to physically stabilise the injured patient while awaiting the arrival of the County Ambulance service. The list of equipment below is the minimum that is considered necessary to effect these procedures and it would be expected that an ambulance classified as carrying trained personnel would be capable of using this equipment in an emergency situation to stabilise an injured person. A paramedic or doctor should have additional skills which may include resuscitation and access to drugs to effect an appropriate resuscitation.

Often there may be a Doctor assisting at events and it is important that he / she is aware of the equipment that is contained in the Ambulance and the skill mix of the Ambulance team. It is important that the senior member of the Ambulance team reports to the organiser for the event on arrival and introduces him / herself to the Doctor, if there is one in attendance, prior to the event commencing. It is important to be aware of:

1. The schedule for the day.
2. Where the best place for the Ambulance to be positioned is.
3. What the arrangements for communication (radios or mobile phones) are.
4. What the arrangements for food / comfort breaks are.
5. Whether the Secretary for the event will ask for a medical briefing at the time that the fence Judges are being briefed.

The First Aid Provider should be aware of the local accident and emergency units and what kind of patient the unit can accept. For example, some units are not the best place for children to be treated. Providers should familiarise themselves with the nearest major trauma centre is for both adults and children (they may be in different places) and be able to get there quickly should the need arise. This information should be available at the beginning of the period of cover. Ideally the local units, that may receive injured patients, should be contacted at the beginning of the period of cover to inform them an equestrian event is taking place.

APPENDIX E – NOTES FOR THE FIRST AID PROVIDER

Thank you for agreeing to act as the First Aid Provider at this event. Please could you spend a few minutes reading these notes and the contents of the “First Aid Information Pack”. It is very important that you are familiar with our medical guidelines, a copy is included in this pack. If you need any clarification, please talk to the organiser.

Please check that your ambulances, personnel and equipment comply with the guidelines before the competition commences. If you are in any doubt, you must inform the organiser immediately.

It is advisable that you make written notes of any rider you examine, even if the injury appears trivial, and these notes should be stored safely and securely. In addition, it is now extremely important that you complete a Pony Club Accident Report Form for all persons that you examine, whether injured or not, (if no injury, please complete details in top section and tick ('Uninjured')). These records should be handled with full confidentiality and are used to monitor safety at Pony Club activities.

Please refer to Section 7 in the Health and Safety Rule Book for more information about suspected / confirmed head injury and concussion, loss of consciousness and action after a fall.

The “First Aid Information Pack” should contain:

- Details of emergency contacts
- Notes for the First Aid Provider (Appendix E)
- Injury Report Forms (Appendix F)
- The Pony Club Accident Liability Form (Appendix G)
- Concussion Advice Forms (Appendix H)
- Head Injury and Concussion Flowchart (Appendix I)
- Event programme with planned times
- Map of the Cross Country course where applicable

Thank you for your help and assistance.

APPENDIX F – INJURY REPORT FORM

APPENDIX F – INJURY REPORT FORM Confidential when completed

EVENT: _____ BRANCH: _____
 VENUE: _____ DATE: ____/____/____
 COMPETITORS NAME: _____ Number: _____ DOB ____/____/____
 TIME OF INCIDENT: _____ HIGH VELOCITY: YES/NO

BRIEF DESCRIPTION: _____

HEAD INJURY: YES/NO IF YES L.O.C. _____ MINS FITTING YES/NO

AMNESIA RETROGRADE _____ ANTEROGRADE _____ NIL _____

G.C.S / AVPU	Time		Time		Time		Time			
		/		/		/		/		

OTHER INJURIES:

HEAD		DRUGS
FACE / JAW		
CHEST		
ABDOMEN		
R ARM		
L ARM		ALLERGIES
R LEG		
L LEG		
PELVIS		
C SPINE		
T SPINE		
L SPINE		

OUTCOME: FIT TO CONTINUE YES / NO

TREATMENT ON SITE: _____

HOSPITAL REFERRAL: _____ MODE OF TRANSPORT: _____

ADVICE GIVEN (TO WHOM) _____

ADDITIONAL NOTES: _____

MEDICAL OFFICER: _____ SIGNED: _____



Pony Club Accident / Liability Form

Pony Club Branch No: _____

Report of: Injury to member Injury to third party Injury to Horse Property damage

Personal Details

Name of person involved: _____ Membership number: _____ Date of Birth: ____/____/____

Address: _____

Contact Number: _____ Email: _____

What experience have they of riding/accompanying the animal? _____

Owner of Horse if different from above: _____

The Activity

Venue: _____ Time: _____ Date: ____/____/____

Name of Instructor (if appropriate): _____

Organised by Pony Club? Yes No

Description of Location (Please tick as appropriate):

Countryside Lorry/Trailer Stable
 Field Outdoor Arena Other (please state): _____
 Indoor School Public Road

Weather Conditions (Please tick as appropriate):

Windy Cloudy Hail Snowy
 Sunny Rainy Icy

Activity (Please tick as appropriate):

Cross Country Mounted Games Racing Pony Club Rally
 Dressage Polo Show Jumping Other (please state): _____
 Flatwork Polocrosse Tetrathlon

Have you or your employees received any complaint or claim regarding this incident or other incidents previously? Yes No

If Yes, please give details: _____

1 The Pony Club Accident / Liability Form

Other Insurance:

Are you a member of one or more of the following (please tick appropriate):

<input type="checkbox"/> The Pony Club	<input type="checkbox"/> British Horse Driving Trials Association
<input type="checkbox"/> British Horse Society	<input type="checkbox"/> Horse Sport Ireland
<input type="checkbox"/> British Show Jumping Association	<input type="checkbox"/> Irish Pony Club
<input type="checkbox"/> Other, give details _____	

Membership / Policy Number: _____

Does the OWNER have liability insurance in respect of the animal? Yes No

(This may be under their Householders Contents Policy or their Horse Insurance Policy)

If Yes, please give details:

Do you or your parents (if you reside with them), have any other Public Liability Policy/Household Contents Insurance Policy? Yes No

If Yes, please give details:

Name: _____ Policy No: _____

Address:

The Horse

Name of Horse: _____ Age of Horse: _____ Breed of Horse: _____

Was the Horse (Please tick as appropriate):

<input type="checkbox"/> Loose	<input type="checkbox"/> On Lead Rein	<input type="checkbox"/> Ridden	<input type="checkbox"/> Tethered/Tied Up
--------------------------------	---------------------------------------	---------------------------------	---

Did Horse Fall: Yes No **Was the Horse Injured:** Yes No

Was a vet called? Yes No **Killed/Destroyed:** Yes No

To your knowledge has this animal been involved in any similar incidents of this nature Yes No

If Yes, please give details:

Incident Details	
Was a body protector worn:	<input type="checkbox"/> Yes No <input type="checkbox"/>
Was chin strap fastened:	<input type="checkbox"/> Yes No <input type="checkbox"/>
Was hat kite marked/tagged:	<input type="checkbox"/> Yes No <input type="checkbox"/>
Did Rider complete lesson event:	<input type="checkbox"/> Yes No <input type="checkbox"/>
Was Treatment Given: (Please tick as appropriate):	
<input type="checkbox"/> A&E	<input type="checkbox"/> First Aid <input type="checkbox"/> Paramedics <input type="checkbox"/> Doctor
Details of Injury	
<input type="text"/>	
Description of Accident / Incident (please describe in full, including third party details and damage to any property, please attached a diagram if appropriate)	
<input type="text"/>	
Was the incident due to equipment failure/malfunction? <input type="checkbox"/> Yes No <input type="checkbox"/>	
(If Yes, please provide further details:)	
<input type="text"/>	
Has this matter been reported to the police? <input type="checkbox"/> Yes No <input type="checkbox"/>	
If so, please give name and address of the station:	
<input type="text"/>	
Police report number:	<input type="text"/>
Witnesses to the accident/incident (If more than one witness continue on a separate sheet)	
Name:	<input type="text"/> Telephone No: <input type="text"/>
Address:	<input type="text"/>

Form Completed by:	
Print Name:	<input type="text"/>
District Commissioner Details:	
<input type="text"/>	
Telephone Number:	<input type="text"/>
Email:	<input type="text"/>

Please complete and return this form to:

Howden UK Group Ltd
Woodlands, Manton Lane, Bedford MK41 7LW

Where applicable please enclose a copy of this incident in your accident report book and a copy of the Health and Safety Executive Form RIDDOR.

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APPENDIX H – CONCUSSION FORM

1. Concussion is a condition that is not always immediately obvious. It can have very serious after effects.
2. The Pony Club states in all its Rule Books that following the fall of a rider, if concussion is suspected, the advice of the Doctor / Paramedic must be sought and followed. They should obtain medical advice before the Member rides again.
3. This advice must be relayed personally to the Parent / Guardian of the competitor and care must be taken to ensure that the Parent / Guardian fully understands
 - i. The seriousness of the possible injury;
 - ii. That the rider should be taken that day to a Doctor or the A&E Minor Injuries unit at a hospital;
 - iii. That the rider must not ride again that day; and,
 - iv. The riding hat should be replaced.
4. The medical advice must include warnings about the danger signs which can occur later, namely:
 - i. Deterioration of consciousness
 - ii. Restlessness and/or irritability
 - iii. Vomiting
 - iv. Persistent or worsening headacheThe Parent or Guardian must be advised that if any of these symptoms occur, medical assistance must be sought immediately.
5. The Concussion Advice Form must be completed, signed and dated by the Parent / Guardian.

CONCUSSION ADVICE FORM

I _____ being the person with parental responsibility for _____ of the _____ Branch / Linked Centre of The Pony Club have been informed that they have been involved in an accident which may have involved a head injury. As a result, they may have suffered a concussive injury.

I confirm that I have been advised that they should be seen by a Doctor or attend an Accident & Emergency Minor Injuries unit at a hospital today.

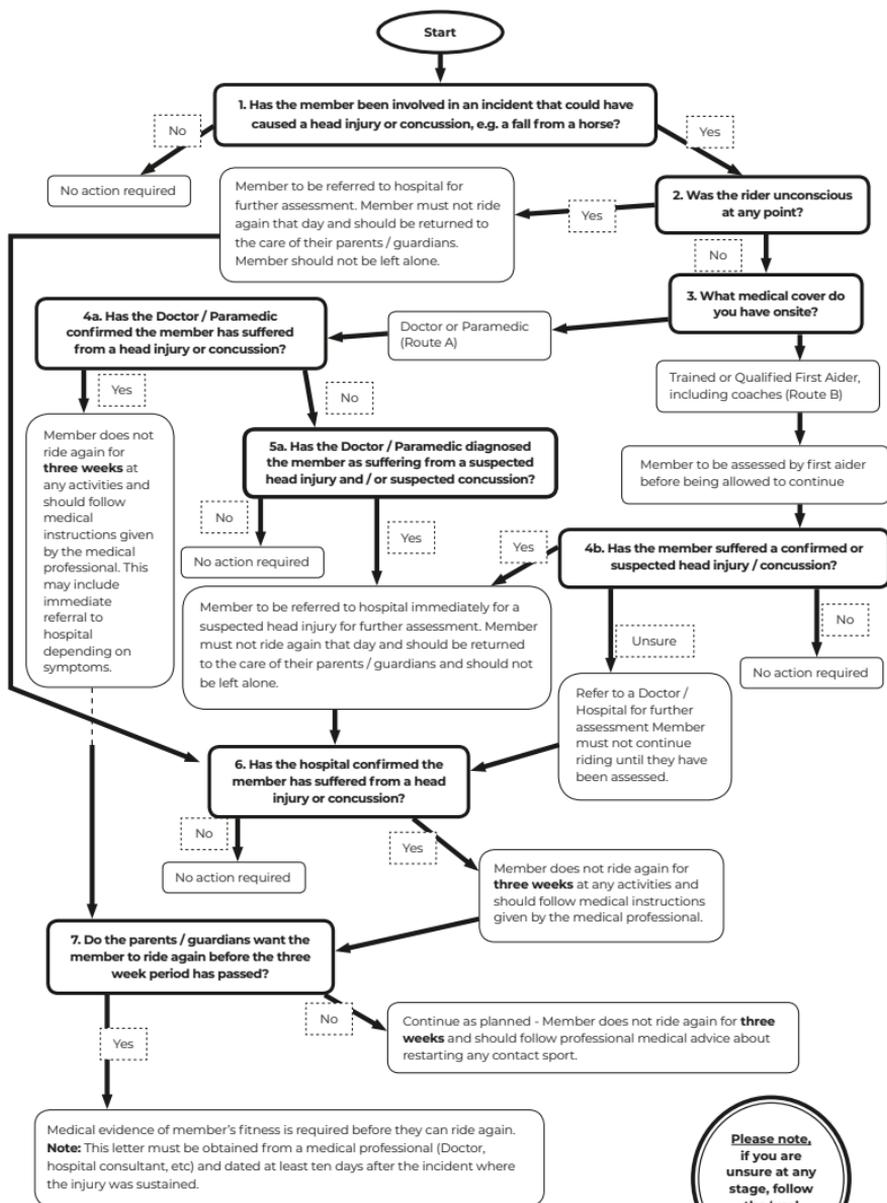
I have been advised that the following symptoms could indicate a worsening of their condition:

- i. Deterioration of consciousness
- ii. Restlessness and / or irritability
- iii. Vomiting
- iv. Persistent or worsening headache

and that if any of these symptoms occur, medical assistance must be sought immediately.

Print Name: _____ Signed: _____ Date: _____

APPENDIX I – CONCUSSION FLOW-CHART



Please note,
if you are unsure at any stage, follow the 'yes' route.

APPENDIX J – CROSS COUNTRY ADDITIONAL GUIDANCE

Only accredited course designers and builders should be used to build Regional and National Championships courses. It is also strongly recommended that an accredited course designer / builder is used for Branch events to assess any cross country courses used, in particular those over 70cm.

Frangible Pins

If a BE course is being used and you wish to use a fence with a frangible pin you must make sure that there is a accredited course builder present to deal with it should a pin be broken. It should be remembered that the Frangible Pin system has been designed to activate under certain circumstances. The version currently in use has been designed in line with the weight of an average horse (470kg).

MIMS Clips

If a BE course is being used includes a fence with MIMS clips, ensure that there is an accredited course builder there to deal with it should a clip need to be replaced.

Pony Club volunteers have not been trained to replace or repair fences following the activation of these collapsible devices. It is therefore incumbent on the event organizers to ensure that fence repair teams, from the organisation hiring the site, are available with sufficient replacement devices in the event they are activated. Pony Club volunteers must not, under any circumstances, try to repair such devices. This must only be done by the event centres repair team.



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