



RULEBOOK 2023



HEALTH AND SAFETY

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OBJECTIVES

The aim of The Pony Club is to encourage young people to ride and to learn to enjoy all kinds of sport connected with ponies and riding, however by its nature this inevitably involves some risk.

Members should be able to learn to ride and participate in equestrian sports in an environment that is as safe and secure as is reasonably practicable. Taking risks, learning the limits and exploring boundaries is a crucial element in a child's development, hence it is imperative that Members are allowed to take risks in a controlled environment to assist their development and to learn how to enjoy equestrian activity safely.

These health and safety guidelines are intended to show how organisers, officials and participants 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.

This document is intended to be used in conjunction with other Pony Club procedures, publications and instructions to create an overall structure for managing activities and events.

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 Sport Rulebooks set out rules for the conduct of competitions in each Sport and provide guidelines for rallies and training.

All sections of this document have been edited and updated for 2023. Please ensure you read each section thoroughly to familiarise yourself with new processes.

Rule changes within the Dress and Tack Safety section are highlighted in bold format.

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THE PONY CLUB HEALTH, SAFETY, SAFEGUARDING & HORSE WELFARE ADVISORY COMMITTEE

Chairman

- ▶ Paul Darby

Committee

- ▶ Dr Ted Adams
- ▶ Abby Bernard
- ▶ Stefanie Brazier
- ▶ Sandra Fisher (coopted)
- ▶ Christine Gould
- ▶ Ben Mayes
- ▶ Michael Sinclair-Williams
- ▶ Christine Gould
- ▶ Robin Bower (AR)
- ▶ Sue Cheape (AR)
- ▶ Hazel Warburton (BOD)

The Pony Club

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pcuk.org

safety@pcuk.org

In an emergency, ring the office on 02476 698300. In office hours, ask to be put through to the emergency phone. Out of hours the emergency phone number will be publicised as part of the pre-recorded answerphone message. The emergency phone number is manned 24/7.

All rules are made by The Pony Club Volunteer Committees including consultation with others.

Any queries or questions relating to these rules must be directed to the Chairman of the relevant Committee or Sport.

HEALTH AND SAFETY RULES

1. INTRODUCTION TO HEALTH & SAFETY

The aim of this document is to give a basic framework for the organisation of Pony Club activities. It should be read and applied in conjunction with the Safeguarding Policy and Sport Rulebooks.

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, hence there should be an integrated approach that covers all aspects of the activity, including the venue, people, horses, finance, equipment, etc.

The Pony Club takes health and safety extremely seriously and will comply with UK Health & Safety Law. 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 practicable, the organiser should ensure steps are taken to reduce the risk, taking into account complexity, cost, effort, etc.

Insurance

The Pony Club 'Public and Products Liability Insurance' Policy includes cover for all the official Area Competitions and the Championships. Details of this 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 & 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, 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. Entries are only accepted on this basis.

2. BRANCHES AND CENTRES

This document is written primarily for The Pony Club Branch network; however, it is equally applicable to Centres. Where it is written that copies of documents are to be sent to The Pony Club Office, Centres should simply retain a copy of these documents for their own records i.e. The Pony Club will not keep records of documents relating to Centres.

The term 'Centres' refers to all organisations approved as Pony Club Linked Riding Centres.

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

3. HEALTH & SAFETY OFFICERS

Each Branch and Centre should appoint a Health & Safety Officer (H&SO) to offer support and guidance within the Branch/Centre. The H&SO role is to provide advice to the District Commissioner and Branch Committee so as to ensure organisational decisions that reflect the requirements for health, safety and welfare of anyone affected by the activities organised by the Branch. The proprietor may take on this role within a Centre.

The Health & Safety Officer should support the organiser in completing appropriate risk assessments prior to all Pony Club activities and ensuring that incidents are correctly recorded, reported and investigated. The Health & Safety Officer or an appointed Steward should be in attendance at all major competitions and events.

4. TRAINING, COMMUNICATION AND GUIDANCE

The Health and Safety section of The Pony Club website is the core source of current information for Health, Safety, Welfare and Safeguarding and contains all current versions of guidance, procedures and support material.

Health and Safety training courses are organised by The Pony Club Office

and external providers to support the safe conduct of activities. A list of health and safety training courses available for Branch Officials and Centre Personnel is also provided in the Health and Safety section of The Pony Club website

5. FRAMEWORK FOR ORGANISING AN EVENT OR ACTIVITY

To ensure an activity is planned and undertaken safely it can be structured into six stages:

- a. Purpose – What do you plan to do?
- b. Place – What facilities and equipment are involved?
- c. Plan – How are you going to achieve your purpose?
- d. Personnel – Who is going to do what and when?
- e. Prepare – Be prepared for something to go wrong
- f. Paperwork – Keep records

a. Purpose

Be clear about what is going to happen, and what is to be excluded, what the aim is and who is going to be participating.

b. Place

When the type of activity you wish to organise has been defined, the facilities and equipment required can be determined. It is important to ensure that the facilities and equipment comply with The Pony Club health and safety practices and the Sport specific rules.

c. Plan

Once the purpose and the place have been decided, the activity can be planned. To run smoothly, there needs to be a clear plan identifying each task that needs to be completed, who is assigned to which task, by when the task needs completing 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.

When a clear plan for the activity has been created, a risk assessment can be undertaken. For a rally this may be a simple single risk assessment; For large multi-sport events or involving complex locations the risk assessment

may be split into separate activities.

A risk assessment is a core component in preventing and/or reducing injuries. This is detailed separately in this document (Section 6: Risk Assessments).

d. Personnel

People should be identified to perform tasks during the planning stages and on the day of the activity. It is important to ensure every person involved is clear on their role, what guidance and procedures may apply, and crucially, any safety specific issues that they must be aware of or are to communicate to others.

e. Prepare

Effective planning will ensure that the day is well organised, but the involvement of young people and horses inevitably involves some risk. For all activities there must be an emergency plan in place that indicates the location for emergency services, who is responsible for providing first aid or veterinary provision and any specific site or location issues. Guidance on appropriate levels of first aid and veterinary cover at Pony Club events can be found respectively in Appendix B (First Aid Provision Matrix) and Appendix C (Veterinary Provision Matrix). When completing the risk assessment, the organiser should consider these and decide on the level of cover that is necessary for the event.

f. Paperwork

A documented risk assessment must be completed before any organised Pony Club activity goes ahead. For larger events a specific written plan may be completed, particularly identifying any issues or operational risks that could cause the event to be stopped or cancelled.

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

- ▶ The event organisation checklist
- ▶ The risk assessment(s)
- ▶ 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 until the person reaches their twenty-first birthday.

Electronic copies stored on Risk Reduce are acceptable - see accident reporting procedures.

6. RISK ASSESSMENTS

Risk assessment is the cornerstone of good health and safety management and is a vital tool in preventing and/or reducing the risk of injuries. The Pony Club approach to risk assessment is simple, we ask:

- ▶ 'How can someone get injured?'; and,
- ▶ 'What are we going to do about it?'

Risk assessments identify the significant hazards that may cause an injury, who may be injured, the control measures that are already in place and any additional measures that will be taken/implemented to reduce the risks to an acceptable level. It is a matter of judgement to decide what the significant hazards are and what should be done about them. Documented risk assessments must be carried out and recorded for all Pony Club activities and events attended by Members.

All accessible areas of a venue/site should be considered in the risk assessment, not just the riding activity or area. The risk assessment should be carried out by someone who is directly involved in the organisation of the activity and knows the plan. If the risk assessment is carried out by someone else, on behalf of the organiser, it is essential that the organiser makes themselves aware of the contents of the risk assessment. Risk assessments for Pony Club Camps or in Centres should also include activities such as feeding, mucking out, storage of hay bales, shoeing, etc.

A range of example risk assessment templates are available on The Pony Club website, which should be used in conjunction with the supporting guidance. It is important to understand that these templates do not cover every risk that may be encountered. Likewise, the templates may include some risks that are not present. In either case, it is crucial that the template is altered accordingly by adding in extra detail or deleting information that does not apply. For Centres, the risk assessment should be expanded to include subjects such as fire, building maintenance, the facilities, etc.

A Pony Club Risk Assessment Training course is available through The Pony Club Office.

Completing Risk Assessments

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

1. Identify the hazards
2. Assess the risks
3. Control the risks
4. Record your findings
5. Check and review the controls

Risk Assessments Completed by Venues and Third Parties

If the venue has completed a risk assessment for their facilities, it may be possible to use it. However, activity or sports risk assessments still need to be completed for The Pony Club event. To help with planning, a brief questionnaire may be used to ensure that adequate procedures and arrangements are in place to ensure safety at Pony Club activities. Examples of questionnaires are available on The Pony Club website.

Venue and Third-Party Risk Assessment

Equestrian Centres should have completed risk assessments and have their own site-specific controls, emergency procedures for accidents and other incidents (e.g. fire). The use of the questionnaire for the Assessment of Hired Facilities 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. However, a sport specific risk assessment for the activity being organised is still required.

Contractors who do specialist work associated with events such as catering, trade stands, construction work, Cross Country course building or the erection of temporary stables must carry out their own risk assessment covering their own activities. The questionnaire for the Assessment of Contractors is intended to assist in checking 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.

7. EMERGENCY PLANNING

Every activity must have an emergency plan. For most activities, such as rallies, this will simply be identifying what activities are taking place, who

the first aider is, how they will be contacted and where they will be located. The first aider must also be able to call an ambulance and know the location of the event. This can be covered on the risk assessment.

For larger events other issues may need to be considered, like communication between first aid providers and event officials, contact with veterinary services and other factors such as site access, air ambulance landing areas etc.

For very large events the emergency plan would cover risks such as a stable fire, incidents with marquees, hazards involved with catering and trade stand provisions etc.

For emergency plans relating to larger events, please contact The Pony Club Safety Team on safety@pcuk.org for support.

8. ACCIDENT REPORTING

Pony Club policy is to prevent injuries and improve health and safety performance continually. This can only be achieved by understanding current health and safety related incidents, monitoring performance, having clear prevention and reduction programmes while simultaneously reviewing progress.

To monitor annual performance, measurement of safety statistics is of vital importance. Measurement facilitates prevention of re-occurring accidents and allows injury causes and trends across The Pony Club to be recognised and addressed.

It is the responsibility of local Branch/Centre Health & Safety Officer and/or District Commissioner or Centre Proprietor to ensure relevant legal reporting requirements are met.

Accident Reporting Procedure

All Pony Club Branches and Centres including event locations must record accident and injury information for Pony Club Members, parents/guardians, officials, volunteers, coaches, and members of the public injured during Pony Club activities. An accident is an unplanned or uncontrolled event resulting in injury or damage.

The Pony Club Accident Reporting and Serious Incident Flowchart must be followed (Appendix G). The definition of accident data to be recorded is:

- 1. Injury Accidents*** - A record must be kept of every incident that results in any injury including minor injuries.

2. **Fatalities** – The death of any person during or linked to any Pony Club activity.
3. **Statutory Authority Reportable Incidents** – Incidents that are reported to the Health & Safety Executive (HSE) under the RIDDOR regulations.
4. **Vehicle Incidents** – An injury involving a driven or stationary vehicle.
5. **Property Damage** – Damage to equipment, fixed objects, vehicles or the fabric of buildings.
6. **Injuries to Horses/Ponies** – Any injury sustained by a horse/pony during Pony Club activity.
7. **Third Party Incidents** – Any damage or injury to a third party involving a Pony Club Member.
8. **Injuries to members of the public** – Any incident where a member of the public is injured through Pony Club activities.
9. **Serious near misses** – A serious incident where someone could have been seriously injured or killed. (E.g. unfixed XC fences that move when hit by horse or rider).

If in doubt, report the incident.

An incident is any safety related event including near misses, serious safety failures, etc. An accident is an event where there is an injury, loss or damage. These terms may be used interchangeably.

***Types of injury accidents**

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

Immediate action following an incident

- ▶ The local first aid and emergency response procedures must be applied (where required).
- ▶ Any person discovering an incident shall report it to the organising Official without delay.
- ▶ Reporting Person to log incident using Pony Club reporting forms OR Risk Reduce as soon as reasonably possible.

- ▶ The Pony Club Accident Reporting and Serious Incident Flowchart must be followed (Appendix G).

Incident Reporting System

All accidents, injuries and near misses must be reported and recorded using The Pony Club reporting form OR Risk Reduce*.

Risk Reduce is an online accident reporting platform. Links to the online accident portal are available on The Pony Club website.

Note: Centres should inform their own insurers in the event of a serious incident.

Accident/Incident Report Forms

- ▶ Appendix H1 - Incident log form
- ▶ Risk Reduce portal (link available on website)
- ▶ Appendix H2 – Medical treatment form (for use by medical professionals)

Threshold for Reporting Forms

- ▶ Where a person is checked by a first aider and/or first aid treatment is not required, a record of the incident should be made on the Activity Incident Log (Appendix H1).
- ▶ Where first aid treatment, professional medical treatment or a serious near miss occurs, The Pony Club reporting form OR Risk Reduce should be completed.

Reporting of Follow-up Action Procedures

For serious incidents, a responsible person is to undertake an investigation. Howden will take the lead on serious incident investigation. A loss adjuster may be appointed, and Branches/Centres must support as required.

Serious and Major Incidents including horse/pony fatalities

The Pony Club Accident Reporting and Serious Incident Flowchart must be followed (Appendix G). The Branch/Centre Health & Safety Officer, District Commissioner/Centre Proprietor and Area Representative must be informed of any Serious and Major Incident as soon as is reasonably practical. The Pony Club Office and Howden must also be informed. If in doubt, report the incident.

Fatalities

The Pony Club Accident Reporting and Serious Incident Flowchart must be followed (Appendix G). The Branch District Commissioner or Centre Proprietor must report a fatality immediately to The Pony Club Office. Full contact details are listed below and on the flowchart. The Pony Club will then coordinate the response and work closely with the Branch/Centre.

The Pony Club Emergency Number

See page 3.

Immediate Reporting

Serious Incidents and accidents that require immediate telephone or e-mail notification are:

- ▶ The death of any person during or linked to any Pony Club activity.
- ▶ The death of a member of the public linked to a Pony Club Member or their horse/pony.
- ▶ A serious injury that may lead to death or a life-changing outcome.

The Pony Club will handle communications with management, British Equestrian (BEF), media and other relevant personnel.

In the event of fatality or serious incident all contact from external media must be directed to The Pony Club Office.

Appendix G for Accident Reporting & Serious Incident Flowchart

9. MEDICAL AND FIRST AID

The level of medical provision will depend upon the type and size of the activity being organised. As part of the activity/event risk assessment all organisers must 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 strength
- ▶ Potential time for the County ambulance to get to site
- ▶ Proximity of nearest hospital

This list is not exhaustive, other factors may also need to be considered.

Event organisers may find the matrix in Appendix B a useful starting point for their consideration of what level of first aid cover they need to provide. The matrix should not however be seen as determining the level of cover that it is appropriate to provide and the decision as to what level is to be provided should be determined in accordance with the Risk Assessment for the event.

At multi-sport 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 agreed, 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' or 'medical response vehicle' to be used for an event should be risk assessed by the organisers. It may be that a 4-wheel drive vehicle, that has been specifically adapted to carry medical professionals (and their equipment) and/or a stretcher, may be more appropriate than a 'land ambulance' for certain types of events, e.g. cross country/hunter trials where driving across rough terrain is a requirement. The advice of the medical professionals providing the service should be obtained.

a. Training and Qualifications

As a minimum requirement there must be a Trained First Aider at events.

All First Aid courses must be attended in person, given the life-saving potential of the topics covered.

Type of Course	Length of Course	Requalification Period
Emergency First Aid at Work (EFAW)	The training and assessment should be at least six hours (not including breaks) over a minimum period of one day	3 years
BHS First Aid	Gained at two-day course OR one-day refresher course	2 years
First Aid at Work (FAW)	The training and assessment should be at least 18 hours (not including breaks) over a minimum period of three days	3 years

Along with the mandatory first aid course content required by the First Aid at Work Regulations 1981, The Pony Club also recommends that the training

of all first aiders includes an element of paediatric basic life support and injury training.

All first aid training must be delivered by a credible/reputable organisation that is able to demonstrate that:

- ▶ Their trainers meet the required standards
- ▶ The course meets the HSE content requirements
- ▶ It is delivered over the minimum teaching time
- ▶ A quality assurance process is in place.

Credible organisations should be able to demonstrate this compliance when asked.

All first aiders must hold an up-to-date disclosure check (DBS, PVG or Access NI) as per Regulated Activity/Work.

Coaches are required to have the Emergency First Aid at Work qualification (EFAW) as a minimum to be entered on The Pony Club Coaches' records on PELHAM.

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

b) Employing first aid providers and ambulances

Prior to Event

When employing first aid it is important to define clearly 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.

The following documents are to provide support to organisers:

- ▶ Letter for First Aid Provider (Appendix D) - Send an appointment letter to the First Aid Provider in advance of the event.
- ▶ A modified version of the same letter may be used to obtain a quotation for the cost.
- ▶ Registrations - Request proof of registration with the relevant healthcare regulatory body.
- ▶ Ambulances and Personnel (Appendix E) - If Ambulances are also required, the organiser would also need to provide information for the medical team.

On Arrival at Event

When the First Aid Provider arrives 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 F – Notes for First Aid Provider, which should be made up by the organiser.

End of Event

At the end of each event day the First Aid Provider should provide incident details for that day as well as any issues encountered. At the end of the event, the First Aid Provider should return the First Aid Information Pack to the organiser together with all the relevant incident forms. These can be found in the Appendices and on The Pony Club website.

c) Checking registration of first aid providers

Organisers should confirm the first aid provider(s) booked for their event is registered with the relevant regulatory body. Simply request the personal identification number for each professional allocated to your event and check each against the register available on the regulatory body's website.

- ▶ **Nurses** – Nursing and Midwifery Council (NMC) - www.nmc.org.uk
- ▶ **Paramedics** – Health Care Professions Council (HCPC) – www.hcpc-uk.org
- ▶ **Doctors** - General Medical Council (GMC) – www.gmc-uk.org
- ▶ **Ambulance Transport Providers** - Care Quality Commission (CQC) – www.cqc.org.uk

*CQC registration only applies to providers who are responsible for transporting a person from the event ground to an NHS hospital using an ambulance on public roads. It does not apply to providers using vehicles to move a person within the confines of an event site.

A professional who, or organisation which cannot provide these details (HPC or GMC registration numbers) should not be used.

d) First aid kits

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 the correct size be available for the scale of the event. Care should be taken to ensure kits are suitable for the relevant ages of children participating in the activity.

e) Management procedure for serious incident

The possibility of a serious incident should also be considered. Appendix J –

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, trainer, etc. Further participation may be possible following an examination by a medical professional.

Sport Rulebooks must be studied to ascertain individual sport rules on falls.

e) Medical Suspension

If a Member has been suspended from taking part in any activity/competition/sport for medical reasons, this suspension must apply to all Pony Club activities until such time as the Member is passed fit by a medical professional to take part. It is the Member's and parent/guardian's responsibility to ensure adherence to this rule.

Medical letters are required, following a suspension for medical reasons, to allow a Member to take part in any activity again. The letter should be issued by either the hospital or specialist(s) involved in treating the injury, where appropriate.

f) Head injury and concussion

There are strict procedures around the response to concussion.

i. General Advice

Head injuries and concussion can be life changing and fatal. Serious head injuries are usually obvious, but concussion can be very subtle. It may not be immediately apparent but should be taken very seriously.

Members may be asked not to ride by an Official (including a first aider) who believes they may have sustained concussion either at the time of injury or from a previous injury (which may not have been sustained whilst riding). Concussion is difficult to diagnose, and practitioners of all grades must err on the side of caution. Thus, any decision must be respected, and professional medical support is advised to avoid further harm. Ignoring an official's advice about concussion breaches The Pony Club's Code of Conduct.

ii. Incidents that could cause head injuries or concussion

Any Member involved in an incident that could cause head injury or concussion at a Pony Club activity (for example, a fall from their horse/pony) should be assessed by the first aid provider in attendance.

Dependent on the level of first aid cover, the exact process of diagnosing will vary depending/based on whether the Member has suffered:

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

The process for diagnosing each option is covered in more detail below.

An assessment may make it immediately obvious that there is no cause for concern. Reasonable care should be taken to ensure Members have not sustained a serious head injury or concussion.

iii. Unconsciousness

If a Member is unconscious following an incident they should be treated as if they are suffering with a confirmed concussion and the steps in point vii should be followed.

iv. Who can diagnose head injury or concussion?

Diagnosis of a head injury or concussion can be carried out by Trained First Aiders, Qualified First Aiders or medical professionals officiating at a Pony Club activity. If there is any doubt as to the diagnosis, the Member should see the highest level of first aid cover that is present who should make the diagnosis. If a definite diagnosis is not possible then the Member should be referred to a hospital or a doctor off site for a professional diagnosis.

The member must not ride again until they have been seen by a doctor/hospital.

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

If a diagnosis of a suspected head injury or concussion is made by

a first aider, the parents/guardians should be advised to take the member to hospital.

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

If a Member has a suspected head injury/concussion at an activity/competition, organisers should inform the DC/Proprietor to ensure that the rider follows these guidelines.

Once a diagnosis of suspected head injury or concussion is made by the first aid cover present at the activity, then that decision is final. If a Member is advised to see a doctor because of suspected head injury/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 should 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 doctor subsequently certifies that a Member does not have or did not suffer a head injury/concussion, and provides evidence that they are satisfied the Member is well enough to resume riding activity, that Member will be treated as if they did not sustain a concussion. Officials will endeavour to assess members in a timely way; however, head injuries can evolve over time, which may lead an official or professional to perform a series of assessments. A Member may miss a phase or part of an event during the assessment process and the Sport Rules for missing that phase or part will apply.

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

In the event of a confirmed head injury or confirmed concussion diagnosis, the doctor will advise the Member not to ride or take part in any activity that potentially involves hard contact for three weeks. The member may be advised that they could request a review of any ongoing concussion problems by a doctor (with experience in assessing concussion) after 10 days. If that doctor is happy to certify that the Member is not suffering with a concussion, the Member may ride again. Evidence regarding

this decision is required, e.g. in the form of a medical letter. If no evidence is provided, the Member should not take part in any Pony Club activity that involves horses/ponies, whether mounted or unmounted, 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

Ultimately, it is the parent/guardians' responsibility to make a decision about the welfare of their child.

If a Pony Club Official 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, the Member must not be allowed to take part in any Pony Club activities that involve horses/ponies, whether mounted or unmounted for three weeks, unless appropriate medical evidence of fitness to ride can be provided by parents/guardians dated at least 10 days after the initial injury.

Please see Appendix I1 for the Head Injury and Concussion Flowchart.

10. EQUINE WELFARE AND VETERINARY

a) Equine Welfare Policy

The Pony Club place horse and pony welfare as an absolute top priority. The Pony Club has an Equine Welfare Policy which should be referred to when planning events and activities and complied with at all Pony Club events.

b) Veterinary Cover at Activities

The level of veterinary provision at any event will depend upon the type and size of activity being organised and the number of horses expected. As part of the activity or event risk assessment, all organisers should consider whether a Veterinary Surgeon is required, and whether they should be present or 'on call' for the duration of the activity.

Event organisers may find the matrix in Appendix C a useful starting point for their consideration of what level of veterinary cover they need to provide. The matrix should not however be seen as determining the level of cover that it is appropriate to provide and the decision as to what level is to be provided should be determined in accordance with the Risk Assessment for the event

At larger events, screens and/or a tarpaulin should be arranged in case of an equine fatality or serious injury to a horse. The contact details for the local horse disposal should be readily available; the Secretary's Tent is recommended.

The question of whether an equine ambulance, horsebox or trailer earmarked for use in case of emergency should be risk assessed by the organisers.

c) Vaccinations

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

All ponies/horses must be compliant with the Pony Club minimum vaccination requirements - please see the website for the current rule.

Note: Events that are held at other venues may be subject to additional vaccination rules. For example, any horse/pony entering a Licensed Racecourse property must comply with the vaccination requirements set by the British Horseracing Authority. Similar restrictions apply in the cases of certain polo venues. If you are intending to compete under FEI Rules you will need to ensure you are compliant with their vaccination requirements.

d) Competition Disqualification

The Official Steward or Chief Judge may disqualify a competitor at any stage of the competition:

- i. for dangerous riding, or,
- ii. if, in his opinion, the horse is lame, sick or exhausted, or
- iii. for misuse of whip, spur or bit, or ill-treatment of the horse, or
- iv. for any breach of the rules, or
- v. for unseemly behaviour, including bad language.

11. SAFER ACTIVITIES

This section should be read in conjunction with The Pony Club Safeguarding Policy and information available on The Pony Club website.

When organising activities for Members, you should consider where additional challenges and risks are presented and extra measures needed. For example, events where large numbers of Members are expected, use of or travelling between multiple venues/locations, overnight stays and

collaborating with other groups.

The following need to be considered when organising activities:

- ▶ **Safer recruitment procedures** - ensure everyone is suitable to work/volunteer with Members and able to carry out their allocated role.
- ▶ **Training** – ensure individuals have received adequate training, including safeguarding, manual handling, XC building etc.
- ▶ **Safeguarding plan** – make sure volunteers and staff understand the safeguarding processes, including the safeguarding policy, reporting procedure, and where to go for advice about welfare concerns.
- ▶ **Safeguarding Official** – is responsible for safeguarding and child protection at activities and is available for people to talk to if they have concerns.
- ▶ **Lost or missing children** – have a plan to deal with a situation where a child gets lost or goes missing.
- ▶ **Photography and filming** – have a clear policy for taking photos and videos and ensure official photographers are identifiable.
- ▶ **Consent** – parental consent should be obtained for children to take part in activities. The right information must be recorded (e.g. emergency contact details and medical conditions).
- ▶ **Additional needs of Members** – this is crucial to ensuring the provision of adequate support. **This is covered in the Reasonable Adjustments Policy.**
- ▶ **Supervision** – consider the ratio of supervising adults to participating participating.
- ▶ **Transport** – consider travel between venues and who is responsible for arranging transport.
- ▶ **Overnight stays** – ensure parents understand the arrangements for the activity/trip and have a clear plan for sleeping, washing, toilet facilities etc..
- ▶ **Overseas travel** – compliance with overseas as well as UK legislation is essential when travelling overseas.

All-Terrain Vehicles (ATVs), Quad Bikes and Motorcycles

The use of ATVs, quad bikes and motorcycles poses significant risks. Prior permission from the organiser must be obtained before using any of these vehicles.

Any use must be documented in a specific risk assessment and these guidelines must be followed:

- ▶ Drivers must be aged 17 years or over (unless especially agreed with the Insurers)

- ▶ Helmets are to be worn
- ▶ Drivers must have received adequate training for the vehicle they are driving (ensure this is recorded and signed by the trainer and participant)
- ▶ Only vehicles designed to carry passengers should be used for this purpose
- ▶ Vehicles should be maintained in good condition

The Pony Club Public Liability Insurance provides indemnity to The Pony Club in respect of legal liability for injury or damage, provided the above guidelines are followed. However, this insurance only comes into effect if 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 of their motor cycle at events.

12. DRESS AND TACK SAFETY

The dress code for each of the individual Sports is given in the respective Rulebooks. 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 and Hair

Hair: Must be tied back securely, in a safe manner to reduce the risk of hair being caught and to prevent scalp injuries. Individual Sports may have additional rules.

The Pony Club follows the British Equestrian Standards for Riding Hats.

It is mandatory for all Members to wear a protective helmet at all times when mounted with the 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. Individual Sports may have additional requirements with regard to colour and type of hat. It is strongly recommended that second-hand hats are not purchased.

The hat standards accepted are detailed in the table below:

Hat Standard	Safety Mark	Allowed at the following activities:
PAS 015 2011* with BSI Kitemark		All activities
VG1 with BSI Kitemark		All activities
Snell E2016* 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 (80cm and over) 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. 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).
- ▶ 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 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 the chinstrap fastened and adjusted so as to prevent movement of the hat in the event of a fall.
- ▶ 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 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 a **pink** Pony Club hat tag. Hats fitted with a **pink** 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.

Pony Club (**Pink**) hat tags are only available to purchase from The Pony Club Shop.

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 child's hat complies with the required standards and is tagged before they go to any Pony Club event. They are also responsible for ensuring that the manufacturer's guidelines with regard to fit and replacement are followed.

b. Body Protectors

The Pony Club follows the British Equestrian Standards for Body Protectors.

The use of body protectors is compulsory for all Cross Country riding and Pony Racing in both 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 2023, from 1st January 2024 only body protectors that meet BETA 2018 Level 3

standard (blue and black label) are to be used.

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

c. Air Jackets

The Pony Club follows the British Equestrian Standards for Air Jackets.

If a rider chooses to wear an air jacket, it must only be used in addition to a normal body protector which meets the Body Protector Rule and Standards. In the event of a fall, the air jacket 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 elasticated fastenings over the air jacket. Sports have specific rules relating to falls in competition.

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. Clothing

When mounted at Pony Club activities, Members should wear a riding jacket or Branch/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 may be worn at rallies and at camp.

f. Jewellery

The wearing of any sort of jewellery when handling or riding a horse/pony is not recommended and if done at any Pony Club activity, is done at the risk of the member/their parent/guardian. However, to stop any risk of injury, necklaces and bracelets (other than medical bracelets) must be removed, as must larger and more pendulous pieces of jewellery (including those attached to piercings) which create a risk of injury to the body part through which they are secured. For the avoidance of doubt a wristwatch, wedding ring, stock pin worn horizontally and/or a tie clip are permitted. It is recommended that stock pins are removed for cross country.

g. 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.

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 boot to the edge of the stirrup should not be less than 14mm.

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

There are no prescribed weight limits on metal stirrups, however with the advent of stirrups of other materials, weight limits are frequently given by manufacturers. Any person buying these stirrups, should comply with weight limits defined on the box or attached information leaflets. Neither the feet nor the stirrup leathers or irons, may be attached to the girth, nor the feet attached to the stirrup irons.

It is strongly recommended that the design of the stirrup chosen allows the foot to be released easily in the event of a rider fall. Specific rules for individual sports can be found in the respective sports rulebooks.

Particular focus should be on ensuring that the boot and stirrup are the correct size for the rider taking part and used in line with the manufacturer's guidance.

For the avoidance of doubt, at Pony Club events:

- ▶ stirrups which connect the boot and the stirrup magnetically are not allowed
- ▶ Interlocking boot soles and stirrup treads are not allowed

i. Humane Girths

Humane girths pose an increased risk as many common designs may have complete girth failure if a single strap was to break. Humane girths are not permitted in any Sport, whether during training or competition.

j. Saddles

It is imperative that Saddles are in a good state of repair, properly fitted and suitable for the purpose of which they are intended. Regular checks for suitable fit can be carried out by professionals.

Treeless and total contact saddles are permitted to be used for general riding to support horse and pony welfare. Specific sport rules are detailed in respective rulebooks.

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.

k. 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. Specific sport rules are detailed in respective rulebooks.

l. 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).

m. Use of the whip

At all times, the whip must only be used

- ▶ For a good reason, as an aid to encourage the horse forward.
- ▶ At an appropriate time, namely when the horse is reluctant to go forward under normal aids of seat and legs.
- ▶ In the right place, namely down the shoulder or behind the leg but never overarm.
- ▶ With appropriate severity.
- ▶ No more than twice for any one incident.

Excessive use of the whip anywhere at an event will result in disqualification:

- ▶ Use of the whip to vent a competitor's anger is always excessive.
- ▶ Use of a whip which causes injury eg. Broken skin or a weal, is always excessive.
- ▶ Use after elimination or retirement is always excessive.
- ▶ Use on a horse's head, neck etc. is always excessive.
- ▶ Using the whip from the ground after a rider fall or dismount is always excessive.
- ▶ If the rider's arm comes above the shoulder when using the whip, this is always excessive.

n. Spurs

Spurs must only be used to enhance the normal leg aids and allow for better communication from rider to horse.

Spurs must never be used to vent a competitor's anger or to reprimand the horse.

Use of the spurs which causes injury eg. blood, broken skin or a weal, is always classed as misuse.

Misuse of the spurs anywhere at an event will result in disqualification.

13. ALCOHOL AND DRUGS POLICY

The possession and/or use of illegal substances, including recreational or non-prescription drugs by an individual will not be tolerated. The Pony Club disciplinary procedures will be used where necessary, including involvement of the police where illegal drugs are concerned.

Alcohol

Any person under the age of 18 must not consume alcohol at any Pony Club activity. All Members are expected to comply with the Code of Conduct. Adults need to be physically and mentally fit to undertake their responsibilities.

Pony Club coaches, officials and volunteers must not consume alcohol when they are directly responsible for Members 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. All coaches, officials and volunteers are expected to comply with the respective Code of Conduct.

Performance-Enhancing Drugs

All performance-enhancing drugs are strictly forbidden and The Pony Club

supports 100% clean sport.

i. Equine – Controlled Medication

It is clearly essential for the welfare of a horse/pony 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. Therapeutic Use Exemptions (TUE) should be confirmed in writing by a Vet.

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 Pony Club supports the approach taken by the UK Anti-Doping Agency in providing clean sport. The Pony Club disciplinary procedures will be used where doping is suspected including reporting to the UK Anti-Doping Agency.

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 aware of this.

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.

- 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

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.

APPENDICES

APPENDIX A - MEDICAL AND VETERINARY COVER AT PONY CLUB EVENTS

This appendix sets out the minimum medical cover required for Pony Club activities and should be read in conjunction with the Medical and First Aid section and Equine Welfare and Veterinary section.

ALL ACTIVITIES

It is the organiser's responsibility to ensure adequate medical cover is provided for the type of event, taking into account the expected number of participants and spectators. This must be considered as part of the risk assessment.

Appendix B provides guidance on the level of first aid cover to be provided at Pony Club activities. However, at the very minimum every event must have an Appointed Person and a Trained First Aider present.

Appendix C provides detail on the recommended level of veterinary cover at Pony Club activities.

First Aid Kit: Ensure there is an appropriately stocked first aid box available for the activity.

Communication: The organiser must ensure there is an effective means of communication, e.g. mobile phone with signal, should the emergency services need to be contacted.

Location Reference: To aid the emergency services, the grid reference or postcode should be readily available. What3Words is a useful app for sharing exact locations within a 3 metre radius and can be shared with emergency services if on a larger site. Location information should be included on the risk assessment.

No Show: Should the medical cover not arrive on the day, an evaluation must be made as to what is available (or can be available) on site and the risk associated with the activity, so that an informed decision can be made as to whether it is safe for the activity to go ahead. If additional advice is needed, the opinion of the Area Representative should be sought.

Accident Reporting: The appropriate forms must be completed in the event of any incident (see Section 8: Accident Reporting for more information).

Insurance: A copy of the Evidence of Insurance should be displayed at the event. The Pony Club Insurance Policy is extended to give cover for all Pony Club activities. Details of this policy are available on The Pony Club Website.

Third Party Incident: In the event of an 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 the Accident Reporting process should be followed.

Head injury, concussion and loss of consciousness: For more information about managing these situations, see the head injury and concussion guidance and flowchart.

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.

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 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 has an EFAW or BHS First Aid qualification (see First Aid Training & Qualifications).

d. Qualified First Aider

A person who has a FAW qualification (see First Aid Training & Qualifications).

e. Ambulance Aid

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

f. Paramedic

A healthcare professional with the primary role of providing advanced emergency medical care.

Professional registration: Health Care Professions Council (HCPC) – www.hcpc-uk.org

g. Doctor / GP

A person who is experienced and qualified in the practice of medicine and can help maintain and restore physical and mental health. It is recommended that the appointed doctor has been trained in pre-hospital emergency care.

Professional registration: General Medical Council (GMC) – www.gmc-uk.org

h. Ambulance

A designated vehicle that is appropriately marked, identifiable and conforms to current regulations for the movement of injured or seriously ill patients. The medical provider must ensure it contains the necessary resuscitation, immobilisation and transportation equipment.

For transporting injured people on a public road, the Ambulance Provider must be registered with the Care Quality Commission (CQC). The provider will be able to give details of their registration which may also be checked on the Care Quality Commission website, cqc.org.uk. This site can also be used to search for registered ambulance providers in the local Area.

CQC registration is not required for ambulances that move patients within the confines of the event site. NHS Ambulances are all CQC registered, which does not need to be cross-checked.

i. Emergency Response Vehicle (ERV)

Usually a 4WD vehicle containing all the equipment for use by the appointed Doctor or Paramedic.

j. 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.

APPENDIX A1 - FIRST AID PROVISION MATRIX

APPENDIX A1 - FIRST AID COVER AT PONY CLUB COMPETITIONS			Appointed Person	First Aider	Paramedic	Doctor	Ambulance or equivalent	Pool Lifeguard
This matrix is included as a guide to event organisers when deciding what level of First Aid cover to provide at Pony Club events. It should not be seen as determining the level of cover that it is appropriate to provide and the decision as to what level is to be provided (which may be greater or less than the level shown) should be determined in accordance with the Risk Assessment for the event. However, at the very minimum every event must have an Appointed Person and a Trained First Aider present								
All Rallies (including cross country)			Y	Y	Consider		Consider	
Fun / Sponsored Rides (including jumping)			Y	Y	Consider		Consider	
Mounted Games	Practices, Rallies & Training Days		Y	Y				
	Branch Events & Area Competitions		Y	Y	Consider			
	Zones & National Finals		Y	Y	Advised	Consider	Consider	
Polo	Practices, Rallies & Training Days		Y	Y				
	Competitions & Championships		Y	Y	Advised	Consider	Consider	
Polocrosse	Practices, Rallies & Training Days		Y	Y				
	Tournaments		Y	Y	Advised			
	Championships		Y	Y	Advised	Consider	Consider	
Pony Racing	Rallies		Y	Y				
	Pony Club Race Days		Y	Y	Advised	Consider	Advised	
Dressage	Practices & All Competitions (inc. Areas)		Y	Y				
	Regional & National Championships		Y	Y	Advised	Consider	Consider	
Show Jumping	Practices, Rallies & Training Days		Y	Y				
	Branch Event		Y	Y				
	Open class equivalent to PC 100 or greater		Y	Y	Consider			
	Area Competitions		Y	Y	Advised		Consider	
	Regional Championships		Y	Y	Advised		Consider	
Cross Country (including hunter trials & arena eventing) Vehicle access to all parts of the course is essential during cross country phase.	Practices, Rallies & Training Days		Y	Y				
	Event- PC70 or PC 80	Training/ Rallies	Y	Y				
		Competition	Y	Y	Advised		Consider	
	Event - PC90	Training/ Rallies	Y	Y				
		Competition	Y	Y	Advised	Consider	Consider	
	Event - PC100 or PC110	Training/ Rallies	Y	Y				
		Competition	Y	Y	Advised	Consider	Consider	
	Area Competitions		Y	Y	Advised	Consider	Consider	
Regional & National Championships		Y	Y	Advised	Consider	Consider		
Tetrathlon*	Run*		Y	Y				
	Swim		Y	Y				Advised
	Shoot		Y	Y				
Endurance*	Less than 10 km		Y	Y				
	More than 10 km – at each vet gate		Y	Y				
CAMP*			Y	Y	Consider		Consider	
*Please see corresponding note below for more info								

*Please see corresponding note below for more info

Notes:

The ambulance must be able to reach all parts of the ground where the activity is taking place. It may be that a specifically adapted 4-wheel drive vehicle carrying medical professionals (and their equipment) and/or a stretcher is more appropriate than a 'land ambulance' for events such as cross country/hunter trials where driving across rough terrain is a requirement. The advice of the medical professionals providing first aid services should be obtained.

If the ambulance is required to leave the ground for any reason the 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 National events), organisers may wish to consider having two or more vehicles on the ground.

ADDITIONAL GUIDELINES FOR INDIVIDUAL SPORTS/ACTIVITIES

Cross Country Events: Fence judges should record incidents where a person is unconsciousness, is slow to get up or seems unsteady on their feet, as these will assist a concussion assessment. Fence judges should be advised how to approach a patient and how to summon help during the briefing.

Swimming Activities: The medical cover requirements for **all** swimming activities are detailed in the Tetrathlon Rulebook.

Endurance: A Trained First Aider should be present at the start and finish of the course. It is recommended that first aiders are available around the course too, e.g. at vet gates.

Camp: The above table indicates the minimum first aid cover required for camps. Additional first aid cover may be required depending on the activities organised during camp. 24 hour cover is required for residential camps/activities.

APPENDIX A2 - VETERINARY PROVISION MATRIX

APPENDIX A2 - MINIMUM VETERINARY COVER AT PONY CLUB COMPETITIONS		Vets Informed	Vet On-Call	Vet On-Site	Tarpsaulin	Emergency Ambulance	Horse Ambulance, Horsebox or Trailer	Horse Ambulance, Horsebox or Trailer On-Site
This matrix is included as a guide to event organisers when deciding what level of veterinary cover to provide at Pony Club Events. It should not be seen as the determining the level of cover that is appropriate to provide and the decision as to what level is to be provided (which may be greater or less than the level shown) should be determined in accordance with the Risk Assessment for the event. However at the very minimum a Veterinary practise is to be on call								
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 - LETTER FOR FIRST AID PROVIDERS

This letter should be populated with the branch/centre and event details. The requirements included in this letter should also be tailored to the specific event and the agreed medical cover.

Dear [Name],

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

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 services/equipment:

OR

Please could you quote for providing the following:

Ambulance

A designated vehicle, appropriately marked and identifiable which conforms to current regulations for the movement of injured or seriously ill patients. You must ensure it contains the necessary resuscitation, immobilisation and transportation equipment.

Personnel

Two ambulance personnel, one of whom must be a trained and qualified Paramedic 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 to view 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). These should be made available to the organiser, if requested.

Insurance

The ambulance and personnel must have appropriate insurance cover in place and the certificate must be provided to the organiser prior to the event.

Registration: Please provide the registration details of the professionals scheduled to attend the events so that checks can be carried out to ensure they are registered with the appropriate council. (HCPC/GMC etc)

Yours sincerely, etc.

Note to event organiser – When confirming the 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 C - AMBULANCES AND PERSONNEL

Organisers should ensure that the Paramedic(s) booked to provide medical cover at a Pony Club event is registered with the governing body, Health Care Professions Council (HCPC) – www.hcpc-uk.org. A professional or organisation that cannot provide these details should not be used.

All Ambulances must be adequately equipped for pre-hospital resuscitation, immobilisation of the casualty and transportation. This is the responsibility of the First Aid Provider. Ambulance personnel should be capable of physically stabilising an injured patient while awaiting the arrival of the NHS Ambulance Service.

It is the responsibility of the organiser to clarify the event activities and of the first aid provider to allocate suitably trained and qualified professionals. A paramedic or doctor may need skills and access to drugs to effect a resuscitation.

A Doctor assisting at an event should be aware of the equipment 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 event organiser on arrival and introduces themselves to the Doctor, if there is one in attendance, prior to the event commencing.

The risk assessment should assess and establish the best location for the medical team/ambulance to be stationed and define communication arrangements.

The following information should be supplied to the medical team ahead of the event:

1. Schedule for the day
2. Planned position for the ambulance and medical staff
3. Arrangements for communication (radios/mobile phones)
4. Arrangements for food/comfort breaks
5. Medical briefing plan with fence judges

The First Aid Provider should be aware of the accident and emergency units available locally.

APPENDIX D - NOTES FOR THE FIRST AID PROVIDER

Thank you for agreeing to act as the First Aid Provider at this event.

Please spend a few minutes reading these notes and the contents of the “First Aid Information Pack”. It is important that you are familiar with Pony Club medical guidelines, a copy is included in this pack. If you need any clarification, please talk to the organiser.

Please ensure your ambulance(s), personnel and equipment comply with minimum defined requirements and are suitable for the competition. If you are in any doubt, you must inform the organiser immediately.

We require 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 a requirement that you complete a Pony Club Accident Liability 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.

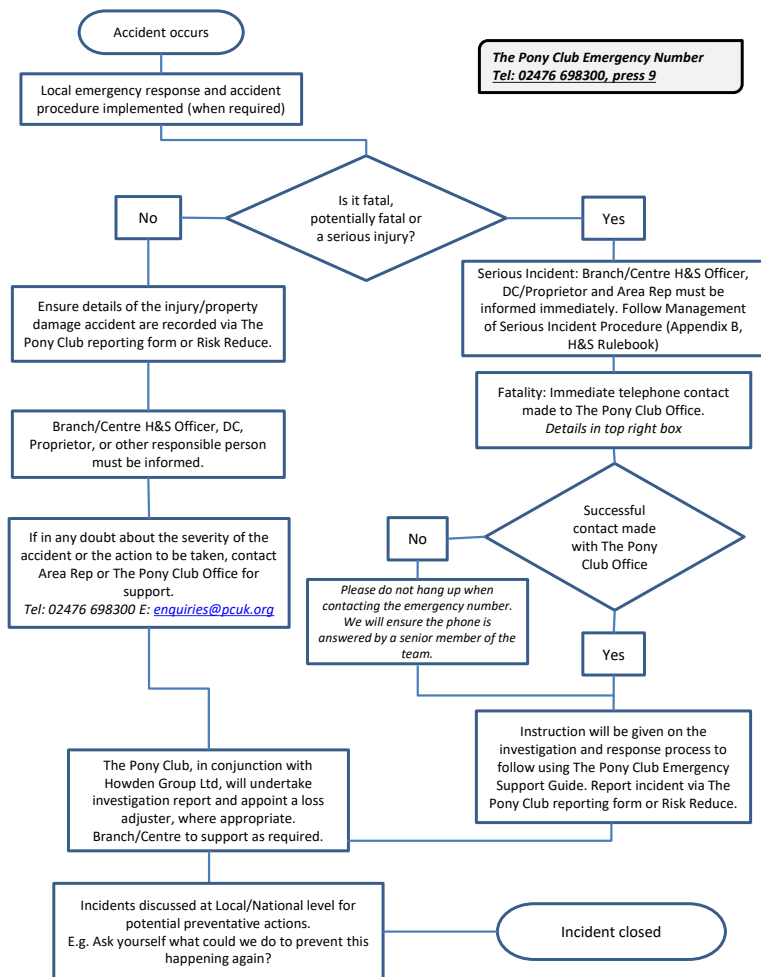
For more information about suspected/confirmed head injury and concussion, loss of consciousness and action after a fall, please refer to Section 9: Medical and First Aid.

The “First Aid Information Pack” should contain:

- ▶ Details of emergency contacts
- ▶ Notes for the First Aid Provider (Appendix F)
- ▶ The Pony Club accident reporting forms/incident logs
- ▶ Concussion Advice Forms (Appendix I2)
- ▶ Head Injury and Concussion Flowchart (Appendix I1)
- ▶ Event programme with planned times / schedule
- ▶ Site layout plan, where applicable
- ▶ Map of the Cross Country course, where applicable.

Thank you for your help and assistance.

APPENDIX E - ACCIDENT REPORTING AND SERIOUS INCIDENT FLOWCHART



APPENDIX F - INCIDENT REPORT LOGS

An example for an Incident Report Log for a rally or training session

Branch/Centre of The Pony Club							
Event:		Location:		Map Reference:		Date:	
Name	Location	Unseated Rider	Horse Fall	Continue or retire	Medical	Veterinary	Time

An example for an Incident Report Log for a one-day event

Branch/Centre of The Pony Club											
Event:			Location:			Map Reference:			Date:		
Rider number	Fence	Unseated rider	Horse fall	Held	Continue or retire	Medical	Veterinary	Fence repair	Horse ambulance	Stop time	Start time

APPENDIX G- MEDICAL TREATMENT FORM

Appendix H2 - Medical Treatment Form

Confidential when completed

Event:	Branch/Centre:
Venue:	Date:
Competitor's Name:	Competitor No: Competitor DOB:
Time of incident:	High Velocity? Yes / No

Brief description of incident:

Head injury? Yes / No	If yes, L.O.C? Yes / No
Fitting? Yes / No	
Amnesia Retrograde:	Anterograde: Nil:

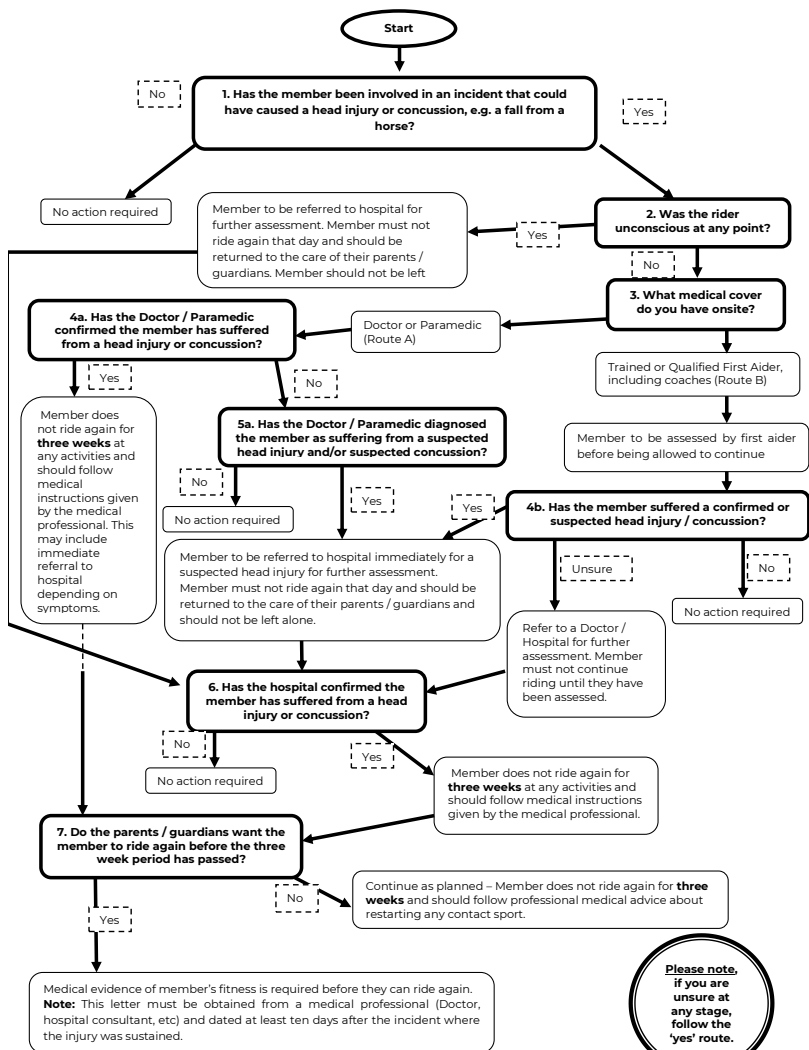
G.C.S / AVPU	Time		Time		Time		Time			
		/		/		/		/		

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:	

APPENDIX H - CONCUSSION FLOWCHART



APPENDIX I - CONCUSSION ADVICE FORM

Concussion is a condition that is not always immediately obvious. It can have very serious after effects.

The Pony Club states in all its Rulebooks that following the fall of a rider, if concussion is suspected, the advice of the medical professional must be sought and followed. Medical advice must be obtained before the Member rides again.

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

- ▶ The potential seriousness of the injury
- ▶ That the rider should be taken that day to a doctor or the A&E Minor Injuries unit at a hospital
- ▶ That the rider must not ride again that day, and,
- ▶ The riding hat should be replaced.

The medical advice must include warnings about the danger signs which can occur later, namely:

- ▶ Deterioration of consciousness
- ▶ Restlessness and/or irritability
- ▶ Vomiting
- ▶ Persistent or worsening headache

The Parent or Guardian must be advised that if any of these symptoms occur, medical assistance must be sought immediately.

The Concussion Advice Form must be completed, signed and dated by the Parent/Guardian.

CONCUSSION ADVICE FORM

I, [Parent/Guardian's Name], being the person with parental responsibility for [Member's Name] of the [Name of Branch/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:

- ▶ Deterioration of consciousness
- ▶ Restlessness and / or irritability
- ▶ Vomiting
- ▶ Persistent or worsening headache

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

Print Name:

Signed:

Date:

APPENDIX J - MANAGEMENT OF SERIOUS INCIDENT

Management Team

	Name	Contact Number: (Check that mobile signal 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		
The Pony Club Office	<p>Tel: 02476 698300. In office hours, ask to be put through to the emergency phone. Out of hours the emergency phone number will be publicised as part of the pre-recorded answerphone message. The emergency phone number is manned 24/7.</p> <p>Please do not hang up when contacting the emergency number. We will ensure the phone is answered by a senior member of the team.</p>	

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 Centres who are requested to inform The Pony Club Office of serious incidents to enable assistance to be given as appropriate with resulting publicity and investigations.

Procedure for human casualties (including injury or fatality)

Evacuate the injured 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.

The Pony Club Office will gather the information required by their Insurers so as to decide upon the best course of action. This may involve interviews and taking statements from officials at the event.

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

1. Ensure that the first aid provider has space to treat the casualty. 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 should

be done by the health & safety officer, if present.

- a. Identify witnesses
- b. Take statements
- c. Take photographs - the Event Health & 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 & 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, 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 are 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 Office (contact details in the table above)

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 by 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 – 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 press contact should be made until The Pony Club Office 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 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. Efforts should be made to prevent spectators posting videos, pictures and comments on social media. It may not be possible to prevent this in which case The Pony Club Office will respond 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 Office will ensure everyone has a standard statement. It is unlikely that the Office will want any persons other than themselves to speak to the press at any stage. The Accident Reporting and Serious Incident Procedure must be followed, as detailed in Section 8 Accident Reporting.
7. Subsequent investigations will be managed by The Pony Club 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.

Note: There is likely to be a child death review carried out by the Safeguarding Children Board if a child dies.

Procedure for equine casualties (including injury or fatality)

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.

Ensure adequate space is available for the Veterinary Surgeon to treat the equine casualty.

In the event of an equine fatality:

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

At most Pony Club activities it should still be possible to deal with a horse/pony which dies or has to be destroyed in accordance with the defined procedures. However, increasing lobbying by those opposed to equestrian sport may mean 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 Office
2. Radios - 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 Office 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 Accident Reporting and Serious Incident Procedure must be followed, as detailed in Section 8 Accident Reporting.

APPENDIX K - CROSS COUNTRY ADDITIONAL GUIDANCE

This information should be read in conjunction with the Eventing Organiser's Handbook and BE Guidance.

Only British Eventing (BE) accredited course designers and builders should be used to build Regional and National Championships courses. It is also strongly recommended that a BE 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 fence with a frangible pin is being used, a BE accredited course builder must be present for the duration of the cross country competition to deal with a broken pin. 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 fence with MIMS clips is being used, a BE accredited course builder must be present to replace a clip.

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 repair team.



The Pony Club

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