

Accident Reporting Guide

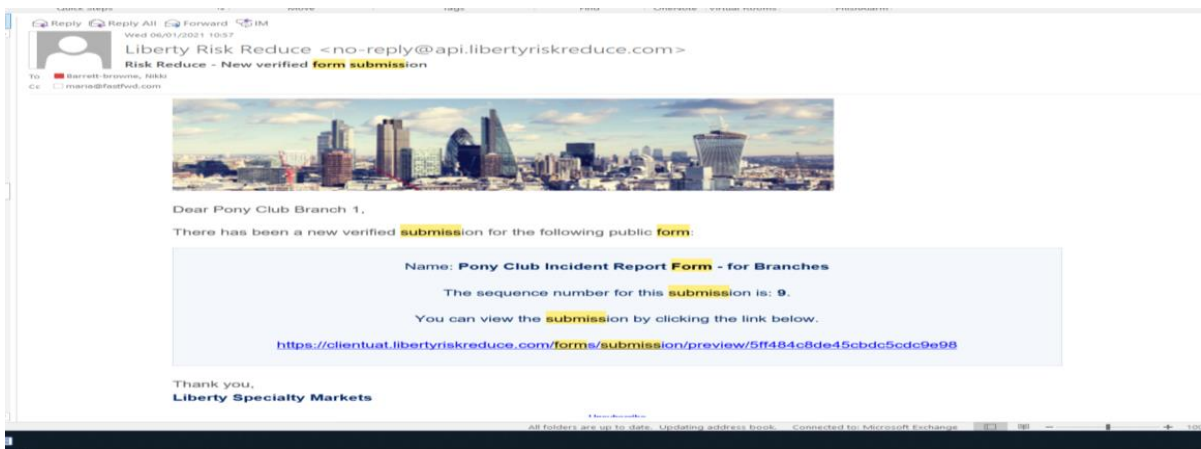
Here are the links to be used for addition onto your website/intranet for access to the Branch and Member claim forms

Branch - <https://form.libertyriskreduce.com/forms/ponyclub-incident-report-branches>

Member - <https://form.libertyriskreduce.com/forms/pony-club-members>

Branch/Member form

Once a form has been completed the selected Risk Reduce users (PC admin and branch admin) will receive an email to advise of a new form submission. (see below example)



Click on the link within the email to be taken to the form (you will be taken to your log in page first)

You can check that the form has been completed correctly and then click Verify

You can see a list of Public Forms waiting to be verified or have been verified (see below)

Links	+
Completed Forms	+
In-Progress Forms	+
Completed forms converted to claims	+
Public Forms	×

Search

Show entries

ID	Form Name	Name of injured party	Date submitted	PREVIEW	DELETED	VERIFIED
1	Pony Club Incident Report Form - for Branches	N/A	2020-09-21	PREVIEW	DELETED	VERIFIED
2	Pony Club Incident Report Form - for Branches	N/A	2020-09-21	PREVIEW	DELETED	VERIFIED
3	Pony Club Incident Report Form - for Branches	N/A	2020-09-30	PREVIEW	DELETED	VERIFIED
4	Pony Club Incident Report Form - for Branches	John Browne	2020-10-01	PREVIEW	DELETED	VERIFIED
5	Pony Club Incident Report Form - for Branches	Jeremy Chappell	2020-10-06	PREVIEW	DELETED	VERIFIED
6	Pony Club Incident Report Form - for Branches	John Doe	2020-10-06	PREVIEW	DELETED	VERIFIED
8	Pony Club Incident Report Form - for Branches	Test	2021-01-04	PREVIEW	DELETED	VERIFIED
9	Pony Club Incident Report Form - for Branches	Terry Rogers	2021-01-05	PREVIEW	DELETED	VERIFIED

< 1 >

Showing 1 to 6 of 6 entries

If the form has been completed in error, you can click on delete. This will delete the form so no further action can be taken and it will be removed from the view

Once the form has been verified it will move to the completed form view (see below)

Accident Report form						+ START NEW FORM			
Accident Reporting						+ START NEW FORM			
Equine and Retail AR form						+ START NEW FORM			
Links								+	
Completed Forms								X	
Search						Show	10	▼	entries
ID	Form Name	Branch	Name of injured party	Date of accident	Date submitted		PRINT PREVIEW	EDIT	
1	Pony Club Incident Report Form - for Branches	N/A	N/A	2020-09-30	2020-09-30	⌂	PRINT PREVIEW	EDIT	
5	Pony Club Incident Report Form - for Branches	N/A	Jeremy Chappell	1920-10-01	2020-10-06	⌂	PRINT PREVIEW	EDIT	
6	Pony Club Incident Report Form - for Branches	N/A	John Doe	2020-10-02	2021-01-06	⌂	PRINT PREVIEW	EDIT	
8	Pony Club Incident Report Form - for Branches	N/A	Test		2021-01-04	⌂	PRINT PREVIEW	EDIT	
9	Pony Club Incident Report Form - for Branches	N/A	Terry Rogers	2020-12-01	2021-01-06	⌂	PRINT PREVIEW	EDIT	

An Email will be sent to all Risk Reduce users to show the form has been verified. A daily submission email will also be sent to all Risk Reduce users identified showing all forms submitted and approved for that day

Reporting

There is the ability to export a list of all forms to an excel document. This excel report will show all fields populated in the forms enabling you to filter as you wish (see below)

The screenshot shows the Risk Reduce web application interface. On the left is a navigation menu with options: Home, Claims, Forms, Policy Documents, Risk Guidance, Accident Reporting (selected), Statistics, Loss Lessons, and News. The main content area is titled 'Reports' and 'Accident Reporting'. It features a search bar at the top right with the text 'Search Risk Reduce'. Below the search bar, there are filters for 'Type of Chart' (set to 'Accidents by time of occurrence'), 'Date From' (01-01-2020), and 'Date To' (12-01-2021). The 'Chart Type' is set to 'Bar Chart'. At the bottom of the filter section are 'APPLY' and 'EXPORT PREVIEW' buttons. On the right side of the page, there is a blue button that says 'EXPORT ALL ACCIDENT DATA TO EXCEL'. The top right corner shows the user's name 'Pony Club Branch 1' and a 'Logout' link.