

# SAFEGUARDING & CHILD PROTECTION

# PONY CLUB



Valid for

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Issued by

**THE PONY CLUB**

Stoneleigh Park, Kenilworth, Warwickshire CV8 2RW

[www.pcuk.org](http://www.pcuk.org)

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**NOTE:** This rulebook is based on the Pony Club's Safeguarding Policy which was approved in November 2017. The full Safeguarding Policy can be found on the Pony Club website. You are encouraged to read the full policy to understand the full context of the policies and procedures included in this rulebook.

### **HEALTH, SAFETY AND SAFEGUARDING ADVISORY GROUP**

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

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

**THE PONY CLUB  
HEALTH, SAFETY AND SAFEGUARDING ADVISORY GROUP**

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## **SECTION 1: SAFEGUARDING & OUR DUTY OF CARE**

### **a) Mission Statement**

The Pony Club believes that it is essential that children and young people are encouraged to take part in outdoor activities and sports as part of their development to adulthood. Their participation in sport must be in a secure, safe and fun environment and be protected from harm. The positive effects of involvement with horses can help develop self-esteem, teamwork and leadership. This can only take place if equestrian sport is effectively regulated and managed by well trained staff and volunteers.

### **b) The Pony Club Objectives**

The objectives of The Pony Club are:

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

### **c) Safeguarding Policy Statement**

The Pony Club accepts its legal and moral obligation, and recognises that it has a duty of care to protect all children and safeguard their welfare. Everyone who participates in Pony Club activities is entitled to do so in a safe and enjoyable environment. To ensure this, The Pony Club is committed to devising and implementing policies and procedures which are commensurate with the British Equestrian Federation (BEF) Safeguarding Policies.

In pursuit of this, The Pony Club is committed to ensuring that:

- The welfare of children and young people is paramount.
- All reasonable and practical steps are taken to protect children from harm, discrimination or degrading treatment, and respect their rights, wishes and feelings.
- High standards of behaviour and practice are maintained through compliance with Codes of Conduct produced for members, coaches, officials, volunteers and staff, parents / guardians and spectators.
- All concerns and allegations of child abuse or poor practice are taken seriously and responded to swiftly and appropriately.
- All employees and volunteers are carefully selected, informed about their responsibilities and provided with guidance and/or training in good practice and safeguarding procedures.

This policy applies to all Pony Club Branches, Linked Centres, staff and volunteers working with us and to all Pony Club Members and their parents / guardians affiliated to or taking part in activities run by The Pony Club or its Clubs. It also applies to all coaches (fully accredited, supervised, volunteer, assistant or trainees) if working or volunteering in a role for any of the above.

**Please note:** where 'Club' is used throughout this document, this refers to all Branches and Linked Centres.

The Safeguarding Policy will be reviewed annually or where there are significant changes to legislation and/or statutory guidance.

#### **d) Role of The Pony Club**

The whole of The Pony Club has a responsibility regarding safeguarding which is divided into five key areas:

- To ensure safeguarding standards are met and maintained.
- To ensure policies and procedures put in place for the purposes of safeguarding are strictly adhered to.
- To reporting, manage and deal with concerns about children and adults at risk and their welfare.
- To ensure appropriate confidentiality is maintained where possible.
- To provide appropriate training, and ensure all the relevant skills and knowledge of all individuals within the organisation are up to date.

#### **e) Role of The Pony Club's Central Safeguarding Team (CST)**

The Pony Club has a Central Safeguarding Team (CST) which has primary responsibility for managing, reporting and dealing with concerns about children and adults at risk and for putting procedures in place to safeguard children and adults at risk within the organisation, including providing support for Clubs and officers where relevant.

Specifically their role is:

- To work with others to create a positive, child-centric environment within The Pony Club.
- To play a lead role in developing and establishing The Pony Club's approach to safeguarding members - a key role within the organisation.
- To manage cases of child abuse and poor practice reported to The Pony Club, including maintaining records.
- To manage referrals to statutory agencies (police, social care or LADO).
- To be a central point of contact for internal and external individuals and agencies.
- To represent the organisation at external meetings related to safeguarding, including BEF SEAT.
- To coordinate the dissemination of policy, procedures and resources throughout the organisation.
- To provide advice and support to Club Safeguarding Officers (CSO) and other officials and play a key role in their recruitment, selection and training.
- To ensure adherence to The Pony Club's disclosure check and safeguarding training requirements in line with Regulated Activity / Work.
- To ensure systems for obtaining disclosure checks are simple, effective, running properly and easily accessible, providing advice and support where necessary.
- To advise on the organisation's training needs and the development

of its training strategy in conjunction with the BEF and its MBs, and to provide training where appropriate.

- To play a lead role in maintaining and reviewing The Pony Club's implementation plan for safeguarding and protecting children and adults at risk.

#### **f) Role of Clubs**

The role of the Club is:

- To ensure a positive, child-centric environment within the club.
- To fulfil its responsibilities to safeguarding members at the club.
- To implement The Pony Club's Safeguarding Policy and Procedures.
- To play a key role in responding to and reporting concerns about members' welfare, child abuse or poor practice (whether these are suspected or confirmed).
- To ensure appropriate confidentiality is maintained and information is only shared on a need-to-know basis.
- To promote The Pony Club's best practice and/or Codes of Conduct within the club.
- To ensure adherence to The Pony Club's disclosure check and safeguarding training requirements in line with Regulated Activity / Work.
- To ensure that all coaches (fully accredited, supervised, volunteer, assistant or trainees) meet the coaching requirements, including disclosure checks, safeguarding training, first aid, Continuing Professional Development (CPD) course and presence on the coach database, Unity (please see the Training pages of The Pony Club website for more information).

Where a concern is raised about poor conduct / practice and doesn't constitute a safeguarding concern, then this should be reported to either the District Commissioner, Centre Proprietor, Area Representative or Centre Coordinator for them to action as appropriate via the Rules and Compliance Committee (RCC). The CST is not responsible for these.

#### **g) Role of Club Safeguarding Officer (CSO)**

The Club Safeguarding Officer (CSO) is the person within a Club who plays a key role for managing and reporting concerns about children and adults at risk, in line with the policies and procedures included in this document, and for implementing procedures to safeguard children and adults at risk.

Clubs are required to appoint a CSO. This role could be held by the District Commissioner or Centre Proprietor, or by another committee member or Centre personnel. Prior knowledge and expertise in this field are essential in order to enable them to carry out the role effectively. Appropriate training will be provided to support this role.

The role of the CSO is:

- To work with others in the Club to ensure a positive child-centric environment.

- To assist the Club to fulfil its responsibilities to safeguard members at club level.
- To assist the Club to implement, and to manage and monitor the implementation of, The Pony Club's Safeguarding Policy and Procedures at club level.
- To act as the first point of contact for officials, volunteers, staff, coaches, members and parents / guardians, where concerns about members' welfare, child abuse or poor practice are identified (whether these are suspected or confirmed).
- To act as the first point of contact with the CST at The Pony Club Office.
- To implement The Pony Club's reporting and recording procedures;
- To maintain case records as necessary.
- To ensure appropriate confidentiality is maintained and information is only shared on a need-to-know basis.
- To promote The Pony Club's best practice and/or Codes of Conduct within the club.
- To ensure adherence to The Pony Club's disclosure check and safeguarding training requirements in line with Regulated Activity / Work.
- To ensure that all coaches (fully accredited, supervised, volunteer, assistant or trainees) meet the coaching requirements, including disclosure checks, safeguarding training, first aid, Continuing Professional Development (CPD) course and presence on the coach database, Unity (please see the Training pages of The Pony Club website for more information).

## **h) Key Definitions**

### **Safeguarding (proactive)**

This is a proactive process defined by Child Protection in Sport Unit (CPSU) as protecting children (and adults) to provide safe and effective care.

### **Child Protection (reactive)**

This is a reactive process defined by the CPSU as part of the safeguarding process, protecting individual children (under 18) identified as suffering or likely to suffer significant harm.

### **Central Safeguarding Team (CST)**

This refers to the team based at The Pony Club Office which comprises of a Lead Safeguarding Officer and Safeguarding Secretary.

### **Club Safeguarding Officer (CSO)**

This refers to the person appointed to take responsibility for safeguarding within the Club.

### **Statutory Agencies**

This refers to the local police, social care and/or Local Authority Designated Officer (LADO).



## **Rules & Compliance Committee (RCC)**

The Committee that is responsible for maintaining the Rules of The Pony Club and recommending changes to the Trustees as they may be required. Please see The Pony Club Handbook for more information.

## **Children**

Any child or young person under the age of 18 years.

## **Adult at Risk (previously Vulnerable Adults)**

Any person aged 18 or over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him / herself or unable to protect him or herself against significant harm or serious exploitation. A person can fall under this definition at any time and may not stay in for a long period of time.

When a young person reaches the age of 18 the responsibility for their wellbeing may transfer to adult service providers. Although they cease to be subject of the Safeguarding Children Procedures, some adults may continue to be vulnerable.

## **Duty of Care**

A moral or legal obligation to ensure the safety or well-being of others.

## **SECTION 2: DEALING WITH CONCERNS & ALLEGATIONS**

Safeguarding is everyone's responsibility and everyone has a duty to action any concerns they have or that are raised to them. **No action is not an option.**

It is essential to deal with any concerns of abuse in a sensitive and appropriate way. These concerns should be taken seriously and must be reported and handled the same day that it is raised or received. Strict confidentiality must also be exercised and maintained at all times with information only passed on to those who need to know. The **Four R's** outline the process of how to deal with any concerns or allegations:

1. **Recognising Abuse**
2. **Responding**
3. **Reporting**
4. **Recording**

It is not the place of anyone within The Pony Club to ascertain whether abuse is taking place or to find evidence to support this. Instead any concerns should be reported to the appropriate officer, i.e. the Club Safeguarding Officer (CSO), the Central Safeguarding Team (CST) and/or the appropriate statutory agencies.

Where a concern is raised about poor conduct / practice and doesn't constitute a safeguarding concern, then this should be reported to either the District Commissioner, Centre Proprietor, Area Representative or

Centre Coordinator for them to action as appropriate via the Rules and Compliance Committee (RCC). The CST are not responsible for these.

There are four levels of reporting with safeguarding concerns or allegations raised within The Pony Club. These include:

1. The person initially reporting the concern / allegation (referred to as Concerned Party)
2. Club Safeguarding Officer (CSO)
3. Central Safeguarding Team (CST)
4. Referrals made to the Police, Social Care or LADO where necessary (referred to as Statutory Agencies).

**If you feel a child is in immediate danger, then you should call the police.**

#### **a) Recognising Signs of Abuse**

Child abuse is defined as any action that causes significant harm to a child. This includes physical, emotional or sexual mistreatment, neglect or lack of care and bullying. Abuse can happen to any child regardless of their age, gender, disability, race, religion or ability.

Adult [at risk] abuse is defined as a single or repeated act or lack of appropriate actions, occurring within any relationship where there is an expectation of trust, which causes harm or distress to a vulnerable person. This includes physical, emotional or sexual mistreatment, neglect or lack of care, bullying, financial, discriminatory, modern slavery or domestic abuse. Abuse can happen to any adult at risk regardless of their age, gender, disability, race, religion or ability.

It is important to note that bullying is a form of physical and/or emotional abuse and should therefore be dealt with as a safeguarding concern in line with the policies and procedures outlined in the Safeguarding Policy (please see the Pony Club website). It can take the form of adult to child abuse and child to child abuse.

It is important to understand that abuse is not always obvious or readily visible. Further information about the indicators of abuse can be found on the Pony Club website.

**Please note**, where ‘abuse’ is stated throughout this document, this will be inclusive of all types of abuse to children and adults at risk as listed above.

**An all encompassing approach is necessary to address and prevent abuse successfully.**

#### **b) Responding to Concerns**

Responding refers to the actions taken at the time you become aware of a concern or have a disclosure made to you. At that moment, it is important that you act appropriately in order to ensure you gain as much information and insight as possible whilst not prejudicing any future investigation.

**When responding to a concern, you should:**

- Stay calm – do not show disgust or disbelief.
- Ensure the child is and feels safe, if responding to a disclosure made by a child.
- Listen carefully.
- Keep an open mind – do not speculate, make assumptions or make judgements.
- Find a quiet place to have the conversation.
- Keep questions to a minimum whilst the person is talking. If questions are needed to find out more information or to clarify points, then these should be open-ended questions where possible.
- Make a written note of what is said to you and read back to the person what has been written down to ensure a clear and accurate understanding has been recorded.
- Make and agree an immediate plan as to the next action.

**You should try not to:**

- Panic.
- Make promises or agree to confidentiality – you have a duty of care to report concerns.
- Allow expressions of shock or distaste.
- Make negative comments about the alleged incident.
- Don't ask leading questions. Keep closed questions to a minimum (i.e. those that require a 'yes' or 'no' answer).

**You should never:**

- Approach any alleged perpetrator to discuss the concern.
- Make promises to the child that cannot be kept, e.g. confidentiality.
- Rush into actions that may be inappropriate.
- Take forward concerns if you have a conflict of interest. Instead this should be passed onto another appropriate official.

**c) Reporting Concerns / Whistle-blowing**

Concerns / allegations should be reported on the day they are raised. This should be done via a face to face or telephone conversation with or by email to the appropriate person. The following sections outline the process that should be followed depending on the type of concern you have.

**(i) Concerns or Disclosures**

Any concerns, about the welfare of a child / adult at risk or the behaviour of an adult towards a child / adult at risk, that you have or that are disclosed to you should be reported directly to the CSO immediately for the appropriate action to be taken. If the CSO is not available or the concern involves the CSO, then you should report your concerns to the CST immediately.

**(ii) Concern for Immediate Welfare**

If you are concerned for the immediate welfare of a child, then you must contact the police and/or social care as a matter of urgency. Likewise,

if medical attention is required, then the emergency services should be contacted immediately. These are known as referrals to statutory agencies. In both circumstances, the controller should be informed that it is in relation to a child protection concern. The CSO or CST should also be informed within 24 hours when a referral has been made to the police, social care or emergency services in the first instance. Please see Section 2d for more information on what you should make note of when referring to statutory agencies.

### **(iii) Criminal Offences**

If an alleged criminal offence has taken place, then this should be reported to the police. The CSO or CST should also be informed so that they are aware and can discuss the matter with the police as appropriate.

### **(iv) Advice**

If you require any advice or guidance on how to deal with a concern, your CSO and the CST are here to help and can advise you in accordance with the safeguarding policies and procedures. If you cannot contact the CSO or CST, you are advised to contact the NSPCC Helpline on 0808 800 5000. Further useful contacts and support can be found in **Appendix 1**.

**If you are in any doubt, report your concern.**

## **d) Recording Concerns**

The Pony Club has a legal obligation to record all concerns raised within the organisation in order to monitor and manage any concerns before a child / adult at risk suffers significant harm.

### **(i) Need for Detailed Records**

A detailed record of every concern and allegation should be made at the time of it being raised. To ensure the information is as helpful as possible should an investigation need to be instigated, the record should be accurate and thorough. You must confine yourself to the facts and not include your personal opinion. Where concerns are raised from hearsay, this should be explicitly stated in the case file.

All relevant information should be recorded including any conversations (in person, over the telephone or via email), details of persons involved (including full name, contact details, address and role / position), any action taken so far and any evidence you have (e.g. screenshots of online messages).

### **(ii) Case Files**

Each concern received by the CSO or CST should have its own case file. This ensures that documents from various case files do not get mixed up. These files and the documents enclosed must be password protected and stored on a secure database / server in accordance with data protection legislation. Access to case files should be on a need to know basis only with confidentiality maintained at all times.

As a minimum, cases files will consist of:

- An incident report form
- Any conversation recording sheets
- Any supporting evidence / documentation, including screenshots, photographs or videos.

For further information, please see the Safeguarding Policy and Pony Club website.

### **(iii) Supporting Evidence**

Screenshots or photographs can be a good way to preserve any evidence without the risk of losing them. You **must not**, under any circumstances, take any photos of bruises or injuries as this will stop the police from carrying out a thorough and proper investigation, if required. By law, third parties are only able to take evidential photographs of a child's / adult at risk's injuries once for use as part of an investigation. Instead, you should draw a diagram of where the bruises / injuries are and what they look like using as much description as possible, so that your actions do not jeopardise any formal investigation.

### **e) Initial Action and Investigation**

When a concern or complaint is received, the CST shall decide at which level the enquiry or investigation shall take place. The CST may recommend one or more of the following:

1. Refer the case back to the club to investigate the matter.  
**Please note:** Where a matter is referred back to a club, a report of the investigation, outcome of the case and any sanctions must be sent to The Pony Club within a reasonable time which should not ordinarily exceed one month.
2. Refer the matter to the appropriate statutory agency.
3. Carry out an independent Pony Club investigation.

If the Pony Club investigation reveals a potential or actual breach of the law, then the Pony Club investigation should be deferred and a referral made to the police and/or social care. This will not recommence until the police / social care investigation has been completed.

### **f) Restricting or Prohibiting attendance at Pony Club events**

The Pony Club reserves the right to restrict and/or prohibit attendance at any of its activities to any person whom The Pony Club considers to be unsuitable. This could include, but is not limited to, the following reasons:

- Someone who is convicted of offences against children, e.g. required to sign the Sex Offenders Register.
- Someone who continually demonstrates poor behaviour or behaviour which is considered to be detrimental to others.

- Someone who exhibits behaviour that is deemed to impact negatively upon the efficient and safe-running of an event, including:
  - Physical or verbal violence
  - Inappropriate language
  - Bullying
  - Disruptive behaviour
  - Drunkenness
  - Stealing
  - Sexually inappropriate behaviour or actions
  - Discrimination
  - Taking or selling illegal substances
  - Criminal behaviour

Where it is felt necessary to restrict or prohibit an individual's attendance at Pony Club events, the individual should be politely asked to leave the event and to refrain from attending any future events. This should be followed up in writing within **7 days**. The restriction only applies to the person in question and does not extend to the member(s), other family members or other relatives.

If the individual refuses to leave or continues to attend future events after being restricted, then you may contact the police and ask them to remove the individual from the premises.

If Clubs require any assistance or advice in requesting that someone does not attend their activities, they should contact the CST.

### **g) Sharing Information**

Information should be shared on a strict need to know basis and it should remain confidential as far as is practicable. You must not promise full confidentiality though as you have a duty of care to ensure that concerns of abuse are reported to the appropriate person so the necessary action can be taken to protect the child / adult at risk from further harm.

The Pony Club and its Clubs reserve the right to investigate any safeguarding concern and/or to make a referral to the appropriate statutory agency if this is deemed necessary. The priority is always the welfare of a child / adult at risk.

### **h) Confidentiality & Data Protection**

The Pony Club must comply with data protection legislation with regards to the use and storage of personal information. Please see the Pony Club website and revisions to GDPR legislation throughout 2018.

## **SECTION 3: SAFER RECRUITMENT**

The Pony Club has a duty of care to ensure unsuitable people are not able to work or volunteer with children or adults at risk. This duty of care extends to Clubs, and all employees and volunteers of The Pony Club.

Safer recruitment provides information about how to recruit people efficiently and how to prevent unsuitable people being able to work with children and adults at risk. The following section details the requirements that coaches, officials, volunteers and staff are expected to meet within Clubs before carrying out their roles. Regulated Activity / Work define the types of roles that entail an individual to meet these requirements.

### **a) Regulated Activity**

**Applies to England, Wales, Northern Ireland, Isle of Man and the Channel Islands**

Regulated Activity is defined as any role where a person has responsibility for children including:

- Unsupervised activities, i.e. coaching, training, teaching or instructing, caring for or supervising children
- Providing advice or guidance on well-being to children
- Driving a vehicle only for children.

Working for a limited range of establishments (known as 'specified places' and include schools and colleges) with the opportunity for unsupervised contact with children is also considered regulated activity.

This includes volunteers and those who are remunerated for their time and/or services.

Positions under the above criteria are only considered regulated activity if done on a **regular** or **overnight** basis.

- **Regular** is defined as any work carried out three days or more in a thirty-day period.
- **Overnight** is anyone who is with a group of children / adults at risk between the hours of 2am and 6am regardless of whether they are officially "on duty", awake or asleep.

### **b) Regulated Work**

**Applies to Scotland only**

Regulated Work is defined as any role where the normal duties of an individual include:

- Caring for children
- Coaching, teaching, instructing, training or supervising children
- Being in sole charge of children
- Unsupervised contact with children under arrangements made by a responsible adult
- Providing advice and/or guidance which relates to physical or emotional well-being, education or training
- Moderating a public electronic interactive communication service intended for use by children, e.g. social media accounts.

- Providing a care home, independent health care or day care service for children
- Providing overnight accommodation or supervision
- Supervising and/or managing an individual doing regulated work with children

The activity or work must be considered as part of an individual's **normal duties**. Any regulated work that comes under the bracket of normal duties will only need to be carried out on one occasion for a person to require a PVG check.

**Normal duties** would be defined as an activity or work that an individual might be expected to do as part of their role. This is likely to include something that would be on the job description for the role, something that can reasonably be anticipated or something that occurs regularly. Normal duties exclude one-off occurrences and unforeseeable events, e.g. emergencies.

### **c) Disclosure Checks**

#### **(i) Requirements**

Before anyone can carry out a role in regulated activity / work (please see **Section 3a and 3b**), they must complete a disclosure check and show the certificate they obtain to The Pony Club. This check must be enhanced with child barred list and current (i.e. within the last three years).

A disclosure check must be carried out by the person employing the individual. For the purposes of The Pony Club, the District Commissioner or Centre Proprietor would be considered the employer. However, this role may be delegated to the CSO where necessary.

A check will either be clear, meaning the person is suitable to work with children, or show content on it. In the event of a check having content on it then **Section 3.3 Disclosures with Content** must be followed.

#### **(ii) Obtaining Disclosure Checks**

Disclosure checks are referred to differently in England, Wales, Scotland and Northern Ireland. The type of criminal record check you require is based on where you work in the UK, not where you live. Please read the respective section below for more information on the procedure you should follow to complete a disclosure check.

- **England and Wales - DBS**

Disclosure checks for England and Wales are referred to as DBS checks and can be obtained through Disclosure and Barring Services (DBS) either online or via a paper form. For guidance on completing DBS checks, please contact the CST or information can be found on The Pony Club website, within the Safeguarding section.



- **Scotland – PVG**

Disclosure checks in Scotland are referred to as Protecting Vulnerable Groups (PVGs) and can be obtained through Disclosure Scotland. For more information, please contact the CST or information can be found on The Pony Club website within the Safeguarding section.

**Note: Coaches who work for multiple Clubs will only require one PVG check for The Pony Club. However, coaches who work for several different Linked Centres must obtain a PVG check for each separate employment.**

- **Northern Ireland – Access NI**

Disclosure checks in Northern Ireland are referred to as Access NI checks and can be obtained through Access NI. For more information, please contact the Area 17 Team, whose contact details can be found in The Pony Club Handbook.

- **Isle of Man – DBS**

The Isle of Man fall under the same requirements as England and Wales and therefore individuals carrying out a role in regulated activity must obtain a DBS check. This is achieved via a paper form through the Tynwald. For guidance on completing DBS checks through this process, please contact the CST or the Tynwald Offices.

- **The Channel Islands – DBS**

Similarly to the Isle of Man, the Channel Islands follow the same requirements as England and Wales and can obtain DBS checks by contacting the relevant office on Jersey, Guernsey or Alderney. Sark does not have such an office and so representation must be made via Guernsey. For guidance on completing DBS checks through this process, please contact the CST or the island's relevant office.

- **Coaches Across Borders**

Coaches who teach across the borders of England, Wales, Scotland and/or Northern Ireland will require a disclosure check (DBS, PVG and/or Access NI) for the respective country in which they are coaching. Disclosure checks cannot be transferred across countries.

### **(iii) Disclosures with Content**

When employing new coaches, volunteers or staff, the Club must ensure they hold a clear disclosure check. If a disclosure certificate has content on it, this must be considered by the CST for a decision to be made on the suitability of the individual to work or volunteer with children. Please see the Safeguarding Policy (available on the Pony Club website) for the full procedure.

## **d) Safeguarding Workshops**

### **(i) Requirements**

All individuals who carry out a role in regulated activity / work must attend

an approved safeguarding workshop. The only exception to this rule is for first aiders, who will only require a disclosure check, and at residential camps, where each night a minimum of two of the overnight supervisors must have attended an approved safeguarding workshop. It is strongly recommended that any other persons carrying out regulated activity / work on an overnight basis at residential camps should also attend an approved safeguarding workshop.

The first approved safeguarding workshop attended must be a face to face. This may be followed three years later by the online refresher course. However, as a minimum, individuals should attend a face to face course every six years.

### **(ii) Approved Workshops**

The Pony Club has a network of Safeguarding Trainers who deliver the BEF's Safeguarding and Protecting Children Workshop, which is also offered by other BEF member bodies including the BHS and RDA. The course content is tailored to equestrian activities and is recognised by Sport England. The Pony Club also recognises the SportsCoach UK safeguarding workshop as an approved workshop.

### **e) Whistle Blowing**

It is essential for coaches, officials, volunteers and staff to know what to look out for and how to report any safeguarding or poor practice concerns they have. Therefore, all volunteers, coaches and staff should be aware of the whistle blowing policy and should have access to this either electronically or in paper format. The Whistle-blowing policy can be downloaded from the Pony Club website.

## **SECTION 4: PONY CLUB EVENTS & CAMPS**

### **a) Use of External Venues**

#### **(i) Policy**

The Pony Club reserves the right to cease using any venue where an owner, resident, visitor or employee (whether paid or voluntary) is being investigated for or has been convicted of an offence against children and/or adults at risk. A report or concern of this nature may be raised by:

- The local police or social care department
- Someone working for or involved with the venue
- Someone working for or involved in The Pony Club, or,
- A member of the public.

If The Pony Club or any of its Clubs receive a report or concern regarding the suitability of any individual at an external venue and they believe it is credible enough to warrant investigation, then the use of that particular venue will be immediately suspended pending investigation.

If a person has been convicted, then the venue will no longer be used by any Clubs going forwards until such a time where there is no longer a risk to the welfare and safety of Pony Club Members.

## **(ii) Procedure**

The decision to suspend the use of a venue will be taken by the CST. Clubs will be informed of the suspension of any external venues via communication from The Pony Club Office.

The reasoning for the suspension of use will not be specified. However, it is likely that the local community will be aware of the situation already. Therefore, confidentiality will be maintained as far as is practicable.

## **b) Supervisor Requirements**

All supervisors must meet the requirements outlined in **Section 3: Safer Recruitment**, i.e. have an enhanced disclosure check and have attended an approved safeguarding workshop. At least one supervisor should be appropriately first aid trained in order to deal with any accidents that arise.

The number of daytime supervisors depends on factors including, but not limited to: the type of activity, location / venue, number and age of members attending. This decision making process should form part of your risk assessment.

The suggested ratio for supervisors during daytime activities is as follows:

- Members aged 5 to 10 years = ratio of 1 adult to 4 children
- Members aged 10 to 16 years = ratio of 1 adult to 10 children

This ratio may change depending if any Members have any disabilities or learning difficulties.

There must be a minimum of two overnight supervisors who have responsibility for members during the night. This should form part of the event risk assessment and it may be necessary to have more than two per night depending on the numbers attending.

Where there are male and female members attending camps, overnight supervisors should consist of at least one male and one female.

Further information can be found on the Pony Club website.

## **c) Consent and Health Information**

Consent, medical and special dietary requirement details should be collected before the event starts, particularly for camps and residential excursions. This can be achieved through the Medical Consent Form which is available on the website. Where members are under 18, consent will need to be sought from their parent / guardian.

This information must be kept secure at all times and only accessible to those who require the access. It should be destroyed when it is no longer

required, likely to be the end of the residential event. **Note:** the period for keeping personal data is subject to change in line with the new data protection legislation which comes into force in May 2018.

#### **d) Contact Details**

Parents / guardians' contact details must be readily available for the event organiser or any supervisor should they require them in case of an incident or an emergency. Likewise, the parents / guardians should be given the contact details for the event organiser or other designated official should they need to contact an official in an emergency.

This information must be kept secure at all times and only accessible to those who require the access. It should be destroyed when it is no longer required, likely to be the end of the residential event. **Note:** the period for keeping personal data is subject to change in line with the new data protection legislation which comes into force in May 2018.

#### **e) Emergency Protocol**

The Club should have an emergency policy in place should something happen, for example: fire procedure, a child needing to go off to hospital, a child being sent home for poor behaviour or a child going missing. Members, parents / guardians and the officials / volunteers / coaches helping at the camp should be made aware of this procedure.

#### **f) Transportation**

##### **(i) Policy for Organising Transport**

When organising transport for members to and from Pony Club activities, the Club must ensure that only suitable people are driving and that members are transported as safely as possible. Ideally parents / guardians and members should make their own arrangements for transport, whether this is driving their own child / adult at risk or carpooling with others.

In most instances, it is the responsibility of the parents / guardians to transport the individual child or adult at risk and their horse / pony to and from the nominated meeting point. If several parents / guardians decide between themselves, then this is a private arrangement and at the parents / guardians' discretion. It is, therefore, not the responsibility of The Pony Club.

In some circumstances though, the Club may consider booking transport, e.g. for a trip to a horse show or a trip during summer camp. It is important to gain consent and a completed medical form from parents / guardians before members (under 18) are transported by Club Officials. Members over 18 should give their consent. There are a few options available if this is the plan, including:

- The use of private cars
- Hiring transport, such as minibuses or people carriers
- Hiring a coach from a reputable commercial company.

Where a Club organises transport (known as “official transport arrangements”), it is essential that a transport plan is developed and publicised to parents / guardians before the planned trip goes ahead. This plan should include:

- Plan for the day
- Venue / destination
- Clear expectation of dropping off and collection times
- Transportation
- Emergency contact details of responsible person for the trip
- Late collection policy

#### **(ii) Use of private cars**

- Drivers must be suitable and meet the requirements, outlined in **Section 3: Safer Recruitment**, i.e. must have an enhanced disclosure check and have attended an approved safeguarding workshop.
- Drivers must have a valid driving licence.
- Drivers should have appropriate motor insurance which includes business travel and breakdown cover.
- Vehicles must be roadworthy, suitable for the number of passengers, have operational seatbelts and appropriate child car seats where necessary.
- Vehicles must be registered with the event organiser.
- Children should wear seatbelts. They should have a booster seat if they are under 12 and less than 135cm tall.
- Children must sit in the back of the car and responsible adults in the front, where possible.

#### **g) Display of Safeguarding Commitment**

It is recommended that each Club publishes their commitment to safeguarding members to all who attend their events. The following statement is recommended:

«The Pony Club takes its safeguarding responsibilities very seriously. If concerns are raised that any child may be suffering or likely to suffer significant harm, then the Club Safeguarding Officer has a duty of care to report these concerns to the relevant statutory agency (including the Police, Social Care and LADO) in line with local guidance.

In the (insert name of Club) Club of The Pony Club, the Safeguarding Officer is (insert name) who can be contacted on (insert contact number) if you wish to discuss specific issues.”

## APPENDIX 1 – SUPPORT AND USEFUL CONTACTS

With matters relating to any child protection concern, it can be distressing for all involved. There are several organisations around the UK which provide support and guidance to anyone involved in any capacity. These include:

### **NSPCC Helpline**

- 24 hour free and confidential helpline that provide counselling, information and advice to anyone concerned about a child or adult at risk of ill treatment or abuse.
- Tel: 0808 800 5000
- Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

### **Child Protection in Sport Unit (CPSU)**

- Sport department which runs under the NSPCC.
- Tel: 01162 347278
- Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### **Child Line**

- 24 hour free and confidential helpline for children.
- Tel: 0800 111
- Website: [www.childline.org.uk](http://www.childline.org.uk)

### **Children 1<sup>st</sup> – Parent Line**

- Free helpline, email and web-chat service is Scotland for anyone caring for or concerned about a child.
- Tel: 0800 028 2233
- Website: [www.children1st.org.uk](http://www.children1st.org.uk)

### **Victim Support**

- Provide emotional support, information and practical help for victims and witnesses.
- Tel: 0845 3030 900
- Website: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

### **Bullying UK**

- Tel: 0808 800 2222
- Website: [www.bullying.co.uk](http://www.bullying.co.uk)

### **The Samaritans**

- Tel: 116 123
- Website: [www.samaritans.org](http://www.samaritans.org)

### **Local Authority or Local Social Service**

### **Child Exploitation & Online Protection Centre (CEOP)**

- Tel: 0870 000 3444
- Website: [www.ceop.police.uk](http://www.ceop.police.uk)

**Internet Matters**

- Website: [www.internetmatters.org](http://www.internetmatters.org)

**Self Help**

- Website: [www.self-help.org.uk](http://www.self-help.org.uk)

**Kidscape**

- Tel: 02077 303300
- Website: [www.kidscape.org.uk](http://www.kidscape.org.uk)

**Family Lives**

- Tel: 0808 800 222
- Website: [www.familylives.org.uk](http://www.familylives.org.uk)

## APPENDIX 2 - LIST OF RELEVANT POLICIES

The policies listed in this section are Pony Club policies which are relevant to safeguarding. These are available to download from the Pony Club website.

### **Policy 1- Codes of Conduct**

Codes of Conduct are essential to outline the ethos and behaviour expected of all those involved in The Pony Club. It is essential that everyone receives these when they first join or start their role with The Pony Club and can be used to reinforce expectations as and when required.

The Pony Club has Codes of Conducts for the following groups:

- Members
- Parents / guardians
- Coaches
- Officials, volunteers and staff
- Spectators
- Participants at Pony Club events

The full Codes of Conduct can be found on the Pony Club Website.

### **Policy 2 - Whistle-blowing Policy**

The Pony Club is committed to developing a culture which is safe and acceptable for those involved in the organisation to raise concerns about child abuse and poor practice / behaviour. Although it may be difficult for a person to express their concerns, the child / adult at risk should always be protected from significant harm and unnecessary risk.

The Pony Club has a Whistle blowing policy to support those who have a safeguarding concern or concern about poor practice, and to point them in the direction of the person with whom the concern should be raised with for appropriate action to be taken.

The full Whistle blowing policy can be found on the Pony Club website.

### **Policy 3- Social Networking & the Digital World**

Much interaction and communication now occur online for both adults and young people, especially using social media sites, like Facebook, Twitter, Instagram or Snapchat, and technology, like smartphones and tablets. The continued development and enhancements in technology and social networking sites can pose a big threat to children and young people's safety in the online world. Therefore, the Pony Club has developed e-safety guidance to educate everyone about the risks and how to keep yourselves and others safe whilst using social media and technology.

The Social Networking policy and e-Safety guidance can be found on the Pony Club website.



#### **Policy 4 - Photography**

Pony Club events provide a good opportunity for parents / guardians to celebrate their child's achievements whilst taking part in sporting activities. Events also offer an opportunity to promote the Pony Club, individual Clubs and the sport further. Photography is, therefore, not banned at Pony Club events. However, appropriate safeguards should be put in place to ensure a safe sporting environment for children and young people. This includes both the taking of photographs and videos, and their use after the event. Gaining permission from members and their parents / guardians (if under 18) is an essential part of ensuring a child's safety and wellbeing.

The full Photography policy can be found on the Pony Club website.

#### **Policy 5 - Alcohol & Drugs**

The needs of the majority of members means that the possession and/or use / consumption of recreation or other non-prescription drugs, alcohol or tobacco is actively discouraged as being incompatible with a healthy approach to sporting activities. The Pony Club has an Alcohol and Drugs policy in place which outlines the expectations of all, including horses / ponies, when in attendance at Pony Club activities, representing Pony Club in any way or in an official capacity at Pony Club.

The full policy can be found on the Pony Club website.







**ADDITIONAL GUIDANCE**

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

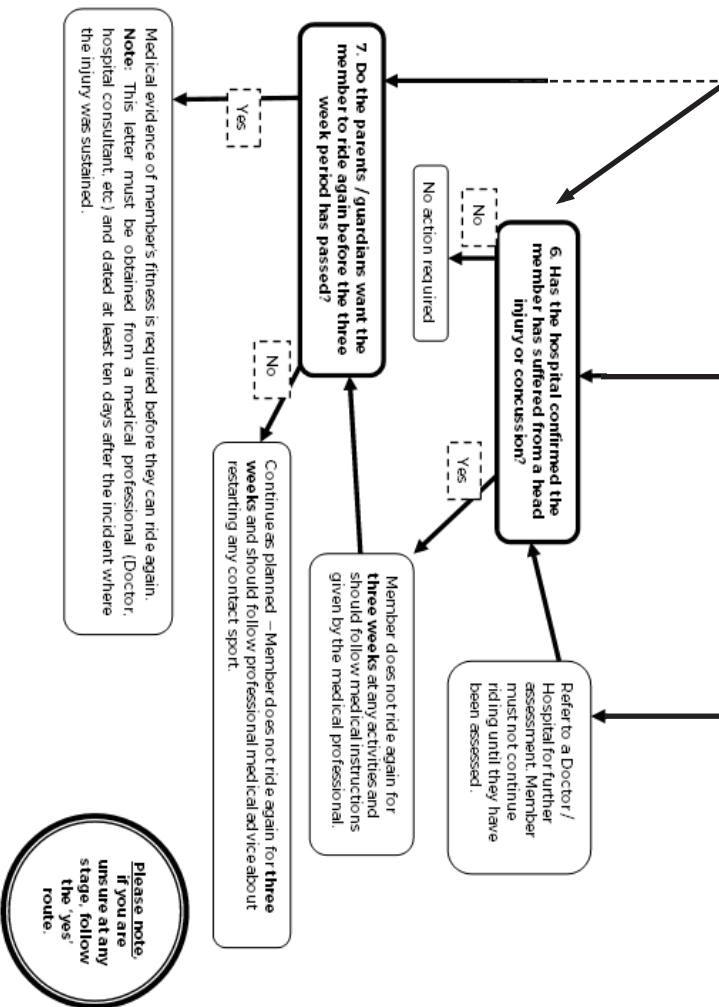
**Fragible Pins**

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

**MIMS Clips**

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

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



Start

1. Has the member been involved in an incident that could have caused a head injury or concussion, e.g. a fall from a horse?

No

No action required

Yes

2. Was the rider unconscious at any point?

No

Member to be referred to hospital for further assessment. Member must not ride again that day and should be returned to the care of their parents / guardians. Member should not be left alone.

Yes

3. What medical cover do you have onsite?

No

Trained or Qualified First Aider, including coaches (Route B)

Doctor or Paramedic (Route A)

4a. Has the Doctor / Paramedic confirmed the member has suffered from a head injury or concussion?

Yes

Member does not ride again for **three weeks** at any activities and should follow medical instructions given by the medical professional. This may include immediate referral to hospital depending on symptoms.

No

5a. Has the Doctor / Paramedic diagnosed the member as suffering from a suspected head injury and/or suspected concussion?

No

No action required

Member to be assessed by first aider before being allowed to continue

4b. Has the member suffered a confirmed or suspected head injury / concussion?

Yes

No action required

No

Member to be referred to hospital immediately for a suspected head injury for further assessment. Member must not ride again that day and should be returned to the care of their parents / guardians and should not be left alone.

Unsure

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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 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.

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 \_\_\_\_\_ parental responsibility for \_\_\_\_\_ being the person with \_\_\_\_\_ of the \_\_\_\_\_ Branch / Linked Centre of The Pony Club

### CONCUSSION ADVICE FORM

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

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

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

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

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

- iii. That the rider must not ride again that day; and,
- iv. The riding hat should be replaced.

Injuries unit at a hospital;

- ii. That the rider should be taken that day to a Doctor or the A&E Minor Injuries unit at a hospital;

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

2. The Pony Club states in all its Rule Books that following the fall of a rider, if concussion is suspected, the advice of the Doctor / Paramedic must be sought and followed. They should obtain medical advice before the Member rides again.

3. This advice must be relayed personally to the Parent / Guardian of the competitor and care must be taken to ensure that the Parent / Guardian fully understands

- i. The seriousness of the possible injury;
- ii. That the rider should be taken that day to a Doctor or the A&E Minor Injuries unit at a hospital;
- iii. That the rider must not ride again that day; and,
- iv. The riding hat should be replaced.

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



Description of Accident

Name(s) and Address(es) of Witness(es)

District Commissioner Details

Name: -----

Address: -----

Postcode: -----

Tel: -----  
DC's Signature: -----

Form Completed By

Name: -----

Tel: -----

Email: -----

Please send a copy of this form to:

Please also send a copy of the original Injury Report Form completed by the First Aid Provision.

Howden Insurance:

Rachel Finlay

Howden Insurance Brokers Limited

Woodlands, Manton Lane

Bedford

MK41 7LW

Email: rachel.finlay@rkhamrison.com

Tel: 01234 311253

AND The Pony Club Office:

Health & Safety

The Pony Club, Stoneleigh Park

Kenilworth

Warwickshire

CV8 2RW

Tel: 02476 698325 Email: safety@pcuk.org

Need any help?  
Health & Safety Officer

Clare Gabriel

Tel: 02476 698325

Email: safety@pcuk.org

# Appendix G - The Pony Club Accident Form

Branch: .....

Report of: Member Injury  Property Damage  Horse Injury

## The Activity

Date: ..... Time: ..... Venue: .....

Description of Location: .....

Field  Indoor School  Outdoor Arena  Countryside  Stable  Lorry / Trailer

Name of Instructor: .....

Activity:

Flatwork  Showjumping  Polo  Cross Country  Mounted Games  Racing   
Polocrosse  Tethalon  Dressage  Other (please specify) .....

## Rider Details

Name of Person Involved: ..... Age: .....

Address: .....

Postcode: .....

Name of Parent or Guardian (if different) .....

Owner of Horse or Pony: .....

## Rider Injury

Was the Rider Injured? No Injury  Minor Injury\*  Significant Injury\*  Major Injury\*

(\*Please see the Health, Safety and Safeguarding Rule Book for definitions of injuries)

Was a Body Protector Worn? Yes  No  Was the Hat Kitemarked / Tagged? Yes  No

Did the Rider Complete the Lesson / Event? Yes  No

Was First Aid Given? First Aid  Paramedic / Doctor  A&E  None Given

What was the Injury? .....

## The Horse

Name of Horse or Pony: .....

Was the Horse:

Ridden  On lead rein  Loose  Tethered / tied up

Did the Horse Fall?  Yes No  Was the Horse Injured? Yes  No  Killed / Destroyed

## Was there any Damage to Property?

Did the Horse Require Veterinary Attention? Yes  No

Please Turn Over

**APPENDIX F - INJURY REPORT FORM**  
 Confidential when completed

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

BRIEF DESCRIPTION: \_\_\_\_\_

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

AMNESIA/RETROGRADE \_\_\_\_\_ ANTEROGRADE \_\_\_\_\_ NIL \_\_\_\_\_

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

OTHER INJURIES: \_\_\_\_\_

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

OUTCOME: FIT TO CONTINUE YES/NO \_\_\_\_\_

TREATMENT ON SITE: \_\_\_\_\_

HOSPITAL REFERRAL: \_\_\_\_\_  
 MODE OF TRANSPORT: \_\_\_\_\_

DEVICE GIVEN (TO WHOM) \_\_\_\_\_

ADDITIONAL NOTES: \_\_\_\_\_

MEDICAL OFFICER: \_\_\_\_\_  
 SIGNED: \_\_\_\_\_

## APPENDIX E - NOTES FOR THE FIRST AID PROVIDER

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

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

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

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

The "First Aid Information Pack" should contain:

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

Thank you for your help and assistance.

there quickly should the need arise. This information should be available at the beginning of the period of cover. Ideally the local units, that may receive injured patients, should be contacted at the beginning of the period of cover to inform them an equestrian event is taking place.

The First Aid Provider should be aware of the local accident and emergency units and what kind of patient the unit can accept. For example, some units are not the best place for children to be treated. Providers should familiarise themselves with the nearest major trauma centre is for both adults and children (they may be in different places) and be able to get

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

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

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

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

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

Ambulance providers must be registered with the Care Quality Commission. The range of services on each provider's registration can be checked on the Care Quality Commission website [www.cqc.org.uk](http://www.cqc.org.uk).

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

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

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

Yours sincerely, etc.

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

accurate statement and correctly answer questions. It is vital that written statements are taken from all witnesses and signed by them before they leave the event. The correct accident reporting procedure must be carried out as detailed in Section 8 Accident Reporting.

## APPENDIX C - LETTER FOR FIRST AID PROVIDER

Dear [Name],

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

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

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

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

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

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

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

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



- Subsequent investigations will be managed by The Pony Club's Stoneleigh Office.
- The Coroner may call some of the officials at the activity as witnesses at the inquest.
  - The Local Authority Environmental Health Department will carry out an investigation.
- In the Event of an Equine Fatality:**
- The sport has always prided itself not only on its safety record, but also on its image as a 'good, clean, healthy and responsible sport'. Thus, any ill-informed publicity is of very deep concern. Whilst the equestrian press continually provide their excellent support and defence of the sport, there may be other members of the press taking a new (and possibly detrimental) interest in the sport.
- At most Pony Club activities it should still be possible to deal with a horse / pony which is killed or has to be destroyed, without undue fuss and perfectly in accordance with Rule 47 of the Eventing Rule Book - Destruction of Severely Injured Horses. However, with the increasing welfare lobby created by those opposed to the sport, it is possible that even at a small local activity the contents of this guideline will be useful.
- The official steward shall inform:
    - The District Commissioner and the organiser
    - The owner of the horse / pony
    - The Area Representative
    - The Pony Club Health and Safety Officer, Clare Gabriel (07968959416)
  - It should be borne in mind that both transmitting and receiving radios can easily be overheard. Therefore, to avoid sensitive messages being compromised, volume controls should be sensibly set and crowded conditions avoided. It may be better to use mobile phones in some circumstances.
  - 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.
  - 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.
  - A press statement may be necessary. The official steward should speak to the Pony Club Press Officer in the first instance for advice. If the veterinarian is available, they may be a suitable choice to do this.
  - 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

event, the steward and the Police must do this. Ideally a Doctor, or another trained in bereavement, should be present, e.g. vicar, nurse, etc. If they are not present, arrangements must be made through the Police, but under no circumstances should the next of kin be informed on the telephone.

2. If it is decided to continue with the event, the official steward should hand over the responsibility for the continued running of the event to the organiser.

3. The official steward shall ensure that key witnesses, including the First Aid Provider, remain at the site of the activity and are available to make statements to the Police. If there is an official photographer on site, they should be tasked to take a picture of the fence or other scene of accident as early as possible. Under no circumstances should photographs of the injuries or the casualty be taken.

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

5. Press statement  
a. No contact should be made at all with the Press until the Pony Club Press Officer has been informed. When informing the Police, the official steward should establish whether they are issuing a press statement and if so, when, to whom and what it will say, however the Press Officer from the Pony Club Office must be involved.

b. If there are other people at the event site with telephones (estate office, secretary, etc.), they must be briefed NOT to make statements, post on social media, or speak with friends and family, no matter how much they may be pressurised to do so. They should refer all callers to one telephone number which the appointed spokesperson should answer.

c. It is likely that in this day and age spectators may well post videos, pictures and comments on social media. This cannot be avoided but the Pony Club Press Officer will handle this matter with a formal brief statement.

d. If the next of kin and family have NOT been informed, then the rider's name and other details **must not** be released. Reporters may find this information out from other sources but the official steward's representative must not release it.

6. All concerned should be quite clear on all the facts before leaving the site of the event that day, the Pony Club Press Officer will ensure all have a standard statement. However it is unlikely that the Press Officer will want any persons other than themselves to speak to the press at any stage. The correct accident reporting procedure must be carried out as detailed in Section 8 Accident Reporting.

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

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

1. Ensure that the First Aid Provider have space to treat casualty, rider and /or horse. This may be best achieved by putting a ring of vehicles round the area.
2. Liaise with the First Aid Provider when the extent of the injuries has been assessed.
3. Talk to officials and volunteers, they may suffer some level of shock having witnessed the incident at close quarters and having to deal with the immediate situation. If the event is able to continue they may need to be relieved by new judges.
4. Start an investigation into the causes of the incident. This will be done by the Health & Safety Officer if present.

- a. Identify witnesses
  - b. Take statements
  - c. 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. The latter will include ensuring that all horses / ponies are safe.
  6. Ensure that next of kin are aware of the situation.
  7. Ensure that the horse / pony is correctly cared for.
- a. Liaise with Veterinary Surgeon.
  - b. Check that arrangements in hand for an un-injured horse to be taken home and looked after.

### **In the Event of a Rider Fatality:**

1. The official steward shall inform:
    - a. The Police,
    - b. The District Commissioner and the organiser, and,
    - c. Next of kin.
    - d. The Area Representative
    - e. The Pony Club Chairman, Mary Tuckett (07803 208334)
    - f. The Pony Club Health & Safety Officer, Clare Gabriel (07968 959416)
    - g. The Pony Club Press Officer, Sara Johnston (07718 650328) or Vicky Kangurs (07718 650329)
- 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

## APPENDIX B - MANAGEMENT OF A SERIOUS INCIDENT

### Management Team

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

### Procedure in the Event of a Serious Incident

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

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

### Evacuate the Casualty to Hospital:

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

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

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

MINIMUM VETERINARY COVER AT PONY CLUB COMPETITIONS		APPENDIX A2 -		This matrix shows the minimum recommended requirements for veterinary cover at Pony Club events and competitions. Organisers must complete a risk assessment and use the matrix to consider the veterinary provision required.	
		ALL RALLIES (INCLUDING CROSS COUNTRY)		FUN / SPONSORED RIDES (INCLUDING JUMPING)	
Horse Ambulance, Horsebox or Trailer On-Site					
Horse Ambulance, Horsebox or Trailer Earmarked					
Tarpaulin					
Vet On-Site					
Vet On-Call					
Vets Informed					
MOUNTED GAMES		Practices & Rallies			
		Branch Events & Area Competitions			
POLO		Practices & Rallies			
		Friendly Tournaments			
POLOCROSSE		Championships			
		Tournaments			
PONY RACING		Rallies			
		Pony Club Race Days			
DRESSAGE		Practices & All Competitions			
		Area Competitions			
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			
TETRAHLON (Riding phase only)		Rallies			
		Area Competitions			
		Championships			
		Less than 10 km			
		More than 10 km - at each vet gate			
CAMP		Additional cover will be needed for activities organised			

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

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

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

**Tetathlon, Swimming Phase:** Details on Lifeguard qualifications are given in the Tetathlon Rulebook.

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

## ADDITIONAL GUIDELINES FOR INDIVIDUAL SPORTS / ACTIVITIES

2. The doctor or paramedic must have access to a set of standard resuscitation drugs and analgesia that can be given without authorisation. The reason for having personnel present who are trained to a higher standard than an emergency medical technician is so that additional care can be provided that may be lifesaving. These personnel should also be capable of providing care and advice to members with a suspected concussion.

1. The ambulance must be able to reach all parts of the ground where the activity is taking place. This may mean that a 4WD vehicle is required, particularly if there are any concerns around ground conditions. A 4WD vehicle must be capable of transporting an injured person on a stretcher that can be securely fastened to the vehicle i.e. the vehicle must be either purpose built or specially adapted for the purpose of transporting injured people. If the ambulance is required to leave the ground for any reason (e.g. to transport a seriously injured person to hospital) the type of activity that requires the presence of an ambulance must stop unless there is another ambulance with suitably qualified personnel on the ground. At large competitions (e.g. Area or nationals) organisers may wish to consider having two vehicles on the ground.

**Notes:**



**f. Paramedic**  
A person whose initial training has been accredited through the NHS i.e. holders of NHSTA or IHCD Paramedic qualification or military training. This qualification must be revalidated after not more than three years. **NB:** To check the validation of a Paramedic see website: [www.hpc-uk.org/register](http://www.hpc-uk.org/register).

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

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

**i. Ambulance**  
A designated vehicle that is appropriately marked, identifiable and conforms to current regulations for the transportation of injured or seriously-ill patients. It must contain necessary resuscitation, immobilisation and transportation equipment.  
Ambulance providers must be registered with the Care Quality Commission (CQC). The provider will be able to give details of their registration or this may be checked on the Care Quality Commission website, [www.cqc.org.uk](http://www.cqc.org.uk). This site also enables a search to be made for registered ambulance providers in your Area.

**j. Emergency Response Vehicle (ERV)**  
A 4WD vehicle containing all the equipment, for use by the appointed Doctor or Paramedic.

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

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



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

### **3. GUIDELINES FOR INDIVIDUAL SPORTS - (MINIMUM STANDARDS)**

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

### **4. DEFINITIONS**

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

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

**c. Trained First Aider**  
 A person who holds either:  
 • Emergency First Aid at Work (EFAW) qualification gained at a one-day course run by QCF registered trainers (Qualifications and Credit Framework, SQCF in Scotland) or one of the voluntary aid organisations (St John's, Red Cross or St Andrew's). Requalification is required after three years.  
 • BHS Initial First Aid qualification gained at a two-day course. Requalification is required after two years.

**d. Qualified First Aider**  
 A person who holds:  
 • First Aid at Work (FAW) qualification gained at a three-day course run by QCF (or SQCF in Scotland) registered trainers. Requalification is required after three years.

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

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

the activity being organised, as indicated in Appendix A1 – First Aid Cover Matrix. For more information on the level of first aid qualification required for some of these roles, please refer to Section 7a: First Aid Training and Qualifications.

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

#### **b. Prior to the Event**

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

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

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

#### **c. At the Event**

The organisers and the Appointed Person, First Aiders and Medical Provider must be fore

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

Appropriate emergency telephone numbers should be listed and a copy attached to the Accident Book at the Secretary's Tent. DHSS Accident books (**if required**) can be purchased from The Pony Club Online Shop. Accident Reporting – The appropriate forms MUST be completed in the event of any accident, as detailed in Section 8: Accident Reporting.

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

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

Concussion and Loss of Consciousness – Please refer to Concussion and Loss

## APPENDIX A- FIRST AID COVER AT PONY CLUB EVENTS

The following pages set out the MINIMUM medical cover required.

It is the responsibility of the organiser to have the appropriate cover for spectators. The most important thing is that the organiser carries out a written risk assessment (see Section 5: Risk Assessments for more information).

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

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

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

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

### 1. PONY CLUB ACTIVITIES

#### Rallies, Team Practices and Activities

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

#### Camp

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

### 2. ALL COMPETITIONS

The following requirements are common to all events:

a. There shall be an Appointed Person, ideally a First Aid Point (e.g. Tent, Caravan, Horsebox etc.) and the correct level of medical cover required for

as being incompatible with a healthy approach to sporting activity.

#### **(!!!!) Testing**

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

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

#### **d. Reporting**

**(i)** Anyone who has reasonable grounds for suspecting that a Member is using or selling an illegal substance must report their concerns to the District Commissioner / Centre Proprietor as soon as practicable. If there is an immediate risk to the health, safety or welfare of one or more Members then the Police must be informed as soon as possible. The person reporting their concerns must ensure that any material evidence is retained and should not influence any police investigation by hasty actions.

**(ii)** Upon receiving a report of suspected use or selling of an illegal substance, the District Commissioner / Centre Proprietor should carry out an immediate investigation of the incident and the circumstances in which it occurred, and then decide upon the appropriate action to be taken. This will include:

- Informing the Members' parents / guardians
- Informing the Pony Club Area Representative who in turn will inform The Pony Club Office
- Informing the Police
- Suspending the Member concerned while investigations are completed
- Awaiting the completion of Police investigations and actions

#### **e. Disciplinary Action**

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

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

## 12. THE PONY CLUB ALCOHOL AND DRUGS POLICY

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

### a. Principles

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

### b. Alcohol

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

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

The full Alcohol Policy can be found on The Pony Club website in the Health & Safety section.

### c. Performance-Enhancing Drugs

#### (i) Equine - Controlled Medication

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

#### (ii) Human

Performance-enhancing drugs are forbidden. The use of recreational or other non-prescription drugs, alcohol and tobacco is actively discouraged

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

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

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

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

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

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

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

## **11. ALL-TERRAIN VEHICLES (ATVs) AND MOTOR CYCLES**

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 camera, etc.)

### **m. Electronic Devices**

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

### **l. Unsafe Tack**

Please refer to the Sport rulebooks.

### **k. Bitless Bridles**

Please refer to the Sport rulebooks.

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

### **j. Hoof Boots**

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

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

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

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

leathers are also in good condition.

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

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

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

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.

permitted, nor are the boots or treads individually.

**e. Footwear**  
Only standard riding or jodhpur boots with a well defined square cut heel may be worn. Plain black or brown half chaps may be worn with jodhpur boots of the same colour. Tassels and fringes are not allowed. No other footwear will be permitted, including Wellington boots, **yard boots**, **country boots**, "muckers" or trainers. Boots with interlocking treads are not

**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.

**c. Air Jackets**  
When an air jacket inflates the sudden noise starts horses in the immediate vicinity thereby causing difficulties for the other members of a ride if used in a group ride in a confined area, e.g. an indoor school or outdoor ménage. Air jackets are therefore not encouraged for group rides. If a rider chooses to wear an air jacket in Cross Country or Pony Racing, it must only be used in addition to a normal body protector which meets the BETA 2009 Level 3 standard (purple label). Parents and Members must be aware that riders may be permitted to continue after a fall in both competition and training rides for Cross Country and/or Pony Racing, provided the rider has been passed as fit to continue by First Aid Providers. In the event of a fall, 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.

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

**Please note: A new body protector standard will be released by BETA at some point during 2018. Further details will be communicated when the standard is launched and a revised body protector rule will be available on the Pony Club website.**

**b. Body Protectors**  
The Pony Club does not make the use of body protectors compulsory, except for all Cross Country riding and Pony Racing whether it be training or competing. Body Protectors used for Cross Country and Pony Racing must meet BETA 2009 Level 3 standard.



to any Pony Club event. Also, they are responsible for ensuring that the manufacturer's guidelines with regard to fit and replacement are followed.



It is strongly recommended that a jockey skull cap is worn for cross-country riding over lower fences (less than 80cm) as there is research evidence that a fall onto the fixed peak can result in an over extension of the neck backwards with the potential for serious injury.

No recording device is permitted (e.g. hat cameras) as they may have a negative effect on the performance of the hat in the event of a fall.

The fit of the hat and the adjustment of the harness are as crucial as the quality. Members are advised to try several makes to find the best fit. The hat should not move on the head when the head is tipped forward. Most helmet manufacturers recommend you visit a qualified BETA

(British Equestrian Trade Association) fitter.

Hats must be replaced after a severe impact as subsequent protection will be significantly reduced. Hats deteriorate with age and should be replaced after three to five years depending upon the amount of use.

Hats, must be worn at all times (including at prize-giving) when mounted with a chinstrap fastened and adjusted so as to prevent movement of the hat in the event of a fall.

For Show Jumping and Mounted Games the cover, if applicable, shall be dark blue, black or brown only.

For Dressage, hats and hat covers must be predominantly black, navy blue or a conservative dark colour that matches the rider's jacket for Area competitions or above. The Pony Club Hat silk is also acceptable.

The Official Steward / Organiser may, at his discretion, eliminate a competitor riding in the area of the competition without a hat or with the chinstrap unfastened or with a hat that does not comply with these standards.

**Hat Checks and Tagging**

The District Commissioner will appoint two Branch Officials (one of whom may be the District Commissioner), who are familiar with The Pony Club hat rule, to carry out hat checks and tag each hat that complies with the requirements (as explained in Section 10A Hats) with an **aquamarine** Pony Club, Centre Members' hats may also be tagged by Centre Proprietors and Regional Co-ordinators. Hats fitted with an **aquamarine** Pony Club, British Eventing (BE) or **British Riding Club (BRC)** hat tag. Linked

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

Tags may only be fitted by one of the two appointed Branch Officials, Area Representatives, the Health & Safety Committee Chairman, Centre Proprietors or Centre Co-ordinators after they have personally checked the hat.

Tagging indicates that a hat meets the accepted standards. NO check of the fit and condition of the hat is implied. It is considered to be the responsibility of the Member's parent(s) / guardian(s) to ensure that their hat complies with the required standards and is tagged before they go

Jumping competitions are in progress and for one hour afterwards. Outside these times cover for the stable area shall be provided by an 'on call' Veterinary Surgeon whose telephone number shall be posted at the stable office. In all instances the owner of the horse shall be responsible for the cost of the veterinary treatment provided.

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

## 10. DRESS & TACK

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

### a. Hats

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

The hat standards accepted are detailed in the table below:

Permitted activities:	Safety Mark	Hat Standard
All activities		PAS 015:1998 or 2011 with BSI Kitemark
All activities		VCI with BSI Kitemark
All activities		Snell E2001 onwards with the official Snell label and number
All activities		ASTM-F163 2004 onwards with the SEI mark
All activities		AS/NZS 3838 2006 onwards

- For cross-country riding (over 80cm) including Eventing, Tetrathlon, Horse Trials, Pony Racing (whether it be tests, rallies, competition or training) and Mounted Games competitions, a jockey skull cap must be worn with eyes or to the front, and should have an even round or elliptical shape with a smooth or slightly abrasive surface. Noticeable protruberances 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.

as the Veterinary Officer considers appropriate, but the circumstances must be noted on the certificate. The Horse must be re-vaccinated so as to comply with this Rule and the certificate duly completed before it becomes eligible to compete.

5. No relevant injection may have been given on the day of competition or on any of the 6 days before a competition

6. No Horse whose latest booster vaccination is more than 14 days overdue may take part in an Event under any circumstances.

Events that are held at other venues may be subject to additional specific rules. E.g. Any horse entering a Licensed Racecourse Property MUST comply with the Vaccination requirements as set by the BHA. In addition, if you are intending to compete under FEI Rules you will need to ensure you are compliant with those Rules.

**This rule will be strictly enforced at All 2018 Pony Club Championships.**

#### **b. Veterinary Cover**

##### **(i) Branch Activities and Competitions**

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

##### **(ii) Area Competitions & Regional Championships**

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

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

At Branch level, the Organiser must make every effort to have a Veterinary Surgeon present, but failing that must make the best possible "on call" arrangements. At Area, the Veterinary Surgeon should have a horse ambulance, horsebox or trailer earmarked for use in case of emergency.

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

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

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

#### **(iii) Championships**

A Veterinary Surgeon should be on site during the competition. A second Veterinary Surgeon should either be on site or at the stable area while

**e. Property Damage**  
**What is property damage?**  
 Any damage to a Third Party's property by a Member's horse / pony or, any damage to a Third Party's property at a Pony Club activity.

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

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

## 9. VETERINARY REQUIREMENTS

### a. Vaccinations

**For ALL Competitions at Area Level and Above:**

#### 1. Passports

A valid passport and vaccination record

- must accompany the Horse to all Events,
  - must be available for inspection,
  - must be produced on request at any other time during the Event.
- Failure to comply with these requirements is a breach of this Rule and the Horse will only be allowed to compete at the PC Steward's discretion.

2. No Horse may take part in a PC Event (which includes entering competition stables) unless it has a current vaccination against equine influenza which complies with the following conditions:

- Two injections for primary vaccination, not less than 21 days and not more than 92 days apart, are required before being eligible to compete;
- A first booster injection must be given not less than 150 days not more than 215 days after the second injection of primary vaccination;
- Subsequent booster injections must be given at intervals of not more than one year, commencing after the first booster injection;

3. The Record of Vaccination(s) in the Horse's passport must be completed by the appropriate veterinary surgeon in which the record of injection(s) is completed, signed and stamped line by line.

4. Notwithstanding the above, at the discretion of the Event Veterinary Officer, in consultation with the PC Steward and/or the Area Representative in cases where:

- The latest booster vaccination is overdue by no more than 14 days, and/or
- There are other historical discrepancies in a Horse's vaccination record.

That Horse may nonetheless take part in an Event on such conditions

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

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

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

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

#### **d. Fatality**

##### **Branch Report**

A fatality that occurs at the site of the accident or within a few days must be reported to the Police and the Local Authority Environmental Health Department by telephone as soon as practicable. Report form F2508 (RIDDOR) must be completed and submitted online at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm) within 10 days of the incident.

When completing the online form, Branches should use The Pony Club's Stoneleigh Office address and [safety@pclub.org](mailto:safety@pclub.org) email address. This ensures that The Pony Club Office will be informed and the acknowledgement of your report will come via The Pony Club Office. A copy of the RIDDOR report will also be forwarded onto the Branch for their records.

The local Environmental Health Officer may also request a copy.

The Organiser or the Official Steward must also inform their Area Representative, the Chief Executive, the Risk Management Director, the Chairman of The Pony Club, and The Pony Club Press Officer. Contact details are given in the Management of a Serious Incident (Appendix B).

##### **Linked Centre Report**

A fatality that occurs at the site of the accident or within a few days must be reported to the Police and the Local Authority Environmental Health Department by telephone as soon as practicable. Report form F2508 (RIDDOR) must be completed and submitted online at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm) within 10 days of the incident.

When completing the online form, Linked Centres should use their own address and email address. The Proprietor should also inform The Pony Club's Stoneleigh office and The Pony Club Linked Centres Regional Co-ordinator for their Area.

The local Environmental Health Officer may also request a copy.

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

### **b. Significant Injury**

#### **What is a significant injury?**

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

### **Branch Report**

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

### **Linked Centre Report**

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

### **c. Major Injury**

#### **What is a major injury?**

Any injury that necessitates the injured person being admitted to hospital for more than 24 hours, including:  
 - A broken bone other than a bone in the hand or foot.  
 - A penetrating injury to the eye.  
 - A volunteer needing to take more than 7 days off work as a result of the injury.

### **Branch Report**

DHSS Accident Book with record torn out and retained by Branch. It should be retained separately from the DHSS Accident book for data protection purposes. The Pony Club accident report form (Appendix G) must be completed with one copy sent to the Insurance Company (address on the reverse of the form) and one copy sent to The Pony Club's Stoneleigh office.

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

When completing the online form, Branches should use The Pony Club's Stoneleigh Office address and safety@pcuk.org email address. This ensures that The Pony Club Office will be informed and the acknowledgement of your report will come via The Pony Club Office. A copy of the RIDDOR report will also be forwarded onto the Branch for their records.

order to be able to keep a simple record of incidents during the course of an activity it may be useful to keep an Incident Report Log. Templates for an Incident Report Logs for one-day events and rallies can be found on The Pony Club website within the Health & Safety section.

Accident reporting documents must be retained for three years after the date of the incident. Where an injured person is under 18 years, all accident forms should be kept for three years after their eighteenth birthday. Completed accident forms can be submitted to the Pony Club's Stoneleigh office for storage if required.

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

Certain types of incidents and accidents must also be reported to the HSE (Health & Safety Executive) by completing the F2508 (RIDDR) report ([www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm) within 10 days of the incident. Details of where this must occur are detailed in the sections below.

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

[Name of Branch] Branch of The Pony Club									
Event _____	Location _____	Map Reference _____	Date ____/____/____						

Rider No.	Fence	Unseated Rider	Horse Fall	Held	Continue / Retire	Medical	Vet	Fence Repair	Horse Ambulance	Stop Time	Start Time
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An example for an Incident Report Log for a rally is shown below:

[Name of Branch] Branch of The Pony Club							
Event _____	Location _____	Map Reference _____	Date ____/____/____				

Name	Location	Unseated Rider	Horse Fall	Continue/Retire	Medical	Vet	Time
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The records and reports that must be made are as follows:

### a. Minor Injury

#### What is a minor injury?

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

voluntary helpers and spectators are included in these requirements. In sustained. It should be noted that injuries to Members, their horses / ponies, report made depends upon the nature of the incident and the injuries. There is a need to keep a record of accidents. The type of record and the

## 8. ACCIDENT REPORTING

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

Please see Appendix I for the Head Injury & Concussion Flowchart.

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

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

conclusion, the doctor will advise the member not to ride or take part in any activity that potentially involves hard contact for three weeks. They will advise the member that they could, after 10 days, ask a doctor, who is experienced in assessing concussion (including in children where appropriate), whether they have any concerns about any ongoing concussion problems. If that doctor is happy to certify that the member is not suffering with a concussion, the member may ride again, providing evidence regarding that decision is provided. If no evidence that such an assessment has been made, the member should not take part in any Pony Club riding activity and/or any unmounted activity that may involve any hard contact for at least three weeks after the initial injury.



In the event of a diagnosis of a confirmed head injury or confirmed

**confirmed concussion**

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

sustain a concussion.

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

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

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

to hospital.

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

**concussion diagnosis**

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

competition.

The member / rider should not ride again until they have been seen by a doctor. This may mean that the rider will miss any part of an activity or competition. It would be more usual for a trained or qualified first aider to say they suspect a head injury or concussion than to diagnose it themselves. If they are the highest level of first aid cover available at the activity that will mean the member / rider has to go off site to have the diagnosis made by a doctor.

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

**(iv) Who can diagnose head injury or concussion?**

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

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

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

**(ii) Incidents that could cause head injuries or concussion**

Any member / rider who, at a Pony Club activity, suffers an incident that could cause head injury or concussion (for example, a fall from their horse / pony) should be assessed. Who does this assessment will depend on the first aid cover that is in place for that activity. Depending on the level of first aid cover then the exact process of diagnosing whether the member has suffered no head injury / concussion, a suspected head injury / concussion or a confirmed head injury / concussion will be slightly different. The process for diagnosing each option is talked through in more detail below.

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

**(iii) Unconsciousness**

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

## 9. Head Injury and Concussion (i) General Advice

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

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

### **f. Action after a Fall**

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

### **e. Management Procedure for Serious Incident**

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

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

### **d. First Aid Kit**

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

### **Care Quality Commission (CQC) - Ambulance Providers**

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

Organisers should confirm that the Doctor(s) they have booked to be the first aid cover at a Pony Club event is registered with the governing body, the General Medical Council (GMC). This can be done by asking the Doctor for their personal identification number before the event. This number can be used to confirm the Doctor's registration on the GMC website, [www.gmc-uk.org/](http://www.gmc-uk.org/).

### **General Medical Council (GMC) - Doctors**

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

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

### **b. Employing First Aid Providers including Ambulances**

When employing first aid it is important to clearly define what is required. It is anticipated that the organiser will have no specialist medical knowledge. The organiser must do what is reasonably practicable to ensure that the first aid cover provided is correct, as indicated in Appendix A1 – First Aid Cover Matrix. This can be achieved by sending the First Aid Provider an appointment letter (see Appendix C – Letter for First Aid Provider) well in advance of the event. If Ambulances are also required, the organiser would also need to provide "Ambulances and Personnel" information (see Appendix D), well in advance of the event. A modified version of the same letter may be used to obtain a quotation for the cost. Please see Section 7c below on how it is possible to check the registration of First Aid Providers.

#### **On Arrival at Event**

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

#### **End of Event**

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

### **c. Checking Registration of First Aid Providers Health Professions Council (HPC) – Paramedics**

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

**(vi) Collection on Return**  
Parents must be given details of the return time and when to collect their children. The organiser should have contact details for all parents in case of their party's return being delayed for any reason. For more information, the full Transport Policy can be found on The Pony Club website, within the Safeguarding Section.

## **7. FIRST AID**

The level of first aid cover will depend upon the activity being organised. The minimum level of cover for Pony Club activities are given in Appendix A1 – First Aid Cover Matrix. As a result of the risk assessment, it may be decided to have additional cover at Pony Club activities.

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

The type of 'ambulance' to be used for an event again should be risk assessed by the organisers – so it may be that a 4 wheel drive vehicle that has been specifically adapted to be used to carry a stretcher and medical professionals (and their equipment) may be more appropriate than a 'land ambulance' for certain types of event e.g. cross country/hunter trials where driving across rough terrain is a requirement.

### **a. Training and Qualifications**

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

A Trained First Aider should have:

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

A Qualified First Aider should have:

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

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

Additional information on first aid qualifications can be found in Appendix

A.

**(V) Overnight Stays while on Arranged Excursions**

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

**(IV) At the Event**

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

**(III) The Journey**

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

**(II) Supervision**

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

**(I) Transportation**

Supervisory roles may be defined as a Regulated Activity/work requiring a disclosure check (i.e. DBS, PVC or Access NI). For more information on Regulated Activity/work and the requirements of employees and volunteers in supervisory roles, please see the Pony Club website in the Safeguarding section.

Please refer to the transportation policy on the Pony Club website..

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

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

**(i) Ratio**  
It is recommended that a risk assessment is completed if taking Members abroad with regards to the ratio of adults to children. A suggested ratio for fully able bodied children would include:

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

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

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

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

**d. Organising Excursions**  
Branches and Linked Centres often organise trips for their Members to places or events of interest. These may be of general interest as well as of equestrian interest. The requirements for these are similar to any other Pony Club activity. Some additional consideration is required. For more information, please refer to the Arranging Residential Excursions including Camps Policy available on the Pony Club website, within the Safeguarding section.

For Parents / Guardians. The full code of conduct can be downloaded off the Pony Club website.

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

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

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

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

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

## **b. Responsibility at Residential Activities (Including Camps, Visits and Excursions)**

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

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



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

## 6. PONY CLUB ACTIVITIES

**2. Contractors** who do specialist work associated with events, such as catering, trade stands or construction work, Cross Country course building or the erection of temporary stables, have to carry out their own risk assessment covering their own activities. The questionnaire for the Assessment of Contractors (available on The Pony Club website, within the Health & Safety section) is intended to check that the contractor has the necessary procedures and arrangements in place. A Pony Club assessment will normally be required to cover those aspects of the work that are controlled by or involve Pony Club officials and / or volunteers.

**1. Equestrian Centres** will have completed risk assessments and have their own emergency procedures for accidents and other incidents (e.g. fire). The use of the questionnaire for the Assessment of Hired Facilities (available on The Pony Club website, within the Health & Safety section) 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.

Examples of this can be found below:

**b. Risk Assessments Completed by Third Parties**  
In some circumstances it may not be necessary to complete your own risk assessment because a perfectly adequate assessment covering all aspects of the activity has already been carried out by a third party. In these circumstances a brief questionnaire may be used to ensure that adequate procedures and arrangements are in place to ensure the safety at Pony Club activities. Examples of questionnaires are available on The Pony Club website, within the Health & Safety section.

If a risk assessment has already been completed for rallies or competitions at a particular location, then you would just need to review the initial assessment either annually or when there are significant changes. All assessments and reviews should be signed and dated accordingly.

### Review -

Use a blank sheet to record additional hazards not identified on the check list and as a debriefing form at the event. Document any changes you would like to implement for subsequent events.

### Note -

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

#### **a. Completing Risk Assessments**

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

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

Risk assessment templates and standard check lists are available for Pony Club activities on the Pony Club website, within the Health & Safety Section. The procedure for using these Risk Assessment templates is as follows:

#### **Hazard -**

Tick the relevant hazard. Write 'N/A' if the hazard is not applicable. Proceed to 'Hazard Details';

**Hazard Details** -List any further hazards underneath those listed. Proceed to 'Risk Group';

#### **Risk Group -**

Tick the appropriate groups that are at risk with this particular hazard. Proceed to 'Action Planned';

#### **Action Planned -**

The control measures listed are commonly used for the hazard in question. It is anticipated they will be effective in most cases. You may consider additional measures necessary to control the risk adequately. Tick and implement those you feel will be the most effective. Proceed to 'Risk Level';

#### **Risk Level -**

This is based on your opinion of the risk. You must take into account the actions you plan to implement. Tick the appropriate level. Proceed to 'Proposed Additional Action' if you feel the risk is still high.

#### **Proposed Additional Action -**

If, in your opinion, the risk is still high, you need to consider other control measures to reduce the risk to an acceptable level. Detail precisely what additional action you intend to take.

must also be clear who is responsible for calling the emergency services and how this is to be done. This person must know either the ordnance survey map reference or the postcode of the site entrance. The First Aid Provider must know who can give them permission to leave the site at the end of the day.

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

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

## **f. Paperwork**

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

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

These documents need to be retained for 3 years after the date of the incident. Where an injured person is under 18 years, all accident forms should be kept for three years after their eighteenth birthday. Electronic copies are acceptable provided a duplicate backup (e.g. password protected USB stick) is also stored in the case of technical problems.

## **5. RISK ASSESSMENT**

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

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

assessment should identify the significant risks, identify who is exposed to those risks and detail the control measures taken to reduce the risks to an acceptable / reasonable level. This is talked through in more detail in Section 5 Risk Assessments.

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

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

#### **d. Personnel**

When selecting people to perform tasks during the preparative stages and on the day, it is necessary to consider the strengths and weaknesses, physical capabilities and character of all volunteers and also those paid either as a contractor or an employee. Someone who works at a desk from Monday to Friday is unlikely to be able to do eight hours manual labour on a Saturday to prepare a cross country course. Similarly, an individual with a strong character would be best suited as a crossing point steward. All personnel must receive the necessary information and training (e.g. manual handling training) to be able to perform their tasks safely.

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

#### **e. Prepare**

The careful planning of the activity will ensure that the day is well organised, but riding inevitable involves some risk. For example, riders do fall off sometimes or handlers can get kicked, etc. there must be an "emergency plan" in place that indicates who is responsible for providing first aid cover / treatment when someone gets hurt, and likewise with providing veterinary guidance on the minimum requirements for first aid at all activities (Appendix A1: First Aid Cover Matrix). When completing the risk assessment the organiser should consider these and decide on the level of cover that is necessary for the event.

The emergency plan should include communications with the onsite First Aid Provider, the Veterinary Surgeon (who may be on call rather than onsite) and, for a cross country event, the course builder / fence repair. It

The risk assessment examines the significant hazards and lists the control measures that are to be used to ensure that the risks are at an acceptable level. A risk assessment must be carried out for all work activities. The risk

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

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

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

Task	Personnel	Date Asked	Confirmed	Cost	Completed	Paid	Notes

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

### c. Plan

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

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

### b. Place

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

### a. Purpose

representative of these bodies, nor the landlord or his tenant, accepts any liability for any accident, loss, damage, injury or illness to horses, owners, riders, spectators, land, cars, their contents and accessories, or any other person or property whatsoever, whether caused by their negligence breach of contract or in any other way whatsoever. Entries are only accepted on this basis.

## 2. HEALTH & SAFETY OFFICER

### Pony Club Branches

Each Branch should appoint a Health & Safety Officer. Their role is to advise the District Commissioner and Branch Committee to enable them to make decisions that reflect the requirements for health, safety and welfare of the Members, volunteers and others who may be affected by the activities organised by the Branch. The Health & Safety Officer should ensure that risk assessments are carried out prior to all Pony Club activities (as explained in Section 5 Risk Assessments) and incidents are correctly reported and investigated (as explained in Section 8 Accident Reporting). There should in also be either the Health & Safety Officer or an appointed Steward in attendance at all major competitions.

### Pony Club Linked Centres

At Linked Centres there should be a nominated person responsible for health, safety and welfare. The Proprietor may wish to take this role on. Similarly to the Branch Health & Safety Officer, this person will be responsible for ensuring that risk assessments are completed and acted upon as necessary (as explained in Section 5 Risk Assessments) and ensuring that incidents are correctly reported and investigated (as explained in Section 8 Accident Reporting).

## 3. TRAINING & GUIDANCE

Training Courses are available for Branch Officials and Centre Personnel as follows:

- Branch Officials Training
- Centre Proprietor Days including Standard Setting
- Branch Health & Safety Workshops including risk assessments

These courses are organised by The Pony Club's Stoneleigh Office, and all requests for training should be addressed to Clare Gabriel, the Health & Safety Officer.

## 4. FRAMEWORK

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

- What do you wish to do?
- What facilities are available?
- How are you going to achieve your purpose?
- Who is going to do what?
- Be prepared for something to go wrong.
- Keep records.

**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 Pony Club nor any agent, employee or

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

The following statements should be included in all event schedules:

**INSURANCE**  
The Pony Club Third Party Legal Liability Insurance Policy is extended to give cover for all the official Area Competitions and the Championships. Details of this insurance are given in the "Administrative Notes" in the current issue of The Pony Club Hand Book.  
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.

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

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

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

## 1. INTRODUCTION TO HEALTH & SAFETY

### HEALTH & SAFETY

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

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

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

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

**The objectives of The Pony Club are:**

## **OBJECTIVES**

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

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

## **HEALTH, SAFETY AND SAFEGUARDING ADVISORY GROUP**



**THE PONY CLUB  
HEALTH, SAFETY AND SAFEGUARDING ADVISORY GROUP**

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**Members:** Dr Ted Adams  
Fran Bird  
Sandra Fisher  
Christine Gould  
Di Hadley (Area Representative)  
Andrew James (Area Representative)  
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**NOTE:** Rules that differ from those in 2017 are shown in bold text and sidelined. Rules that need special emphasis are shown in bold.

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**PONY  
CLUB**

**HEALTH & SAFETY  
RULES**