

Accident and near miss report (Assessments)



A copy must be given to the ASSESSMENT CENTRE.

Please ensure that this report is completed in full and that it is accurate for legal reasons. Should the person involved in the accident pursue further, this form may be required.

All serious accidents must be reported immediately to BHS Education Team. Your insurer should also be advised.

BHS Health, Safety and Environment Manager is the 'Responsible Person' (under 'RIDDOR'), for reporting of 'specified injuries', fatalities, cases of incapacity, 'reportable work-related illness' and specific 'dangerous occurrences'. Following investigation our insurer and HSE will be informed.

We ensure that the data protection rights are always respected. All Centres and Assessors are required to abide by the BHS Privacy Policy, as set out in their respective Data Processor Agreements.

The Lead Assessor must return this as part of the online 'lead assessor form' within 48 hours of the assessment. You must also return the candidate's completed 'Emergency Form'.

What are you reporting?	Accident / Near Miss (please delete as appropriate)		
Name of assessor present			
Level and unit of assessment			
Assessment centre			
Name of assessment centre proprietor			
Date of accident / near miss		Time of accident / near miss	
Name of person involved		Age of person involved	
Address of person involved			
Postcode			
Name of horse / pony		Age of horse / pony	
Sex of horse / pony		Height of horse / pony	
Owner of horse / pony			

Address of owner	
Postcode	

Assessor report: Give a factual account of the accident / near miss

For the purpose of this report, the term accident will be used throughout. You may include photos of the accident location (after the accident) if available. These can be uploaded with the report.

Location details (for example, paddock, indoor school. Include marker letters if appropriate):

Exercise / task being undertaken at the time of the accident:

How long had the session been in progress and exercises undertaken prior to the accident:

A factual description of the accident. Include details of the injury or damage sustained. Please give as much detail as possible including events/actions leading up to the accident and whether the horse / pony has any history of incidents in the past, together with any further details to note (continue on a separate sheet if necessary). A sketch plan drawn on the last page of this report (page 6) showing position of other horses, people, equipment, gates, and so on, would be helpful.

--

If fallen at a fence, please state the fence number	
---	--

If this was a coaching assessment, please state the name of the candidate coaching at the time	
--	--

Comments of person involved immediately after the accident

If the person involved was riding at the time (only ask these questions if you feel comfortable doing so, if not leave this blank)

Experience of the rider

Occupation of the rider

Following the Accidents at BHS Assessments Policy, in a riding assessment, the rider is not permitted to remount.

Was the emergency contact for the person involved contacted?	YES / NO
Was medical assistance accepted?	YES / NO
Was a hospital or doctor involved?	YES / NO
If YES – which hospital or doctor	
If the person involved was taken to a hospital or doctor how did this occur?	
Did the candidate continue with any non-ridden elements of their assessment?	YES / NO

If the person is under 18 the permission to continue must come from their parent/carer/responsible adult named on the emergency contact form

Non-ridden elements continued with	
If under 18, the name of the parent/carer/responsible adult that gave permission to continue	

Please list below the names, addresses, telephone numbers and signatures of any witnesses

--

Signature of person involved or parent/carer/responsible adult			
Name of person completing this report		Signature of person completing this report	
Position held			
Date this report was completed		Time this report was completed	
Lead assessor name		Signature of lead assessor	

Subsequent development including medical reports, if known

--

Sketch plan