

## DS2 – Reporting Incidents after an Event

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Accident forms should be completed for all accidents, incidents or near misses that occur at any BHS event. The Organiser is responsible for reporting certain accidents / incidents to BHS HQ following an event. It is important to follow these guidelines to prevent any issues with insurance cover in the event of a claim.

### Why is it important?

There are a number of reasons why it is important to report certain incidents to BHS HQ following your event.

- 1) The insurance company requires informing of certain incidents, in case a claim should be made under the BHS policy.
- 2) BHS HQ collates the accident reports we receive and use them to analyse event safety across the regions, as well as evidencing any medical or veterinary rules we have.
- 3) BHS has a duty of care to anyone attending our events, along with our volunteers to make sure that they are supported throughout and after any major accident or incident.
- 4) BHS has a legal responsibility to report certain incidents to the Health & Safety Executive under their RIDDOR (reporting of injuries, diseases and dangerous occurrences) regulations.

### What incidents to report?

Any incidents resulting in any of the following must be reported to BHS HQ:

- Any instance where you are lead to believe that a formal claim may be pursued
- Fatalities
- Major injuries i.e. paralysis, amputation
- Back or neck injuries
- Broken bones bar fingers / toes
- Head injuries or suspected concussion
- Loss of sight
- Any instance where someone is taken to hospital directly from the event
- Any instance resulting in hospitalisation (being admitted to hospital)
- All incidents of property damage
- All incidents of injury to third party horses
- Any major injuries to horses i.e. broken bones, heart attack

For all other incidents, check with BHS HQ, but if in any doubt, report it. Any minor incidents, not categorized above, should be recorded appropriately and kept by the organising committee, but do not need to be reported to BHS HQ.

## When to report?

Any incidents from a BHS event must be reported to BHS HQ ASAP, but certainly within 5 working days - ideally the next working day. If you are not made aware of an incident until after the event, then you should report this as soon as you are made aware.

If you have an emergency at an event that is outside of office hours, then the following emergency number can be used to gain support from BHS HQ:

**Emergency Out of Hours Tel: 02476 840472**

It should be noted that this number is only to be used outside of normal office hours and in the event of an incident where you require support or advice for dealing with the incident. This number is for officials only and is not to be passed to the general BHS membership. This number is for the sole purpose of emergency event support, and should not be used for any other BHS business.

## How to report?

Reports should be made to BHS HQ via the email address [EventSafety@bhs.org.uk](mailto:EventSafety@bhs.org.uk). If you require any assistance in doing this, then the BHS office should be contacted on 02476 840500. The following things should be sent as your report:

The minimum requirement for reporting is:

- A completed accident form. This can be in the form of an HSE accident book page, a standard horse fall form, or any other means of recording the incident. You may have more than one accident form completed for one incident, if there were multiple witnesses i.e. a SJ judge and a SJ collecting ring steward.

Other things that can be useful, but are not mandatory:

- Any photos of the incident or area concerned i.e. photos of the XC fence, approach and landing where an accident occurred
- Any supplementary witness statements
- Any other evidence that may be useful

## What happens next?

- BHS HQ will contact you if we have any queries relating to your reports.
- BHS HQ will report incidents to the insurance company on your behalf, if required. During this process, your details may be passed to the insurance company to ensure we are compliant with their reporting requirements.
- If an incident results in a claim being made, then we will let you know as soon as we are made aware, and at that stage we may need further information from you.
- BHS HQ will make a RIDDOR report if required, on your behalf.
- The organiser / organising committee should keep all accident records for three years plus the current year. For juniors, this should be three years after the year they become 18. Paperwork for any fatalities should be kept indefinitely.

## Important points to note

- In the event of an incident, do not admit responsibility or promise payment, either verbally in writing.
- The legal requirement to correctly record accidents, overrides any GDPR rules regarding what data can be collected and the length of time it can be kept for. However, all accident records should be stored in a secure manner.