

# ACCIDENT PROTOCOL & REPORTING POLICY



Updated 01 December 2025

## Accident Protocol

### In the event of a rider of falling from a horse:

The first question asked to a fallen rider should always be: *'have you hit your head?'*. A visual assessment of the outer part of the helmet can also be made if the rider is moving e.g. mud, to indicate point of impact.

If the rider is clearly unhurt and not displaying any signs of injury they may remount. It may be necessary to swap horses.

Any potential injuries will be assessed by the duty first aider and appropriate medical attention advised. All instructors have a portable first aid kit and items such as ice packs can be applied immediately.

**If there is any chance of a head injury, riders should not remount. They should be observed and/or advised to seek medical assistance immediately.**

If the rider complains of headache, dizziness, blurred vision, neck pain or appears disorientated, this should be treated as concussion, even if this is only suspected, and the helmet should only be taken off by a medical professional. They must not remount under any circumstances.

In the case of a head injury, however minor, parents must be informed and the rider collected. Parents are to be advised to take the rider to a medical professional immediately. Concussion symptoms can appear up to 72 hours after the incident so it is vital this is adhered to.

Parents will be advised to purchase a new riding hat after a fall. Any Riding School hats involved in a fall, however minor, must be disposed of.

All accidents will be recorded both in the yard accident book and on the EC Pro App and, if required, reported to RIDDOR.

Incident reports on the EC Pro App should include the following:

- Date, time and place of incident
- Name and age of the casualty
- Details of illness/injury e.g. fall, bite, kick
- Details of casualty complaint e.g. headache, sore leg
- Details of location of injury (specific) e.g. right arm, lower back, front of head
- Details of assessment, treatment and advice given
- What happened immediately afterwards e.g. hospital, went home
- Name and signature of person dealing with the incident
- Name and signature of witness

Incidents reported should always be done so in a timely and professional manner.

Only in the case of a serious injury where a rider is unconscious is it permissible for a first aider to remove the helmet if it is obstructing airways.

Accident reports must be updated if the rider has visited a medical professional after the incident. This is the responsibility of the Proprietor.

## **Riding Out Code of Conduct & Emergency Protocol**

Any rides leaving the main yard should follow this protocol:

We advise that, if riding out unaccompanied, that a text or whatsapp message be sent to Kate (07843047277) detailing anticipated route and expected return time.

- Carry a fully charged mobile phone.
- Instructor Escorts will carry a portable first aid kit.
- Hi-Viz to be worn by all riders, horses and leaders.
- Someone should remain at the yard to provide assistance if required.
- Escorts should have first aid training and Riding and Road Safety Training.
- Emergency numbers: **Kate (07843047277) or Maggie (0196333147)**

When riding on the road, Highway Code guidelines should be maintained.

**What 3 Words (Main Gates) - Bride / Weeps / Charmingly**