Mullingar Equestrian Accident/ incident Reporting Policy & Procedures

Preparing for the Unexpected

Show organisers and all persons assisting in the event must play their part in dealing with any unexpected situations. It is therefore important that prior to the event all persons are informed of their duties, the procedures and reporting instructions in order to ensure overall safety is maintained throughout the event.

Mullingar Equestrian ACCIDENT/ INCIDENT REPORTING POLICY

It is the policy of MEC that all accidents and incidents are reported in accordance with the practices as outlined herein. This policy statement is a reaffirmation of our continued commitment in conjunction with the mission and values of Show Jumping Ireland. All SJI affiliated shows, members and any other persons involved have an obligation to comply with the SJI safety policies, rules and procedures so as to ensure the safety of all persons.

Any person involved in an incident or accident regardless of injury must report it immediately to the Safety Officer or first aider / medics. Where the injured person is unable to report immediately, a person on their behalf must report it to the Safety Officer. All accidents/ incidents must be recorded on the SJI Accident Form as per SJI reporting procedure. MEC should ensure that all persons involved with the show are informed of the Accident/ Incident guidelines and procedures.

The MEC Accident Policy supports a reporting culture, which requires all stakeholders in show jumping to report any occurrences, incidents and accidents to Show Organisers and the SJI. The data gathered from reported events is statically analysed for the purpose of identifying trends that may affect show jumping safety. The SJI requires both proactive and reactive monitoring records to be maintained so as to track and trend risk areas of all reported items and circumstances in ensuring the implementation of risk management strategies.

In the Event of a Serious Accident

NOTIFYING SJI PERSONNEL/ INSURERS

In the event of a serious accident and once all emergency arrangements have been organised the following personnel must be contacted:

- The Chief Safety Officer (CSO) must contact the SJI Regional Safety Officer (RS0) by telephone to inform them of the accident details as soon as possible. [Note: RSO contact details should be displayed on the Emergency Contact Details posted a show].
- The RSO shall attend the show on the same day where possible to assist the show with the initial accident investigations.
- The RSO must forward their investigation report of the accident report via email on to the SJI Office.
- In the event of a serious accident where there is hospitalisation, loss of consciousness, spinal injuries, etc. The RSO must telephone immediately the MEC Insurance & SJI Insurance, Garwyns Liability Adjustors, at 01 6238444 or if out of office hours / weekend contact their emergency number mobile 087 959 0579
- The Insurance company may organise to attend the show and carry out their own investigations. Where this is not possible to do on the day, they shall discuss and advise the RSO and CSO the appropriate action to be taken.
- Where possible, the accident area and surrounding should be left undisturbed until an investigation can be carried out by the SJI personnel and / or the Insurers. If not possible or required, ensure that photographs are taken of the accident area and location. If CCTV or video recording in place, obtain copy and submit to SJI.

Note: The needs of the injured person and/or horse takes precedence over the resumption of the competition

Note: the insured must not admit liability, offer or agree to settle any claim without the Underwriter's written permission.

FOLLOW UP WITH INJURED PARTY

The RSO and the Safety Officer / Show Management should follow up with a courtesy call to enquire as to how the injured party is doing. RSO shall keep the SJI office informed of any updates via email.

In the Event of an Accident/ incident, please follow these guidelines:

1) STAY CALM, OBSERVE and ACT SWIFTLY...check if there are any further dangers.

2) LISTEN to what the injured person is saying. You may need to tell the medical person when they arrive.

3) DO NOT MOVE the person. Wait for first aider/ medics to arrive

4) ALERT for the First--Aider (minor injuries)/ Ambulance (serious injuries). Give exact location

5) CALL for the Safety Officer to attend; and the Vet if the animal requires attention.

6) REASSURE and comfort the injured person and tell them help is on the way.

7) KEEP PEOPLE BACK from area.

8) Medic / First Aider will take over and evaluate the patient and determine status.

9) The Medic/Safety Officer will call emergency services 112 / 999 and inform them of the exact location of the accident (i.e. GPS co--ordinates).

10) KEEP CLEAR EMERGENCY ROUTE at all times.

Recording, Investigating & Reporting Requirements

Any person(s) involved in or who have observed an incident/accident MUST REPORT immediately to the Chief Safety Officer or show official/ first aider.

Chief Safety Officer (CSO)must ensure that:

- All accidents/ incidents are recorded regardless of injury on the SJI Accident/ Incident Form.
- In the event of a serious accident, the CSO must contact SJI Regional Safety Officer immediately who shall contact the SJI insurance company as per SJI procedure.
- Attend to the accident and conduct an Initial accident investigation and obtain all relevant information.
- Take statements of those involved and any witnesses who observed as soon as possible after the accident.
- Record on the SJI Witness Statement Forms.
- Where possible, the accident area and surrounding should be left undisturbed until an investigation can be carried out by the SJI personnel and / or the Insurers. If not possible or required, ensure that photographs are taken of the accident area and location. If CCTV or video recording in place, obtain copy and submit to SJI.
- Submit to the SJI Head Office within 48 hours after the accident/show date on the updated SJI Accident Forms along with any other documentation (i.e photographs, witness statements, etc).
  Keep the SJI Regional Safety Officer and the SJI Head Office informed of any further information or correspondence.

Note: SJI Accident Forms are available at SJI secretaries' office or on SJI website.