

Incident Reporting Procedure

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Incident Reporting Procedure

Document Metadata

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1. Purpose

This procedure ensures that all accidents, near misses, injuries, welfare concerns, or dangerous behaviours at WES events are reported, recorded, and acted upon consistently. It protects individuals, supports learning, and enables WES to meet its legal and moral duties.

2. Scope

This procedure applies to:

- All WES-organised or affiliated events (shows, clinics, training, camps)
- Any in-person WES meetings or activities
- Council, volunteers, participants, spectators, or horses involved in an incident

It covers:

- Physical injuries

- Falls or near misses
- Horse incidents
- Dangerous conduct or facilities
- Medical or safeguarding events
- Welfare and behavioural concerns

3. Definitions

- **Incident:** Any unplanned event causing or with the potential to cause harm
- **Near Miss:** An incident with no immediate harm but clear risk of future injury or failure
- **Reporter:** The person completing or initiating the incident report
- **Event Lead:** The person in charge of the activity during which the incident occurred

4. Policy Statement

WES takes all incidents seriously — no matter how minor. Timely reporting allows us to manage risk, address concerns, and demonstrate due diligence.

We do not place blame for honest mistakes but expect openness, factual recording, and swift communication.

5. Roles and Responsibilities

Role	Responsibility
Event Lead	First responder; ensures form is completed and actions taken
Secretary	Maintains the Incident Log and stores completed forms securely
Chairperson	Supports escalation or formal review of serious incidents
Welfare or Safeguarding Officer	Leads on animal or youth-related issues
All Members	Expected to report incidents and cooperate with follow-up

6. Policy Detail / Procedures

6.1 Immediate Response

- Ensure the safety of the person/horse involved
- Call for first aid or emergency support if required
- Secure the area if ongoing risk is present
- Notify the Event Lead (or Welfare/Safeguarding Officer if more appropriate)

6.2 Completing the Incident Report

- Use the **WES Incident Report Form** (digital or printed copy)
- Complete as soon as possible, ideally within 24 hours
- Include:
 - Date, time, location
 - Description of incident
 - People and horses involved
 - Immediate actions taken
 - Witnesses or supporting photos
 - Who was notified

The Event Lead is responsible for ensuring a report is submitted, but anyone may initiate one.

6.3 Submission and Review

- Email or share completed reports with the **Secretary** within 7 days
- Mark as **High Priority** if:
 - Hospitalisation or serious injury occurred
 - Horse welfare issue arose
 - Emergency services were called
 - Safeguarding concern triggered
- Reports are logged by the Secretary and may be shared confidentially with:
 - Chair (for serious matters)
 - Welfare Officer or Safeguarding Lead
 - Event Co-ordinator (if planning concerns arise)

6.4 Follow-Up

- Minor incidents may require no further action
- Moderate events may trigger:
 - Equipment review
 - Venue feedback
 - Adjusted risk controls
- Serious incidents may trigger:

- Formal investigation
- Disciplinary referral
- Insurance or external reporting

The Secretary will ensure that outcomes are logged and closed.

6.5 Confidentiality

- Reports are held securely for a minimum of **6 years**
- Only those with a need-to-know may access incident data
- Personal or medical information will be handled in line with the Data Protection Policy

7. Related Policies and References

- Health & Safety Policy
- Animal Welfare Policy
- Safeguarding Policy
- Disciplinary Procedure
- Risk Assessment Template
- WES Incident Report Form (Templates & Tools folder)

8. Compliance and Breach Handling

Failure to report an incident may delay response or increase risk at future events. Anyone deliberately suppressing, ignoring, or falsifying incident data may be subject to formal disciplinary action.

9. Review and Version Control

Version	Date	Author	Changes Made
0.1	18/07/2025	DG	Initial policy draft
0.5	08/10/2025	DG	Changes following chairmans review
1.0	04/11/2025	DG	Published

10. Approval Record

Approved By	Date	Notes
Full Council	04/11/2025	Approved for immediate use