

## First Aid

The assistance given to any person suffering an injury or illness, to preserve life, prevent the condition from worsening, and/or promote recovery, prior to professional medical help being available.

Organisers of TREC, or other club events, must provide an appropriate level of First Aid subject to the findings of the events most current Risk Assessment.

When assessing the level of cover required consider:

### Obligations

- Fulfil statutory & legal requirements
- Fulfil Insurance requirements: TRECGB clubs' insurance policy states "The insured shall keep adequate first aid/ medical facilities for use at all times"
- Fulfil Venue or others [eg Pony Club] requirements

### Requirements

- Clearly display address and grid reference for each of the venue & other locations in use eg PTV /MA judges & CPs must be given their location, grid reference & emergency contact details.
- Reliable means of communications or directions to nearest assessable telephone i.e. not a shop that shuts for lunch or a house where no one may be in.
- Responsible parties must be named, identifiable and their priority be to the first aid role.
- Provision of a clearly designated HSE approved First Aid Kit of appropriate size & suitability.
- Accident / Incident Record Book in existence.

### Considerations

- Proximity of venue for official emergency services
- Size and type of event
- Number of participants include riders, their attendants, event volunteers, spectators and the public [POR]
- That First Aid providers are appropriately trained and experienced ie:  
First Aid provider has successfully completed a certificated one day "First Aid at Work" course run by an accredited Voluntary Aid Society or an accredited Training Organisation for example the BHS first aid course delivered by Skillbase.
- Accessibility to area of need and time taken to attend & appropriate transport
- Provision of alternate cover when the First Aider or Medical cover provider is occupied
- Other internal & external influences

### Suggestions

- A minimum requirement for any event should be the presence of one qualified First Aider.
- 1 certificated first aider may be deemed adequate when the event is within the confines of a single area, providing the RA shows no extenuating circumstances or conditions.
- 1 certified first aider per area of competition, eg 1 person responsible for the PO R, another for the PTV providing the RA shows no extenuating circumstances or conditions.
- If it normally takes more than thirty minutes for an ambulance to arrive, then there should perhaps be one on site.
- Consider the cover you would expect to be in place if you were visiting the event yourself.

## Reporting

A written record should be made using an accident book / reports forms, include written statements and contact details for those involved including any witnesses.

- All reports should be retained by the initiating club for a period of not less than 3 years.
- Every incident/accident must be recorded by the organiser/first aider at the time of the incident; then formally via a TREC GB Incident / Accident report form which must be completed on the day and returned to TREC GB within 48 hours after the competition has finished.

## Statement from HS&E regarding Health & Safety & RIDDOR as relevant to TREC GB a sports club.

For most types of incident, including:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers and
- dangerous occurrences

the responsible person must notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1). This is most easily done by [reporting online](#).

Alternatively, for fatal accidents or accidents resulting in specified injuries to workers **only**, you can phone 0345 300 9923.

**NB: A report must be received within 10 days of the incident.**

For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.

The RIDDOR reporting system is only for notification of those incidents which require reports under the RIDDOR regulations. Reports should only be submitted 'Responsible Persons' with duties under these regulations, such as employers, the self-employed, and those in control of work premises where incidents occur. It is not appropriate for injured persons, members of the public or others who do not have duties under RIDDOR to use this reporting system.

Clubs and Events are actually enforced by your Local Council so any information you need regarding specific advice relating to clubs/ event safety please direct to your Environmental Health Officer.

Health and safety legislation doesn't generally apply to someone who is not an employer, self-employed or an employee.

The Health and Safety at Work etc. Act 1974 (HSW Act) and the regulations made under it apply if any organisation (including a voluntary organisation) has at least one employee.

The HSW Act sets out the general duties that employers have towards employees. It also requires employers and the self-employed to protect people other than those at work (eg members of the public, volunteers, clients and customers) from risks to their health and safety arising out of, or in connection with, their work activities.

You can find more information at the [Voluntary organisations site](#).

Accident/Incident Report Ref: \_\_\_\_\_

### TREC GB – ACCIDENT INVESTIGATION FORM

A copy of this form must be completed in full, as soon as practicable, following an accident/incident which has led to injury of people, animals or property. The responsibility for completion of this form is that of the Organiser but should also contain witness contact details and, where appropriate, input from the TD, judges or stewards. After completion this form must be sent to Jen Sheen, TREC GB, Mill of Blairordens, Cushnie, Alford, Aberdeenshire, AB33 8LQ or by email, admin@trecgb.com

Name of Injured Party/Rider						TREC GB No or Member club No			
Address									
Competition/ Address where Incident occurred									
Organiser Name and Address including Club									
Date of Incident					Time of incident				
Weather at the time of incident	Fine	Raining a little		Raining a lot	Breezy	Very Windy	Snow	Visibility Good/Bad	Other
What type of event	Full Comp	POR Only		Arena Trec	Versatile Trec	Score Trec	Training	PTV only	Other
Level	1	2	3	4	Individual	Pairs	Report Attached?		
TD Name and Address									
Witness Name and Address									
Witness Name and Address									
Incident Location	POR		PTV		MA		OTHER		
Incident Type	Horse/Rider Fall		Rider Unseated		Third Party Injury		Involving a vehicle	Other	

Accident/Incident Report Ref: \_\_\_\_\_

In the case of third party/injury to property or involving a vehicle please state circumstances		
If third party injury involving horse how did this happen?		
If a fall was involved did this occur at an obstacle? If yes what was the obstacle number?		
Please detail the exact circumstances of the fall if relevant:  <b>If possible please also attach a plan/ map of the PTV</b>		
<b>If the accident occurred on the POR please attach a map of the route, marking the point (or Grid Ref)</b>		
In the case of injury to a person did they receive First Aid on site	Yes	No
If so by whom?		
Was the injured person taken to hospital in an ambulance	Yes	No
Nature of injuries if known:		
If there was injury to a horse did a vet attend?		
Reportable under RIDDOR	Yes	No
Are there any other possible relevant factors or information, if so please state.	Yes	No

Accident/Incident Report Ref: \_\_\_\_\_

Number of witness statements attached	
Number of other reports/statements attached	
Name of Person Completing Form:	
I confirm that this information contained within this form is correct to the best of my knowledge	
Signature	Date

Please ensure that all accompanying reports or statements are attached.

FOR TREC GB USE only: please do not write anything below

Date received by TREC GB:

Follow up: