



Riding for the Disabled (Woodbridge & District Group)

HEALTH & SAFETY POLICIES

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HEALTH & SAFETY POLICY

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH ALL RELEVANT ACTIVITY POLICIES AND GUIDELINES:

- Carriage Driving
- Endurance
- Holidays
- National Championships
- Showjumping
- Vaulting
- Tea with a Pony
- Groundwork & Non-Ridden Activities

1. Group trustees are asked to note that there is a direct link between Health & Safety and RDA insurance arrangements.
2. Please note that an “approved RDA activity” for the purposes of insurance cover is any RDA activity which conforms to and complies with this policy and which has been approved by RDA. If in doubt, please refer to RDA National Office.

Who is responsible?

- a. **GROUP TRUSTEES:** are ultimately responsible for everything that goes on in their group including Health & Safety.
- b. **RDA MEMBER GROUPS:** are responsible for recruiting coaches, staff, volunteers and helpers. They are responsible for keeping available and/or distributing all relevant papers received from RDA National Office, Region or County. Up to date information and records are essential for compliance with RDA standards.
- c. **GROUP COACHES:** Group coaches (all disciplines) are responsible for delivering safe sessions and safe riding/ carriage driving/ vaulting procedures in venues approved by nationally or regionally appointed assessors.

The Health & Safety Policy requires written records and coaches are responsible for making sure that these are kept. Groups should make sure that their coach’s qualifications conform to RDA UK requirements.

- d. **GROUP PHYSIOTHERAPISTS:** Group physiotherapists work as part of a team under the overall leadership of the coach, but are responsible for their own professional input.

If in doubt, contact your County or Regional Coach/Chair or Regional Carriage Driving Representative.

What are they responsible for?

- a. **VENUE.** All aspects of the venue used by RDA, including the riding, vaulting and carriage driving area, should have been approved by the Regional/County Coach, Regional Driving Representative or other nominated person, when a group is set up. A Venue Risk Assessment for RDA Activities [1] should be completed initially, updated as necessary and checked with copies kept in group records. Please also refer to COSHH (Control of Substances Hazardous to Health) e.g.: chemical, medical and veterinary supplies, where applicable.

For help with making risk assessments refer to the separate guidance note and templates on Risk Assessments.

- b. **EQUINES.** Should not be used until they have been fully assessed by a relevant coach/Carriage Driving Assessor and passed as of good temperament, sound, in good condition and suitable for RDA

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purposes. They must be a minimum of 5 years old (6 years old for Carriage Driving and 7 years old for Vaulting). Only suitably trained helpers should be allowed to handle them.

- c. **TACK.** All tack/harness and special equipment should be inspected on a regular basis to ensure that it has been maintained, is in good condition and that it fits the equine on which it is being used. All coaches must check condition and fit before every RDA session. Any new equipment needs to be checked and fit for purpose. Please contact the regional equine advisors, RDA Compensatory Aids Advisor or Carriage Driving reps if you have any queries.
- d. **COACHES.** All coaches should hold an up to date passport and should have completed the review process in accordance with the requirements of RDA UK. Newly recruited coaches will be issued with a passport after attending a Pre-Coach Training Session, where they will be familiarised with the RDA Health & Safety Policy. A programme of training should be discussed and planned, appropriate to the new coach's experience and qualification. An Assessment Form should be added to the coach's passport when completed by a Regional/County Coach, Coach Developer, Vaulting Assessor or Carriage Driving Rep/Assessor. Following a review, the coach review form should be added to his/her passport. All groups are responsible for safe riding, vaulting, driving and non-riding activities that involve equines, in safe places and should keep up to date records. It is the responsibility of the coaches and their trustees to ensure they have their reviews within their review periods. **If they are not up to date they will not be covered by insurance.**
- e. **HELPERS (volunteers).** All helpers must fill in a new volunteer form [2] before joining a group. They must provide two references which should be checked, and complete an enhanced disclosure application (if aged 16 or over) before getting involved in sessions. All helpers should be given induction training when they first join the group, which must be recorded on their Volunteer Training Record Card (Green Card). They should be capable, competent and trained for all duties they are asked to perform and should be briefed by the coach at the beginning of each RDA session.
- f. **PARTICIPANTS (RIDERS, VAULTERS AND CARRIAGE DRIVERS).** No person may be allowed to participate with RDA until they have produced a fully completed application form [3] which has been reviewed by a coach.

All participants should be assessed by a coach, ideally with a physiotherapist where appropriate, **before** they are allowed to take part. If more medical information is needed to enable an assessment to be made, or if there are any doubts, the group can request a medical professional's input using the letter available on the RDA website (Running your group / new participants). Participants can only be accepted if they can be accommodated safely by the group. If this is not possible, their application should be declined, using the Participant Rejection Form and accompanying guidance [6]

Application forms should be renewed every 3 years, or sooner if it is felt there are changes in the participant's condition that could impact on their ability to ride, vault or drive. Dynamic risk assessments should be carried out every time the participant attends

g. **HATS**

Please refer also to separate RDA Hat and Body Protector Rules contained in the Group and Centre Competition Rulebook [7]

- 1) All participants must wear proper protective headwear which conforms to the current standards and must be fitted by a suitably qualified person (hat and body protector fitting courses are available from BETA)

- **British PAS 015: 2011** – with BSI Kitemark or Inspec IC Mark
- **European VG1** - with BSI Kitemark or Inspec IC Mark
- **(BS) EN 1384:2023** - with BSI Kitemark or Inspec IC Mark

- **American ASTM F1163 2015 and 2023** – with the SEI Mark. Please note that 2004a or 04a has been withdrawn from 31 December 2023 and is no longer acceptable
 - **SNELL E2016 and E2021** - with the official Snell label and number
- 2) In some cases, where a standard hat is not suitable, alternative headwear can be worn providing RDA's alternative hat wear rules are followed as detailed below:
- a) Non-standard hats (including specially made, by a reputable manufacturer, riding hats, other kite marked helmets e.g. ski, cycle, skateboard), can be assessed by a Regional or County Coach, or someone who has been approved by the Regional Coach. In the case of RDA Carriage Driving Groups, alternative hat assessment may be carried out by the Regional Driving Representative, Carriage Driving Assessor, or a suitable person appointed by them to assess hats. Anyone assessing hat suitability **MUST** have been on a BETA hat checking workshop.
 - b) Consent signed on the "Alternative Hat Assessment Form" by the Participant/Parent/Guardian/Carer, confirming they understand that it is a non-standard hat.
 - c) Participant and hat to be re-assessed **annually**.
 - d) The hat must not be used by another participant without an assessment.
- 3)
- a) Under no circumstances can riders take part in RDA sessions without wearing an approved hat. Vaulting is subject to RDA UK Vaulting hat policy [14] and can be performed without hat provided an assessment has taken place by the vaulting coach.
 - b) No person should be in a carriage during an RDA Carriage Driving activity (with or without participants) without wearing an approved riding hat. The only exceptions are Sikh turban wearers and those with alternative protective headwear, approved through the Alternative Hat Form [8]
- 4) Children or adults of the Sikh religion are exempted from any hat ruling while they are wearing a turban
- 5) Non-riding/driving activities which involve participants coming into contact with equines must be risk assessed in order for the coach to ascertain if it would be safer for the participant to wear protective headwear.

HATS FOR VOLUNTEERS:

Although it is not mandatory for volunteers to wear hats, if an RDA Volunteer chooses to do so, the hat must comply with the current standards listed above. All coaches/volunteers must wear a hat when mounted.

- h. **CLOTHING AND FOOTWEAR.** Participants and helpers should wear comfortable and suitable clothing, at the coach's discretion (long trousers must always be worn when mounted, and long-sleeved tops are advisable). Jackets and coats if worn, must be fastened. It is recommended that jewellery is removed and that long hair should be tied back. Gloves are recommended. The footwear of all participants must be checked before they are allowed to take part. Shoes or boots without heels, or

lighter types of footwear are not acceptable for riding, unless toe caps are used. Helpers should wear sturdy shoes or boots.

Religious head wear (hijabs, yarmulkes, etc.) can be worn providing they will not come undone or are not fixed to the head by a hard object e.g. brooch, or could present a danger to the participant.

i. **BACK RIDING & HIPPO THERAPY.**

- 1) **Back riding** must only be carried out under the overall supervision of a physiotherapist or occupational therapist who has:

Either: successfully completed the current ACPEA hippotherapy training course.

Or: successfully completed Part 2 of the old APTRH Horse in Rehabilitation course (pre 2009)

Or: is in the process of completing the ACPEA hippotherapy training course and is under the supervision of a physiotherapist or occupational therapist qualified as a hippotherapist.

- 2) The Regional/County Coach must approve the use of back riding within a group. The requirements for safe practice are: a trained horse – sound and able to carry the extra weight, a competent rider with an independent seat, a trained leader, two side walkers and an enclosed venue.
- 3) Back riding should only be used where it is seen as the best option to gain balance and head control prior to developing riding skills.

- 4) **Hippotherapy** must only be undertaken by a physiotherapist or occupational therapist who has:

Either: successfully completed the current ACPEA hippotherapy training course

Or: successfully completed Part 3 of the old APTRH Horse in Rehabilitation course (pre 2009)

Or: is in the process of completing the current ACPEA hippotherapy training course and is under the supervision of a Physiotherapist or Occupational Therapist qualified as a hippotherapist.

The Physiotherapist or Occupational Therapist is responsible for the hippotherapy session, including their insurance.

j. **FIRST AID**

- 1) No RDA activity may take place without the presence of a person holding an up to date First Aid Certificate (Emergency First Aid at Work or equivalent as a minimum standard). Appointed First Aiders should be clearly identified at the start of each session – where possible, this should be someone other than the coach taking the session. There must be an appropriate First Aid kit readily available for each RDA session, with a list of those holding First Aid certificates. See also the First Aid Policy below and HSE 'What to put in a first aid kit' advice [9]
- 2) It is recommended that if a participant is being taken out for a hack or endurance ride/ drive, a small first aid pack should be carried and also any medication that may be needed during the session brought by the school or centre for a particular participant should be carried by the teacher, escort or carer. A mobile telephone **must** be carried during the hack or endurance ride, and organisers should know the post code or grid reference and/or What3Words reference point. Always check that mobiles used are fully charged before heading out, and that a reliable mobile signal is available.

<https://what3words.com/products/what3words-app>

k. **RIDING / CARRIAGE DRIVING ON PUBLIC ROADS**

- 1) Wherever possible riding/ carriage driving should not take place on public roads. It is however accepted that sometimes there may be a need to use a road to access premises, fields, tracks and bridleways. If groups need to go on a public road, they must provide adequate helpers and leaders and ensure the time on the road is kept to a minimum. Riders/drivers and helpers **must** all wear fluorescent tabards when crossing and using roads.
- 2) Participants and helpers must be briefed on the hazards of using the roads if riding or driving on the roads cannot be avoided. A strict safety routine needs to be followed at all times and included in the risk assessment

- l. **FIRE DRILL** Everyone working or attending the group on a regular basis must be instructed on procedures in case of fire. This is to include the location of fire points, use of different types of fire extinguishers, fire alarm method, evacuation plan for both humans and animals, location of master switch, water stop tap and telephone. Regular (every 6 months) practices must take place.

m. **ACCIDENT & INCIDENT BOOK**

Accident: an event that results in injury or ill health

Incident: will include a “near miss” where the potential to cause injury or ill health is evident.

All accidents and incidents must be recorded immediately in an Accident and Incident Book and signed as required. These are available from many retailers. This is an important document and must be retained in group files, even if it has been replaced by a new book.

Separate Near Miss books are also available but the incident book may be used instead.

Always ensure that Accident and Incident/Near Miss books are HSE and GDPR compliant.

Serious accidents must be reported in accordance with RIDDOR (see separate guidance on RIDDOR below [10])

It is important that all accidents that may give rise to a claim are reported as soon as possible after the event. The accident must be reported to the RDA insurance brokers, Howden:
<https://www.howdengroup.com/uk-en/riding-for-the-disabled>. This includes all accidents that involve:

- A fatal incident
- An injury involving either a referral to or actual hospital treatment

An **injury** is defined for insurance purposes as “any head injury that requires medical treatment, a fracture (other than fingers or toes), amputation, dislocation, loss of sight, resuscitation, loss of consciousness or hospitalisation for more than 24 hours”.

For more information, please see RDA UK Running Your Group: Insurance [4]

For further details of RIDDOR, please see HSE: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 [10]

n. **GROUP RECORDS & UP-TO-DATE INFORMATION**

- 1) The group should have all up to date information and completed participant application forms available for reference. All relevant information received from County, Region or RDA National Office should be passed on to appropriate members of the group, especially trustees, coaches and group organisers.

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- 2) Group Coaches should keep their passports up to date. Participant profiles and reports should be kept securely in group files and any changes should be recorded. Pre-session Assessments should be made and the attention of all group members drawn to them. On-going risk assessment by the coaches should be maintained throughout every session.

Records should comply with General Data Protection Regulations (GDPR). Please see, RDA Group Data Protection Policy [11] and RDA Group Privacy Notice [12].

- 3) Up to date weight charts for all horses and ponies should be kept, regularly reviewed and adhered to. Weight Chart and Guidance Notes are available to order from National Office via the Group Orders website: <http://grouporders.rda.org.uk/>.

o. **SPECIAL EQUIPMENT (COMPENSATORY AIDS)**

RDA policy is that, wherever possible, regular riding equipment should be used.

However, some participants cannot manage without compensatory aids- RDA National Office can provide the name of an advisor but RDA, its officers and employees take no responsibility for, nor give any warranty or guarantee in regard to these products; and no supplier may be considered preferred or exclusive suppliers. Compensatory aids should be fit for purpose and a physiotherapist should be involved with any questions.

COMPENSATORY AID SUPPLIERS - Many items used by RDA Groups are available from, or can be made by, your local saddler (e.g. ladder reins, rainbow reins, breastplate/neckstraps, Devonshire boots or Toestoppers).

p. **HOISTS & HYDRAULIC PLATFORMS**

Advice should be sought from the RDA Special Equipment Advisor before a hoist /hydraulic platform is purchased. Please contact the Group Support Team at RDA National Office: 01926 492915 / groupsupport@rda.org.uk

Everyone must be properly trained before using a hoist/ hydraulic platform with refresher training at least every 3 years. The horses must also have been trained until they are familiar with the noise and movement of the hoist/ platform and are safe to use with this method of mounting/dismounting. A list of current trained personnel and equines must be displayed, along with a "safe working load". See also the Manual Handling Regulations [15]

Coaches must conform to the hoist/hydraulic platform's maximum load and have a risk assessment for each participant being lifted. Hoist slings need to be checked before each use for compatibility and maintenance.

To meet the requirements of "Lifting Operations and Lifting Equipment Regulations" 1998 (LOLER) [13], Section 9 'Thorough examination and inspection', Groups are required to ensure that all lifts/hoists/platforms, when in use, should be thoroughly examined:

- after substantial and significant changes have been made;
- at least every six months if the lift is used at any time to carry people, **and**
- following 'exceptional circumstances' such as damage to, or failure of, the lift, long periods out of use or a major change in operating conditions which is likely to affect the integrity of the equipment.

The examination needs to be undertaken by a "competent" person. This would normally be the installer but others could be used if they have a LOLER certificate.

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This “competent” person is legally required to send you a written and signed report as soon as practicable. This should normally be within 8 days, but if there is a serious defect which needs to be addressed you should expect to receive the report much sooner.

Groups need to maintain a schedule of maintenance examinations along with the reports received and clearly display the date of the last and next scheduled visit on the hoist/platform.

RDA UK accepts no responsibility for, and gives no warranties or guarantees in respect of any equipment, either in terms of its suitability or safety and no supplier holds either exclusive or preferred supplier status.

- q. MOUNTING & DISMOUNTING** All mounting equipment should comply with current guidelines or regulations. All mounting and dismounting teams should be familiar with the procedures used in mounting and dismounting (see separate guidelines) [5].

If belts are used to aide mounting, they must be removed before riding commences and must NOT be used to help keep the rider on the horse.

- r. DOGS** It is preferable to keep dogs separate from all RDA activities. If in the vicinity of any RDA sessions, dogs should be kept on leads and under control at all times.
- s. ELECTRICAL EQUIPMENT** All electrical equipment should only be used in accordance with manufacturers’ recommendations and should be checked for safety on a regular basis. These checks should be recorded. For more information, please see Portable appliance testing FAQs [16].
- t. EVENTS/SHOWS** Helpers for events and shows, who are not registered members of a group, should have their names listed in the Risk Assessment file for the event, with a note of who has vouched for them and a statement that they have been instructed in our health and safety requirements in regard to that event.
- u. ATTENDING EVENTS AND DAYS OUT** Please contact the Group Support Team at RDA National Office for further information: 01926 492915 / groupsupport@rda.org.uk.

References

Please note: access to the **my-rda** references below requires an **my-rda** account, you can register for an account at <https://my-rda.org.uk/register>

[1] Venue Risk Assessment <https://my-rda.org.uk/wp-content/uploads/2025/08/RDA-VENUE-Risk-Assessment-Template.doc>

[2] Application Form for Volunteers <https://my-rda.org.uk/wp-content/uploads/2025/08/Volunteering-Application-Form-England-Wales-Northern-Ireland-Word.docx>

[3] Getting participants started <https://my-rda.org.uk/participation/getting-participants-started/>

[4] RDA UK Running Your Group: Insurance <https://my-rda.org.uk/support/running-your-group/insurance/>

[5] Mounting and Dismounting H&S Guidance <https://my-rda.org.uk/wp-content/uploads/2025/04/DL-Mounting-Dismounting-Presentation-2019.pptx>

[6] Understanding disabilities and long term health conditions <https://my-rda.org.uk/coaching/adapting-coaching-for-participants/disabilities-and-long-term-health-conditions/>

[7] Group and Centre Competition Rulebook <https://my-rda.org.uk/wp-content/uploads/2025/09/RDA-Group-and-Competition-Rulebook.pdf>

[8] Alternative Hat Assessment Form <https://my-rda.org.uk/wp-content/uploads/2025/08/DL-myRDA-Version-Alternative-Hat-Assessment-Form-2025-PDF-editable.pdf>

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- [9] HSE: What to put in your First Aid kit <https://www.hse.gov.uk/simple-health-safety/firstaid/what-to-put-in-your-first-aid-kit.htm>
- [10] HSE: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations <https://www.hse.gov.uk/riddor/index.htm>
- [11] RDA Group Data Protection Policy <https://my-rda.org.uk/wp-content/uploads/2025/12/RDA-Group-Data-Protection-Policy.docx>
- [12] RDA Woodbridge & District Group Privacy Notice <https://www.rdawoodbridge.org.uk/privacy-policy>
- [13] Lifting Operations and Lifting Equipment Regulations (LOLER) <https://www.hse.gov.uk/work-equipment-machinery/loler.htm>
- [14] Vaulting <https://my-rda.org.uk/participation/riding-and-driving-activities/vaulting/>
- [15] MHOR – Manual Handling Operations Regulations: https://www.hse.gov.uk/foi/internalops/ocs/300-399/313_5.htm
- [16] Portable appliance testing FAQs <https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

FIRST AID POLICY

Introduction

All RDA Groups are advised to regularly check www.hse.gov.uk/firstaid as this has the most up to date regulations concerning first aid. It is a very useful site and will be able to answer any queries that you have regarding the first aid requirements for your group activities.

Aims of First Aid

1. To preserve life.
2. To prevent condition worsening.
3. To promote recovery.

First aid qualifications required for every member group

1. Someone with an up-to-date minimum certificate achieved by attending one of the courses recommended in section 2 below, as a minimum, must attend every group session. It is advisable for each group to have at least two nominated First Aiders to ensure that this is possible. The RDA Group and the First Aiders must know who these nominated First Aiders are, and their names should be shown in the group's records.
2. Recommended courses
 - a. British Red Cross, Emergency First Aid at Work, 1 day course.
 - b. St John Ambulance, Emergency First Aid at Work, 1 day Course.
 - c. Medi-K, Emergency First Aid at Work Court, 1 Day Course
 - d. A course equivalent to EFAW with similar hours and standard of training to (1) and (2) and a syllabus that includes:
 - Aims and principles of first aid
 - First aid equipment/record-keeping/H&S regulations
 - Management of incidents/emergencies
 - Care of the unconscious casualty
 - Resuscitation
 - Commonplace injuries e.g. blood loss, shock, burns.

Any such course must be conducted by a bona fide first aid training organisation with verified trainers and must provide a Course Certificate or other record of qualification upon completion.

There may sometimes be a requirement for the longer 3-day courses to be completed, e.g. if a coach is undertaking a senior qualification, and these can also be obtained from the Red Cross, St John Ambulance or The British Horse Society.

First Aid Kit

The First Aid Kit must be readily available at each Member Group session. Any participant with a condition that may require medical treatment must be accompanied by a carer who can administer appropriate treatment if necessary.

The First Aid Kit must be adequately stocked in line with the needs for your group. HSE do not have a mandatory list but state it must meet what you assess your needs to be. A suggested MINIMUM stock is listed below.

Contents:

It must not include medication of any kind.

- A leaflet giving general guidance on First Aid (e.g. HSE's leaflet: Basic advice on first aid at work [1])
- Individually-wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually-wrapped triangular bandages, preferable sterile.
- Safety pins
- Large, individually wrapped, sterile, undedicated wound dressings.
- Medium-sized, individually wrapped, sterile, undedicated wound dressings.
- Pen and paper, to write down names and addresses of witnesses to incidents.
- Accident report Book.
- Resuscitation Pack (face shield, disposable gloves, wipes and guidance notes)

This is a **suggested list only** and every group is responsible for assessing their own individual needs and adjusting the contents accordingly.

Information that must be immediately available to the First Aider

These can be kept in the First Aid box for ease of access, except for participant's personal details, which must be kept securely in line with GDPR [2], [3], but be accessible when required:

1. Where the nearest telephone is.
2. Telephone number of the nearest doctor.
3. Telephone number of the local ambulance (e.g. 999 or 112).
4. Participants' school/hospital/centre/home contacts
5. Telephone number and address (with postcode, What3Words reference and OS grid reference) of the group's venue to give to the emergency service(s) if they are needed.

Recording of Accidents/ Incidents

Each group is responsible for recording in their Accident/Incident Records Book all relevant information about any accident or incident that may be required for reference at a later date in the event of query or an insurance claim. When required by HSE, this information must be transferred to a RIDDOR report form (see RIDDOR guidance on the RDA [4] or HSE website [5]).

1. The Accident Book must be readily available at each group session.
2. All reports must be written in ink, signed and dated.
3. All records of accidents/incidents should be kept indefinitely in group files.

Information required in Report of an Accident or Incident

1. The date, time and place of the accident/incident.
2. The full name and address of the person in charge.
3. The full name and address of each person injured and
 - a. Their date of birth.
 - b. Their riding experience/ability.
 - c. The name and address of the school/centre attended (if relevant).

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- d. The name of the person responsible (parent/guardian/carer) at the time of the accident/incident for the person injured.
4. Basic details of the equine(s) involved (name, breed, age, size etc.).
5. The full name, address, role and signature of anyone else involved.
6. The names, addresses and signatures of **at least two witnesses**.
7. Description of the accident/incident. Avoid speculation or supposition as to the cause of or responsibility for the accident/incident and state **only** the facts of how it occurred and the outcome.
 - a. Assessment of resultant injuries:
 - i. Type(s) abrasion, cut, sprain, break etc.
 - ii. Site(s) place, limb(s) involved, right, left, back, front of body
 - b. Extenuating circumstances (e.g. weather, unforeseen conditions, noise etc)
 - c. Full details of medical attention given (if any) and by whom
 - d. Details of hospitalisation (if required).
8. If the injured person (or otherwise the person who is responsible for the injured person) is able to do so, ask them to read, agree, sign and date the report.
9. The date on which RDA National Office or RDA insurers was informed. In line with current RDA insurance requirements, any accident that requires medical attention or that might reasonably be expected to result in a claim, or involves damage to property, **must be reported immediately to:**

The RDA UK Director of Finance & Resources: <https://myrda.org.uk/runningyourgroup/contact-us/>

Or insurers: <https://www.howdengroup.com/uk-en/riding-for-the-disabled>
10. Updates to the report may be added underneath the signatures. Such updates must be signed and dated and must contain full details of who has provided this further information and in what capacity.

References

- [1] HSE leaflet: Basic advice on first aid at work <http://www.hse.gov.uk/firstaid>
- [2] RDA Group Data Protection Policy <https://myrda.org.uk/assets/RDA-Group-Data-Protection-Policy.docx>
- [3] RDA Group Privacy Notice <https://myrda.org.uk/assets/RDA-Group-Privacy-Notice.docx>
- [4] RIDDOR Guidance <https://myrda.org.uk/assets/RIDDOR-reporting-1.pdf>.
- [5] HSE: Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations <https://www.hse.gov.uk/riddor/index.htm>.

RIDDOR (ACCIDENT AND INCIDENT REPORTING)

Introduction

If a **serious** accident occurs during an RDA activity, then there is potentially a 3 step reporting process:

1. An Accident form must always be completed (see Health and Safety page [1] for further information);
2. The insurance brokers, Howden, must always be notified (<https://www.howdengroup.com/uk-en/riding-for-the-disabled>).
3. Certain serious accidents must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) [2].

RIDDOR Reporting

If there has been a serious or fatal injury to a **volunteer or member of staff**, whilst involved in RDA activities, this may need to be reported. The serious injury (see list of reportable injuries below) would need to lead to the volunteer or member of staff being away from work or RDA duties, or unable to perform their normal work duties, for more than seven consecutive days. The report must be made within 15 days of the incident.

If there is a **participant, carer or member of the public** injured and who is taken directly from the scene of the accident to hospital for treatment, this will need to be reported. Examinations and diagnostic tests do not constitute “treatment” in such circumstances. There is no need to do a RIDDOR report where people are taken to hospital purely as a precaution when no injury is apparent.

Types of Reportable Injury

The list of ‘specified injuries’ in RIDDOR 2013 (regulation 4) are:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

For further guidance on specified injuries is available at: <https://www.hse.gov.uk/riddor/specified-injuries.htm>.

Making the RIDDOR Report

All incidents can be reported online: <https://www.hse.gov.uk/riddor/report.htm>

A telephone service is also provided for reporting fatal/specified incidents (see list above) only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

The industry code for RDA is: **96040**

Main industry: **Other Service Activities**

Main Activity: **Other Personal Service Activities** Sub Activity: **Physical Well Being Activities**

References

[1] Health & Safety <https://my-rda.org.uk/support/running-a-safe-group/health-safety/incident-reporting-medical/>

[2] RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences <https://www.hse.gov.uk/riddor/>.

HEALTH & SAFETY POLICIES: APPROVAL

Name: Kelvin Silburn	Role: Trustee
Signature: <i>Kelvin Silburn</i>	Date: 7/05/2026

Name: Anne Hardwick	Role: Centre Manager
Signature: <i>Hardwick</i>	Date: 7/05/2026