# **Notes on Writing Witness Statements**

A witness statement should reflect your version of the incident in your own words. The aim of this document is to provide a guide to the key components that should be included in your final witness statement on the page/s attached.

**Step 1 Complete your details.**

**Step 2 Record *your* observations in the lead up to the incident**

This includes-

* Weather conditions
* Describe the location and area of the venue where the incident occurred
* How the event and other competitors/horses were progressing prior to the incident
* How was the horse and/or rider involved in the incident behaving in the immediate lead up to the incident?
* Were other people in the vicinity of the incident in the immediate lead up to the incident?

**Step 3 Record *your* observations in relation to the incident.**

* What did you see?
* What happened?
* How did it happen?
* Did anyone/anything fall over - distractions?
* Did others witness the actual incident ?
* Did the horse/rider appear injured?
* Who responded to the incident?
* Describe the actual response observed?
* What happened in the direct aftermath?
* Had the conditions altered at the time of the incident?
* Don’t make suggestions or assumptions as to why the incident occurred, just note your observations.

**Step 4 Additional information with estimations.**

This include estimates on;

* Speed the horse/rider were travelling at time of incident
* Your distance from the scene of the incident
* Clarity of the your view of the incident (completely clear, through trees, in the shadows..)
* Time it took for veterinary /medical response to incident?
* Time it took for other officials response to the incident?

**Step 5 Documentary support to statement.**

This might include-

* Drawing a diagram to enhance clarity of the witness’s view point
* Providing any relevant photos / video

**Step 6 Read Statement back- sign and date**

The person accepting your statement will read it back to you so you have an opportunity to correct any of the details if you wish.

If you’re happy please sign and date the document.

Thank you very much for your assistance!