

EVENT SAFETY PLAN

All Clubs planning to host a competition are required to prepare and implement an Event Safety Plan. Be mindful of the need to implement management strategies to address:

- Social distancing. How will you facilitate the ongoing requirement of 1.5m distance between participants and the one person per 4sq m rule in indoor situations? What steps will you take to avoid gathering of participants?
- Personal hygiene. How will you encourage participants to follow good personal hygiene practices? How will you minimize or eliminate the risks of double handling of equipment and other shared objects? What cleaning programs will you implement to maintain cleanliness of common areas?
- Symptomatic participants. What steps will you take to limit the likelihood of a symptomatic participant attending your event? What action will you take if a participant presents with symptoms?
- Tracking. How will you facilitate the tracking of participants who may come into contact with a Covid 19 positive participant?

COMPULSORY REQUIREMENTS

- The name and contact telephone number of persons attending the event as well as their arrival and departure time are to be recorded.
- Social distancing and hygiene requirements are to be observed.
- Covid Risk Management Coordinator to be appointed.
- Event Safety Plan addressing the key areas of risk to be implemented.

MITIGATION STRATEGIES

Use the following recommendations to assist development of your Plan and add any additional precautions you feel would help reduce the risk of Covid 19 transmission at your event.

Covid 19 Coordinator	<ul style="list-style-type: none">• Appoint an event Covid Risk Management Coordinator (CRC) who is aware of current directions and organisation rules• CRC to ensure Event Safety Plan is implemented• CRC to address areas of concern at events
Pre event admin & set up	<ul style="list-style-type: none">• Introduce Covid safe conditions of entry• Emphasize requirement to stay home if experiencing any symptoms or if there has been contact with an infected person.• Pre entries only.• Promote use of Covidsafe App in event advertising• Entries to include car registration number and details of persons attending to facilitate participant checking at gate.• Use gloves and wash hands often when handling equipment at set up and pack up.

THE HORSE RIDING CLUBS ASSOCIATION of VICTORIA INC. (A0002667H)

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Gate	<ul style="list-style-type: none">• Temperature check if feasible• Participant registration and arrival – departure times recorded• All persons to provide completed registration form at gate. See attached form.
Signage	<ul style="list-style-type: none">• Prominent display of signs encourage safe practices
Event Office	<ul style="list-style-type: none">• Consider implementing a 'no contact' event office by implementing the following steps:<ul style="list-style-type: none">○ Essential personnel only in Event Office○ Proof of membership to be provided at time of entry○ Competitor onus to ride in correct level○ No test or ribbon pickup○ Scores posted electronically including performance points earned.○ Place getters to receive tests, prizes and notification of points earned within 7 days○ Competitors to be responsible for adding performance points to cards• If event office is used:<ul style="list-style-type: none">○ Mark floor to encourage social distancing○ Limit number of persons in the office at any one time – 4sqm rule○ Limit handling of performance and membership cards• No formal presentations• Competitors to collect sheets, cards and prizes from nominated official or• Return prizes and test sheets by mail• Use of sneeze screens for office personnel in contact with competitors• Hand sanitizing station at office door
Scorers	<ul style="list-style-type: none">• Limit handling of score sheets and dressage tests• Scoreboards to be situated outdoors – avoid posting all classes in same vicinity to avoid gatherings• Use electronic scoring systems if feasible
Gear check	<ul style="list-style-type: none">• Observe social distancing
Warm up arenas and marshalling areas	<ul style="list-style-type: none">• Official to be stationed at warm up arena to address issues relating to overcrowding or gathering• Jumping warmup – nominated official to handle warmup fences• No gathering at entry to rings• Show and jumping rings to have separate entry and exit points• Marshalling areas to be of sufficiently size to facilitate social distancing
Officials & volunteers	<ul style="list-style-type: none">• Gloves and masks available for officials and volunteers• Pencillers to observe social distancing requirements• Health check of officials and volunteers prior to commencement of duties• Dressage Judges to be encouraged to bring their own penciller• Show judges – no ribbon presentations in rings. Competitors to collect ribbons/prizes from nominated official at the end of the day.• Volunteers to receive Covid 19 briefing relevant to their duties• On-line briefings for volunteers

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Hygiene	<ul style="list-style-type: none">• Hand sanitizer in common areas• Promote frequent washing of hands• Cleaning roster for toilets and showers• Encourage participants to byo sanitizer• Disinfect high touch areas
Food	<ul style="list-style-type: none">• Participants to byo food and drink or• Take away only• Use disposable plates and cutlery• Observe strict hygiene• Limit cash transactions• Hand sanitizing station at food areas
Shared equipment	<ul style="list-style-type: none">• Disinfect shared equipment such as clipboards, walkie talkies, keyboards after use.
First aid	<ul style="list-style-type: none">• First aid kit to include disposable gloves, masks, gowns and hand sanitizer.• Professional first aid services where feasible
Camping and parking	<ul style="list-style-type: none">• Sufficient area to allow social distancing• Discourage overnight stays
Yards and stables	<ul style="list-style-type: none">• Yards – every second yard vacant to facilitate social distancing• High touch surfaces (stable doors, yard chains/latches, taps and hoses) to be disinfected by user before use.
Spectators	<ul style="list-style-type: none">• Discourage attendance of spectators

EVENT SAFETY PLAN

To be completed and implemented by the Event Covid Risk Management Officer.

Copies to all members of the Event Organising Committee.

Your Event Safety Plan must be provided to the HRCAV upon request

CLUB NAME			
EVENT TYPE		DATE	
COVID RISK MANAGEMENT COORDINATOR			
EMAIL		PHONE	
DATE LAST REVIEWED			

1. Hygiene

A pre-emptive low-cost intervention like enhanced hygiene measures of participants is key to reducing the transmission of coronavirus (COVID-19). Examples of personal hygiene measures that should be promoted include handwashing and covering mouth and nose with a tissue or sleeve during coughing/sneezing. Advice on cleaning is available from the [Department of Health and Human Services](#) and the [Commonwealth Department of Health](#).

What infection control measures will be introduced to ensure all participants and spectators are maintaining **personal** hygiene?

How will personal hygiene and cleaning of facilities and equipment be maintained to minimise transmission COVID-19?

Have you increased regular cleaning schedules for common use areas? Details

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2. Social distancing

Physical distancing decreases the risk of transmission by reducing incidence of contact with other persons. Participants are to take reasonable steps to maintain 1.5m distance from all other people.

What protocols will be implemented to ensure physical distancing is maintained at your competition?

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3. Arrival and departure of participants, officials, parents or carers

What measures have you put in place for managing entry and exit points?

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What process will be used to record name, contact details and time at venue for every person who attends a competition?

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4. Administration

What steps will be implemented to reduce risk of transmission in the Event Office?

What steps will be taken to reduce the risk of transmission to volunteers and officials?

What steps will be taken to reduce handling of documents?

What Covid Safe conditions of entry will be included on your program?

How will you emphasise the importance of hygiene and social distancing?

What Covid Safe key points will be covered in your official's and volunteer briefings?

5. Spectators/gatherings

Gatherings are currently limited to groups of 20 people. Spectators, and other non-participants watching activities should not attend competitions unless they have an essential role or they are parents and/or guardians. Public gathering limitations apply. Clubs should plan for activities without non-essential personnel to prevent the spread of coronavirus (COVID-19).

How will you limit attendance of non-essential personnel?

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How will social distancing be encouraged?

Identify areas where gatherings are likely to occur and outline strategies to limit such gatherings?

6. Sharing equipment

In combination with good hygiene practices, a similar pre-emptive measure is to promote behaviours such as not sharing food and drink and limiting the shared use of equipment. Where sharing equipment cannot be avoided, equipment with smooth surfaces should be cleaned between sessions.

What steps will be taken to ensure there is no transmission of coronavirus (COVID-19) through the sharing of equipment, contact with equipment and/or contact with any surfaces where participants may be at risk of infection?

7. Group activities

Competitions are currently restricted to up to 20 people outdoors (plus the minimum number of officials and support personnel reasonably required to manage the activity)

What protocols are in place to enable a staged return to activities of small groups (up to 20) whilst maintaining social distancing requirements?

Large venues may have more than one competition of 20 riders at the one time. How will you ensure groups remain separate at all times including yards, stables, parking, facilities.

8. Club rooms, event office, toilets, showers, canteens and facilities

Have you checked with the venue owner/manager to determine specific venue requirements? Details

How will you ensure the one person per four square metres rule within these facilities is adhered to?

What specific hygiene measures will you take in food handling areas?

Which high touch common surfaces/areas require regular cleaning? How will this be addressed?

8. Protocols

What protocols or processes are in place to ensure participants are free of coronavirus (COVID-19) symptoms?

What protocols do you have in place for people who present to a competition with symptoms consistent with COVID-19 (fever or respiratory symptoms such as cough, sore throat and shortness of breath)?

How will you coordinate and communicate changes to the directions to your clubs, members and stakeholders?

9. Communication

Communicating coronavirus (COVID-19) risk mitigation strategies to participants is vital. Setting and promoting expectations for required behaviours prior to recommencing activities will be crucial to ensuring activities are safe to return to and remain free of further restrictions. This includes communicating current restrictions, improved health literacy of participants and social distancing measures.

List the measures you will use to communicate and provide guidance to participants?

What are your protocols to advise participants, officials and parents or carers to not attend if they are feeling unwell?

What are your strategies to address non-compliance?

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TO BE COMPLETED BY ALL PERSONS ENTERING THE VENUE

VEHICLE REGISTRATION NO.		NO. OF PERSONS IN VEHICLE	
ARRIVAL TIME		DEPARTURE TIME	
FULL NAME		SIGNATURE:	
PHONE			
EMAIL ADDRESS			
In the previous 14 days, have you: <ul style="list-style-type: none"> • Had any COVID-19 symptoms? • Been in contact with any confirmed/suspected COVID-19 case? • Travelled internationally? 		Yes	No
		Details:	
Have you downloaded and activated the Covidsafe App?		Yes	No
FULL NAME		SIGNATURE:	
PHONE			
EMAIL ADDRESS			
In the previous 14 days, have you: <ul style="list-style-type: none"> • Had any COVID-19 symptoms? • Been in contact with any confirmed/suspected COVID-19 case? • Travelled internationally? 		Yes	No
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Have you downloaded and activated the Covidsafe App?		Yes	No
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Have you downloaded and activated the Covidsafe App?		Yes	No
FULL NAME		SIGNATURE:	
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EMAIL ADDRESS			
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		Details:	
Have you downloaded and activated the Covidsafe App?		Yes	No