



# CLUB RALLIES AND ACTIVITIES IN REGIONAL VICTORIA SAFETY PLAN

Effective 16<sup>th</sup> September 2020

**CLUBS IN REGIONAL VICTORIA ARE PERMITTED TO HOLD RALLIES AND ACTIVITIES WHICH COMPLY WITH CURRENT RESTRICTIONS AND GOVERNMENT ADVICE.**

**Updates will be posted on the HRCAV website**

Clubs are required to prepare and implement a Safety Plan for rallies and Club activities. A Covid Safety Officer is to be appointed to facilitate implementation of the plan and monitor compliance with Covid rules and restrictions. A separate plan is required for competitions. 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?

## **CLUB RALLIES AND ACTIVITIES IN REGIONAL VICTORIA**

### **Current directives**

16<sup>th</sup> September 2020

#### **ARRIVE/RIDE/LEAVE**

- Prepare your Club safety plan to address areas of risk.
- Check with venue owners/managers regarding venue specific requirements.
- No more than one group of 10 riders may be at the venue at any one time (plus the coaches and minimum number of helpers required to run the activity). The only exception to this rule is where there is sufficient space to allow more than one group of 10 separated by a distance of 100m minimum. Groups must not intermingle whilst at the venue and facilities may not be shared.
- Avoid gathering. Ensure social distancing (1.5m) and good hygiene is strictly observed.
- Pre booking system for rallies with scheduled times to limit numbers and avoid overlap. No cash payments.
- Record name, contact details and time at venue for every person present.
- Administration and sign in organised to avoid gathering.
- Toilets may be used. Ensure regular cleaning.
- Provide hand sanitiser. Encourage attendees to wash hands regularly.
- Club rooms, canteens and other facilities closed. Toilets open.
- Non riding personnel to be kept to a minimum. One parent or guardian for junior riders.
- Regulate use of horse yards and washes to assist social distancing and surface transmission.
- Disinfect equipment after handling. Do not share equipment.
- The COVIDsafe app should be downloaded and active.
- Persons displaying any sign of sickness must not attend.
- Determine protocols if participant presents with Covid symptoms.
- A Covid safety officer is to be appointed to monitor compliance with rules and restrictions.

Clubs are permitted to reopen their locked grounds to members for training between rallies subject to venue owner/manager permission.

- Booking system to be implemented to limit numbers at the grounds at any one time.
- Rules in line with the requirements for rallies and group training must be applied.

All activities must be conducted outdoors. Indoor arenas remain closed.

## YOUR CLUB SAFETY PLAN

A completed form must be forwarded to HRCav office upon request.

<b>CLUB NAME</b>					
<b>RISK MANAGEMENT OFFICER</b>					
<b>EMAIL</b>				<b>PHONE</b>	
<b>DATE LAST REVIEWED</b>					

### 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

## **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 rallies and activities?

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

Physical distancing decreases the risk of transmission by reducing incidence of contact between people. The control of facilities and management of areas where people might gather will reduce the risk of COVID-19 transmission.

What measures have you put in place for managing entry and exit points, separating assembly areas, adjustments to activity timings and maintaining physical distancing of people?

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

How will rally bookings and payments be handled?

#### **4. Spectators/gatherings**

Gatherings are currently limited to groups of 10 people. Spectators, and other non-participants watching activities should not attend activities 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?

#### **5. 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 modifications can be made 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?

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

PO Box 209, Nunawading 3131 Ph: 03 9877 0330 Email: info@hrcav.com.au

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**6. Group activity**

Gatherings are currently restricted to up to 10 people outdoors (plus a coach or the minimum number of support staff reasonably required to manage the activity) which impacts group activities.

For group activities, what protocols are in place to enable a staged return to activities of small groups (up to 10) while abiding by social distancing requirements?

If your venue size and layout allows more than one group of 10, how will you ensure groups remain separate at all times.

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**7. Club rooms, 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?

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**8. Protocols**

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

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

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

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**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?

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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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