

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

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

CLUB SAFETY PLAN FOR RALLIES AND ACTIVITIES

VERSION 5: 1st November 2021



CLUB RALLIES AND ACTIVITIES IN REGIONAL VICTORIA SAFETY PLAN

Effective 1st November 2021

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

Updates will be posted on the HRCav website

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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?

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VERSION 5: 16th Sept 2020

CLUB RALLIES AND ACTIVITIES IN VICTORIA

Current directives

Day / Month/ 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. Nocash 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.

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YOUR CLUB SAFETY PLAN

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

CLUB NAME	Yarrambat Adult Riding Club				
RISK MANAGEMENT OFFICER	Wayne Spence – President Covid Marshall				
EMAIL	wsdzoo@bigpond.net.au	PHONE	0419 200 134		
DATE LAST REVIEWED	1 st November 2021				

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?

- This plan will be communicated to all Club members
- COVID 19 Signage has been erected at toilet facilities
- COVID 19 Signage has been erected on external walls and in car parking areas
- Hand sanitising dispensers have been installed in toilet and kitchen facilities

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

- This plan will be communicated to all Club members
- COVID 19 Signage has been erected at toilet facilities
- COVID 19 Signage has been erected on external walls and in car parking areas
- Toilet facilities will be cleaned and sanitised prior to Rally
- COVID 19 Signage will required those who use facilities to clean and sanitise the facilities they use
- At the completion of the event, the facilities will be cleaned and sanitised
- Cleaning completed by the Committee to be documented and filed

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

- There is a cleaning regime for common use areas prior to use.
- This has been increased to include a full clean and sanitise prior to and at the completion of the event
- Touch surfaces such as door handles and gates are included in these cleanings

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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 rallies and activities?

- Signage will be erected in car parks and on approach to arenas
- Rally instructors will be tasked to monitor Social Distancing within their lesson group
- Committee members in attendance will be tasked to monitor social distancing with those in attendance

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?

- A Committee member will be assigned as a Covid Marshall to greet all persons attending Rally at the gates.
- Details of all persons attending will be recorded using QR Code.
- Instructors and Committee members to monitor social distancing within the groups

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

- Committee member will meet all persons attending at the main gate
- Ensure all attending register by QR Code
- Check in will be viewed by Covid Marshall at the time of check in to view green tick for check-in plus green tick for vaccination,

How will rally bookings and payments be handled?

- An online booking system has been developed and has been in use.
- The On-Line system has a maximum of 10 riders at the nominated three sections of the grounds – Dressage arenas, Show Jumping Arenas and Cross Country Course.
- The on-Line system also has provision for the inclusion of details of one helper to attend with a rider.

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4. Spectators/gatherings

Gatherings are currently limited to groups of 15 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?
<ul style="list-style-type: none"> • This Plan will be communicated to all members • Rally Booking process will remind all members to limit Non- Riders from attending where possible. • The Covid Marshall on the gate will remind all Non-Riders of the Covid 19 Plan and to maintain social distancing whilst on the grounds. • The attending Committee members and the Covid Marshall will police adherence of Social Distance of Non- riders on the grounds

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?
<ul style="list-style-type: none"> • Members engaged in equipment set up are to use disposable gloves when handling equipment. • Gloves will be provided to all instructors to use when resetting jumping equipment • Equipment to be sanitised prior to and after set up

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6. Group activity

Gatherings are currently restricted to up to 15 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 15) while abiding by social distancing requirements?

- The Grounds can support three groups of 15 riders at three riding locations
- On-Line booking system for casual riding will only permit 10 riders in each location.
- On-Line booking system collects all relevant Contact tracing information.
- On Line booking system remind all members to us QR code when entering the grounds

If your venue size and layout allows more than one group of 15, how will you ensure groups remain separate at all times.

- The Grounds can support three groups of 15 riders
- Assembly and parking areas, for each area are in excess of 100 mts apart

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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

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| <ul style="list-style-type: none"> • Nillumbik Council have been engaged and provided advice received from HRCAV • Nillumbik Council will be provided a copy of this plan. • Any requirements placed on the Club by Nillumbik Council will be acted upon • Nillumbik Council has required all person attending their venues for organised events to be fully vaccinated. • YARC Committee has reviewed Nillumbik Council requirements and has directed all persons attending the grounds for horse riding activities must be fully vaccinated. • The Club Secretary and Covid Marshall are the only Committee members who have knowledge of all members vaccination status |
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How will you ensure the one person per four square metres rule within these facilities is adhered to?

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| <ul style="list-style-type: none"> • The Club Rooms are 120 sq mtrs in area • The average Rally attendance in approx. 25 riders + 5 instructors • Should all Rally attendees be in the Club rooms at any one time, the 4 sq mtrs can be achieved • Covid Marshall in attendance will monitor and ensure Social Distancing • The Grounds are 60 acres inclusive of the Cross Country Course. • Riders on horseback as a practice remain in excess of 2 metres from each other for safety of themselves and their horses. |
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What specific hygiene measures will you take in food handling areas?
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| <ul style="list-style-type: none"> • Food preparation will be conducted in accordance with Food Preparation Regulations • Hand sanitiser dispensers have been installed in the Clubrooms |
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Which high touch common surfaces/areas require regular cleaning? How will this be addressed?
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| <ul style="list-style-type: none"> • The Club has the main gate with is usually touched be everyone in attendance. • Rallies will now have a Committee member (Covid Marshall) meeting arrivals and recording those exiting. This person will operate the gate. • Prior to rally the top rail of the gate will be cleaned and sanitised. • Once Clubrooms are permitted to open the door will be chocked open, diminishing the need for multiple people touching the handle. • Prior to and at the completion of rally all touch surfaces will be cleaned and sanitised. |
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8. Protocols

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

- When checking in at the front gate, Covid questions will be asked as part of the attendance check in process.
- Rally booking process will also remind members not to attend venue if suffering cold / flu symptoms

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)?

- Should anyone attend with symptoms, temperature etc, the Committee Member (Covid Marshall) at the gate will refuse entry, and suggest the person attend for a Covid 19 test as soon as possible
- Details will be recorded and a request made to the person to advise the Club of the result

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

- The Club has an effective Communication Plan using
 - emails,
 - facebook
 - website
 to keep members informed.

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?

- Emails from the President and Secretary with attachments
- Zoom meetings to Committee and / or full membership dependent on matters to be discussed
- Facebook postings
- Club Website

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

- All Club documents / emails will have a COVID 19 Banner detailing this information

What are your strategies to address non-compliance?

- Non-Compliance with this plan will be treated as a serious breach of Club Rules
- This will invoke disciplinary action by the Committee as per our Rules
- Sanctions can range from suspension of rights to expulsion from the Club

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Attendance Register

[Club Name]

Activity: _____ **Location:** _____ **Date:** _____

Arrival time	Departure time	Full name	Phone	Email address	Club	Role	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?	Downloaded and using Services Vic app?

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