

# DS68 – BRC COVID-19 Sport Resumption Guidance

October 2020 – Version 3 (all changes in red)



## GUIDANCE FOR EVENTS AND ACTIVITIES

As it becomes possible for some activities to resume, organisers should look to maintain social distancing and other appropriate safety measures at activities, wherever possible. It is often un-mounted activities that cause people to be in close proximity, rather than riding and competing.

There are a number of suggestions which can be considered for each different type of BRC activity, in order to change the way things are organised and run, to assist with social distancing and COVID-19 health and safety implications. It should be noted that the following measures are not mandatory; simply guidance to give organisers some ideas for how they can alter the running of the event to comply with COVID-19 restrictions. As with any event, a thorough risk assessment must be carried out for each activity, detailing the risks and the appropriate control measures that will be in place. The measures detailed below could form some of your control measures. See the later section on Risk Assessments for further guidance on this. It should also be noted that whilst there is a long list of adaptations here that may be considered for your event, all measures you take with regards to COVID-19 should be reasonable and practicable, and there may be some suggestions here that are simply not possible to implement for your specific event. Additional costs will be inevitable in altering the way we run activities, but these costs should always be assessed again with 'reasonably practicable' in mind.

**IMPORTANT NOTE:** This list of suggestions covers all types of usual BRC activity. This guidance must be read in collaboration with the latest BRC Update which will detail exactly what types of activity are currently permitted. Not every activity on this list will be permitted straight away, but including them gives, organisers time to prepare. *(Please refer to the latest BRC Update document for numbers/activity permitted in each of the four devolved nations.)*

## General Considerations for all BRC Activities

1. Events will need to adapt; greater segregation will be necessary with events running with less entries and with larger gaps between competitors.
2. If opening up events to non-members, ensure they have completed and submitted our **Non-Member COVID-19 Event Declaration Form**. This can be found on the BHS Cloud. This form collects the details required for NHS Test and Trace purposes, along with contact details that may be needed for BRC following up any issues. Full guidance on collecting and storing details for NHS Test and Trace can be found at the link at the end of this document. For NHS Test and Trace, data should be kept for 21 days before being securely destroyed. BRC advise that this data is kept for up to six months – this extra time allows BRC to contact individuals if there are any issues arising from the event i.e. non-compliance with guidelines. The form includes a field for organiser use, to record competitor number and times. This information will be useful should a NHS Test and Trace procedure be needed. All forms should be

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collected in this way cannot be used for any other purpose by the club i.e. marketing. Specific permission is required if you intend to do this and we would suggest asking for that permission at a different time i.e. on an entry form.

3. Limit numbers on site, **(Please refer to the latest BRC Update document for numbers permitted in each of the four devolved nations)**. Unless otherwise directed by government guidance, we would suggest the rider plus one helper for each horse. In addition to this, one extra additional person could be permitted per junior or disabled rider. You could go so far as to ask for the names and contact details for every person that will be coming on site, and check these off at the entrance as people arrive.
4. If there are still government travel restriction in place, it may be necessary to limit the geographical distance from where you can accept entries.
5. Always check with your venues in case they have any specific requirements for you. It is good practice to ask to see their relevant risk assessments and they may want to see yours.
6. An activity may be run at a venue where there is also another activity taking place, as long as both groups have completely separate areas i.e. two parking areas, two arenas and two toilet facilities.
7. Take into consideration vulnerable groups with regards to volunteers and officials. Events will need to adhere to the current advice for these groups.
8. Make it clear at the time of entry that anyone displaying COVID-19 symptoms, however mild, should stay at home. Anyone who has been in contact with someone that is showing symptoms should stay at home. Anyone considered vulnerable should stay at home.
9. Ask all those attending to check their own temperature before leaving home. This applies to volunteers and officials too.
10. Riders to be permitted to wear soft face masks that cover the mouth and nose, but no face shields are permitted. Nothing is to be attached to the riding hat.
11. It would be sensible to start running activities at the lower levels, to take into account that riders and horses will not have done much during the lockdown period.
12. Before the event, send all attendees information regarding what to expect at the event, and what will be required of them and their supporters. Ask them to share this with their travelling supporters. A map of the venue would be useful, clearly showing the parking and arenas areas, with a clear route marked to the toilet facilities.
13. Anyone that does not comply with event protocols will be disqualified and asked to leave site immediately. There will be no exceptions to this rule. Any such instances will also be reported to BRC HQ for further disciplinary consideration if deemed appropriate.
14. Passport checking should be done electronically before the event for the remainder of 2020. Checks should not be done in person on the day. Team managers should collate for their team, check the vaccinations and send them to the designated checker for the event. All passports should continue to travel with the horse as it is a legal requirement.

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15. Limit money exchanging hands on site. All entries could be done via PayPal/bank transfer. When the need arises, contactless payments will become invaluable going forward, so clubs are encouraged to explore the different options for having this feature set up (e.g. SumUp, iZettle, Square). When contactless payments can be offered safely, there will be a need for further safety measures to be implemented such as Perspex screens between the official and customer. It would also be a good idea to inform any contractors you regularly use that they will be required to have contactless payment options available.
16. Consider a COVID-19 compliance volunteer. This person will monitor the event to ensure all protocols are adhered to. This could be your current health and safety officer, and will act as an extra pair of eyes around the event, monitoring any control measures you have implemented.
17. Display signage reminding people to wash their hands regularly and reminding them of other COVID-19 related safety measures in place. If a PA system is in use, regular reminders can be aired. Some template signs are available on the BHS Cloud.
18. Consider an increase in the cleaning of communal facilities such as toilets, throughout the event. There should be signs to prevent more than one person entering at a time and explaining the procedure for use. The following procedure may be useful:
  - Maximum occupancy in the toilet area of 1
  - Sanitize your hands before entering the toilets (sanitizer will be provided)
  - Open and close all doors in and out with a fresh paper towel which has been provided
  - After using the toilet – cleanse all surfaces you have touched using the provide cleaning materials
  - Wash your hands thoroughly with soap and water after use of the toilet and clean down the area you have touched with the provided cleaning materials. Use the disposable paper towels to dry your hands and put in the supplied bin
  - Open all doors on your way out with a fresh paper towel which has been provided and put in the bin outside
19. Use paper towels for hand drying rather than reusable towels or hand dryers. Any paper towel waste must be double bagged before being disposed of.
20. Consider hand sanitising stations around the site. Hand sanitiser to be placed in all key areas of the site; collecting rings, gateways, washroom facilities etc.
21. The sharing of equipment should be avoided wherever possible. Otherwise, sanitise equipment thoroughly - radios, clipboards etc. Note: cleaning of hired equipment such as radios, must be done following guidance from the hire company to ensure safe cleaning of electrical equipment, both mains & battery. Could people be asked to bring their own equipment?
22. Could text messages or WhatsApp be used instead of radios for some functions i.e. passing on scores? This would enable people to use their own mobile phones and reduce the need for shared equipment.

23. Regularly clean gates, toilets, doors and other communal facilities throughout the day with a suitable detergent. Remember to use and dispose of all chemicals and detergents in accordance with the manufacturer's instructions. Rubbish bins to be emptied regularly.
24. Mark out parking spots before the day or use a parking steward. Lorries should be the following distances apart:
  - a. 10m apart allowing tying up of horses on both sides
  - b. 5m apart if allowing tying up of horses on one side
  - c. 3m apart as the minimum allowed, and with no tying up of horses permitted
25. Identify and list any pinch points at your event. These are activities that cause many people to come into close contact with one another, for example: Declarations, food van queue, secretary's marquee, scoreboards, collecting dressage sheets, presentations. It is best practice to implement 'one-way' systems in any enclosed areas – using separate doors for entrances and exits.
26. Social spaces at venue should remain closed i.e. galleries, seating areas, club house, offices.
27. You may wish to implement a 'no dog' policy.
28. Declarations – can riders declare by email/text. All changes to be done the night before. Limit the amount of people in the marquee and lay out markers to keep people 2m apart. Stop people approaching the desk directly, keep them 2m away. Use a screen if possible, to separate the official from the competitors. Have hand sanitiser available in the area. Allow people to use bridle numbers or ask them to print a number at home on A4 and use a bib holder. Do you need a declaration area? Could this be a designated phone number to an official based on site, to prevent unnecessary interaction?
29. Food Van – Ask competitors, volunteers and officials to bring their own food so they are self-sufficient. If you do need a food van, consider getting two to cut queues right down. Or taking orders for specific time - slots for collection. Lay out markers to keep people 2m apart. All cutlery etc must be disposable. Any on-site catering facilities should only offer take-away service to encourage people not to stay at the site for longer than needed.
30. Secretary's Marquee – Limit the amount of people in the marquee and lay out markers to keep people 2m apart. Stop people approaching the desk directly, keep them 2m away. Use a screen if possible to separate the official from the competitors. Have hand sanitiser available in the area. Allow officials and volunteers to check-in by phone. Do you need a secretary's area? Could this be a designated phone number to an official based on site, to prevent unnecessary interaction?
31. Scoreboards – Post scores on a Facebook page or send to a club website to avoid the need for scoreboards where crowds will gather.
32. Presentations – Post rosettes and prizes after the event to avoid having gatherings for prize-giving's. Are rosettes necessary? Could we run without them, thus reducing the amount of post and items being shared after the event?

33. Scorers – Can you have family/household/friendship groups that socialise outside of competition, covering each class or two classes each? Keep them a good distance apart. Hand sanitiser available. Could you use remote scorers using appropriate IT i.e. WhatsApp / Wi-Fi etc.
34. Official photographers – Online sales of photographs only – no viewing or purchasing on site.
35. Trade stands – Ensure social distancing and hygiene measures are in place, and they should be organised with enough distance between stands to allow for this.
36. Stables – If stabling is absolutely necessary, consider only allocating every-other stable, leaving a gap between them. Stables must be disinfected between users, access to the stables should be limited, and the use of PPE may be considered in this area as it is a reduced space (see a link to further guidance on PPE in point 45).
37. All queries to be text to the event phone within 30 mins of results being posted online. Strictly no objections after this time.
38. Event paperwork – Where possible, can the paperwork be replaced with radio or phone messages? If score collectors are necessary, paperwork should be put into a plastic folder by the judge, so that the score collector does not touch it. The plastic folder to then be left outside the scorer's office. Everyone handling paperwork to have PPE and hand sanitising facilities.
39. Consider your competition structure. One round of show jumping and straight into a jump-off may stop competitors congregating between rounds. Limit numbers in the collecting ring. Have a separate entrance and exit to the warm-up area and consider a designated cool-down area. ***(Please refer to the latest BRC Update document for numbers permitted in warm-ups in each of the four devolved nations.)***
  - a. In a 20m x 60m arena = 4 horses
  - b. In a 25m x 60m arena = 5 horses
40. Ask competitors not to arrive before a stated time and then ask them to leave once they are finished? It is tempting to stay and watch teammates but anything that reduces numbers on site at the same time is a positive.
41. Be flexible with entry fees wherever possible. Ask people to only attend if they feel well/have not come into contact with anyone that is unwell. Be prepared to refund these fees to make sure people do not attend for financial reasons.
42. Vulnerable/Elderly – If you use anyone in these categories for volunteer roles consider standing them down during this time. Alternatively put them in a non-member facing role where they are with their own household only. It could be that they are able to carry out a role for you at their home i.e. checking passports before the event.
43. Volunteers – Can you ask riders to assist with some roles wherever possible, to further reduce numbers on site. Give consideration to volunteer briefings and appropriate roles.

44. It is useful to have a list of other volunteers and officials who could be called upon at the last minute, in case any key personnel are taken ill in the run-up to the event and need replacing.
45. Non-clinical PPE (personal protective equipment) such as face masks and gloves should always be used as an additional or 'last' measure to control a risk. If there are areas where social distancing cannot be maintained, then PPE would certainly be needed. Provision of PPE for other roles, such as arena party, where there is regular contact with equipment, may be a good additional control measure to implement. It is acceptable to ask those attending to bring their own PPE if they wish. Any PPE provided by the event should be sourced from a reputable supplier to minimise the chance of it being sub-standard. When issuing PPE, remember that some people have allergies to certain materials, and this should be taken into consideration i.e. allergies to latex gloves. All used PPE should be disposed of carefully, ideally by double-bagging.
46. Hand sanitiser / alcohol gel – This is classed as a hazardous substance and should carry flammable substance sign and warning on container. If decanted into a dispenser then the dispenser should also be signed, or additional signs displayed showing flammable liquid/gel in use with no smoking signs. The ignition temperature of alcohol gel is surprisingly low, so care should be taken if storing in a hot car or judges box.
47. RIDDOR reporting – There are set instances when a COVID-19 incident should be RIDDOR reported. Further guidance can be found on the HSE website, as referenced at the end of this document.
48. Judges – We are aware there may be a shortage of qualified dressage and SJ judges, If you have difficulty securing any, then please do contact BRC HQ for dispensation to use an alternative official.
49. Media - Restricted numbers of press members may be permitted to attend shows if they have applied to the organiser in advance. Any press turning up without permission may be refused entry. All media must conduct their own risk assessment and adhere to all social distancing restrictions and other protocols set out by the venue. Organisers are responsible for accepting or declining applications in order to limit the number of media representatives on site at any one time.
50. Hat Checking / Tagging and Body Protector Checking – At all qualifiers, hats still need to be checked and tagged. Hats should be treated like any other 'equipment'; with gloves and had sanitiser for the tagger to use between touching each hat. It would be helpful if the owner of the hat could be asked to find the label in the hat and have it on show so the contact from the tagger is minimal. The hat to be placed on a table and then the rider steps back before the official takes it. This will maintain the 2m social distancing. For all other BRC activities, the checking of hats has never been mandatory, so we advise this is not carried out at this time. It will remain the rider's responsibility to make sure they are wearing a hat to the correct standard. This is the same for body protectors – officials do not need to handle these – checks can be done by viewing the label from a distance.

51. Consider having a dedicated 'dignity area' which can be used should a medic need to assist a casualty. This has restricted access and is only used for this specific purpose. Any surfaces to be sanitised between use.

### Dressage Specific Considerations

In addition to the above where applicable:

1. Dressage Sheets – If your event is small enough, take photos of each test sheet and text it to the competitor. Post sheets after the event or scan and email them.
2. Judges – Can your dressage judge provide their own writer from their own household or family / bubble that they would socialise with outside of the event? This would limit interaction between strangers. Do they need a writer at all? Could the dressage judges simply give a mark with no comments? Could a writer be sited in a separate car, with a radio or Bluetooth connection? You may need to schedule longer breaks between tests if a judge does not have a writer, to enable sufficient time for comments. We would suggest 3 mins between tests. With the socially distancing requirement now reduced to 1m plus, it may be possible to have a judge and writer in the same box, if there are additional provisions i.e. screens, face masks and good ventilation. This may also work in a car. Decisions on this should be made in consultation with the official involved. ***(Please refer to the latest BRC Update document for numbers permitted in each devolved nation).***
3. Limit numbers in the warm-up (depending on size of area).
4. If riding two tests, schedule them to be 30-40 mins apart so that competitors can leave as soon as possible.

### Show Jumping Specific Considerations

In addition to the above where applicable:

1. Consider virtual course walks. Video the course being walked and upload on social media along with the course plan and distances. Schedule in many more course walks if still holding them in person, with limited numbers on each. Competitors could be given a specific time for their course walk, along with their competition time.
2. Always give times to each competitor. Do not use a "number on the board system". If someone misses their slot, they will not be fitted in at a later time to avoid extra people gathering in the warm-up.
3. Limit numbers in collecting ring (size dependent) and keep all riders on same rein, swapping when instructed by a steward. Consider a separate entrance and exit to the warm-up, and a designated cool-down area.
4. Sanitise all jump equipment before and during competition, where stewards are touching poles and cups etc.
5. No grooms or helpers in the collecting ring. One volunteer to alter practice fences.
6. One rider in the competition ring at a time. We would suggest a minimum of 3 mins between competitors.

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7. Do you need a commentator? Could the timekeeper simply announce each competitor to cut down on bodies in the box. Hand sanitiser available. With the socially distancing requirement now reduced to 1m plus, it may be possible to have more than one person in the same box, if there are additional provisions i.e. screens, face masks and good ventilation. This may also work in a car. Decisions on this should be made in consultation with the officials involved.  
*(Please refer to the latest BRC Update document for numbers permitted in each devolved nation).*
8. No arena party – the course builder to be the only one touching the jumps.
9. Hand sanitiser etc available for any arena party to use throughout the competition. Arena party to be situated individually around the arena unless form same households.

### **Arena Eventing Considerations**

In addition to the above where applicable:

1. Fences can be rustic show jumps to reduce safety concerns over fixed fences.
2. Consider virtual course walks. Video the course being walked and upload on social media along with the course plan and distances. Schedule in many more course walks if still holding them in person, with limited numbers on each. Competitors could be given a specific time for their course walk, along with their competition time.
3. Always give times to each competitor. Do not use a “number on the board system”. If someone misses their slot, they will not be fitted in at a later time to avoid extra people gathering in the warm-up.
4. Limit numbers in collecting ring (size dependent) and keep all riders on same rein, swapping when instructed by a steward.
5. Sanitise all jump equipment before and during competition, where stewards are touching poles and cups etc.
6. No grooms or helpers in the collecting ring. One volunteer to alter practice fences.
7. If space allows and two riders are on course (one starts as the other finishes) make sure entrances and exits are a good distance from each other. Ideally 15m.
8. Do you need a commentator? Could the timekeeper simply announce each competitor to cut down on bodies in the box. Hand sanitiser available.

### **One-Day-Event and XC Specific Considerations**

In addition to the above where applicable:

1. For dressage and show jumping phases follow guidelines above.
2. Increase distance between vehicles in the lorry park to 10m to allow washing off after cross-country.
3. All equipment is sanitised before distribution.

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- Whistles to be thoroughly cleaned and ideally disposed of post-event. Alternatively, whistles could be given to officials for them to keep and take home.
- Competitors asked to return to their vehicles and stay there between phases.
- Do a virtual fence judge briefing the night before an event, or consider two briefings. One for new stewards and one for experienced stewards to limit numbers.
- Course should be designed so a fence judge can judge two fences to limit the amount of volunteers needed. Fence judges should be pairs from the same household/familial group to meet social distancing requirements. Or in two separate cars parked at the same fence. It should be clearly agreed which person is responsible for which role at a fence in this case, so there is no confusion over tasks.
- Cross-country control and commentary usually sit together. If not from the same household/familial group, then 2m distance must be observed. No sharing of equipment. It could be that you do not need a commentator, thus reducing the number of people in the control box.
- Riders go in a strict numerical order with limited numbers in the collecting ring.
- Scorers - unless from the same household/familial group should observe same measures as cross-country control.

### Club Training Session Specific Considerations

In addition to the above where applicable:

- Limit sessions to very small groups to start with, in line with current government guidance. ***(Please refer to the latest BRC Update document for numbers permitted to take part in each devolved nation).***
- Have minimal other people there i.e. just the trainer and maybe one member of the committee if necessary.
- Ask riders to arrive at a certain time and leave by a certain time.
- Ask riders to tack up as soon as they arrive and ride straight to the area for the lesson.
- Consider organising lower level sessions to start with as people return to a more regular riding routine.

### Sponsored Ride / Fun Ride Considerations

In addition to the above where applicable:

- Payment before the events.
- Riders in pairs only, with members of the same household / yard (based on current government advice)
- Times given beforehand, setting people off at sensible intervals.
- Numbers to be printed at home and bibs to be used.

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5. A telephone system to confirm arrivals and departures will avoid the need for interaction at a secretary's desk.
6. Minimal stewards should be used. Stewards should work on their own or with other members of their own household only. They must be in radio / phone contact with the organiser and be briefed as to their role and how to carry it out whilst maintaining relevant social distancing measures i.e. if needing to assist a rider.

### **Camp Specific Considerations**

In addition to the above where applicable:

Camps can be held in line with the current government guidance on numbers. Overnight stays are permitted providing suitable facilities and management are in place. ***(Please refer to the latest BRC Update document for numbers permitted in each devolved nation and details relating to overnightstays.)***

### **Committee Meeting and AGM Specific Considerations**

In addition to the above where applicable:

1. Continue to host these virtually.
2. If meetings in person are absolutely necessary, then meet outdoors wherever possible and maintain the current social distancing measures.

***(Please refer to the latest BRC Update document for numbers permitted in each devolved nation.)***

### **Social Event Specific Considerations**

In addition to the above where applicable:

1. Social events and gatherings can be held in line with the government's latest guidance on numbers in a group.
2. Certain events such as quizzes can be hosted virtually.
3. No tack sales to be held for the foreseeable future due to the mass contamination of goods.

***(Please refer to the latest BRC Update document for numbers permitted in each devolved nation.)***

### **VET COVER**

It is possible that the provision of vet cover may be affected by the ongoing COVID-19 situation. Wherever possible, the BRC minimum level of vet cover rules must be adhered to for each type of event. These can be found in the current BRC Handbook. If you have difficulties in organising the required minimum level of cover, then this needs to be addressed in your risk assessment and should only be accepted with extreme caution. It should be noted that any changes would only be an acceptable if the reasons for the change in cover were justified as being solely due to COVID-19, and if alternative / additional measures were able to be put in place to cover the risk.

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An example of this might be where local vets are still operating with reduced staffing levels, and so cannot spare a vet to be on-site for the day. But the practice is extremely close to your venue, and you have an assured, acceptable response time to any incidents you may have. In this situation you would need to inform all attendees of the organised level of cover so that they can then choose whether or not to attend the event, based on this knowledge.

## FIRST AID COVER

It is possible that the provision of medical cover may be affected by the ongoing COVID-19 situation. Without exception, the BRC minimum level of medical cover rules must be adhered to for each type of event. These can be found in the current BRC Handbook. The risk assessment for the activity should take into account any medical cover issues i.e. local A&E still closed to general admissions.

Whilst professional medical providers will be thoroughly informed as to safe working practices with regards to COVID-19, there may be some concern amongst volunteer first-aiders. Guidance for volunteer first-aiders in dealing with casualties during this time is currently limited. However, the most up-to-date guidance on this can be found in a few different places, all listed both below, and at the end of this document. If a first-aider does not feel comfortable in carrying out the role, then this is to be respected. It may be that you need to enhance your cover to a professional provider, if you cannot find a volunteer first-aider willing to take that role.

Here are some other useful things to consider and pass onto your first-aider:

1. Ask your first-aider to read the information ahead of acting as cover for your event. Get a written acknowledgement that they have done this and still agree to providing your cover.
2. Whilst it is advised that social distancing should be observed where at all possible when treating a casualty, the provision of some appropriate PPE is recommended in case your first-aider does have to break social distancing guidance. The following would be sensible to include in your first aid kits: hand gel, gloves, disposable apron, face masks (single use only) and a resuscitation shield or breathing mouth piece (not to be used until current guidance permits rescue breaths). Waste bags would also be useful for the safe disposal of any items used, which should all be double bagged. It is the organisers responsibility to provide these, along with the first aid kit, unless other arrangements have been made with the first-aider.
3. It may be useful to purchase a CPR pocket mask as an addition to your first aid kits, which negates the need for facial contact during CPR.
4. If you are unable to find a volunteer first-aider and have to resort to a professional medical provider, then it would be reasonable for any additional cost to be passed on to the riders, along with an explanation, in the form of a medical cover levy.
5. General advice for first-aiders treating casualties can be found on the St John Website here:

6. Advice on resuscitation and performing CPR can be found on the Resuscitation Council UK website here:

<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

7. Although for a slightly different role, government advice for First Responders can be found here:

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

8. The legal perspective for first-aiders operating during this time can be found here:

<https://www.kennedylaw.com/thought-leadership/article/first-aid-in-the-construction-industry-amidst-the-covid-19-pandemic>

9. The latest government advice for first aiders can be found here:

<https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm#non-healthcare>

## RISK ASSESSMENTS

Risk assessments should be reviewed for all BRC activities, to take into account the current COVID-19 situation. We would recommend a specific COVID-19 risk assessment is produced as a stand-alone document, which takes into consideration all the extra risks associated with running activities at the present time. This can then be referred to in other risk assessments you will have for specific activities and therefore reduce the need for duplicating the information in multiple places. **IMPORTANT NOTE:** It is vital that if completing a separate COVID-19 Risk Assessment, it is referenced in your event specific risk assessment by adding a new line. For example:

What are the hazards?	Who might be harmed?	How might they be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Date done
<i>EXAMPLE: COVID-19</i>	<i>EXAMPLE: Riders, Officials, Volunteers, Public</i>	<i>EXAMPLE: By the spread of COVID-19 through airborne or droplet transmission, or by touching infected surfaces</i>	<i>EXAMPLE: See COVID-19 Specific RA (attached) which will take precedence in the event of duplicated controls.</i>	<i>EXAMPLE: Ensure controls identified in COVID-19 RA are implemented, monitored and reviewed</i>	<i>EXAMPLE: Organiser</i>	<i>EXAMPLE: 01.09.20</i>	<i>EXAMPLE: 30.08.20</i>

It should also be noted that there is a long list of adaptations in this document that may be considered for your activity. Do remember that all measures you take with regards to COVID-19 should be reasonable and practicable, and there may be some suggestions here that are simply not possible to implement for your specific event. Additional costs will be inevitable in altering the way we run activities, but these costs should always be assessed again with 'reasonably practicable' in mind. Remember, riders, officials and volunteers will not want to be going to un-safe events and activities, so there is a huge benefit in taking the extra time and effort to put in place any additional arrangements.

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## Completing a COVID-19 Risk Assessment

BRC do not usually advocate the use of any sort of 'templates' for risk assessments due to the temptation to copy the entire document when it may not all be applicable. However, in these unusual times we felt it would be helpful to give you all some guidance on what you may include in your COVID-19 risk assessment, given the exceptional circumstances this creates. It should be noted that all risk assessments must be current and applicable to your individual circumstances, so we urge you to read through the template document and amend or change things to suit your particular situation.

See the separate document - ***BRC COVID-19 risk assessment template***. Some likely hazards have been filled in to assist you in thinking along the right lines. Please note: these suggestions are not a finite list, and the template must be adapted for your particular activity. When it comes to filling in who may be harmed, its best practice to identify groups of individuals such as 'riders, officials and volunteers', rather than simply specifying 'everyone'. When filling in what you can do to reduce the risk, you can choose some applicable control measures from this document or add any others that you may think of. Remember that risk assessments remain working documents, right up until the end of the activity, and so may be amended or added to at any time.

For event specific risk assessments, you should only include hazards specific to that event i.e. you would not have SJ warm-up hazards listed if it was a risk assessment for a dressage show – this would indicate that you had not given due consideration to your assessment of the activity. However, for the COVID-19 risk assessment, it is acceptable to assess any hazards and their associated controls for all types of activity you may run in the future, on the one document, as it is a general assessment that is a supplement to your main event risk assessment. Any sections that are then not applicable for a certain event, can simply be scored through and marked 'N/A' when it is added to the specific event safety file. You must also note which risk assessment takes precedence if the same hazard is detailed in both but controlled in different ways.

Your COVID-19 specific risk assessment should be reviewed regularly and amended as government or industry advice changes. It is recommended that the COVID-19 risk assessment is completed to cover a period from your first planned event, up until 31.12.2020 as a maximum. After this date, an assessment should be completed for a new time frame.

### Holding Virtual AGM's

With the current and on-going restrictions to groups meeting up, we have put together some helpful tips for running your Club AGM virtually. Whilst sporting and coaching activities are currently exempt from the recent restrictions on numbers meeting up, activities such as committee meetings and AGMs should continue to be held virtually, as this is a perfectly achievable, alternative way of managing them. The majority of clubs will have details in their constitution regarding how and when an AGM must be held. Clubs do have to hold an AGM each year if it is in their constitution. However, given these unprecedented times, it is understandable if that AGM is held in an alternative month to usual. If your club missed holding an AGM this year, then this should be arranged virtually, as soon as is practically possible. Here are some helpful points to remember:

The virtual AGM should be run in the usual format and use the usual agenda.

- All members must be given the amount of advance notice as detailed in your constitution. This is usually 14-28 days' notice.

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- All members must be sent any items or proposals in advance of the meeting so that they have the time to read and consider them. This includes any accounts that are to be presented.
- If members are not able to attend the virtual AGM, they must be given the opportunity to submit comments or questions in advance of the meeting, which are then read out in their absence.
- Any nomination of officers etc can be done as usual or you may decide to propose and vote that the current committee remain in place for another year due to the extraordinary circumstances and to keep continuity at a difficult time.
- If you do not have the technology to run your AGM virtually, BRC can arrange for them to use Starleaf for free. Please contact [megan.gibbs@bhs.org.uk](mailto:megan.gibbs@bhs.org.uk) for further information.
- For further information about running and AGM, please see Datasheet 21 Roles of a Riding Club Committee, which is available on the BHS Cloud.

### QR Code Posters for Events

In keeping with the release of the new NHS Covid-19 app, the Government have released a QR Code generator for organisations, venues and businesses to speed up registration of entry/attendance. It is very simple to apply to get a unique QR code poster for your event or activity. If you are using an established venue, they should already have this information generated and available upon entry to the site. However, it is best practice to ensure the activity organiser also produces a poster which can be used for that specific event.

Simply visit the following web page and fill in the details of the organiser, event and location. Your unique QR poster is then emailed to you and can be printed off and displayed around your event site.

<https://www.gov.uk/create-coronavirus-qr-poster>

It should be noted that events must still ensure they collect and keep the names and contact numbers of everyone attending, and securely keep these details for 21 days.

Please note: Producing a QR code poster is currently only a recommendation, but this may become mandatory in the future.

### FURTHER ADVICE AND INFORMATION

- The BHS have a range of additional guidance which can be found on the website here: <https://www.bhs.org.uk/advice-and-information/coronavirus-covid-19> This includes advice for horse owners on bringing horses back into work after having some time off.
- BRC Datasheet DS19 – Carrying out a Risk Assessment – available on the BHS Cloud
- COVID-19 guidance for first-aiders is currently limited, but some useful advice can be found here:
  - <https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

- <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>
  - <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>
  - <https://www.kennedyslaw.com/thought-leadership/article/first-aid-in-the-construction-industry-amidst-the-covid-19-pandemic>
- Some useful event guidance can be found on the Sports Ground Safety Authority website here: <https://sgsa.org.uk/>
  - Some useful club guidance can be found on the Club Matters website here: <https://www.sportenglandclubmatters.com/>
  - The British Equestrian website also has some guidance surrounding other equestrian disciplines: <https://www.britishequestrian.org.uk/news>
  - Each discipline will have their own specific information which can be referred to for further guidance and ideas. See BE, BS, BD and PC websites.
  - Further information on RIDDOR reporting COVID-19 cases can be found here: <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>
  - For government advice on how to work safely during the coronavirus pandemic, see here: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>  
PPE specific advice can also be found here by choosing 'construction and other outdoor work' and then point 6.
  - For information on NHS Test and Trace, see here: <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>
  - Some template event signs can be found on the BHS Cloud.