

DS8 – COVID-19 Event Resumption Guidance

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As government guidance allows, BHS activities may resume providing the correct measures are put in place by the organisers to ensure they are COVID-19 secure. This Datasheet is a comprehensive document, considering possible measures for a number of different BHS activities. Organisers are encouraged to use the parts which are applicable to their specific activity and note that not all of this will be relevant to every event.

GUIDANCE FOR BHS EVENTS AND ACTIVITIES

When it becomes possible for BHS external activities to resume, staff and volunteers should look to maintain social distancing and other appropriate safety measures wherever possible. It is often un-mounted activities that cause people to be in close proximity, rather than actually riding.

There are a number of suggestions which can be considered for each different type of BHS activity, in order to change the way things are organised and run, to assist with social distancing and COVID-19 health and safety implications. 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 will 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 measures covers all types of usual BHS activity. This guidance must be read in collaboration with the latest BHS Update which will detail exactly what types of activity are currently permitted in each Nation. This guidance is subject to change, as and when new government updates are received.

The following guidance is split into the following sections:

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Section 1 - General Considerations for all BHS Events and Activities

The following are general considerations for thought when organising a BHS activity:

1. Adaptation - Activities will need to adapt; greater segregation will be necessary with events running with fewer numbers/entries and with larger gaps between riders.
2. Attendees - Ideally, only allow BHS members to attend. This ensures we have full contact details for all attendees, making it easier to trace who was at what activity. Records of attendance should be kept for 6 months. If non-members are allowed to attend, ensure you have individuals' full name, address and telephone number, which can be used for track and trace if required. This is also applicable to all volunteers and officials at the activity.
3. Capacity - Limit numbers on site. Unless otherwise directed by government guidance, for mounted activities 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 riders with disabilities. 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. Distance - If there are any government travel restrictions in place, it may be necessary to limit the geographical distance from where you can accept entries.
5. Venues - 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. Multiple Activities - 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 adequate toilet facilities.
7. Unwell Attendees - 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. You could ask all those attending to check their own temperature before leaving home. This applies to volunteers and officials too.
8. Face Coverings - 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.
9. Level of Activity - It would be sensible to start running ridden activities at the lower levels, to take into account that riders and horses will not have done much during the lockdown period.
10. Before the Activity - 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.
11. Non-Compliance - Anyone that does not comply with event protocols will be asked to leave site immediately. There will be no exceptions to this rule. Any such instances will also be reported to BHS HQ for further consideration if deemed appropriate.

12. Passports - No passport or vaccination checking should be done on the day. However, all passports should continue to travel with the horse as it is a legal requirement. If passport / vaccination checks are required, these should be done electronically before the event.
13. Event Money - No money should exchange hands on site. All entries to be done via PayPal/bank transfer. When the need arises, contactless payments will become invaluable going forward, so organisers 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. Any donations for fundraising rides must be done by PayPal, bank transfer, or a contactless payment option.
14. Equipment - The sharing of equipment should be avoided wherever possible. Otherwise, equipment must be sanitised 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.
15. Radios - 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.
16. Site Organisation - Identify and list any pinch points at your activity. These are areas that cause many people to come into close contact with one another, for example: checking-in desk, 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.
17. Dogs - You may wish to implement a 'no dog' policy. If dogs are allowed, they must be kept on a lead at all times.
18. Competitor 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?
19. Catering – 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.
20. Secretary / check-in area – Limit the amount of people in the area 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?

21. 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.
22. Official photographers – Online sales of photographs only – no viewing or purchasing on site.
23. Trade stands - Appropriate social distancing and hygiene measures must be in place and they should be organised with enough distance between stands to allow for this. You should ask each stand for their COVID-19 risk assessment, along with their usual one.
24. Farriers – Are these required on site? Whatever arrangements are made, anyone attending should be aware before they come, so they can plan accordingly.
25. 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.
26. Competitor Queries - All queries could be text to the event phone within 30 mins of results being posted online. Strictly no objections after this time.
27. 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.
28. Competition Structure - Consider your competition structure. One round of show jumping and straight into a jump-off may stop competitors congregating between rounds.
29. Rider Times - Ask riders not to arrive before a stated time and then ask them to leave once they are finished
30. Entry Fees - 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.
31. 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.
32. 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. 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.
33. 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.

34. 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 BHS for dispensation to use an alternative official.

Section 2 - Mandatory Measures for all BHS Events and Activities

The following measures are mandatory for any BHS event or activity:

1. Event Paperwork – As with all usual BHS activities, a risk assessment must be completed and submitted to BHS before the activity begins. See ***BHS DS1 Risk Assessments for BHS Events*** for further details on this process. In addition to this, a COVID-19 risk assessment must now also be completed and submitted. See the later section on Risk Assessments for further details.
2. Medical Cover – The correct level of medical cover is mandatory. See Section 4 below. If using a first-aider, the steps noted in Section 4 must be followed to ensure the person is happy with carrying out the role. The additional equipment detailed in Section 4 is also mandatory where using a non-professional medical provider.
3. Veterinary Cover - The correct level of veterinary cover is mandatory. See Section 5 below.
4. Attendees - Record full names, address and telephone numbers of all attendees, including volunteers and officials. Keep these records for six months in line with GDPR guidance.
5. Unwell Attendees - Anyone attending who displays symptoms of COVID-19, must be asked to leave immediately. This also applies to anyone not complying to the event COVID-19 requirements.
6. Expectations - Before the activity, send all attendees information regarding what to expect at the event, and what will be required of them and their supporters.
7. COVID-19 Compliance - Each activity must have a nominated 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 they will act as an extra pair of eyes around the activity site, monitoring any control measures you have implemented.
8. Signs - 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.
9. Cleaning - Plan for an increase in the cleaning of communal facilities such as toilets, throughout the event. 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. Consider paper towels for hand drying rather than reusable towels or hand dryers. Any paper towel waste must be double bagged before being disposed of.

10. Hand Sanitiser - Hand sanitising stations should be located around the site in all key areas; arena entrance, collecting rings, gateways, washroom facilities etc. 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.
11. Parking - Mark out parking spots before the day or use a parking steward. Lorries must be the following distances apart:
 - a) 10m apart if 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
12. Social Spaces - Must remain closed i.e. galleries, seating areas, club house, offices.
13. Scoreboards – No scoreboards to be used. Post scores on a Facebook page or send to a club website to avoid the need for scoreboards where crowds will gather.
14. Presentations – No 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?
15. Collecting Rings – Numbers must be limited in the collecting ring. Try to have a separate entrance and exit to the warm-up area and consider a designated cool-down area. We advise a radius of 5 horse lengths apart for each horse in the warm-up. E.g:
 - a) In a 20m x 60m arena = 4 horses
 - b) In a 25m x 60m arena = 5 horses
16. Incident Reporting – There are set instances when a COVID-19 incident should be RIDDOR reported. BHS submit these reports on your behalf; however, all accidents must be correctly reported to BHS as detailed in ***BHS DS2 Reporting Incidents after an Event***.
17. Toilets - 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

Section 3 – Activity Specific Additional Measures for Consideration

The following are additional activity specific measures that should be considered when carrying out the activity risk assessment, as they may be applicable and appropriate, but are not mandatory.

Training / Clinic Specific Considerations

In addition to the above where applicable:

1. Limit sessions to small groups to start with, in line with current government guidance.
2. Have minimal other people there i.e. just the trainer and maybe one member of the committee if necessary.
3. Ask riders to arrive at a certain time and leave by a certain time.
4. Ask riders to tack up as soon as they arrive and ride straight to the area for the lesson.
5. 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:

1. All payments made before the event.
2. If riding in a group, the governments' latest advice on maximum group numbers and social distancing must apply. All other riders to be socially distanced.
3. Times given beforehand, setting people off at suitable intervals to maintain social distancing. We would suggest every 5 mins as a minimum, but this may be site specific.
4. Competitor numbers to be printed by the rider at home and bibs to be used.
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 / bubble 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.
7. Try to only use routes where the opening and closing of gates can be managed. If unable to avoid gates, consider having a steward point there so that only one person is touching the gate to open and close it for all.

Camp Specific Considerations

In addition to the above where applicable:

1. Camps can be held in line with the current government guidance on numbers. Overnight stays may be permitted in line with the country's current government guidance.
2. Riders should arrive, complete the activity and return home, without staying on site for an unnecessary time.

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 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. As social distancing guidance reduces, it may be possible to have a write in the same car / box as a judge, providing they are both wearing face masks. This decision should be made in collaboration with the official involved.
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.
7. Do you need a commentator? Could the timekeeper simply announce each competitor to cut down on bodies in the box. Hand sanitiser available.
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 from 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.
4. Volunteers to keep the same radio for the duration of the event.
5. Whistles to be thoroughly cleaned and ideally disposed of post-event.
6. Competitors asked to return to their vehicles and stay there between phases.
7. 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.
8. 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.
9. 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.
10. Riders go in a strict numerical order with limited numbers in the collecting ring.
11. Scorers - unless from the same household/familial group should observe same measures as cross-country control.

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.

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.

Section 4 – Medical Cover

It is possible that the provision of medical cover may be affected by the ongoing COVID-19 situation. Without exception, the BHS minimum level of medical cover rules must be adhered to for each type of event. These can be found in ***BHS DS4 Medical and Veterinary Cover for BHS Events***. 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.

If you are not using a professional medical provider, the following apply:

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 necessary in case your first-aider does have to break social distancing guidance. The following must be included 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 are also necessary 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. A CPR pocket mask is required 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: <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
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.kennedyslaw.com/thought-leadership/article/first-aid-in-the-construction-industry-amidst-the-covid-19-pandemic>

Section 5 – Vet Cover

It is possible that the provision of vet cover may be affected by the ongoing COVID-19 situation. The BHS minimum level of vet cover rules must be adhered to for each type of event. These can be found in **BHS DS4 Medical and Veterinary Cover for BHS Events**. If you have difficulties in organising the required minimum level of cover, then please contact BHS. It may be possible for us to issue you with dispensation, but this would strictly be on a case-by-case basis. It should be noted that any changes to veterinary cover which are referred to BHS for dispensation, would only be considered 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. 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.

Section 6 – Risk Assessments

Risk assessments should be reviewed for all future BHS events and activities, to take into account the current COVID-19 situation. A specific COVID-19 risk assessment is mandatory in addition to the usual event risk assessment. The COVID-19 risk assessment is 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
EXAMPLE: COVID-19	EXAMPLE: Riders, Officials, Volunteers, Public	EXAMPLE: By the spread of COVID-19 through airborne or droplet transmission, or by touching infected surfaces	EXAMPLE: See COVID-19 Specific RA (attached) which will take precedence in the event of duplicated controls.	EXAMPLE: Ensure controls identified in COVID-19 RA are implemented, monitored and reviewed	EXAMPLE: Organiser	EXAMPLE: 01.09.20	EXAMPLE: 30.08.20

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.

Completing a COVID-19 Risk Assessment

BHS 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 activity.

See the separate document - ***BHS 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.

Section 7 – Draft Event T & C's / Information for Attendees

The following points may be useful to add into the activity T&C's and pre-event information. They can be edited / added to as appropriate for individual activities and can be added into your usual T&C's, or kept as a separate document.

There are some details marked in ***bold italics*** which will need to be completed / changed for individual events.

1. Bookings will only be accepted with a fully completed booking form. For the purposes of 'track and trace', this form will be kept by the event organiser for six months.
2. Numbers on site are restricted to one person per horse plus the rider. Please respect this rule as it will help us to monitor the number of people on site at anyone time.
3. Riders travelling / riding together must be from the same household or bubble and not exceed a group size of ***XX***.
4. If a rider has an additional person attending, a contact form must be filled in for this person. This must be emailed to ***the organiser*** no later than ***24 hours*** before the activity begins. For the purposes of 'track and trace', this form will be kept by the event organiser for six months.
5. 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. Please inform ***the organiser*** if you need to withdraw.
6. Anyone that does not comply with event protocols will be asked to leave site immediately. There will be no exceptions to this rule. Any such instances will also be reported to BHS HQ for further consideration if deemed appropriate.
7. Soft face masks that cover the mouth and nose are permitted but no face shields may be worn for mounted activities.
8. Riders must print their own competitor number and bring this with them. Bridle numbers are acceptable.
9. There will be no passport or vaccination checking on the day. Please submit these in advance of the event ***as per the schedule***. Please note: all passports must still travel with a horse as it is a legal requirement.
10. All bookings must be paid for in advance in accordance ***with the schedule***. There will be no exchange of money on the day.
11. Bookings will not be accepted on the day.
12. Upon arrival, please follow the directions to park. ***Text the event number*** to declare your arrival. You should get ready in the parking area, maintaining social distancing from all other households. There will be ***no tying up*** in the lorry park. Upon your ***stated start time***, please go directly to the ***arena / starting area as shown on the enclosed map***.
13. Dogs ***are permitted*** but MUST be kept secured on a lead at all times.

14. There will be **no catering facilities** on site so please bring your own refreshments with you.
15. There will be **no trade stands** on site so please arrive prepared.
16. Toilet facilities will be provided. Please make use of the hand sanitiser and cleaning materials that will be provided in this area to ensure that it remains safe for all users.

OR

No toilet facilities will be available due to social distance /cleaning limitations. You must use your own horse transport.

17. Sanitiser will be provided at appropriate locations – please ensure you make use of it.
18. All attendees must keep a 2m distance at all times whilst on site and must stay in groups of no more than **XX**.
19. There will be no scoreboards. Scores can be found after the event **on the website**. There will be no presentations.
20. The above information should be shared with anyone travelling with you to the event.
21. All of our other T&C's remain in place.

Section 8 – 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.
- *BHS DS2 Reporting Incidents after an Event* – available from BHS Volunteer Department
- *BHS DS1 Risk Assessments for BHS Events* – available from BHS Volunteer Department
- *BHS DS4 Medical and Veterinary Cover for BHS Events* - available from BHS Volunteer Department
- 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/>
- Some useful event guidance can be found on the Sports Ground Safety Authority website here: <https://sgsa.org.uk/>
- 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.

END OF DOCUMENT