



CLUB NAME	VICTORIAN REINING HORSE ASSOCIATION INC #A0023614S				
EVENT TYPE	WESTERN REINING SHOW	DATE			
VENUE	WERRIBEE PARK NATIONAL EQUESTRIAN CENTRE 170 K ROAD WERRIBEE SOUTH VICTORIA 3030				
COVID RISK MANAGEMENT COORDINATOR	CELESTE HELPENSTEIN – VRHA COMMITTEE MEMBER				
EMAIL	vrhacommittee@outlook.com	PHONE			
DATE LAST REVIEWED	5/1/2021				

1: Check with the venue owner/manager to determine specific venue requirements include Details		
Action item	Action officer	Actioned
<ul style="list-style-type: none">➤ Check with venue owner➤ Venue specific requirements listed below		

2: Infection control measures introduced to ensure all participants and spectators maintain **personal hygiene**

Action item	Action officer	Actioned
<ul style="list-style-type: none">➤ Promote personal hygiene measures on event website and information to participants including rules re wearing of masks ➤ Hand sanitizing stations at common areas, gate, outside event office, judges and scribes chair ➤ Signs and posters to encourage personal hygiene ➤ Other		

3: High touch common surfaces/areas require regular cleaning

Action item	Action officer	Actioned
<ul style="list-style-type: none"> ➤ Toilets – WPNEC Venue Management ➤ Venue Entry Gates - WPNEC Venue Management <p>Other common surfaces</p> <ul style="list-style-type: none"> ➤ Show office tables chairs & equipment ➤ Judges chair ➤ Horse Number collection area 		

4: Protocols implemented to ensure physical distancing is maintained at the event

Action item	Action officer	Actioned
<ul style="list-style-type: none"> ➤ Floats 4m apart - as per WPNEC Venue Management ➤ Every second yard or stable vacant as per WPNEC Venue Management ➤ Marshalls at warmups, marshalling areas to avoid crowding ➤ Signs around common areas reminding of physical distancing requirements ➤ Covid Safe Officer/s – monitoring gatherings <p>Entries limited (dependent on venue size and use) to ensure plenty of room for parking/warming up/movement around venue - as per WPNEC Venue Management</p> <p>Note: The activity undertaken is of low transmission risk</p> <p>Other:</p>		

5: Emphasis the importance of hygiene and social distancing

Action item	Action officer	Actioned
<ul style="list-style-type: none"> ➤ Pre-event publicity and signs and announcements on day of event ➤ Other 		

6: Identify areas where gatherings are likely to occur - outline strategies to limit such gatherings

Action item	Action officer	Actioned
<ul style="list-style-type: none"> ➤ Event show office ➤ Sign on door to advise person limit as per 4sqm density quotient ➤ Distribution of Horse collection numbers – stored in zip lock bags on table outside show office ➤ Distribution of prizes (no presentations) ➤ Check in ➤ Line up outside show office via window ➤ Electronic check in. VRHA QR Code registration outside show office ➤ Score sheets outside if weather permitting alternative posted on VRHA website at end of show. ➤ Located outdoors – spread apart ➤ Toilets – signs re social distancing. Max number at once. as per WPNEC Venue management <p>Event organised gathering in accordance with CovidSafe requirements - as per WPNEC Venue management</p>		

<p>Marshalling areas and warmup – marshalls and stewards to monitor.</p> <p>Other</p>		
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Arrival of participants (riders, spectators, support personnel, officials, volunteers)

7: Measures put in place for managing venue entry points		
Action item	Action officer	Actioned
<ul style="list-style-type: none"> ➤ Gate attendants at main entrance/s - as per WPNEC Venue Management ➤ Unmanned gates locked - as per WPNEC Venue Management ➤ Other 		

8: Processes used to record name, contact details and time at venue for every person who attends a competition		
Action item (options)	Action officer	Actioned
<ul style="list-style-type: none"> ➤ Use of QR code to register participants ➤ Front entry gate - as per WPNEC Venue Management ➤ Other 		

Administration

9: Steps to be implemented to reduce risk of transmission in the Event Show Office		
Action item (suggestions)	Action officer	Actioned
<ul style="list-style-type: none"> ➤ Minimal personnel in office – social distancing and masks ➤ Hand hygiene station ➤ Minimal contact with participants (eg:one or two people manning desk - no competitors inside – open office window for controlling enquires and social distancing ➤ Competitors to line up outside – contact via window ➤ Limit double handling of paperwork ➤ Use of electronic systems ➤ Other 		

10: Steps to be taken to reduce the risk of transmission to volunteers and officials		
Action item	Action officer	Actioned
<p>Pre event Covid training/advice to minimise risks for</p> <ul style="list-style-type: none"> ➤ Judges ➤ Pencillers ➤ Runners ➤ Event office ➤ Scorers ➤ Gate attendants ➤ Marshalls ➤ Tractor Driver ➤ Supply of masks on hand 		



<ul style="list-style-type: none">➤ Minimum personnel➤ Social distancing pencilers/judges➤ Electronic scoring where feasible➤ Masks and gloves➤ Other		
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11: Steps taken to reduce handling of documents		
Action item	Action officer	Actioned
<ul style="list-style-type: none">➤ Score sheets available online during show if possible otherwise posted online after the show➤ Limited handling of draw sheets and score sheets➤ Draw & Score Sheets available online➤ No return of horse numbers➤ Other		

12: Covid Safe conditions of entry included in each event program		
Action item	Action officer	Actioned
<ul style="list-style-type: none">➤ Link to VRHA Website conditions of entry on show program www.vrha.com.au <p>Event specific conditions</p> <ul style="list-style-type: none">➤ arrive ready to ride / leave after riding/ no congregating at the gate➤ Register upon arrival with QR code <ul style="list-style-type: none">➤ Other		

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13: Covid Safe key points covered in event official's and volunteer briefings?		
Action item	Action officer	Actioned
<p>Judges</p> <ul style="list-style-type: none"> ➤ Advise to BYO scribe from place of residence/partner ➤ If penciller required – consider alternative risk management protocols ➤ Limit interaction with riders ➤ Place score sheets in Scribes satchel. Limit double handling. ➤ Wear mask ➤ Other <p>Pencillers</p> <ul style="list-style-type: none"> ➤ Wear mask ➤ Don't share pens or clipboards ➤ Limit double handling of score sheets ➤ Maintain 1.5m – use two judges chairs if necessary and utilise walkie talkie for communication between judge and scribe ➤ Place completed score sheets directly in satchel ➤ Other <p>Marshalls</p> <ul style="list-style-type: none"> ➤ Warm up or marshalling areas. Avoid overcrowding. ➤ Mask and gloves to be worn ➤ Sanitise hands regularly ➤ Draw sheets placed in satchel ➤ Sanitize stationary ➤ Other 		

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.

14: Steps taken to mitigate risk of 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

Action item	Action Officer	Actioned
<ul style="list-style-type: none"> ➤ Scheduled cleaning of common use surfaces ➤ Cleaning of equipment such as clip boards, walkie talkies before and after use ➤ No sharing of equipment (eg: laptops) ➤ Minimise handling of draw sheets and score sheets ➤ Other 		

Toilets

15: Ensure the one person per four square metres rule within these facilities is adhered to

Action item	Action Officer	Actioned
<ul style="list-style-type: none"> ➤ Guidelines As per WPNEC Management ➤ Covid Safe Officer on duty ➤ Other 		

Food

16: Food provisions at the event - provisions in place to minimise Covid risk		
Action items	Action Officer	Actioned
<p>Yes – food van – As per WPNEC Management & Food Van Vendor</p> <ul style="list-style-type: none"> ➤ Signs re social distancing ➤ Hand sanitizing station 		
<p>No</p> <ul style="list-style-type: none"> ➤ Advice on program that food service not provided. BYO 		

Protocols for addressing Covid 19 symptoms

17: Procedures in place if a participant presents with symptoms consistent with COVID-19 (fever or respiratory symptoms such as cough, sore throat and shortness of breath)		
Action items	Action Officer	Actioned
<ul style="list-style-type: none"> ➤ Notify the VRHA Covid Safety Officer and or Show Management <ol style="list-style-type: none"> 1. Isolate: Remove the person from others. If person has serious symptoms such as difficulty breathing call 000. 2. Remove: Mild symptoms (including elevated temperature of 37.5C or higher) person required to leave venue. Advise to seek medical advice. 3. Inform: Serious symptoms such as difficulty breathing - tell health authorities by calling the national COVID-19 hotline on 1800 020 080, and follow the advice of health officials. Depending on your situation, authorities could give you specific advice. 4. Transport: Make sure the person has transport, either to their home or to a medical facility. 5. Clean: Any indoor or common use area where the person has been. Personal Protective Equipment (PPE) should be used when cleaning. 6. Identify: Determine if anyone had close contact with the infected person. Close contact means anyone who has been face-to-face for at least 15 minutes with the infected person or has been in the same space as them for two hours. 7. If instructed by health officials, tell close contacts that they may have been exposed to COVID-19 and the requirements for quarantine. You must maintain the privacy of all individuals involved. 8. Follow advise given by the national Covid-19 hotline. 		

Communication

Communicating coronavirus (COVID-19) risk strategies to participants is vital. Setting and promoting expectations for required behaviours prior to 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.

18: Co-ordinate and communicate changes to the directions to your club members and stakeholders		
Action item	Action Officer	Actioned
<ul style="list-style-type: none"> ➤ COS to monitor changes to restrictions. Any changes to event directions to be communicated via the Event website www. Vrha.com.au or Victorian Reining Horse Association FB page and email to event competitors ➤ Other 		

19: Pre-event advice regarding social distancing, gatherings and hygiene measures be given to participants		
Action item	Action Officer	Actioned
<ul style="list-style-type: none"> ➤ Link to current conditions of entry to be included on program and event draw or other means www.vrha.com.au ➤ Method of registration ➤ Arrangements for food ➤ Other 		



20; Encourage compliance with social distancing, gathering and hygiene measures during the event

Action item	Action Officer	Actioned
<ul style="list-style-type: none">➤ Signs and announcements➤ Marshalls and CSO monitoring compliance➤ Hand sanitizing stations at common use areas➤ Other		

21: Ensure as far as possible that participants, officials and other personnel stay at home if they are feeling unwell?

Action item	Action Officer	Actioned
<ul style="list-style-type: none">➤ Pre-event publicity➤ VRHA Website & Social media Facebook Page➤ Replacement officials/judges on call➤ Other		



22: Strategies to address non-compliance?

Action item	Action Officer	Actioned
<ul style="list-style-type: none">➤ Warning/reminder by VRHA official/marshall/CSO ➤ Failure to follow directions – VRHA Show management & WPNEC Management – elimination/request to depart venue ➤ Failure to leave venue following identification of symptoms – contact local police. ➤ Report deliberate non-compliance to VRHA Show Management or WPNEC for handling under Complaint Process ➤ Other		

POSITION DESCRIPTION - COVID SAFETY OFFICER

OVERVIEW

To keep VRHA safe for participants, members, parents, volunteers, coaches, officials and spectators, and to ensure the safety of the wider community VRHA strongly supports the appointment of a Club COVID Safe Officer.

The COVID Safe Officer will be of assistance in implementing a safe return to VRHA activities.

It is recommended that this role is a 'stand-alone' role, however, can be combined with other duties that do not restrict the duties of the COVID Safe Officer.

SCOPE OF POSITION

Aim: To ensure VRHA remains safe for all members and participants

Role: The COVID Safe Officer is responsible for implementing the club Covid Safety Plans (VRHA Training days and events) and to ensure that all the actions outlined are in place prior to an activity commencing.

Extent: This role extends to all activity undertaken by the club: training days, Events, all other riding activity. The club committee may appoint one or more COVID Safe Officers to ensure a presence at all activity. The COVID Safe Officer can delegate duties as required.

Reports to: VRHA Committee.

Communicates with: Werribee Park National Equestrian Centre or any other venue Management utilized.

EXPERIENCE REQUIRED

Must be able to maintain an understanding of the VRHA Covid Safe Plan as amended from time to time to reflect Victorian State Government requirements.

DUTIES:

- To ensure the VRHA COVID Safety plan is in place and kept up to date.
- To attend event to monitor the implementation of the COVID Safety plan.
- Ensure volunteers are in place where required
- Ensure social distancing is maintained including compliance with density. The VRHA COVID Safe Officer has the authority to request compliance from members, participants and visitors.
- Ensure collection of names, contact details and time of arrival.
- Ensure toilets and public places are cleaned as required and supplies of sanitizer and paper towels are maintained.
- Report instances of non-compliance to the VRHA Show Management. VRHA Show Management is to deal with evictions of people who refuse to comply.
- Implement mandatory exclusion, that is, people who are displaying symptoms of being sick must be directed to leave the premises immediately.

**Wash hands
for 20 sec.**



> HELP US STAY COVID SAFE

For the latest information about COVID-19 visit www.nsw.gov.au




DO NOT ENTER

IF YOU HAVE ANY OF THE FOLLOWING SYMPTOMS:

- FEVER** (Thermometer icon)
- COUGHING** (Coughing person icon)
- FATIGUE** (Person with ZZZ icon)
- SHORTNESS OF BREATH** (Person with hand to chest icon)
- SORE THROAT** (Person with hand to throat icon)

PLEASE STAY AT HOME IF UNWELL

For the latest COVID-19 updates and resources visit [health.nsw.gov.au/covid-19](http://www.health.nsw.gov.au/covid-19)
For more information visit 00114362646



**COVID-19
Protect yourself
and others**


- Cough and sneeze into a tissue or elbow.** (Person coughing into elbow icon)
- Wash your hands thoroughly and regularly.** (Washing hands icon)
- Keep your distance.** (Two people with distance line icon)
Stand 1 metre or 3 feet apart.
- Avoid shaking hands.** (Two hands shaking icon)
- Stay at home if you feel ill.** (House icon)
- Be kind, avoid stigma.** (Heart icon)




**Stay
1.5m
apart.**

> HELP US STAY COVID SAFE

For the latest information about COVID-19 visit www.nsw.gov.au




**Thank you
for using the
hand sanitiser.**



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**FOLLOW ALL
VENUE CONDITIONS
OF ENTRY**

(TEMPERATURE CHECKS, CONTACT TRACING RECORDING, SPECTATOR RESTRICTIONS)

AND ANY OTHER INSTRUCTIONS

FOR FURTHER INFO PLEASE VISIT WWW.VRHA.COM.AU OR SCAN THE QR CODE

