



Cheval Jordanstown & Cheval Riding Club

Covid- 19 Operating Procedures and Risk Assessments

Contents

Document Control.....	1
Introduction.....	2
What is Cononavirus	2
Return to Activity – Overview of Controls.....	4
Member Use.....	5
Resumption of Training.....	6
Resumption of Competition	6
First Aid.....	7
Judges.....	8
Volunteers	9
Third Party Venue Hire	9
Risk Assessments	10

CONTROL

1.1 Document Amendment Register

Author	Reviewed By	Date of Issue	Rev No.	Reason for Change
Geraldine Dempsey	Nuala Stafford	14-05-2020	01.00	First issue
Geraldine Dempsey	Nuala Stafford	23-06-2020	01.02	Reflect Phase 2+ and procedural changes
Geraldine Dempsey	Nuala Stafford	07-07-2020	01.03	Update Car Parking procedures
Geraldine Dempsey	Nuala Stafford	11-02-2021	01.04	Update to reflect HSI Nov 2021 protocols.

1.2 Document: Covid – 19 Cheval Standard Operating Procedures

Document Control Statement

To ensure this Covid-19 Operating procedure is kept up to date and that the most recent version is distributed to members and available on site.

The Cheval Jordanstown and Cheval Riding Club committee will have responsibility to:

- manage the master copy and any other paper or electronic copies of the plan
- keep a summary of updates, versions and dates and distribution lists
- ensure procedure updates are distributed to all members
- ensure relevant controls are communicated to visitors to the grounds
- Ensure to check HSE website to for up to date information <https://www2.hse.ie/coronavirus/>
- Update in accordance with Horse Sport Ireland Protocols

2 INTRODUCTION

The purpose of this document is to outline control measures for the use of the Cheval Showgrounds in Jordanstown following in line with evolving Covid-19 Restrictions and to communicate these control measure to members and any other relevant personnel. The procedures are set out in line with the Government's recommendations on social distancing and advise from HSI (Horse Sport Ireland) and other relevant bodies.

These Operating Procedures are aimed at protecting our members and other visitors to the grounds, their families and the population at large. These are exceptional circumstances, and we must all always comply with the latest Government advice on Coronavirus in order to allow for the resumption of our sport. There is no derogation to the normal health and safety requirements at the grounds.

2.1 What is Coronavirus?

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called coronavirus. It can take up to 14 days for symptoms of coronavirus to appear. They can be similar to the symptoms of cold and flu and include but are not limited to cough, fever, shortness of breath, high temperature, sore throat, runny nose, loss of taste or smell. A

combination of good personal hygiene and management of social distancing can protect from infection. This is at the core of this document.

2.2. Covid-19 Compliance Officer

Cheval Riding Club have appointed our H&S officer Nuala Stafford as the chief Covid-19 Officer for the site. Nuala has undertaken a Covid-19 officer training course (3 hours) with Carrick Safety and has also undertaken the AIRC Covid-19 officer training. Other members of the committee and members have also undertaken the AIRC Covid-19 training and will act as support to Nuala Stafford to supervise events. All members and visitors to the grounds are requested to comply with Covid-19 officers and procedures as set out in this document.

Trained Covid-19 Officers	Date of Training
Nuala Stafford	19-06-20 & 3-7-20
Geraldine Teeling	19-06-2020
Maria Carrick	19-06-2020
Geraldine Dempsey	22-06-2020
Bernie Foley	22-06-2020



3 Return to Activity - Overview of Controls

Riding in an outdoor environment has been classified by the WHO as a non-contact low risk sport in terms of Covid-19 transmission. The grounds at Cheval extend to c. 8 acres so there is plenty of space to facilitate social distancing for both members use and during competition.

In addition, suitable sanitation equipment has been provided in the cabin, within the welfare facilities and at the 'key safe' point. Please clean down before and after use.

Hand Sanitising Gels have been provided at the key box, main entrance, within the cabin, at the entrances to the sand arena and outside the toilets. In addition, during competition sanitising spray and sanitising gel will be provided at warm up jumps. Disposable gloves are available in the cabin for handling of gates, jumps etc.

Signage is erected on site to advise of social distancing and car parking requirements. The car park will be set up for events to ensure space is maintained between vehicles and horseboxes. This will be supervised by the Covid-19 officers.

Procedures for retaining records of members visiting the site are in place by way of the online booking system via itsplainsailing for arena bookings and also via a log-book positioned in a post box next to the key safe. This is purely so records are available in the event that contact tracing should be necessary. This measure is for everyone's welfare so if you have not booked the arena in advance via itsplainsailing (preferred method) please sign the book with details of the date of your visit and the name of the person attending with you.

For training clinics and for shows, signing of the log-book is not necessary, records of personnel attending will be maintained by way of the 'itsplainsailing' online entry system. For these events all entrants, grooms, volunteers and officials will also be required to complete a 'Covid Health Declaration' on the day prior to or morning of the event. This will be undertaken via itsplainsailing, and only upon completion of this Health Declaration will personnel be issued with an electronic ticket for the event. This system will hold details of the Covid questionnaire which will be screened by the administrators upon submission and also collects all necessary contact details for all persons attending an event.

The ticketing system will be capable of being electronically scanned at entry to the grounds in order to record the time that people arrived on site. The ticketing system should also help to deter competitors from bringing 'additional' personnel in the car as they will not have a ticket. As per 2020 events, all forthcoming competitions will be 'behind closed doors' events, strictly 'ride & go' policy and only one groom permitted per entrant.

3.1 Members Use;

- **Members can continue to utilise the grounds once they are within any travel distance restrictions advised by Government.**
- Please wipe down the keys and the lock box combination panels with the disinfectant wipes provided and dispose of the wipes in the bin provided.
- Use of the sand arena should be limited to two horses at a time and riders should be mindful of social distancing.
- Members should utilise the 'itsplainsailing' Cheval Jordanstown page in order to reserve their slot in the arena. This is free to members with the discount code provided but will allow visibility of when the arena is in use by others and hence reduce exposure to meeting others on site.
- If you do arrive at the ground and the sand arena is in use by two people please either wait or utilise the grass arenas until the other members are finished. There is plenty of space for everyone.

3.2 Resumption of Training

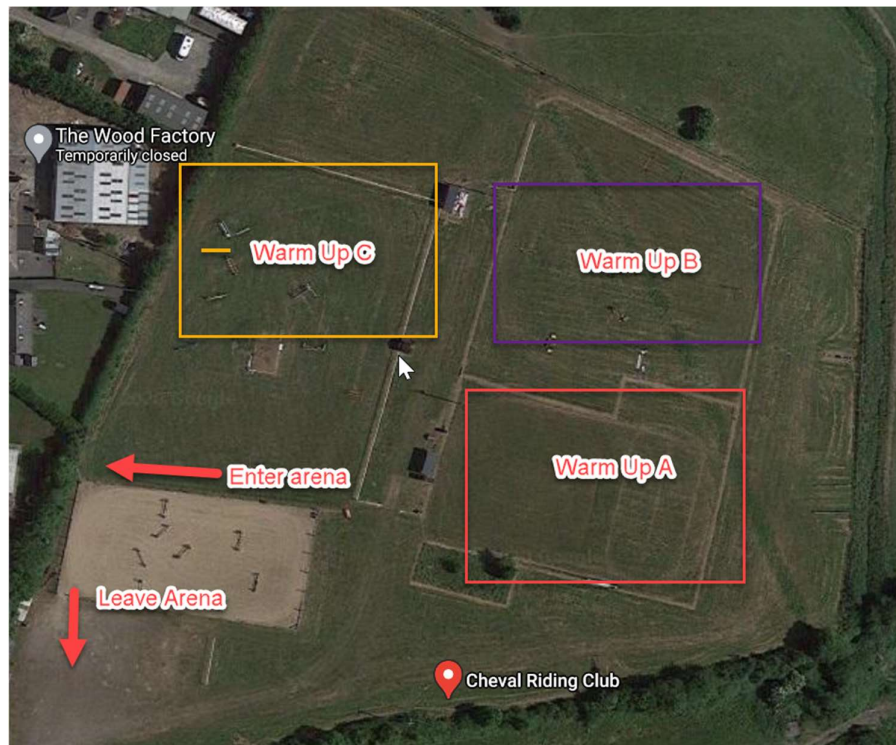
- **Club training will only be arranged when permitted to do so in accordance with the Government and HSI restrictions on group training.**
- Group training will be limited to small groups not exceeding 3 participants with 1 coach.
- All training delivered on Cheval Jordanstown Grounds will be provided by a HSI qualified coach or BHS qualified instructor.

3.3 Resumption of Competition

Competitions will resume when permitted to do so in accordance with the Government and HSI restrictions amateur competition.

- All participants are requested to abide by the Government travel distance restrictions in place at any given time.
- Participants should not attend an event if they are displaying any of the symptom's of Covid-19.
- All entries will be on-line via 'itsplainsailing' and no late entries or 'on the day entry's will be accepted. This allows us to control numbers attending and provides for contactless payments.
- Competitor's, Grooms, Officials and Volunteers will be required to complete a 'Covid Health Declaration' on the day before or morning of competition. Only upon completion of this Health Questionnaire will a ticket for entry be electronically provided to attendees.
- Questionnaire will be reviewed by administrators upon submission, if anyone answers 'Yes' to any of the questions they will be contacted and advised that they cannot attend.
- Tickets will be scanned at the gate to monitor attendees on site.
- In accordance with HIS protocols, all personnel attending will be required to undertake a 'temperature check' by contactless thermometer on arrival. Personnel will agree to this on the Health Declaration.
- All competition's for the foreseeable future will be operated on a 'designated time' basis, (like dressage), this ensures people can plan their journeys to have the minimal amount of time on-site.

- All competitions will be on a 'ride and go' basis. Results will be posted on-line following the completion of the competition. All dressage score sheets will be emailed or 'whats app'd to participants. Rosettes will be posted out or will be placed in plastic bags where they will remain for a week and can be collected at subsequent legs if it's a league event.
- Participants should bring only one helper if required.
- Masks must be worn at all times on the grounds other than when mounted and competing.
- No spectators will be permitted entry.
- There is ample space for parking while maintaining social distancing, a car park attendant will be provided on site.
- Designated parking spaces will be parked in 'bays' on the hardcore area beside the sand arena, observing 5m distance between vehicles.
- We have ample space on the grounds to ensure social distancing during warm-up. Upon arrival you will be designated a warm-up arena. We propose to have 2 separate designated warm up spaces as set out below.
- For competitions involving jumping a fence, spray sanitiser and hand sanitiser will be provided at the jumps.
- A one-way system will be in place for entry and leaving the sand arena (or any other arena the competition will be hosted in) to avoid congestion.
- Once participants leave the arena they should not delay (bearing in mind the appropriate cool down and welfare of the horse) in loading their horse and leaving the grounds.
- Participants should bring all their own tack and equipment, buckets sponges etc.
- Procedures for each show will be communicated to participants in advance and must be accepted at the time of entry.
- Participants should observe social distancing of 2m at all times while on the grounds, waiting for welfare facilities etc.
- Toilet facilities and the cabin will be disinfected before events.
- Proper hygiene should be followed at all times, wash hands after using the welfare facilities, disinfect and wipe down surfaces before and after use with the disinfectant provided.
- Cough into your elbow if necessary and dispose of all tissues and rubbish in the bins provided.
- Designated procedures for all events will be communicated to participants via email in advance.



Example of Warm-Up layout and one-way system for Competitions in the Sand Arena.



One way system entrance to sand arena



Cheval Hardcore Car Park – designated parking bays



Cars and boxes will face each other with centre lane used to drive away – right hand side



Vehicles parked in left hand lane observing 5m separation between vehicles.

3.4 First Aid

Should a fall of a minor nature occur on site, it will be the responsibility of the attending groom to firstly attend to the competitor. The volunteers on site will attend to the horse.

Additional PPE has been provided in the first aid kit should the designated first aider on site need to attend to the competitor.

A designated area will be provided on show days for a person to isolate should they experience any symptoms of Covid-19 and not feel well enough to travel home.

Judges

The safety of the Judges adjudicating at competitions is considered our risk assessments. Judges are considered to be a higher risk category as they traditionally may be in close contact with a scribe in a confined space such as a car or the Judges Hut for long periods. Changes to normal procedures will be necessary and participants are asked to be understanding if these are applicable. Judges will be required to fill in the Covid Health Declaration on line.

Where judges traditionally sit in a car with a scribe;

- We will endeavour to see if the judge can provide their own scribe from their own household

- The judge may have to write their own notes and, in such cases, comments may be more limited than in usual circumstances. We ask participants to understand this.
- The judge may be able to be seated externally (weather permitting) with a scribe maintaining social distancing.

Where Judges are traditionally seated in the Hut

- There is inadequate space in the Judges hut to permit two people while maintaining social distancing. The judge will have to record their own notes.

Where the judge is usually positioned within the competition space

- The judge will still be able to stand in the competition space (arena) while maintaining social distance from a scribe and competitors.
- The judge may take their own notes.

Volunteers

Our competitions could not run without our volunteers. During this time we will try to limit the number of volunteers required as much as possible, it is therefore imperative that all participants respect their advice in order for all activities to run in a feasible and safe manner.

A list of volunteers and their roles will be provided in the procedures for any particular event.

Some changes to normal procedures will be required as set out below.

- Limit to two people in the cabin, designated tables provided
- Windows and doors to be maintained open in the cabin for ventilation
- All volunteers will be required to fill in Health Questionnaires prior to attendance.
- All volunteers must undergo temperature checking on arrival to site.
- Disposable gloves provided for handling scoresheets, show-jumping poles, gates etc
- Social distancing to be maintained throughout the site – supervised by Covid-19 Officers
- Signage erected to advise participants to respect social distancing
- Participants advised in advance of 'Ride & Go' policy.

Third Party Facilities Hire

On occasion the grounds at Cheval will be made available to third parties for arena hire for the running of clinics, training or competition events. During such events the responsibility for entries and associated contact tracing will be the responsibility of the third-party organiser. For GDPR purposes Cheval RC will not request this information, but third-party organisation hiring the venue should have procedures in place to record these details should they be required by the HSE for contact tracing.


Third party organisations will be responsible for providing their own Covid-19 officers to supervise events and enough volunteers to assist with cleaning welfare facilities etc. Cheval Jordanstown & Cheval Riding Club are run by volunteers and do not have a full staffing to assist third parties in complying with the requirements of hosting their event safely.

Cheval RC will leave all our fixed signage in position and additional signage, one-way systems etc will be available in the cabin for third party users to borrow. Organisers should check if this is sufficient

for their needs in line with their risk assessments. Not all signage will be left externally due to exposure to weathering.

Third party event organisers should provide their own First Aid kits.

A copy of the Cheval RC Covid-19 procedures and risk assessments can be provided to third party event organisers to assist them with their planning.



Note:

Please read this document carefully and act with responsibility.

If you have been infected with the Coronavirus your risk may be low, but you may pass to others who won't be able to fight the virus.

As this is an evolving situation, this is a live working document and will be updated on an ongoing basis.

Please work with Cheval Riding Club in order to provide for the safe resumption of our Sport

Thank You!!

Covid 19- Risk Assessments

Risk Assessments ratings are based on the following colour coding scheme;

Red: Very likely to occur / High risk

Yellow; Likely to occur / Medium risk

Green: Not very likely to occur / Low risk

Hazard/Risk	Who is at Risk	Existing Control Measures	Risk Rating	New additional Controls	New Risk Rating
Entries	Participant	On-line entries for some events On the day entries for some events Occasional cash payments		All on-line entries Number of participants can be controlled Times allocated for all events, avoid early arrival on site, less accumulation of people All contactless payments No late entries accepted Participant and grooms contact details captured at time of entry Health Questionnaire allows for screening of attendees Masks must be worn at all times on site other than when mounted	

Hazard/Risk	Who is at Risk	Existing Control Measures	Risk Rating	New additional Controls	New Risk Rating
Travel to Site	Member/participant	<p>People travel in their own private vehicles with horsebox.</p> <p>People travel with members of their own household.</p>		<p>Limit on only one person with each participant. Contact details attained at entry.</p> <p>Social distancing to be maintained on site</p> <p>Social distancing in car park area</p> <p>Trained Covid-19 officers appointed to supervise</p> <p>Health Questionnaire advising participants not to travel to site if they do not 'pass' screening.</p>	

Hazard/Risk	Who is at Risk	Existing Control Measures	Risk Rating	New additional Controls	New Risk Rating
Members using the grounds	Member/ Other person in attendance	<p>People travel in their own private vehicles with horsebox.</p> <p>People travel with members of their own household.</p> <p>Members meet with other members on site</p>		<p>Limit on two horses in arena at any time</p> <p>Members advised to use itsplain sailing to book arena, or advise others on Whats App group to avoid meeting others on site.</p> <p>Social distancing to be maintained between members.</p>	

		<p>Limited touch points, key box, keys, gates, tap, poles.</p> <p>Grounds use is infrequent</p> <p>Adequate space for parking, low number</p>		<p>Masks to be worn on site when not mounted.</p> <p>Disinfectant provided at key-pad, arena entry in toilets and cabin.</p> <p>Disposable hand-towels provided in toilets</p> <p>Itsplainsailing online booking system and Log-book provided for sign-in should contact tracing be required.</p>	
--	--	---	--	---	--

Hazard/Risk	Who is at Risk	Existing Control Measures	Risk Rating	New additional Controls	New Risk Rating
Car-Parking	Member/ Participant/ Groom/ Volunteer	<p>Ample space provided for car /horsebox parking</p> <p>People bring their own equipment</p>		<p>Limit on only one person with each participant</p> <p>Increased space between parked vehicles – currently 5m</p> <p>Parking bays marked out where possible</p> <p>Social distancing in car park area - signage erected</p> <p>Car park attendant/ Covid -19 Officer to supervise</p> <p>Health Questionnaire to screen participants.</p> <p>Temperature check on arrival at competitions.</p>	

Hazard/Risk	Who is at Risk	Existing Control Measures	Risk Rating	New additional Controls	New Risk Rating
Warm-up Arenas	Participant/groom	<p>Generally, a single warm up arena provided</p> <p>Low number of helpers</p> <p>Good provision of space in warm-up arenas</p> <p>Participants on horse-back pass each other briefly</p>		<p>Utilise the entire of the grounds (8 acres) as separate designated warm up space – ample social distancing</p> <p>Warm up arena designated on arrival to avoid congestion – supervised by call up personnel</p> <p>Disinfectant and sanitiser provided at jumps.</p> <p>Disposable gloves available.</p> <p>Call up attendants to supervise and break up people gathering.</p> <p>Health Questionnaire to provide screening.</p> <p>Temperature checking on arrival.</p>	

Hazard/Risk	Who is at Risk	Existing Control Measures	Risk Rating	New additional Controls	New Risk Rating
Competition Space (Sand Arena)	Participant/Judge	<p>Single participant in arena at a time</p> <p>Judge may be in arena but with adequate social distancing from participant</p>		<p>One-way entry and exit system, signposted and supervised</p> <p>Entry from field side avoids congestion at entry with persons in car park</p> <p>Exit at Car Park side avoids close contact between people entering and leaving and allows for participant to return to their vehicle without interaction with others.</p> <p>Health screening Questionnaire and Temperature check upon arrival.</p>	

Hazard/Risk	Who is at Risk	Existing Control Measures	Risk Rating	New additional Controls	New Risk Rating
Judges in confined space with another	Judge/Volunteer	<p>Two people may sit in car or hut for a prolonged period</p> <p>Judge may stand with scribe in an outdoor space</p>		<p>Judges no longer permitted to sit in car with someone from separate household.</p> <p>Judge may bring scribe from their own household</p> <p>Judge can write their own scores/notes. Participants will have to accept less detailed notes</p> <p>Judges will provide test sheets in plastic folders to committee at the end of each class – limiting contacts</p> <p>Social distancing to be maintained between judge and participants in an outdoor arena.</p> <p>Judges are required to complete Health screening questionnaire.</p>	

Hazard/Risk	Who is at Risk	Existing Control Measures	Risk Rating	Suggested additional Controls	New Risk Rating
Volunteers	Member/volunteer	<p>Generally outdoor activities</p> <p>Could be several people in cabin doing scoring</p> <p>Volunteers could be lifting poles handled by others</p>		<p>Limit to two people in the cabin, designated tables provided.</p> <p>Masks must be worn at all times on the grounds.</p> <p>Disposable gloves provided for handling scoresheets, jumps etc</p> <p>Social distancing to be maintained on site</p> <p>Signage erected to advise participants to respect social distancing</p> <p>Participants advised in advance of 'Ride & Go' policy.</p> <p>Social distancing in car park area</p> <p>Gloves, masks, disinfectant provided for cleaning of toilet areas.</p> <p>Hand Sanitising gel provided through the grounds.</p> <p>Volunteers to complete Health Screening Questionnaire and temperature check on arrival.</p>	

Hazard/Risk	Who is at Risk	Existing Control Measures	Risk Rating	New additional Controls	New Risk Rating
Welfare Facilities	Member, competitor, judge, visitor	<p>Soap and water provided</p> <p>Clean towels provided for each competition.</p>		<p>Antibacterial soaps provided for handwashing</p> <p>Disposable paper towels only, no cloth towels</p> <p>Disinfectant spray provided within the toilets, signage erected to advise users to disinfect before and after use.</p> <p>Signage erected advising on hand washing etiquette.</p> <p>Sanitising gel provided outside the toilets</p> <p>Signage erected to advise on social distancing when queuing.</p> <p>Deep clean and disinfectant prior to competition/clinic.</p> <p>During competitions toilets will be attended regularly.</p>	