**Rally day and competition Example Risk Assessment.**

NSW Public Health Orders including recommendations made on the 18th August 2020 allow community sport to continue under revised conditions at outdoor venues. These revised conditions relate specifically to overnight stays/camping and restriction of travel across regions. NSW Health has not defined regions in their recommendations therefore PCA NSW have determined that regions at this time will be limited to PCA NSW Zones where possible.

As such Clubs and Zones must cease activities that result in the mixing of participants and staff from different regions/zones, however this should be determined on a case by case basic by the organizing committee and included in this risk assessment.

All Public Health Orders surrounding Boarding Control and the exclusion of anyone who has returned from Victoria or who lives or returned from NSW ‘affected areas’ within the 14 days prior to the date of your activity should be excluded as they are classified as an ‘affected person’ see NSW Health website for the most recent details <https://www.nsw.gov.au/covid-19/latest-news-and-updates>

Under the legislation, any ‘affected person’ must reside at their usual place of residence or other suitable place of accommodation until a period of 14 days has elapsed since the person entered NSW.  During these 14 days the person must not leave the residence unless it is for reasons identified in section 3a of the attached Public Health Order.

**This applies to anyone who have recently travelled and returned from those NSW and VIC areas or resides in those areas.**

**PCA NSW need to remain vigilant as we do not want our sport and any club or area to become the next COVID-19 cluster.**

Pony Clubs and Zones must complete:

* A Risk Assessment for all activities and events
* Covid Safety Plan
* Appoint a Covid Safety Coordinator
* Complete resumption of sport checklist
* Ensure records are kept of everyone who attends pony club activities and events (recommend the use of Covid Self-declaration form)
* Encourage all attendees to download the CovidSafe app https://www.health.gov.au/resources/apps-and-tools/covidsafe-app

Full details on the Public Health Orders and restrictions can be found:

[nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nsw.gov.au%2Fcovid-19%2Fwhat-you-can-and-cant-do-under-rules&data=02%7C01%7Cadmin%40pcansw.org.au%7C0a0282f92af249062a4808d80fe66dce%7C4f903efae6434e5f891930d6e243b402%7C1%7C0%7C637276830595800458&sdata=v%2BNsR8LI1LKF6XLhI0n0Ih6pBBcU2pJr8lAVwmSLo4o%3D&reserved=0)

Please be aware that these are valid as of the **17th August 2020** and may change therefore you will need to continue to monitor the situation via NSW Premier media releases, Public Health Orders, Office of Sport, or PCA NSW website.

**Please see Risk Matrix at the end of this document to determine the importance of each activity.**

**Return to full rally day and competition Example Risk Assessment as at 16th July 2020**

| **Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Risk Management Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pony Club** | **Covid Safety Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| --- | --- | --- |
| **Risk** | **Risk Rating** | **Control / Actions** | **Person Responsible** |
| Outbreak of Covid-19  | 2 | Appointing a Covid Safety Coordinator to ensure that everyone attending complies with the Covid Safe guidelines provided under the Public Health Orders, the club to send copies of the following to the PCA NSW State Office:* Venue Risk Assessment,
* Covid Safety Plan and
* Details of nominated Covid Safety Coordinator
* Encourage all attendees to download the CovidSafe app https://www.health.gov.au/resources/apps-and-tools/covidsafe-app
 | Organising Committee |
| Attendance of ‘affected persons’ under the NSW Public Health Orders 7 July 2020 | 1 | Under the legislation, any ‘affected person’ must reside at their usual place of residence or other suitable place of accommodation until a period of 14 days has elapsed since the person entered NSW.  During these 14 days the person must not leave the residence unless it is for reasons identified in section 3a of the attached Public Health Order | Self-monitoring ‘affected persons’ must self-isolateOrganising CommitteeCovid Safety Coordinator  |
| Attendance of ‘affected person’ under the NSW Public Health Orders 16 July 2020 |  | Details of all areas listed as ‘affected areas’ for ‘affected persons’ can be found via NSW Health website <https://www.nsw.gov.au/covid-19/latest-news-and-updates>Under the legislation, any ‘affected person’ must reside at their usual place of residence or other suitable place of accommodation until a period of 14 days has elapsed since the person entered NSW.  During these 14 days the person must not leave the residence unless it is for reasons identified in section 3a of the attached Public Health Order | Self-monitoring ‘affected persons’ must self-isolateOrganising CommitteeCovid Safety Coordinator |
| Restrict activities due to travel restrictions commencing 19/8/2020 | 1 | Restriction of participants from different zones or regions, Organising Committees must determine the risk of all nominated attendees and exclude as appropriate based on risk mitigation factors including:* Distance travelled
* Number of known cases of Covid-19 that each area/region
 | Organising CommitteeCovid Safety Coordinator |
| Cessation of overnight stays during the six week period commencing 19/8/2020 | 1 | Clubs and Zones must cease activities that result in overnight stays (camping included) due to the risk of Covid transmission with shared facilities.  | Organising CommitteeCovid Safety Coordinator |
| Attendees to confirm and sign Covid-19 declaration which states that they are well and have not had contact with anyone with COVID-19 | 1 | If rider and/or family members have been to Covid-19 affected areas, or been in contact with someone who has Covid-19 or shows symptoms of Covid-19 they may not attend and need to self-isolate for 14 days and unable to attend pony club until signed off by Doctor with a negative Covid-19 test result.  | Self-monitoring and if necessary self-isolate– members must determine their own level of risk depending and their current health status |
| Contracting Covid-19 during travel to event – driving | 4 | Ensure that riders follow all guidelines produced by NSW Health on how to protect yourself – see NSW Health website and recommendations below.  | Self-monitoring – members must determine their own level of risk depending and their current health status |
| Contracting Covid-19 – whilst at Pony Club  | 4 | * PCA NSW have strict bio-security protocols in place for both riders and horses.
* Riders to follow all directions of Organising Committee
* Organising Committee will ensure that the venue has been cleaned prior to commencement maintained during the event
* Organising Committee to provide washing facilities and/or 60% alcohol based hand sanitizer
* Rider and other attendees to regularly wash hands/use hand sanitizer and social distance as per NSW Health regulations
* Riders and other attendees to follow all guidelines produced by NSW Heath on how to protect yourself – see below
* All attendees to wear face masks at pony club events, this includes volunteers, spectators and riders when not riding
 | * Covid Safety Coordinator
* Organising Committee to oversee cleaning crews prior and during the event.
* Organising Committee to ensure that washing facilities are stocked with plenty of liquid soap and paper towel for all attendees
* Organising Committee to monitor hand sanitizer if being used to ensure that there is enough on hand
* Self-monitoring – members must determine their own level of risk depending and their current health status
 |
| If rider has concerns of possible contraction of Covid-19 | 2 | Follow NSW Health update on how the virus is spread and how long does Covid-19 last on surfaces - riders should follow all directions of Organising Committees and follow all guidelines produced by NSW Heath on how to protect yourself – see recommendations below. | Self-monitoring – members must determine their own level of risk depending and their current health status |
| Gear Check – no contact to be made | 2 | * No contact by Gear Check Steward to rider or their equipment during Gear Check
* Rider (if old enough) or parent/responsible person to be on hand (one per rider only) during Gear Check to make any adjustments to gear as requested by Gear Check Steward
 | * Covid Safety Coordinator
* Gear Check Steward
* Rider
* Parent/responsible adult
 |
| Contact between Instructors and rider – no contact to be made | 2 | * No contact by Instructor to rider or their horse during Instructions of any kind.
* Parent and/or responsible adult to be on hand (one per rider only) to aid if needed.
 | * Covid Safety Coordinator
* Instructor
* Organising Committee
* Parent/responsible adult
 |
| Contact between riders whilst mounted – no contact to be made | 2 | * Riders to continue to be distanced accordingly to minimise the risk of contact from rider to rider whilst mounted.
* Riders to be advised that contact to be avoided both while mounted and unmounted
* Groups of riders under instruction should not exceed reasonable instructor to rider guidelines at any time.
* While the number of people attending is no longer limited Organising Committees must continue to ensure rider, spectator and volunteers’ safety and always continue to maintain distancing and good hygiene practices.
 | * Covid Safety Coordinator
* Instructor
* Organising Committee
* Parent/responsible adult
 |
| Contact between Officials, judges, gear checker, stewards, and other personnel during competition | 2 | * Always maintain social distancing
* Follow good hygiene practices
* No contact between riders and officials
* Clean any shared equipment before, during and after each event
* Riders to provide their own gear, uniform etc. and not share or borrow someone else’s
* Where possible limit activities that depend on multiple use of gear or equipment and/or provide extra cleaning to minimise the risk of cross contamination
 | * Organising committee
* Covid Safety Coordinator
* Volunteers
* Riders
* Parents/supports
 |
| Response to fall of a rider | 3 | * The Organising Committee should appoint a dedicated First Aid person for the event
* The only people who may contact or respond to a fallen rider is the dedicated First Aid person or their parent/responsible adult
* All normal procedures regarding First Aid to be taken
* First Aider to always wear all appropriate PPE including mask and gloves
* Dedicated First Aider or another person authorised to act on their behalf should call an ambulance if necessary – please ensure that only one person calls, and that person has venue and patient details and information needed to help guide the ambulance to the venue
 | * Covid Safety Coordinator
* Organising Committee
* Dedicated First Aider
* Parent/responsible adult
 |
| Parking, catering, use of facilities by people attending Regional School | 2 | * Communicate with members to advise expectations at rally days
	+ Submitting self-screening forms
	+ Follow directions
	+ Determine who will speak people showing symptoms of COVID-19
* Vehicles spaces to be allocated with plenty of space between each vehicle
* Possible need for separate entry and exit points
* Riders to bring own food and drink with no sharing of food or drink between riders or others on the grounds
* Riders need to be ready to ride other than gear check so that they are not on the grounds longer than needed for scheduling purposes
* All persons on grounds to adhere to strict social distancing guidelines 1.5m between people as detailed below
* All persons on grounds to follow strict hygiene and hand washing procedures as detailed below
* Who will open and close gates – will need to schedule/allocate someone?
* Recommend that everyone working in high contact areas such as gates etc. wear masks and have their own personal hand sanitizers and gloves
* Who will oversee taps – turning on and off etc. – or what PPE will be provided for people to clean as used?
* Who will oversee cleaning of toilets or will people be tasked with cleaning themselves once used and who will provide the cleaning equipment etc. (club or member)
* Provision of online services for signing in etc. where possible or requesting that everyone brings their own pen or have antiseptic wipes to clean between signing
 | * Covid Safety Coordinator
* Instructor
* Organising Committee
* Parent/responsible adult
 |
| Instructor travel and accommodation | 2 | * Where possible local Instructors to be used to limit travel and associated risks
* Where possible local Instructors to be used to limit accommodation needs, if accommodation needed ensure that accommodation is withing restrictions
 | * Covid Safety Coordinator
* Instructor
* Organising Committee
 |
| Venue Specific concerns – please list details here as necessary  |  | List items that are specific to your club here/use as many pages as necessary | * Covid Safety Coordinator
* Organising Committee
 |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Protect yourself

The best way to protect yourself from COVID-19 is the same way you would protect yourself from catching flu or other respiratory illness:

* [wash your hands](https://www.health.nsw.gov.au/pandemic/Publications/hand-wash-community.pdf) for at least 20 seconds with soap and water or use an alcohol-based sanitiser with at least 60% alcohol.
* cover your sneeze or cough with your elbow or with tissue.
* avoid close contact with people who are ill
* avoid touching your eyes, nose and mouth
* stay home if you are sick.

 

The 4 square metre rule helps to determine the [maximum number of people allowed on the premises or attending an event](https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules). It does not determine the distance between people.

[Physical distancing](https://www.nsw.gov.au/covid-19/social-distancing) means reducing the close physical contact we have with one another and staying 1.5 metres away from people we don't live with.

**Allow 1 person per 4 square metres**

Call the National Coronavirus Health Information line 1800 020 080

For more information visit the [NSW Health Website​](https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx).

**RISK MATRIX**

|  |  |
| --- | --- |
| **How severe could it hurt someone or how ill it could make someone** | 2. How likely is it to be that bad? |
| **Very Likely** Could Happen Anytime | **Likely**Could happen sometime | **Unlikely**Could happen but very rarely | **Very Unlikely** Could happen but probably neverwill |
| **Kill or cause permanent****disability or ill health** | **1** | **1** | **2** | **3** |
| **Long term illness or serious injury** | **1** | **2** | **3** | **4** |
| **Medical Attention and several days off****work** | **2** | **3** | **4** | **5** |
| **First aid needed** | **3** | **4** | **5** | **6** |

**LEGEND**

The risk rating number indicates the priority of the risk:

**1** - Top Priority: Do something immediately

**6** - Low Priority: Do something when possible

**CONTROL PROCEDURE**

The control procedure is a list of control measures, in order of priority, which can be used to eliminate or minimize exposure to hazards.

* ELIMINATE – avoid risk by removing the hazard completely
* SUBSTITUTE – use less hazardous procedure/substances equipment/process
* ISOLATE – separate the process form people by the use of barriers/enclosure or distance
* ENGINEERING CONTROL – mechanical/physical changes to equipment /materials/process
* ADMINISTRATIVE CONTROL - change procedures to reduce/eliminate exposure to hazard
* PERSONAL PROTECTIVE EQUIPMENT – supply where required

**DEFINITIONS**

* CONTROL PROCEDURE – a series of control options ranked towards greatest and most efficient management of hazard
* HAZARD – something with the potential to cause injury or illness
* RISK - the probability of a hazard resulting in an injury or illness together with the seriousness of the injury