



COVID-19 SAFETY PLAN

BROOKFIELD HORSE & PONY CLUB

Club	Brookfield Horse & Pony Club Inc.
[Ground Location]	Brookfield Showground, 550 Brookfield Road, Brookfield
[Club Facility Location]	550 Brookfield Road, Brookfield (PIC QJBB0368)
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Version	3
Sandy Pollitt is responsible for this document	

Table of Contents

1. Introduction	2
2. Key Principles.....	2
3. Responsibilities under this Plan	3
4. Return to Sport Arrangements	3
4.1 Outdoor Sports Industry Plan	4
5. Recovery	4
COVID SAFE PLAN – STAGE 3 – OUTDOOR SPORTS INDUSTRY PLAN – Outdoor group sports	5

1. Introduction

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by Brookfield Horse and Pony Club Inc. (**[Club]**) to support Brookfield Horse and Pony Club Inc and its members and participants in the staged resumption of community sport and club activities.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community. The Plan provides the framework to govern the general operation of the Brookfield Horse and Pony Club Inc, any facilities it controls, the playing/training behaviour of all members and participants and the monitoring and reporting of the health of attendees at Brookfield Horse and Pony Club Inc facilities.

This Plan includes, but is not limited to, the conduct of:

- a. staged training and competition activities (sport operations); and
- b. facility management and supporting operations (facility operations).

At all times the Plan is subject to all regulations, guidelines and directions of government and public health authorities.

2. Key Principles

This Plan is based on the Outdoor Sports Industry Covid Safe Plan. Stage 3 was approved by the Queensland Chief Health Officer on 3 July 2020. The Outdoor Sports Industry Plan (Outdoor Team Sports) has been used to generate this COVID-SAFE PLAN.

https://www.covid19.qld.gov.au/__data/assets/pdf_file/0010/130204/industry-covid-safe-outdoor-sports.pdf

The club's COVID-19 Safety Plan has been revised to include the changes introduced in Stage 3.

The Plan also accepts as key principles that:

- The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community is the number one priority;
- Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on Brookfield Horse and Pony Club Inc's return to sport plans;

- Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
- At every stage of the return to sport process Brookfield Horse and Pony Club Inc must consider and apply all applicable State and Territory Government and local restrictions and regulations. Brookfield Horse and Pony Club Inc. needs to be prepared for any localised outbreak at our facilities, within our musters or in the local community.

3. Responsibilities under this Plan

Brookfield Horse and Pony Club Inc retains the overall responsibility for the effective management and implementation of the return to sport activities and operations outlined in this Plan.

The Committee of Brookfield Horse and Pony Club Inc is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

The Committee has appointed the following person as the Brookfield Horse and Pony Club Inc COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

Name	Sandy Pollitt
Contact Email	sandypollitt@hotmail.com
Contact Number	0400 952 002

Brookfield Horse and Pony Club Inc expects all members, participants, coaches, officials, administrative staff and volunteers to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by Brookfield Horse and Pony Club Inc;
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

4. Return to Sport Arrangements

As at the date of this Plan, participants are able to attend as provided for by the Outdoor Sports Industry Plan approved by the Queensland Chief Health Officer on 3 July 2020. The Outdoor Sports Industry Plan (Outdoor Team Sports) has been used to generate this COVID-SAFE PLAN. The following sections of the Outdoor Sports Industry Plan have been read and will be adhered to:

- Appendix 1: Outline to Return to Sport Arrangements, Part 1 – Sport Operations and Part 2 – Facility Operations [pp9 – 21] PLUS and Part 3 – COVID-SAFE PLAN Checklist [pp22 – 26]
- The Sport Australia Attendance Register Template, will be used to record all attendees and kept for 56 days
- A Statement of Compliance will be completed and displayed at the entrance to the grounds

4.1 Outdoor Sports Industry Plan

The Queensland Chief Health Officer approved the Outdoor Sports Industry Plan which includes equestrian and horse sports on 5 June, 2020. Stage 3 was approved by the Queensland Chief Health Officer on 3 July 2020.

The Industry COVID Safe Plans completed to date will remain largely unchanged, however any changes made for

Stage 3 will be guided by the following Principles:

Contact–full contact is permitted on the ‘field of play’ in line with pre-COVID contact activities. At all other times, participants, coaches, supervisors, officials, trainers, and spectators are to observe physical distancing requirements and undertake sound hygiene practices as detailed in this Plan.

□ Facility capacity–the total number of people to attend an activity, training and competition at indoor venues is to be based on occupant density of one person per two square metres for venues of 200 square metres or less (up to a total of 50 people) and one person per four square metres for venues of 200 square metres or more.

For outdoor venues, physical distancing off the field of play is required. Risks will be managed through mandatory record keeping, through group segmentation and buffer zones as appropriate. Individual organisations and facility managers will be responsible for implementing these requirements in line with the relevant approved Industry COVID Safe Plan.

□ Facility usage–all elements of community sport, recreation and fitness facilities are accessible in line with relevant health guidelines and directives. This means facilities such as canteens, change rooms, bathrooms, storage rooms, bars will reopen and operating hours can also be amended. Industry Plans will detail how organisations will manage the use of ancillary facilities in relation to cleaning/sanitisation and flow of people within venues. All facility components will be operated in accordance with the relevant approved Industry COVID Safe Plan.

□ Events–such as championships, markets, carnivals and gala days can recommence. Organisations must ensure the relevant approvals are in place based on the number of people attending as seen in the Roadmap.

□ Compliance with industry COVID Safe Plans–all activity is to be conducted in accordance with relevant Industry COVID Safe Plans and Public Health Directives. This includes organisations detailing how all persons at the activity/facility will be tracked, and traced, including spectators.

5. Recovery

When public health officials determine that the outbreak has ended in the local community, Brookfield Horse and Pony Club Inc will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions. Brookfield Horse and Pony Club Inc will also consider which protocols can remain to optimise good public and participant health.

At this time the Committee of Brookfield Horse and Pony Club Inc will consult with key stakeholders to review the delivery of its return to sport arrangements and use feedback to improve organisational plans and systems.

COVID SAFE PLAN – STAGE 3 – OUTDOOR SPORTS INDUSTRY PLAN – Outdoor group sports

Area	Plan Requirements
Approvals	<p>The club must:</p> <ul style="list-style-type: none"> • Keep up to date with any Queensland Government information regarding sport, fitness and recreation via the Return to Play website. • Read the Safe Work Australia COVID resource kit to the industry • Check the Queensland Government’s COVID-19 website to confirm Pony Club has a COVID Safe Plan in place. Otherwise abide by the specific restrictions outlined in the roadmap regarding the number of people, the type of activity and travel allowed. • Check with Pony Club Queensland if there is further information or guidance material applicable to your activity. • Check with your venue or facility on any procedures and requirements applicable for the return of activity. • Check with your insurer(s) or insurance broker and confirm coverage inclusions and exclusions. Clarify if there are any specific exclusions caused by COVID-19, if any conditions apply to your policies, if any specific approvals/consents are required and whether return to sport plans can be noted against relevant policies. • Update Risk Management processes in line with the approved Industry Plan and ensure records are kept up to date.
Workforce and training	<ul style="list-style-type: none"> • Review the Roadmap for easing Restrictions Framework for COVID Safe Businesses to ensure that Workplace Health and Safety requirements are been met. • Consult with workers/volunteers on COVID-19 measures and provide adequate information and education, including changes to tasks and practices and appropriate cleaning and disinfection practices. • Provide personal protective equipment (PPE) where necessary and in accordance with the relevant State and National guidelines. • Ensure completion of any required training – including any that is mandated by the Queensland Government. • Postpone or cancel non-essential face-to-face gatherings, meetings and training. Consider teleconferencing/online meeting capabilities. • Implement measures to maximise the distancing between volunteers/workers and participants to the extent it is safe and practical. Review tasks and processes that usually require close interaction and identify ways to modify these to increase physical distancing. • Modify processes to limit volunteers/workers having to be in close contact, as much as possible. • Established sports medicine/first aid protocols that limit exposure. • Ensure any psychosocial risks are managed with processes implemented to manage stress from COVID19 as outlined in the Workplace Health and Safety Queensland guide.
Communication	<ul style="list-style-type: none"> • The Club will communicate with riders, parents, volunteers and coaches about the return to training protocols, including hygiene protocols, via the club’s newsletter, specific emails, club website and Facebook posts. Hand washing and general hygiene etiquette will be reinforced. • Ensure participants, parents and carers have been informed about the conditions/restrictions of restarting the sport and recreation activities. • The Club endorses the government COVIDSafe app and encourages all members to download and use the app.

	<ul style="list-style-type: none"> The Club will promote good personal hygiene practices in and around riding sessions and in Club facilities by the communications sent out to members, via posters in toilets and on the clubhouse notice board.
Financial	<ul style="list-style-type: none"> Check any applicable Federal or Queensland Government supports such as grants and subsidies have been implemented or applied for. Ensure communication of any financial changes (registration/usage/membership fees etc.) to your participants.
Legal and compliance	<ul style="list-style-type: none"> Ensure organisation is across all relevant legislation and requirements applicable to return to activity. Ensure any necessary consents and approvals to resume sport have been received.
Physical distancing	<ul style="list-style-type: none"> Place signs at entry points to instruct participants and visitors not to enter the venue/facility if they are unwell or have COVID-19 symptoms. Use signage and advise of entry and exit points and separate participation space areas to minimise contact and maintain the required physical distancing. Implement measures to restrict numbers on the premises, ensuring these comply with the Industry COVID Safe Plan or the current stage of roadmap.
Keeping people healthy	<ul style="list-style-type: none"> Promote and encourage all participants, volunteers, workers and visitors to sign up to the COVID Safe App. Direct participants, volunteers, workers and visitors to stay at home if they are unwell or any family members are unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness), have had contact with person with COVID-19 infection), and to go home if they become unwell. Advise coaches, riders and parents to not attend if unwell or any family members unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness, or known contact with a person with COVID-19 infection). Washing of hands prior to and after riding, before eating, and use of hand sanitiser at all gates. Avoidance of any form of physical greetings, including hugs, shaking hands, high fives. Avoidance of coughing, clearing nose, etc. Washing and looking after own personal equipment, with no sharing of clothing, helmet, or any saddlery. Maintain a record of people in attendance for the activity, for a period of at least 56 days so the club has accurate records in the event of an outbreak. No changing of participants between groups to ensure no co-mingling. Promote BYO water bottle to limit water tap use. Set up hand washing/sanitising stations and practices for participants to easily wash hands before and after (and during if required) their activity. Put signs and posters up to remind people of the risk of COVID-19. Know the protocols for notifying health authorities of issues or suspected COVID-19 cases.
Hygiene and cleaning	<ul style="list-style-type: none"> Instruct everyone to practise good hygiene by frequently cleaning their hands. Hand washing should take at least 20 to 30 seconds. Wash the whole of each hand, covering all areas with soap before washing with water. Instruct participants to practise good hygiene including no touching of eyes, nose or mouth and no spitting or clearing nasal/respiratory secretions on field of play or in other activity settings. Provide hand washing facilities including clean running water, liquid soap, paper towels. If hand washing facilities are not readily available, provide an appropriate alcohol-based hand sanitiser. Restrict use of shared equipment (e.g. balls).

	<ul style="list-style-type: none"> • Implement cleaning protocols for communal facilities. Clean frequently touched areas and surfaces regularly with detergent or disinfectant (including taps, sinks and gate latches). • Consider any necessary changes to the administration of first aid and communicate to necessary personnel. • Any safe hygiene protocols distributed by national/state sporting body or local association will be adopted by the Club including: <ul style="list-style-type: none"> – Availability of hand sanitiser at entry/exit points to venue and elsewhere. – Protocols for sanitising stations, sanitising equipment. – Cleaning standards – increase regular cleans and frequent wiping of high touch surfaces, including toilet doors and taps. – Displaying posters outlining relevant personal hygiene guidance in toilets and clubhouse noticeboard. – Avoiding shared use of any equipment. – Providing suitable rubbish bins with regular waste disposal.
Muster procedures	<ul style="list-style-type: none"> • Riders will be required to arrive ready to ride, not congregate before or after the muster, and leave promptly after the muster. • Contact and non-contact activity permitted on the riding areas during muster lessons only • Total number of people to attend muster in an outdoor venue or space is based on the physical distancing rule.–Physical distancing does not apply “on the field of play”Example –spectators watching athletics competition must observe physical distancing. Participants and coaches are not required to observe the 1 person per 4 square metre rule on the riding areas. • Contact tracing information (attendance register) must be kept for all participants, parents and anyone else who attends facilities and information retained for 56 days. Pre-registration will be used. • Separation of attendees into groups to prevent and limit co-mingling where possible. • All attendees will be instructed that there should be no physical contact, including high fives or hand shaking, and no socialising before or after the session. • There will be no canteen operating so that attendees do not congregate having group meals. • Sanitising stations will be set up at every gate, with signs advising of the need to regularly use sanitiser. • Shared equipment will not be used. If there is any requirement to move equipment, it will be sanitised with 70% alcohol spray before and after sessions, and the instructor moving it will sanitise their hands after touching the equipment. • No sharing of personal equipment will be allowed. • Personal hygiene will be encouraged via email reminders before the muster, signs at the session and verbal reminders. Attendees will be asked to wash hands after opening or closing gates, prior to and after training, and it will be emphasised that coughing should be into the elbow. • Guidance will be provided regarding travel arrangements with parents advised not to car pool to bring children other than their own to the session. • An attendance register will be kept, with all necessary details for all attendees. • The facilities available during the training session will be limited to toilets with no use of the canteen allowed.