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# **The Path Ahead with Covid-19**

**10<sup>th</sup> May 2021**

**Version 2.3**

# The Path Ahead with Covid-19

## Contents

<b>Introduction .....</b>	<b>4</b>
<b>Compliance .....</b>	<b>4</b>
<b>Covid-19 Information Hub.....</b>	<b>4</b>
<b>How Covid-19 Spreads.....</b>	<b>5</b>
<b>How to Protect Yourself and Others .....</b>	<b>5</b>
<b>Covid-19 Tracker App .....</b>	<b>6</b>
<b>General procedures while attending AIRC activities .....</b>	<b>6</b>
<b>Social Distancing Behaviours.....</b>	<b>7</b>
<b>Fundamental Principles for taking part in activities.....</b>	<b>7</b>
<b>Key points of these Protocols.....</b>	<b>7</b>
<b>Protocols for Activities and Competitions .....</b>	<b>8</b>
1. Permitted Activities.....	8
2. Venues.....	9
3. Hygiene & Sanitation.....	10
4. Activity / Competition .....	10
5. Traceability & Health Screening .....	11
6. Entries .....	11
Competition Protocols .....	12
7. Day of the Activity / Competition.....	12
8. Officials & Officials Equipment.....	12
9. Competitors.....	12
10. Dressage .....	12
11. Show Jumping .....	13
12. Cross-Country .....	14
13. Sheet Collection .....	14
14. Scoring.....	14
15. Queries & Results.....	15
16. Prize Giving.....	15
<b>Covid-19 Compliance Officer.....</b>	<b>16</b>
Role .....	16

Responsibilities .....	16
Covid-19 Compliance Officer Training.....	17
<b>Appendix 1 – Useful Links and Additional Resources.....</b>	<b>18</b>
Government and Public Health .....	18
Equestrian and Agriculture .....	18
Useful Documents.....	18
Posters and other materials for display .....	18
<b>Appendix 2 – Sample Risk Assessment .....</b>	<b>19</b>
<b>Appendix 3 – AIRC Covid-19 Attendance Form .....</b>	<b>24</b>
How to Create a Copy of the Form.....	24
How To Share the Form .....	25
How to View the Responses.....	25
Response Notifications.....	26

## Introduction

This document outlines the Covid-19 protocols for the Association of Irish Riding Clubs CLG (AIRC) activities and those of its affiliated clubs to ensure they take place in line with the Governments '[Covid-19 Resilience and Recovery 2021: The Path Ahead](#)' and Horse Sport Irelands '[Equestrian Sport Ready](#).'

Effective protection of the health and safety of club members, officials, volunteers, and the general public must remain a priority at all times. Clubs must put in place preventive measures to stop the transmission of infection and put in place mitigation measures to minimise the risk of infection.

This is a live document that will be updated as necessary, as the situation continues to change and it should be referred to frequently to stay abreast of changes and developments.

Please note that the Association of Irish Riding Clubs CLG (AIRC) is not an expert body on pandemics and as such, all Government of Ireland and Health Authority information, guidelines and directives supercede this document.

The protocols outlined in this document apply to members resident in the Republic of Ireland and also Northern Ireland.

## Compliance

Everyone is expected to fully comply with Government regulations.

Individual club members must take personal responsibility for their compliance with preventative measures.

Non-compliance with these measures and protocols will not be tolerated. Clubs should provide detailed instructions to their members informing them what will be required of them. Any individual found in breach of these should be asked to leave and should be barred from participation at future activities.

## Covid-19 Information Hub

Keep up-to-date with all of the latest Covid-19 updates and resources at [www.airc.ie/covid19](http://www.airc.ie/covid19)

## How Covid-19 Spreads

The most common way you can get COVID-19 (coronavirus) is by coming into close contact with someone who has the virus. You can spread the virus even if you do not have symptoms.

Covid-19 is mainly spread through close contact and droplets that come from your nose and mouth. For example, from someone who is talking loud, singing, shouting, coughing or sneezing. This happens when people are within 1 to 2 metres of each other. That is why keeping a 2 metre distance from other people is so effective in reducing the spread of Covid-19.

Airborne transmission is the spread of a virus in very tiny water particles known as aerosols. This can happen over a longer distance than droplets, such as across a room. Covid-19 can spread easily in crowded or poorly ventilated areas.

To protect against airborne transmission, keep indoor spaces aired out (ventilated) by opening windows and doors when possible. This reduces the risk of infected air building up in a room, corridor or stairwell.

It's much safer to meet people outdoors than indoors, even if you keep more than 2 metres apart indoors. Avoid crowded or stuffy places as much as possible. Leave a location if it becomes crowded.

You can also get the virus from surfaces. For example, when someone who has the virus sneezes or coughs, droplets with the virus can fall onto surfaces around them. If you touch that surface and then touch your eyes, nose or mouth, you could become infected too.

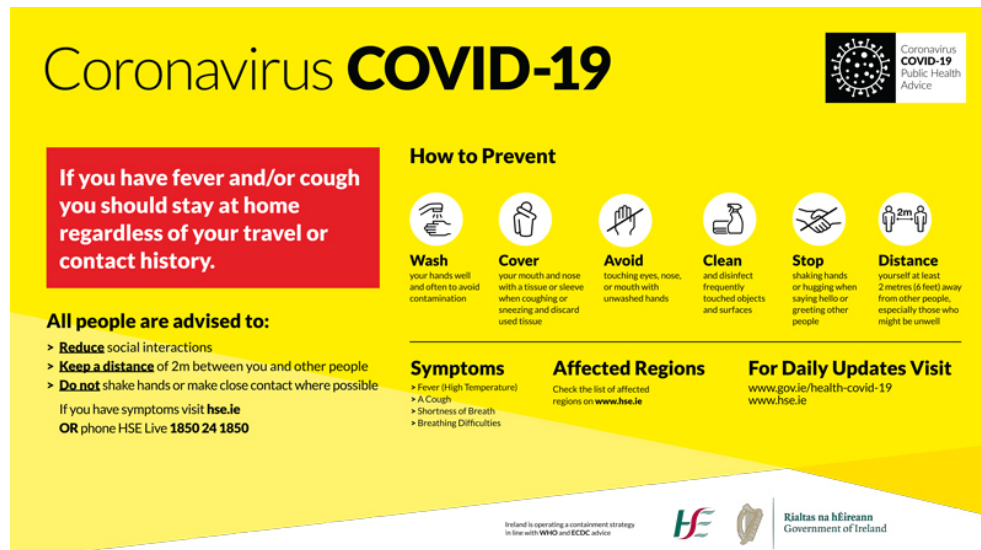
Getting COVID-19 from surfaces is not as common as getting it through close contact with someone who has the virus. But it's still important to wash your hands properly and often. (Ref: [Health Service Executive](#))

## How to Protect Yourself and Others

Wearing a **face covering** will protect you and others. But you should still do the important things needed to prevent the spread of the virus and these include:

- **social distancing**
- **covering** coughs and sneezes
- **washing your hands** properly
- **not touching** your eyes, nose or mouth if your hands are not clean

(Ref: [Health Service Executive](#))



## Covid-19 Tracker App

It is recommended that all members in ROI download the **HSE Covid-19 Tracker App**. It is recommended that all members in NI download the **StopCovid NI Proximity App**.

Please note this does not replace the requirements already set out in this document as regards registration for activities and contact tracing, it is an extra measure.

## General procedures while attending AIRC activities

1. Do not attend if you have symptoms of Covid-19 such a cough, cold, temperature or shortness of breath.
2. A face covering or mask must be worn at all times while unmounted and under the chin when mounted.
3. Do not touch your face whether you are wearing gloves or not. This is critical.
4. Wash your hands as frequently as you can or use a suitable hand sanitiser (must be at least 60% alcohol based). You must bring your own hand sanitiser with you.
5. Observe the advised cough/tissue etiquette at all times.
6. Avoid going into areas at the venue unrelated to your activity.
7. Leave as soon as possible after your activity.
8. If you become unwell while at an activity, go immediately to your car and phone your GP or HSE for expert advice.
9. Those over 70 years of age or if you are in an at risk group should follow the advice of the HSE. Click here to visit the HSE's website for further information. If you have any underlying medical conditions placing you at high risk, please do not attend.

## Social Distancing Behaviours

To protect against infection:

- ◆ Refrain from handshakes.
- ◆ Keep away from other people at all times.
- ◆ Do not share food or drinks.
- ◆ Wash your hands frequently with soap and water or hand-sanitiser where available, before and after eating, after going to the toilet, sneezing and coughing, etc.
- ◆ Cover your coughs and sneezes and dispose of any used tissue in a bin or bring it home with you.
- ◆ Avoid touching your face and wear a face mask or covering.
- ◆ Keep your distance from people who are obviously sick.
- ◆ Try not to touch any surfaces, but if you do, sanitise your hands as soon as possible.

## Fundamental Principles for taking part in activities

### 1. ***Compliance with current Covid-19 restrictions***

The need for full compliance on the current level of local restrictions to ensure equestrian sport remains a 'low risk' activity.

### 2. ***Personal Responsibility***

Taking personal responsibility for your own risk and decision making.

### 3. ***Risk Assessment***

Clubs and organisers must assess the risks before running an activity. Individuals and volunteers must assess the risks before taking part in an activity.

## Key points of these Protocols

- ◆ Persons willing to attend an AIRC activity must conduct a risk assessment of their own situation to see how safe it is for them first.
- ◆ Club officials and volunteers must also complete a similar Risk Assessment.
- ◆ Risk Assessments must be carried out by the Club Committee to include assessment of the suitability of the venue for social distancing requirements. (See appendix 2)
- ◆ Social distancing must be observed at all times, in all areas. Gatherings are not permitted.
- ◆ A Compliance Officer must be appointed for all activities and must be obeyed at ALL times.
- ◆ Only those taking part in the activity should attend but may bring one additional person to assist them. This person must be registered with the organiser to facilitate contact tracing.

## Protocols for Activities and Competitions

1. Permitted Activities		
1	Level of Activities Permitted	Club, Regional & National
1.1	Competitions	<p>Indoor and outdoor competitions are permitted at this time.</p> <p>Those who are organising indoors events are to make a determination if they are indoor or outdoor or be comfortable demonstrating/explaining how if an issue arises. The classification of outdoor could be that the space is not heated, well ventilated and has features of an outdoor covered space.</p> <p>Equestrian centres should consider if they have any other (non-COVID) area of business where they have to classify the venue/facility type and if so they should be consistent with approach. This, we understand, would be areas such as tack shops, cafes, canteens, offices, etc.</p> <p>If treated indoor they can operate up to 100 or in multiple pods of 6 depending on the vaccination status of those involved and the size of the arena.</p>
1.2	Activity Attendance	<p>Behind closed doors with only those who are required to be present.</p> <p>Competitors are only permitted to bring a maximum of one additional person with them, only if necessary.</p>
1.3	Training Activities	<p><b>Instructor-led group lessons</b> permitted outdoors in pods of 15.</p> <p>Multiple pods are permitted if space allows at the venue.</p> <p><b>Training events</b> permitted. Indoor training can recommence in pods of up to 6.</p>
1.4	Recreational Activities	<p>Maximum 15 people outdoors. Multiple pods are permitted if space allows at the venue.</p> <p>Activities such as beach rides, hacks, etc are permitted at this time.</p>
1.5	Activity Authorisation	<p>Regional (Inter-Club) activities must be pre-approved by AIRC and organising clubs/regions must submit an <b>AIRC Activity Notification Form</b> applying for approval. These require a minimum of 10 working days' notice.</p> <p>Club activities no longer require pre-authorisation.</p>



1.6	Permitted Travel	<p>Inter-county travel is permitted in ROI.</p> <p>Travel from NI to ROI or ROI to NI is subject to the public health measures as issued by the NI Executive and the Government of Ireland.</p>
1.7	Meetings	<p><b>Online meetings only permitted at regional and national level.</b></p> <p>It is strongly recommended that Clubs continue to conduct their meetings online for the time being.</p> <p>Where indoor meetings for clubs are being organised, club committee meetings (including AGM's) can take place indoors once all participants are considered immune (i.e. fully vaccinated or recovered from Covid-19 within the previous 6 months). Consideration should be given to room densities, meeting durations and ventilation when planning such events.</p> <p>Where participants have mixed immunity status, indoor meetings must be conducted in pods of 6 people with the overall number of pods having regard to the size of venue and with substantial social distancing in place between individual pods. To any independent onlooker it should be clear that pods are completely separate groups operating independent of one another, with no interaction or sharing of equipment and no opportunity for them to mix or stray into one another's group or meeting space.</p>

<b>2. Venues</b>		
2.1	Compliance	As per Horse Sport Ireland and HSE guidelines
2.2	Parking	3-5 metre distance (depending on local risk assessment) between parking spaces to be observed
2.3	Access to Facilities	<p>No access to areas such as tack room, viewing gallery, stable area, canteen, etc.</p> <p>Toilets must be disinfected regularly during an activity. The same person must monitor the facility regularly.</p>
2.4	Signage	<p>All appropriate Covid-19 signage should be displayed at the entrance and in the appropriate areas of the venue.</p> <p>Signage should be clearly visible.</p>

2.5	<b>Catering / Refreshments</b>	Limited catering for anyone attending the venue will be provided on an outdoor basis only (no indoor dining/eating areas). All food containers to be of a disposable material or else removed by the user.
2.6	<b>Isolation Area</b>	An isolation area must be prepared and ready for use in a small cordoned off area of the venue with chairs. PPE and sanitisation materials should be accessible in this area.

<b>3. Hygiene &amp; Sanitation</b>		
3.1	<b>Personal Protective Equipment (PPE)</b>	Suitable PPE to be available for officials & volunteers
3.2	<b>Hygiene / Wash Station</b>	Hygiene stations prepared with spray bottles of disinfectant, paper rolls, disposable gloves etc. Alternatively hand washing facilities must be available & cleaned regularly. In any case, those attending must bring their own hand sanitiser. Compliance in this area is essential.
3.3	<b>Waste Disposal</b>	All PPE, sanitisation and hygiene equipment used must be safely and carefully disposed. Appropriate bins must be available on site.
3.4	<b>Face Coverings / Masks</b>	The wearing of face coverings or masks is mandatory while attending activities, except while mounted, when it should be under your chin. This is for everyone's safety.

<b>4. Activity / Competition</b>		
4.1	<b>Equipment</b>	Minimal equipment should be used while training. Instructor should use their own equipment and move it themselves where possible. If assistance is required, one designated person should be assigned to assist wearing appropriate PPE. See protocols for relevant discipline.
4.2	<b>First Aid / Fall of Rider</b>	If first aid is necessary, this should be administered until emergency services attend, if required. First aider should assess the situation and where possible work from a social distance. First aider must have access to the appropriate PPE (i.e. gloves, mask, coat etc.) If a member of the injured party's household is present, they should administer the first aid under the guidance of the suitably qualified professional. The Safety officer should attend the site of the fall and record the details of the incident on the Incident Report Form.

5. Traceability & Health Screening		
5.1	<b>Contact Traceability</b>	<p>Bookings or entries must be taken online in advance.</p> <p><b>It is essential that records of attendance are maintained to assist with contact tracing if required.</b> Organisers must retain this information for a period of 6 weeks after the activity for contact tracing purposes after which it must be deleted.</p> <p>Organisers should risk assess their own situation and apply additional procedures as required as this list is not exhaustive.</p>
5.2	<b>Pre Return Health Screening</b>	<p><b>There is no longer a requirement for participants to complete an AIRC Covid-19 Attendance Form before any activity however it is important to remember that individuals should not attend any activity (i.e. training, competition, social, meeting, etc.) if they are displaying, or have had within the previous 48 hours, any of the possible symptoms of Covid-19 (high temperature, a new continuous cough, unexplained shortness of breath, loss of sense of smell, taste or distortion of taste, headache, runny nose, sore throat or sneeze).</b></p>
6. Entries		
6.1	<b>Payments</b>	<p>All payments for activities including competitions to be processed online in advance of the activity or competition.</p> <p>Cash may be given, if exact amount is in an envelope and clearly named at club only activities.</p>

## Competition Protocols

### 7. Day of the Activity / Competition

- ◆ A list of the entrants and non-riding personnel will be checked by the car parking attendant when entering the venue. This complies with the contact tracing protocol (see 5 above)
- ◆ Anyone who is not listed and is not accompanying a rider will be prohibited from entering the venue.
- ◆ If a Secretary's Office is required, it must have a perspex screen or similar to ensure minimum community contact. The screen should have an area at the bottom so paperwork can be passed safely underneath.
- ◆ Distances of 2m will be marked outside the office to ensure social distancing measures are adhered to.

### 8. Officials & Officials Equipment

- ◆ Any briefings should be held in advance of the activity, via an online platform such as Zoom, or in a quiet area where social distancing can be maintained. If necessary a briefing, for fence stewards in cross-country, may be split in to a number of phases if there is not enough space to do so in one go.
- ◆ All equipment must be sanitised with disinfectant wipes before it is given out.
- ◆ Sharing of equipment is to be avoided. However, where this is unavoidable the equipment must be sanitised with disinfectant wipes.
- ◆ All equipment must be sanitised and disinfected on return.
- ◆ Stewards equipment should be prepacked and ready for collection.

### 9. Competitors

- ◆ Competitors must read the protocols for their relevant competition discipline, ensuring that all of the protocols are understood and adhered to.
- ◆ Arrive punctually for the start time of the competition.
- ◆ Follow the direction of the stewards.
- ◆ On completion of the competition, competitors must proceed to cool down the horse directly in the space allocated (if relevant) and return to their vehicle in the parking area.
- ◆ As soon as the competitor is finished competing and they have untacked and loaded their horse or pony, they should leave the venue. There should be no hanging around or spectating. All activities will operate under a Ride and Go policy.

### 10. Dressage

#### 10.1 Competitor Information

- ◆ Times, competitor numbers and arena details will be published online in advance of the competition or emailed to competitors.
- ◆ A map containing a detailed layout of the venue should also be available online or issued to competitors in advance.

#### 10.2 Dressage Judges / Scribes

- ◆ Dressage judges must be given their details in advance of the show.

- ◆ Dressage Judges will judge from their own car parked at the competition arena or suitable box if available. If a judges box is being used, a perspex screen must be installed to separate the judge and scribe.
- ◆ Dressage Judges may provide their own scribe (ideally from their own household) to limit community transfer. If this is not possible, a scribe will sit in another vehicle with direct communication to judge (radio/headset). If neither of those options are possible, the judge may judge the test with no comments recorded on the test sheet with the exception of overall comments.
- ◆ Pens must be sanitised, and judge/scribe to have their own pens – no sharing of equipment.
- ◆ With agreement from the judge, the scribe could sign the sheet.

### 10.3 Warm Up Area

- ◆ Only one trainer can accompany a competitor in the warm-up area.
- ◆ Remember social distancing and leave enough space.

## **11. Show Jumping**

### 11.1 Judges Box

- ◆ Social distancing should be practiced at all times.
- ◆ Judges should bring their own personal protective equipment; however, the organising committee may need to offer personal protective equipment products.
- ◆ One judge may oversee the competition in the judges' box at any one time for the period of Covid-19.
- ◆ A judge may bring a family member as a scribe. This would be the ideal situation.
- ◆ For larger competitions, it is advised to use the minimum number of judges in line with AIRC rules.
- ◆ Each Judges Box should be assessed and appropriate measures taken to ensure the safety of those judging on the day. Consideration should be given to the provision of face visors, and personal protective equipment to ensure that the risk to these Officials is negated. Perspex screens may be used in some cases.
- ◆ Approved hand sanitiser gel should be available in judges' boxes.
- ◆ Consult with your Judges to ensure they are comfortable with the arrangements provided.

### 11.2 Course Walks

- ◆ Course walks will be allowed at intervals, in small groups. The numbers permitted in the arena should be determined by your risk assessment to allow for social distancing, etc.
- ◆ Fence materials and entrance or exit gates should not be touched during the course walk.

### 11.3 Warm Up Area

- ◆ A call up steward will supervise the arena. They should be provided with the appropriate personal protective equipment.
- ◆ Appointed fence stewards should raise and lower fences on instruction of the rider or their trainer.
- ◆ One assistant per competitor is permitted to be in the warm up area at any one time, the assistant will only enter the practice arena when their rider is ready to start jumping

to keep the number of people in the practice arena to a minimum at all times. All competitors must take responsibility for pocket etiquette and health and safety regulations.

- ◆ Only up to six horses allowed in the practice arena at any one time. However, with smaller or larger arenas these numbers may decrease or increase.
- ◆ One system for warming up, either clockwise or anti-clockwise.
- ◆ There should be two practice fences in the arena, one oxer and one parallel. They should be placed a minimum of 4 metres apart where possible. Safety barrier in between fences.
- ◆ In eventing, competitors will warm up for the show jumping and cross-country phase at the same time. Upon completion of the show jumping round, the competitor is to proceed to the start of the cross-country course.

#### 11.4 Competition Arena

- ◆ Depending on the system, two competitors to be in the ring at any one time. If possible, utilise separate entrance and exit gates.
- ◆ If this is not possible, ensure the pocket waiting area is kept clear to minimise contact between competitors.

### **12. Cross-Country**

- ◆ Numbers may need to be restricted so as not to exceed the government restrictions for outdoor events. This will be determined by your risk assessment.
- ◆ Competitors may arrive two hours before their dressage time. During this time, they have to walk both the show jumping and cross-country courses. This will be their only opportunity to do so.
- ◆ A map of the course should be made available online prior to the day of the event.
- ◆ No contact or touching of fences is permitted.
- ◆ One trainer may only accompany a rider when walking the cross-country course.
- ◆ Fences judges may be located in a way so they can judge multiple fences. This is to limit the number of people on site.

### **13. Sheet Collection**

- ◆ All scoring sheets are to be placed in an envelope after each class and returned to the scorers.
- ◆ Depending on your risk assessment, the score sheets may also be collected at intervals. The sheets must be placed into an envelope for collection.

### **14. Scoring**

- ◆ There will be no main score board to discourage social gatherings. All results will be posted online.
- ◆ Scorers, if not from the same household, must observe social distancing of 2m minimum.
- ◆ It is advised that a window must be open to allow fresh air to circulate.
- ◆ Hand sanitiser must be available and used regularly.
- ◆ No sharing of equipment.
- ◆ No dressage sheets will be available for collection after the event.

### **15. Queries & Results**

- ◆ Queries will be accepted within a timeframe announced by the organisers, from the publication of the provisional results online.
- ◆ Provisional results must be published online at a specific time and this must be a realistic time for competitors to view them. A three-hour window must be available to competitors to lodge a query should they have any.
- ◆ Official results will be published online thereafter

### **16. Prize Giving**

- ◆ There will be no prize giving ceremony.
- ◆ You may, however, take a socially distanced photograph with the prize winner outdoors with no spectators.

## Covid-19 Compliance Officer

Although the committee of the affiliated club is ultimately responsible for ensuring all protocols for the safe resumption of our activities in respect of Covid-19 are implemented, a C-19 Compliance Officer must be appointed for each activity.

The role of the C-19 Compliance Officer is to oversee public health measures across the club or activity. They will act with the full authority of the club committee.

It is important that the right person is appointed as a C-19 Compliance Officer. They must be a member of an affiliated club and have knowledge of the Associations Covid-19 protocols.

Social distancing compliance is the responsibility of everyone.

### Role

1. The role of a C-19 Compliance Officer is to monitor activities to ensure social distancing and hygiene rules are being maintained to protect health and reduce the spread of the C-19 virus.
2. These key personnel should be clearly identifiable onsite with a distinguishable high viz vest written on them.
3. The person undertaking the role should receive training in what the role will entail.
4. Ensuring compliance to the 2m social distancing rule and good hygiene is not the sole responsibility of the C-19 Compliance Officer.
5. A C-19 Compliance Officer must not put themselves at risk while carrying out their duties.
6. C-19 Compliance Officers must have a structure or framework to follow within the organisation to be effective in preventing the spread of Covid-19.
7. This structure must be regularly audited and managed to ensure it works and protects all onsite. Failure to take it seriously could result in an outbreak of Covid-19 onsite.

### Responsibilities

The responsibilities and duties of the C-19 Compliance Officer fall broadly into 2 categories:

1. Proactive Day to Day Duties
2. Reactive Emergency Duties
  - ◆ Being a constant onsite presence to monitor compliance with social distancing between all participants. In instances where there is non-conformance with social distancing the C-19 Compliance Officer is to intervene.
  - ◆ Maintain a log of regular monitoring of Covid-19 controls on site.
  - ◆ Ensure there is sufficient up-to-date signage erected onsite to educate all personnel about the Covid-19 controls on site.
  - ◆ At all times promote and coach good hygiene practises.
  - ◆ Ensure regular cleaning of welfare facilities, handrails, door handles, etc. is undertaken.
  - ◆ Ensure hand wash liquid/soap and hand sanitisers are replenished as required. Check hot water and hand drying facilities are available onsite.
  - ◆ Make representations to event organisers with regards to any Covid-19 concerns raised by participants.



- ◆ Ensure site personnel are adhering to staggered.
- ◆ Report any areas of non-compliance to site management and ensure these are addressed.
- ◆ Consider the provision of additional controls for exceptional circumstances.
- ◆ Keep up to date on HSE and WHO guidelines.

While the main role of the C-19 Compliance Officer is to prevent the spread of Covid-19 onsite, there is the potential where an individual onsite may experience Covid-19 symptoms and where the C-19 Compliance Officer needs to react.

In a reaction position, their responsibilities include:

- ◆ Informing Event Organisers if there is a confirmed case or if they have been made aware of an individual with Covid-19 symptoms.
- ◆ Isolating away from other personnel.
- ◆ Following site protocol for individuals with Covid-19 symptoms. (i.e. send home, inform them to contact GP).
- ◆ Assisting in contact tracing should there be a confirmed case of Covid-19.

### **Covid-19 Compliance Officer Training**

Each Covid-19 Compliance Officer must complete Sections A and B of Sport Irelands Covid-19 Return to Sport online course. [Link here](#).

## **Appendix 1 – Useful Links and Additional Resources**

### **Government and Public Health**

- [Health Service Executive](#)
- [Department of Health](#)
- [Health Protection Surveillance Centre](#)
- [European Centre for Disease Prevention and Control](#)
- [World Health Organisation](#)
- [Health & Safety Authority](#)

### **Equestrian and Agriculture**

- [Horse Sport Ireland – Covid-19 Information](#)
- [Sport Ireland – Covid-19 Information](#)
- [Department of Agriculture – Coronavirus Covid-19 Information](#)

### **Useful Documents**

- [Horse Sport Ireland Equestrian Sport Ready \(Feb 2021\)](#)
- [Government's Covid-19 Resilience and Recovery 2021 - The Path Ahead](#)

### **Posters and other materials for display**

- [Covid-19 Public Information](#)
- [Covid-19 Symptoms](#)
- [Covid-19 How to Prevent Coronavirus](#)
- [Covid-19 Face Coverings](#)
- [Covid-19 Hand Hygiene](#)
- [Covid-19 Hand Washing](#)
- [Covid-19 Social Distancing](#)
- [HSI Equestrian Signage](#)

## Appendix 2 – Sample Risk Assessment

### AIRC Venue Risk Assessment - Covid-19

*To be used in conjunction with current government guidelines. This should be used in addition to and in conjunction with usual risk assessment protocols and not in isolation.*

Date	Individual Completing Risk Assessment	Comments

#### Risks Identified:

- Infection through lack of social distancing
- Infection through inhalation of droplets from infected individuals
- Infection through the touching of a surface, object or hand of an infected person that has been contaminated with respiratory secretions
- Vulnerable or 'at risk' individuals

Hazard / Risk	Affected persons	Control measures – used to mitigate risk Immediate and long term	Risk Rating (High / Medium / Low)	Comments
Environment	Officials, members, volunteers and visitors	<ul style="list-style-type: none"> <li>- Risk of contracting the virus from contact with surfaces or droplets in confined areas/sneezing/droplets in saliva/nasal discharge – always maintain social distancing whilst on the yard and avoid contact with surfaces.</li> <li>- Activities to take place in an arena/space.</li> <li>- Hand washing protocol to be followed upon arrival and departure at the venue. Where necessary disinfecting procedures may need to be followed on departure.</li> <li>- Always provide disposable gloves and a face mask for club officials in case of emergency (i.e. providing first aid where a family member is not present to assist the injured party).</li> </ul>	Low	

<b>Hazard / Risk</b>	<b>Affected persons</b>	<b>Control measures – used to mitigate risk Immediate and long term</b>	<b>Risk Rating (High / Medium / Low)</b>	<b>Comments</b>
		<ul style="list-style-type: none"> <li>- Venue to be prepared for the lesson/clinic at a quiet time or on a day where the venue traffic is minimal and no other service providers (i.e. vets/farriers/feed merchants) are in the vicinity, where possible.</li> </ul>		
<b>Parking</b>	Officials, members, volunteers and visitors	<ul style="list-style-type: none"> <li>- 5 metre distance between parking spaces to be observed</li> <li>- Limit on only one person with each participant where possible</li> <li>- Social distancing to be observed</li> <li>- Parking steward to oversee area</li> </ul>	Low	
<b>Arena</b>	Officials, members, volunteers and visitors	<ul style="list-style-type: none"> <li>- Lessons limited as per government guidelines.</li> <li>- Trainer to avoid entering areas of the yard other than the arena where possible.</li> <li>- It may be necessary for a member of the rider's household to assist with mounting and to complete safety checks for the trainer to see, whilst maintaining social distancing. Otherwise the rider should complete these themselves, where possible.</li> <li>- If first aid is necessary, this should be administered until the emergency services attend.</li> <li>- If a member of the injured party's household is present, they should administer the first aid under the guidance of the suitably qualified professional.</li> <li>- Activity should remain within the client's capabilities and not present unnecessary risk of injury.</li> <li>- Sharing of equipment should be avoided and all equipment should be cleaned sufficiently between uses, using standard cleaning products</li> </ul>	Low	
<b>Payment</b>	Officials and members	<ul style="list-style-type: none"> <li>- Payments, entries and bookings to be taken by electronic means. Handling of cash to be avoided to minimise risk but exact fee accepted in an envelope for club activities only.</li> </ul>	Low	
<b>Eating/drinking</b>	Officials, members,	<ul style="list-style-type: none"> <li>- Individuals to supply their own food and drink for the whole day, where possible.</li> <li>- If other food/drink is accepted, use disposable items where possible.</li> </ul>	Low	

Hazard / Risk	Affected persons	Control measures – used to mitigate risk Immediate and long term	Risk Rating (High / Medium / Low)	Comments
	volunteers and visitors	<ul style="list-style-type: none"> <li>- All food containers to be of a disposable material or else removed by the user.</li> </ul>		
<b>Toilets/hand washing facilities</b>	Officials, members, volunteers and visitors	<ul style="list-style-type: none"> <li>- The venue should provide toilet and hand washing facilities for the visitors, should they be required whilst on site, and cleaned thoroughly following use.</li> <li>- A cleaning record should be visible in the facilities, detailing all areas which should be cleaned.</li> <li>- Hand washing should be completed in accordance with government guidelines.</li> <li>- Where soap and water are not available, hand sanitisers (of at least 60% alcohol content) should be provided/carried.</li> <li>- At the point of arranging lessons/clinics, the yard must be made aware of intentions to comply with government guidelines and changes to procedures whilst on site. Both parties should agree this new procedure.</li> </ul>	Medium	
<b>Communication</b>	Officials, members, volunteers and visitors	<ul style="list-style-type: none"> <li>- Communication (posters/signage etc.) should be clearly displayed to detail the danger of Covid-19 and the relevant guidance e.g. symptoms, social distancing measures, health and hygiene requirements etc.</li> </ul>	Low	
<b>Infection</b>	Officials, members, volunteers and visitors	<ul style="list-style-type: none"> <li>- If an individual is feeling unwell and has any of the following symptoms, or feel they may have contracted Covid-19, the activity must be cancelled/postponed for a minimum of 14 days.</li> <li>- Symptoms include, but are not limited to - high temperature, shortness of breath, breathing difficulties, cough.</li> </ul>	Medium	

### Summary

This is not an exhaustive list and we highly recommend that you complete a full risk assessment for your venue. This resource provides guidance and does not constitute formal professional advice.

Whilst we must all ensure that we comply with the government's guidelines in order to fight Covid-19 and safeguard the health services, we must also attend to the welfare of animals and the needs of riders. Every effort should be made to minimise risk and this risk assessment should provide evidence of a considered, practical approach to returning to provide training and lessons for horses and riders in a safe manner.

Similarly, we are aware that emergency services are under great pressure at this current time and therefore riding activity should be contained within the limits of what is comfortable and safe to do.

**Main Points:**

- All activity must be conducted in accordance with government guidelines, and social distancing guidelines must always be adhered to.
- Yard/venue must have a limited amount of traffic and service providers on site at any one time.
- Longer time should be allocated to the planning of each session, allowing for the departure arrival of the next participants to avoid contact.
- Allow sufficient additional time between sessions for handwashing and cleaning procedures where necessary.
- Participants should be given enough time on arrival and departure to prevent overlapping of sessions and contact with others.
- Where possible, consideration should be paid to the interaction of multiple participants attending the venue at the same time.
- Due consideration should be paid to parking arrangements, as well as the loading/unloading of horses to maintain social distancing and avoid unnecessary contact.
- Where practicable it may be advised that riders attend with another member of their household who is able to complete safety checks, assist from the ground and provide emergency first aid (should this be necessary), in order to maintain social distancing. No other person(s) should be in attendance.
- All payments should be made electronically prior to attending the venue, to avoid any unnecessary delay to departure at the end of the session.
- Any visitor who displays any symptoms or suspects they may have contracted Covid-19 must inform the venue immediately.
- Participants should only travel short distances to their closest venue and should travel on their own, or with a member of their own household.
- Participants should avoid making any unnecessary stops on route, other than for fuel if required.

- Participants should only be permitted access to the riding areas and car/lorry parking, minimising contact to all other areas.
- Participants should ensure that designated arrival and departure times are adhered to and they do not come into contact with any other visitors on site.
- Toilet and handwashing facilities to be provided at venues for Participants, in accordance with recommended hygiene measures, and cleaned regularly.


## Appendix 3 – AIRC Covid-19 Attendance Form

### How to Create a Copy of the Form

Club Secretaries can [click on this link](#) to make a copy of the template form via Google. Please note that you must be logged into your Club Mail account i.e. [clubname@airc.ie](#).

If you are signed into multiple Gmail accounts, you may need to sign out of all accounts and then relog into your club mail account.

**AIRC Covid-19  
Attendance Form**

**A.I.R.C.**  
Association of  
Irish Riding Clubs

## Sample Airc Covid-19 Attendance Form – INCLUDE NAME & DATE OF ACTIVITY

\*\*\*\* You must set up a new form for each activity \*\*\*\*

This form must be completed by all those attending the above-named event.  
For clarity, each rider must complete a form while grooms/event officials must complete their own individual form.

Failure to return this form will result in you being turned away from the event.

**\*Required**

Email \*

Your email address



Make sure to amend the form name to include the name and date of the activity.

### How To Share the Form

You'll need to share a link to the form to those attending so they can complete the form. To do this:

1. Open a form in Google Forms.
2. In the top right, click Send.
3. At the top of the window, click Link.
4. To copy the link that appears, click Copy or press Ctrl + c (Windows) or ⌘ + c (Mac) on your keyboard and share this with those who are attending the activity.

## Send form

☒ Collect emails

Send via





### Link

<https://forms.gle/zeKE61sRrMHRTeXn9>

☒ Shorten URL

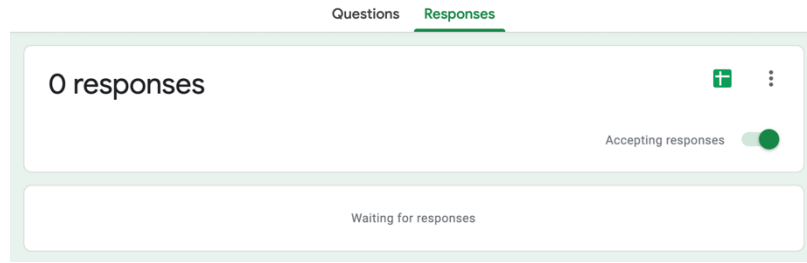
Cancel

Copy

### How to View the Responses

It is important that you review the form responses to ensure everyone who is attending the activity has completed this form before arriving at the venue.


1. Open a form in Google Forms.
2. At the top of the form, click Responses.



You can view the responses by question, by person or view all of the responses in a spreadsheet.

### **Response Notifications**

You can turn response notifications on or off by:

1. Open a form in [Google Forms](#).
2. At the top, click Responses.
3. Click More .
4. Click Get email notifications for new responses.

To get more notifications options and send customized follow up emails to respondents, [download the Form notifications add-on](#).