

The Scottish Government approved statement

28 May 2020

The Scottish Government approved the attached statement from Scottish Racing, with provisional fixtures dates, before its release on 28th May.

Joe FitzPatrick MSP, Minister for Public Health, Sport & Wellbeing released the following statement on 29th May, which was well documented in the media at the time.

“We understand the importance of sport to the people of Scotland, and the desire of many to see it resume. Earlier today I met with senior representatives from football, rugby and Scottish Racing to consider in detail how the sports will resume when it is safe to do so. If we are in Phase 2 of our pandemic route map and suitable health protection measures in place, then horseracing, elite football and rugby should be able to resume behind closed doors. As we are currently unable to say exactly when Phase 2 will commence, any proposed dates for resumption behind closed doors must be provisional and subject to wider public health considerations. However, I know everyone involved will welcome some clarity to assist planning.”

Delly Innes, Scottish Racing Manager, *“Scottish Racing has a very positive working relationship with the Scottish Government and across the Scottish Parliament, and discussions currently take place on an almost daily basis between Scottish Racing and representatives from Active Scotland”.*



NEWS RELEASE

DATE: 28th May 2020
Embargoed until 4.00pm

Horseracing in Scotland Getting Ready to Return

Following the Scottish Government's publication of the route map for moving out of lockdown, Scottish Racing is making plans for a resumption of racing to be carried out behind closed doors.

Discussions are taking place between Scottish Racing and the Scottish Government to support these provisional fixtures, during Phase 2 of public health restrictions. Subject to a range of factors – particularly public health and the approval of the Scottish Government – our aim is to commence on Monday 22 June 2020.

The sport's regulator, the British Horseracing Authority (BHA), has released protocols for racing behind closed doors, which includes specific guidance for the racing industry to help safeguard the health of employees and participants in a controlled and managed return to racing.

With only 3.7% of all British horses in training being resident in Scotland, the five Scottish racecourses rely heavily on being able to welcome horses to race from all areas of Britain, and the protocols include detailed information for the safe movement of all horses, jockeys, racing staff and their relevant equipment.

The documents are applicable for everyone attending race meetings, and their employers, who will all need to be aware of and comply with the new and revised procedures and protocols in place. A six point plan details who is permitted to attend the racecourse during these early stages of resumption; an overview of the compulsory pre-raceday health screening requirement; information about the use of Personal Protective Equipment (PPE) and face coverings; and changes to racecourse protocols and procedures to ensure compliance with social distancing requirements.

By resuming racing, albeit behind closed doors, Scottish Racing recognises the wide range of benefits this can bring during these early stages of restrictions being lifted. It will enable a number of the industry's staff to be able to return to work, protect their livelihoods, and allow thousands of equine athletes to race as they have been bred and trained to do. In turn, this will reduce the burden on the taxpayer by allowing staff across racing in Scotland and the north of England to be un-furloughed and generate significant revenues to pay for public services.

A significant number of races in Scotland showcase a world-leading racing and breeding industry and keep international investment flowing into Scotland, creating jobs and prosperity, and by bringing live sport back to people's TV screens can lift people's spirits and make lockdown restrictions easier to bear.

Scottish Racing's Manager, Delly Innes, said: *"The public can have confidence in our ability to race behind closed doors as safely as possible when the government allows more industries back to work. As a highly regulated industry we have considerable experience of keeping any potential health and safety risks to an absolute minimum. We are working with Public Health officials to protect those coming back to work, the local communities in which race meetings take place and the wider public, against the risk of transmission of Covid-19. We are fully prepared to stage race meetings in a strictly controlled environment which fully comply with all the requirements of governmental and racing industry bodies, once they decide the time is right to resume racing."*

With the health of our participants and the general public a priority, Scottish Racing and industry leaders will strictly follow Government guidelines when the easing of restrictions during Phases 3 and 4 of the Scottish Government's route map are announced.

Notes to Editors:

The provisional fixtures for racing behind closed doors in Scotland, subject to approval from the Scottish Government, are shown below:

Date	Racecourse	Code
22/06/2020	Ayr	Flat
24/06/2020	Hamilton Park	Flat
28/06/2020	Hamilton Park	Flat
30/06/2020	Musselburgh	Flat
01/07/2020	Musselburgh	Flat
03/07/2020	Hamilton Park	Flat
06/07/2020	Ayr	Flat
10/07/2020	Musselburgh	Flat
12/07/2020	Hamilton Park	Flat
14/07/2020	Ayr	Flat
16/07/2020	Hamilton Park	Flat
20/07/2020	Ayr	Flat
21/07/2020	Perth	Jump
28/07/2020	Ayr	Flat
30/07/2020	Musselburgh	Flat
01/08/2020	Hamilton Park	Flat
05/08/2020	Ayr	Flat
07/08/2020	Hamilton Park	Flat
11/08/2020	Perth	Jump
13/08/2020	Hamilton Park	Flat
24/08/2020	Ayr	Flat
26/08/2020	Musselburgh	Flat
28/08/2020	Hamilton Park	Flat
30/08/2020	Perth	Jump

Scottish racing generates economic activity of £306 million annually in Scotland and supports 3,400 FTE job roles across the country.

Racing is a non-contact sport taking place outdoors and has already returned or continued safely behind closed doors in Germany, Australia and the United States.

A summary on the resumption of racing in Scotland when it is safe to do so, and the BHA's protocols for racing behind closed doors can be found here: www.scottishracing.co.uk

Scottish Racing promotes and supports the sport of horseracing throughout Scotland and its five racecourses: Ayr, Hamilton Park, Kelso, Musselburgh, Perth.

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RACING BEHIND CLOSED DOORS GUIDANCE

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RACING BEHIND CLOSED DOORS RACECOURSE OPERATIONAL PLAN

1. INTRODUCTION AND BACKGROUND

In recent months the pandemic caused by COVID-19 has spread rapidly across the world causing considerable ill health, deaths and widespread disruption to the normal functioning of society which has necessitated significant changes to everyday life.

Following a brief period of Racing Behind Closed Doors on 16 and 17 March 2020, all horseracing in Great Britain was suspended from 18 March 2020. It has been agreed by the Industry that racing should resume when it is safe and appropriate to do so, with the support of Government and in line with the gradual easing of restrictions. An Industry wide Resumption of Racing Group has developed a series of models for this process.

The objective of this document is to support racecourses in preparing their operations plans to mitigate risk to health of racecourse and industry personnel required to deliver fixtures to be held behind closed doors¹. The operational requirements will be different for each racecourse, and the detail within this document is designed to provide suggestions and tools to assist racecourses in developing their own plans, and to enable a consistency of approach in relevant areas so as to enable more efficient communication, implementation and adoption of new working practices. The proposals within this document are not mandatory and **it is IMPERATIVE that each racecourse consider the detail within this document in line with their own site, circumstances, requirements and risk assessments, to ensure that the processes and procedures they implement are appropriate for their venue.**

This document has been developed with the support of the RCA Technical, Safety, Medical and Resumption of Racing Groups, as well as the RCA Medical and Veterinary Advisers. The RCA has also liaised with and included feedback from the Industry Resumption of Racing Group. The BHA Chief Medical Adviser is part of a working group of medical advisers from major sports that has been working to consider the principles around the safe resumption of sport.

This document should not be read in isolation but should be considered in conjunction with Government guidance on relevant issues. The RCA circulates to racecourses weekly a list of links to the most up to date Government guidance, and a copy of this document is also available on the Members Area of the RCA website.

In addition, this document should be read in conjunction with the [BHA guidance document for all attendees at race meetings](#). Every effort has been made to ensure that the provisions within that document and this are reflective of each other, with this document providing additional operational detail for racecourses.

2. THE REGULATORY REQUIREMENTS

2.1 GOVERNMENT AND LOCAL AUTHORITY REQUIREMENTS

- The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 came into force on 26 March 2020 and it is clear from legal advice received that Horseracing cannot resume unless there is either a change in legislation (or accompanying guidance) or express permission is provided by Government.

¹ Whilst the key principles relations to the staging of racing may also be appropriate for racecourses considering a quarantine model, there are a number of other key aspects which would also need to be included.

- Racecourses should ensure that they are familiar with all up to date government guidance. To assist with this, the RCA regularly provides a detailed list of links to relevant websites via the COVID-19 bulletin.
- In addition to Government requirement, each racecourse should engage with their relevant Local Authority and/or Safety Advisory Group at an early stage to identify if any additional or amended conditions may be required as part of the racecourse Safety Certificate and if a SAG inspection is required.
- Consideration must also be given to the wider landscape, the political and public perception of the resumption of racing and the measures which will be in place to address this. These considerations are included within the relevant sections of this document.

2.2 INSURANCE AND RISK ASSESSMENT

- Each racecourse must confirm with their insurers that they will be staging Racing Behind Closed Doors, and liaise with them regarding any requirements they may have of the racecourse.
- The racecourse must review, update (and where necessary rewrite) all of their existing risk assessments as a whole for running a fixture under revised conditions and operating procedures (See [Annex B](#) for further information). Written into those must be safe systems of work to assess where contamination of the virus could possibly occur and to mitigate the risks of this. The Government "[Elite sport return to training guidance: Step One](#)" requires venues to appoint a COVID-19 officer to be responsible for oversight of the venue's COVID-19 risk assessment and mitigation plan, ensuring the necessary level of risk assessment and mitigation has taken place and that sports and hosts can adhere to the guidance within their facility, and it is anticipated that a similar requirement may be made of venues on resumption. An example role description is included at [Annex A](#)
- Each racecourse role must have its own risk assessment identifying the needs to carry out the tasks in as safe a way as possible and to ensure that cross-contamination and transmission of infection was reduced as far as is reasonably practicable. Further guidance on risk assessments is provided at [Annex B](#)
- The racecourse medical risk assessment must be amended to ensure that any necessary Covid-19 prevention practises have been adopted and that all staff are trained in how to undertake these tasks. This would follow Dept of Health guidelines, BHA medical guidelines and any other relevant governing bodies to ensure that the racecourse is providing a compliant medical provision for the event. This should include details on attempts at reducing any unnecessary impact on the NHS Emergency services and addressing any perception that clinical supplies such as PPE are being delivered from the NHS or Care Sectors to racing. The BHA Chief Medical Adviser is available to assist with this process, provide advice, and help identify practical solutions as required
- The racecourse will need to confirm to all contractors (BHA, RaceTech etc.) that they will be responsible for completing their own risk assessments and providing copies to the racecourse for review no less that **[72 hours]** in advance of any fixture.
- All emergency procedures must be reviewed, updated (and where necessary rewritten) to ensure that they reflect the revised operating procedures to be put in place.

2.3 RACING BEHIND CLOSED DOORS

- Only essential operating personnel should attend a behind closed doors fixture. The RCA has developed an outline of the essential operating personnel to assist racecourses in assessing their individual requirements (see [Annex C](#)).
- To reflect the amendments to operating procedures to support racing behind closed doors, as series of Rule amendments and BHAGI dispensations have been agreed with BHA and will be kept under review. Full details are available [here](#).

2.3 PRE-RACEDAY

- The processes and procedures outlined in this document are designed in relation to raceday requirements. Racecourses will need to ensure they have appropriate access controls, social distancing and hand hygiene protocols in place for any personnel who will attend in advance of the raceday including for site set-up.
- In advance of arrival at the racecourse ALL individuals must complete the compulsory COVID-19 education module on the [Racing2Learn](#) website (to be completed once unless there is a substantial change in UK Government Guidance), and complete an online health questionnaire within the 7 days prior to any planned racecourse attendance on a rolling basis (regular attendees will need to complete the questionnaire more than once). Any individual who does not undertake these steps will not be permitted entry to the racecourse.
- The racecourse will need to provide to BHA in advance details for all racecourse personnel who will attend each fixture. This information can be provided as soon as it is available and must be provided no later than 1pm on the day of declarations. The BHA will provide a template format for this information and details of the address to which it is to be provided. Arrangements will be in place for late changes in emergency situations.
- From 1 June until further notice the BHA will operate a revised 72-hour declaration process for all races.
- An operational checklist to assist racecourses in confirming all relevant steps have been taken is included at [Annex D](#). Each Racecourse should add to this list with additional items relevant to their course and operational plans

3. PROCEDURES

3.1 OPERATIONS

3.1.1 Arrival and accreditation Process (Pre-Screening)

- Access to the racecourse will be strictly limited. The Government "[Elite sport return to training guidance: Step One](#)" requires that only approved elite athletes and those staff required to support their training enter the site, and a similar relevant provision may be in place for the resumption of sport.
- In advance of arrival at the racecourse ALL individuals must complete the compulsory COVID-19 education module on the [Racing2Learn](#) website (to be completed once), and complete an online health questionnaire within the 7 days prior to any planned racecourse attendance on a rolling basis (regular attendees will need to complete the questionnaire more than once). Any individual who does not undertake these steps will not be permitted entry to the racecourse.
- Each racecourse must designate an area (or areas²) for the screening process to take place. It should be in the car parks, to enable individuals to remain in their vehicle until they are cleared for racecourse access in line with the screening procedures outlined below. These areas must be capable of being fully secured to prevent unauthorised access and have clear vehicle and pedestrian routes marked. Entrance from these areas to the racecourse must be the only access points that are open and must be secured to ensure that only those with the appropriate accreditation are permitted access.
- Whilst it is anticipated that the requirement for car parking will be limited due to the number of people expected on site, it will be necessary to ensure there are clear areas for car parking next to each appropriate screening area. In identifying the appropriate space, it should be considered that all attendees are being advised to travel to the racecourse separately.
- There must be appropriate cover to ensure that the screening team can carry out their required functions whatever the weather conditions. Well-ventilated areas with existing structures would

² Depending on their configuration, racecourses may identify that different areas are appropriate for different groups. If this is the case there should be clear signage in place directing each group to the appropriate area. Staff in each area should be briefed to redirect anyone who presents to the wrong area to the appropriate one.

be preferable, but if not available a temporary structure (e.g. gazebo) should be put up. The risk assessments and screening must be carried out.

- Each entrance will be manned by
 - a member of racecourse staff (or contractor) to record temperatures, liaise with the BHA employee, and manage any removals from the course. The racecourse must identify appropriate staff (either in house or contractors) to implement the screening procedures. It is not envisaged that they will need to be medical staff, but they will need to be appropriately trained and briefed.
 - A BHA employee who will have records of whether individuals have undertaken the required advance requirements and will record the access data on the BHA GRABBA app.
- The BHA screening team will be in place 5 hours before the first race. Any racecourse staff or contractors who require admittance prior to this time will need prior approval from the racecourse and arrangements must be in place for them to return to the access area and complete the relevant checks as soon as the screening team is in place.
 - Access staff must be provided with a list of those expected to attend. The BHA will collate a list of all expected attendees and will provide this to the racecourse in advance. As part of this process the racecourse will be required to provide the BHA with details in advance of all racecourse personnel who will be in attendance.
- Individuals will be advised to attend only for the time periods necessary to conduct their raceday role (including additional time to undertake the relevant access procedures). The relevant access points must therefore remain open throughout the raceday for any individuals arriving for races towards the end of the card or for those individuals who have left the site and wish to re-enter.
- Where possible, individuals must travel to the racecourse separately. Where individuals travel together, they must remain in the vehicle together. If one does not pass the required screening and checks, everyone in the vehicle will be instructed to leave the site.
- It is anticipated that additional people will attempt to gain access. Any individual not on the list must be turned away and reported to the BHA.
- Arrival times should be staggered to limit a log jam in this area, and the relevant timings will need to be clearly communicated in advance. To assist with this process trainers will provide an estimated arrival time via their advance bookings, and BHA will share this information with the racecourse. The racecourse should liaise with trainers in advance as required if adjustments may be necessary.
- On arrival each individual must remain in their vehicle. If the racecourse protocols identify that it is appropriate for individuals to leave their cars to undertake the screening, a suitable waiting area, with appropriate cover from the elements and within which social distancing can be maintained must be identified. All racecourses must also ensure they have a suitable area for any individuals who do not arrive in their own vehicle (e.g. driven by a family member). Without leaving the vehicle they must provide the access staff with their name, role and show photo ID. If an individual does not have photo ID they will not be permitted access. The access staff must log that the individual has arrived and the form of photo ID provided. No PASS cards, Metal badges or other Industry accreditation applies at this stage. BHA stable ID cards will be accepted as a form of identification at this stage.
- The individual must then follow the screening protocol as outlined under Screening below.

3.1.2 Screening

- Having successfully completed the compulsory COVID-19 education module on the [Racing2Learn](#) website, and the online health questionnaire in advance, ALL attendees will be required to undergo temperature checks on the day. Racecourses, or their screening contractor, will need to provide appropriate thermometers - there is no specification for the thermometers, but it is recommended that they are non-touch and carry a CE mark³

³ Where a third party is used for testing arrangements can be made to ensure they are responsible for supply, maintenance and calibration on thermometers. St John's Ambulance offer a First Aider with PPE for £17.50 per hour, including thermometer. Ambulance providers already booked may be able to do likewise – there is no requirement for the testing personnel to be paramedics.

- Staff carrying out on the day temperature screening will require PPE as outlined in the guidance provided by BHA (see PPE) Appropriate waste receptacles must be available for used PPE. This must be double bagged and stored for three days prior to being disposed of appropriately.
- Hand hygiene facilities must be available (see Hand Hygiene)
- Once cleared they must be provided with the relevant accreditation and follow the access protocols as detailed below.
- Individual temperatures will be taken twice in succession. Anyone with a temperature of 37.8C or higher on both occasions will not be permitted access. Anyone travelling in the same vehicle will also be denied entry to the racecourse. In the case of those transporting horses this will also entail withdrawal of any horse(s) on board.
There are **NO EXCEPTIONS** – anyone who does not pass the required screening is not permitted access and must leave the site. Appropriate security staff must be provided to support the screening team should this be necessary. Details of anyone who fails the agreed screening will be recorded by BHA
- The BHA will maintain all health records and have reviewed their privacy policies in line with GDPR compliance.
- A regular cleaning regime must be in place for the access and checking area, in line with the cleaning requirements detailed under Cleaning

3.1.3 Arrival and Accreditation Process (Post-screening)

- Accreditation for racecourse access will ONLY be provided on satisfactory completion of the required screening protocol⁴. A tray or similar could be used to pass the accreditation to the individual, rather than handing these across directly. The individual must put on the accreditation immediately, to prevent it being passed to a third party. It is recommended that accreditation is a single use wristband, although racecourses may choose to use other accreditation – where this is the case it must be an item which is non-transferrable and can be worn at all times by all individuals (particularly consider jockeys and stable staff when selecting the accreditation). If the individual does not pass the relevant screening, they must immediately leave the racecourse and be advised to travel home, ideally alone. If this is not possible, a Type IIR mask should be provided and must be worn by the individual in any shared vehicle. They should also consult NHS 111 to enquire about a COVID-19 test and other advice. There should be a one-way traffic system in place to enable those who do not pass the screening to leave, without restricting the traffic flow of vehicles coming in.
- If using a zoned approach (see Security and Site Working Parameters below) the accreditation between areas should be clearly distinguishable and individuals must receive accreditation for the relevant zone only.
- Once accreditation has been provided individuals may leave their vehicle.⁵ A one-way system must be put in place so that once people have been cleared for entrance, they can leave their vehicle and enter the racecourse without crossing paths with others. Individuals cleared at the same time should leave their cars in a staggered fashion and not walk in together, in order to maintain social distancing – signage/demarcation of 2m distances may be appropriate to support this.
- At the entrance their accreditation will be checked and confirmed by security personnel prior to admitting access – anyone not WEARING the required accreditation will be turned away.
- Hand hygiene facilities (see Hand Hygiene) must be available at the racecourse entrance.
- Once access is permitted the individual should follow the one-way system directly to their working area.
- If an individual leaves site for any reason (e.g. medical, horse transfer) they must turn in their accreditation on departure (see Departure Process), and will need complete the full entry process again prior to being readmitted to the racecourse. The only exception is where an individual is required to travel on public roads to access areas of the racecourse required to complete their

⁴ Any individual who is not cleared for racecourse admittance must be asked to return home immediately and follow government guidelines relevant to their symptoms and circumstance.

⁵ The only exception is for jockeys and valets, who will be permitted to take their vehicles into the racecourse.

role (e.g. start locations, racecourse stables). In these circumstances the individual MUST NOT leave their vehicle whilst outside the racecourse.

3.1.4 Cleaning

Further guidance on cleaning is available from the COVID-19 section of the Members Area of the RCA Website. The information below is provided to assist racecourses in assessing their requirements

- In line with The Government “*Elite sport return to training guidance: Step One*” all areas to be accessed should be deep cleaned prior to return to a standard which follows government guidance for post-COVID case non-hospital facilities cleaning as a minimum, and re cleaned at the beginning and end of the training day to a standard which follows government guidance for non-hospital facilities cleaning as a minimum.
- Regular cleaning regimes must be in place for each area throughout the day, and racecourses should identify the appropriate regularity of cleaning for each area.
- Where racecourses use contract cleaning services, they may be familiar with cleaning requirements and already implement these for other clients. The racecourse should liaise closely with them in developing their own cleaning procedures and ensure that these are included in an amended contract. As part of the cleaning plan it must be ensured that staff can clean whilst maintaining social distancing and the plan must recognise that cleaning may take longer than usual in order to cover the site without putting the cleaning teams at risk.
- All cleaning staff must be provided with appropriate PPE (see BHA Guidance on PPE) and cleaning materials and have the necessary levels of training needed to use these to the required standards.
- The racecourse cleaning team will undertake routine cleaning of all areas, including regular cleaning of frequently touched areas door handles, washroom surfaces, toilet pans, toilet handles, phones, bannisters etc.
- The racecourse must ensure there are adequate supplies of paper towels / paper roll, detergent and disinfectant, either by providing these directly or ensuring they are provided by cleaning contractors. Staff must be fully trained in the use of all PPE, equipment and chemicals as appropriate.
- The racecourse will provide multi-surface detergent wipes to enable individual to undertake quick and easy decontamination of items that are visibly soiled and 60% Alcohol Hard Surface Disinfectant Wipes should be available and used on hard surfaces which are visibly clean. Alcohol gel should not be used for cleaning surfaces. It is a disinfectant for hands only.
- The use of vacuum cleaners on hard floors should be avoided
- Damp dusting rather than dry dusting should be performed to avoid generating contaminated dust particles
- Dedicated or single use equipment (e.g., dusters, surface wipes) should be used where possible. Where non-disposable equipment (e.g. mop heads) is used these must be laundered and disinfected after use.
- Any soilage or contamination of the environment with contaminated secretions, excretions or other body fluids should be cleaned as soon as possible
- Hands must always be washed after cleaning tasks are finished.
- Furniture should be easy to clean and should not conceal or retain dirt and moisture.
- No special handling or waste disposal procedures are necessary for normal waste, although clinical waste will need to be handled separately (see Medical arrangements (for racing)). All waste collection bags should be tied and sealed before removal. Gloves should be worn when handling ALL waste and hand hygiene must be performed after removal of gloves. An adequate supply of healthcare waste disposal bags must be provided for the safe disposal of any contaminated items, and racecourses must consult with their medical teams as to how these should be correctly disposed of.
- If using a zoned approach (see Security and Site Working Parameters) separate cleaning teams should be assigned to each zone.

- Additional cleaning requirements will be necessary for any area(s) which have been identify as possibly being contaminated (e.g. isolation area), will require additional cleaning – further details are included in the guidance on the RCA website.

3.1.5 PPE

- The BHA has provided guidance on PPE, which was circulated to racecourses on 16 May 2020 and is available from the Members Area of the RCA website.
The government guidance on use of PPE frequently changes, and updates to this document will be circulated as appropriate. Racecourses must also ensure they refer to the latest government guidance – links to which are provided in the weekly bulletins provided by the RCA. **The advice remains that the principal means to reduce transmission of COVID-19 are social distancing and hand hygiene; the use of PPE is not a substitute for these**, but an adjunct, particularly in clinical areas where social distancing is breached.
The racecourse should refer to RCA and BHA guidance regarding the purchase of PPE, particularly issues surrounding counterfeit items.
- Medical, cleaning and screening teams will require PPE appropriate to the setting and activity as outlined in the guidance.
- Face coverings must be worn by any personnel who are not identified as needing higher grade PPE AND are anticipated to breach social distancing repeatedly as a result of their role in racing. These may include:
 - Clerk of the Course
 - Screening/Access team
 - Security staff
 - Jockeys
 - Valets
 - Stable staff
 - Starters and assistant starters
 - Stalls Handlers
 - Veterinary team
 - Trainers or their representative
 - EWIO
 - Other personnel and identified by local risk assessment and operational practices
- In general, it is the responsibility of the employer to ensure that employees are equipped with appropriate PPE. For racecourse staff this will be the responsibility of the racecourse⁶
- Racecourses will have a supply of higher-grade PPE for those that need it. For those who will require FFP3 Face masks (medical and cleaning staff) the racecourse will need to ensure that these are properly fit-tested and should liaise with their SRMO to identify appropriate arrangements. RCA Guidance provides further information. Ambulance personnel will be provided with appropriate and correctly fit tested PPE by their employer, and racecourses should ensure that this is confirmed in their contractual arrangements.
- Racecourses will have a supply of face coverings for personnel who arrive without one but this should NOT be used as a default
- All staff must be provided with training on the appropriate use of PPE to ensure they are using it in the correct way. Links to training material is provided in the BHA's PPE Guidance Document.
- Whenever PPE is used and then removed it must be placed in an appropriated certified waste bag and the wearer wash their hands before moving on to any other activity (including donning a further set of PPE).
- Racecourses will need contingency plans in case sufficient PPE cannot be sourced. This should include revising operating procedures to reduce the number of staff in relevant roles so as to reduce requirements. However, these changes must not compromise the effective carrying out of the relevant operating procedures or, where relevant, medical care. Racing must not take place unless all medical and ambulance personnel have appropriate PPE.

⁶ For BHA officials, stewards and staff this is the responsibility of BHA; for stable staff this is the responsibility of the trainer; for self employed persons (most jockeys, valets, trainers etc) this is their own responsibility.

- Individuals may request to wear PPE for roles where risk assessments do not indicate that this is required. In these circumstances this is discouraged but may be permitted if insisted upon. In these circumstances individuals will need to provide their own if the stocks available to the racecourse do not enable them to provide this. If these individuals are not prepared to work without PPE and are unable to provide their own, alternative individuals should be identified to carry out the relevant roles.

Further guidance is available from the COVID-19 section of the Members Area of the RCA Website

3.1.6 Hand Hygiene

- Along with appropriated social distancing, hand hygiene is one of the simplest and most effective procedures for preventing the spread of disease.
- It is essential that everyone takes responsibility to ensure that they regularly clean their hands using soap/water or 60% alcohol-based hand sanitiser, in line with hand washing guidance.
- Handwashing areas would be established around the site and at all of the key transfer points. These should have 60% alcohol-based hand sanitiser and where possible sinks with liquid soap. Signage should be erected at all hand washing areas to provide instruction on effective hand washing techniques.
- Where individuals will be in roles which do not have ready access to the established handwashing areas, they should be provided with a personal supply of 60% alcohol-based hand sanitiser.
- Where liquid soap and water are used, single use towels should be provided, and stocks must be regularly replenished. Ideally these will be paper towel and an appropriate waste receptacle must be provided and regularly emptied. If small cotton towels are provided for single use, these must be placed in an appropriate receptacle following each use and removed for appropriate laundering prior to further use on another raceday. Hand blow dryers must not be used and must be turned off to prevent unintended use.
- To reduce possible contact points and cross contamination the propping of doors open will be considered where suitable. If any doors are propped open that are deemed fire doors then an appropriate fire management risk assessment must be carried out and staff training put in place to close the doors immediately should an alarm be triggered. There should be 60% alcohol-based hand sanitiser available on both sides of any doors not propped open.

Further guidance and signage is available from the COVID-19 section of the Members Area of the RCA Website

3.1.7 Social Distancing

- Government guidance on social distancing is available [here](#)
- Operating plans and workplace configuration must be designed to enable 2m social distancing to be achieved wherever possible. This may require movement/removal of furniture or moving to different locations (e.g. alternative areas for jockeys, temporary relocation of stewards rooms etc.). Some suggested changes to arrangements for particular roles are detailed in the relevant sections below.
- There are a small number of activities which will require individuals to be within 2m for a short period of time – e.g. legging up. It is envisaged that these activities will require individuals to be in proximity only briefly and should be conducted in as efficient and timely manner as possible.
- Any task imperative to the safe staging of the race meeting, where social distancing cannot be achieved, the individuals concerned should wear an appropriate face covering. Strict hand hygiene protocols must be observed. If the task is not imperative it must be discontinued if social distancing cannot be maintained.
- Racecourses should consider the requirements for signage and the demarcation of 2m distances to support the implementation of social distancing and the areas in which this should be placed.
- The use of television monitors should be considered to enable those on course to watch races whilst ensuring social distancing can be maintained. Consideration could be given to the use of floor markings to support this.

Further guidance is available from the COVID-19 section of the Members Area of the RCA Website

3.1.8 Security and Site Working Parameters

- Racecourse should consider whether sub-zoning is appropriate for their site and operational plans. This could mean that only a very limited number of people will be able to transfer between zones, but will require additional communication and new operating practices. If a sub-zoned approach is adopted there will need to be security between sub-zones to ensure that only the correct accredited personnel will be able to gain access to each area. As a minimum, the accreditation provided for the stables area should be clearly distinguishable from other forms of accreditation.
- One-way systems should be in place across the site wherever possible, to limit crossover of individuals.
- Access will be limited and strictly in line with the pre-agreed lists detailed in Arrival and accreditation Process (Pre-Screening). No one outside these lists will be permitted access. Security will be in place to support the access accreditation teams in refusing access where necessary.
- The racecourse perimeter must be secured. Only those entrance points identified in Arrival and Accreditation Process (Post-screening) should be opened. All other entrance points must be physically secured to prevent unauthorised access, and enhanced security provision in place to support this. Where gates are locked to prohibit entrance, the keys must be held by designated individuals and plans in place to ensure emergency exits can be opened if required.
- Racecourses must consider whether additional CCTV provision is also required to support security of the site.
- Where the racecourse includes public rights of access:
 - agreement must be reached with the relevant authority to close these for the full day of the race meeting so as to avoid unauthorised access to the site and the potential for unintended mass gatherings. If closure of these areas is not possible, appropriate stewarding must be in place to ensure that the public adhere to the known paths, do not attempt to access other areas of the racecourse, and do not congregate.
 - Appropriate signage should be put up in advance to advise the public of the time and date of the closure and alternatives available to them (e.g. for dog walking).
 - Additional methods for communication with the local community (e.g. local social media groups) should be considered to ensure the closure is clearly communicated.
 - Stewarding provision will need to be placed at all official and unofficial public access points to prevent access.
- Consideration should be given to areas outside the perimeter where the public may gather, and measures to manage these.
- There will be an element of site set up required in advance, particularly where changes to areas/configurations need to be implemented. Staff to carry out these activities:
 - Must undertake appropriate screening in advance in line with the racecourse's own pre-raceday processes
 - Observe social distancing requirements, or be provided with appropriate PPE if this is not possible
 - Observe hand hygiene requirements

3.1.9 Isolation area

- Where possible, any individual with potential symptoms of COVID-19 should return immediately to their vehicle and return home, from where they should follow Government advice. An appropriate isolation area should be identified for use in the event it is not possible for any individual with potential symptoms to follow this course of action (e.g. they are awaiting collection by a family member).

- ALL staff must be aware of its' location. This must **NOT** be the JMR, which must remain available for jockey treatment during racing. Racecourses will need to ensure they have a contingency plan to ensure that racing can continue if JMR is compromised
- The location must be clearly marked on any site maps and signage placed on the door of the location for identification.
- Ensure that there is an appropriate 'exit route' from the 'isolation room'.
- The 'isolation room' **MUST** have the following facilities:
 - A laminated copy of "Important message" advice (see RCA guidance)
 - A telephone. If there is no land line a fully charged mobile phone (and phone charger) can be placed in the room
 - Instructions on how to use the phone if going through a switchboard
 - A supply of liquid soap and water, or 60% alcohol-based hand-rub
 - A seat for the person to use
- Racecourses must identify the route to toilet facilities that minimises disruption and exposure to others in the building. If the toilet facilities are used by the individual in the isolation area, they must not be used by any other person until they have been fully and completely cleaned in line with agreed cleaning procedures by individuals wearing appropriate PPE.
- A member of racecourse team must be identified to support the individual alongside the RMO/nurse.
- Once the individual has left the isolation room, it must not be used by any other person until it has been fully and completely cleaned in line with agreed cleaning procedures by individuals wearing appropriate PPE. An appropriate area for donning and doffing PPE will be required.

Further guidance and flow charts to be followed are available from the COVID-19 section of the Members Area of the RCA Website

3.1.10 Equipment

- All equipment being brought on to site to be used by multiple individuals must be disinfected prior to being brought on site. All contractors will be responsible for disinfection of their own equipment in line with their procedures, and this should be included within their contracts. A copy of these procedures and written confirmation that they have been carried out must be provided to the racecourse.
- Where an individual brings equipment on site for their own use (e.g. BHA officials' laptops) they will be responsible for the disinfection of these to their own satisfaction. Individuals must not use another person's equipment without first ensuring that this has been disinfected.
- The racecourse will make a supply of single-use disinfectant wipes available in key areas for equipment disinfection
- The BHA has agreed processes for the cleaning of racing equipment (e.g. tack, colours etc) provided by trainers, which is detailed under the relevant sections below.

3.1.11 Deliveries

- Where possible, deliveries should be made on non-racedays in line with current procedures and avoided on racedays.
- If raceday deliveries are required a location must be identified for these, which must not be within the areas for which accreditation is required.
- The delivery driver should unload delivery and then return to their vehicle
- The delivery will then be received by an approved member of the racecourse team. Any necessary cleaning of products would be determined on purchase the member of staff will be provided with a supply of wipes in order to wipe down any items they are required to touch before picking these up. If wipes are not available or appropriate (depending on the item being delivered) disposable gloves must be worn and disposed of as clinical waste. Strict hand washing protocols must also be in place

3.1.12 Catering

- No one site catering will be provided unless the racecourse advises otherwise. Racecourses will communicate the provision (or lack of) to all individuals in advance.
- The racecourse will provide sealed bottled water. Ideally these will be placed on an easily accessed area and not within a fridge, as this would require multiple individuals to repeatedly touch door handles. Where possible, the racecourse may implement alternative methods of keeping drinks cool (e.g. open fronted cool units)
- Drinks MUST NOT be shared.
- Individuals may bring food with them to meet their own requirements, and when doing so should anticipate that fridges will not be provided to store food, as this would require multiple individuals to repeatedly touch door handles, so any items which need to be kept cool must be brought in an appropriate cool bag. It should also be assumed that microwaves will not be provided, therefore individuals should be advised not to bring food which requires heating. If such facilities are provided, the racecourse will need to ensure that arrangements are in place to make sure the surfaces are cleaned in line with relevant guidance. Individuals bringing their own food should consider potential food allergies of others within their area (e.g. potential nut allergies) and select food accordingly.
- Individuals may bring hot drinks with them in an appropriate container for their own consumption only. Facilities to make hot drinks on site will not be provided unless the racecourse advises otherwise. If such facilities are provided, the racecourse will need to ensure that arrangements are in place to make sure the surfaces are cleaned in line with relevant guidance.
- Alcohol is not permitted
- The racecourse will identify areas for people to sit and eat the food that they bring themselves during their breaks. These areas will need to maintain appropriate social distancing and be regularly cleaned. Ideally break areas will be outside, although inside areas must also be considered for use if weather conditions require.
- Extra rubbish bins will be provided and must be used to maintain site hygiene

3.1.13 Technology

- Where possible, technological solutions should be utilised to minimise contact. It is essential that these systems are supported in the event of any issues, and therefore racecourses must ensure that IT support provision is available. If they do not have in-house provision to provide this, discussions should take place with other organisations who will be attending the raceday (e.g. RaceTech) to determine if they can assist.
- Radio communication will be essential, and racecourses must liaise with their suppliers to ensure that robust arrangement are in place, with contingencies agreed (e.g. mobile phone communications) in the event of failure. As social distancing may require more staff to work remotely, an additional radio provision may be required.
- Racecourses should consider their CCTV provision and how this can be used to support the operational requirements, as well as reduce staffing needs where appropriate.
- A check in/out system will be in place in line with Arrival and accreditation Process (Pre-Screening) and Departure Process. No other ticketing or access systems will be in operation.

3.1.14 Record Keeping

- Racecourses must ensure that the following records are maintained as a minimum
 - Site access and egress
 - Social distancing breaches
 - Any staff member who becomes unwell
 - Routine H&S data
- Record keeping should follow existing racecourse procedures and stored in line with the racecourse privacy policy, amended as appropriate.

3.1.15 Departure Process

- On completion of their role, each individual should leave the racecourse as soon as practically achievable
- A one-way system must be put in place so individuals can return to their vehicle without crossing paths with others. A hand washing or sanitising station should be provided on exit.
- Individuals who finish at the same time should return to their cars in a staggered fashion and not walk in together, in order to maintain social distancing
- Accreditation for the raceday must be removed by the individual and returned. This process must be overseen to ensure that accreditation is not retained for future use. If the racecourse uses wristbands, then waste containers must be provided at appropriate locations. If lanyard or other accreditation is provided this must be dropped into a suitable receptacle (e.g. plastic tub) from where it can be removed for appropriate disinfection.
- A simple procedure must be in place to ensure that departures are logged. Staff manning the exits should take the name of any individual leaving the site at any point, and mark this against the list of those provided access. Any individual who has left the site must complete the arrival and screening procedures again prior to readmittance.

3.2 KEY LOCATIONS

3.2.1 Stables and Horse Management

- Arrival times should be staggered to prevent congestion. Via their advance bookings, trainers will provide an estimated arrival time to assist with this, and BHA will share this information with the racecourse. The racecourse should liaise with trainers in advance as required if adjustments may be necessary.
- Each racecourse must designate an area for horsebox arrival. All staff within the horse box must undertake the Screening required, including the horsebox driver.
- All access and screening protocols must be followed for anyone entering the site. Should any of those in the vehicle transporting horses not pass the screening tests they will be denied access to the racecourse and this will also entail withdrawal of any horse(s) on board.
- There must be appropriate cover to ensure that the screening team can carry out their required functions whatever the weather conditions. Areas with existing structures would be preferable, but if not available a temporary structure (e.g. gazebo) should be put up. The risk assessments and screening must be carried out.
- Once the relevant screens have been carried out the individuals will be provided with accreditation and permitted to move to the horsebox park to unload horses. The accreditation provided should clearly state that it provides access to the stable area and must be distinguishable from other forms of accreditation. A member of the racecourse team should be available to facilitate traffic flow in this area.
- If the horsebox driver leaves the racecourse, they will need to complete the relevant checks as outlined above before being readmitted. Where possible they should advise the stable manager of their anticipated return time. Where they remain on course, unless acting in the capacity of stable staff, the horsebox drivers must remain with their vehicle or within another area designated by the racecourse throughout the day. They must have access to toilet facilities which must be subject to regular cleaning in line with Cleaning. The racecourse should consider if they are able to provide a rest area for horsebox drivers, and where this is provided social distancing must be maintained.
- Access to the racecourse stables will be for stable staff, EWIO, vets and relevant racecourse staff only. Any trainers or their assistants will be permitted access where the racecourse adopts saddling in the stables. If this is not the case, any trainer who requires access to the stable area for horse welfare reasons will have to be approved by the Clerk of the Course or their deputy. If appropriate staff signing in procedures may be combined with the processes for site access outlined above, or alternatively staff may be required to proceed to a separate staff checkpoint prior to unloading the horse to be checked in by the BHA EWIO.
- The BHA EWIO will scan each horse on arrival, and the horse will be deemed declared. There will be no on-course declarations.

- Companion animals will not be permitted.
- Hand Hygiene measures must be in place throughout the stables area
- Stable allocation will be managed to ensure minimum proximity for horses and staff from separate yards. Where stabling capacity allows, it is suggested that an empty stable be left between horses from different trainers to promote social distancing.
- Bedding will be provided in line with the racecourse's standard policy. No additional bedding will be provided. It will be permissible for feed to be provided, and stable staff must advise the stable manager and/or EWIO where a horse is fed in the stables.
- Stable yard plans must include social distancing and traffic flow considerations. A one-way system must be implemented within the stable yard and must be closely observed. Directional signage should be in place to support the implementation of this system.
- Where the stable entrance cannot allow horses to come in and out at the same time whilst maintaining social distancing, there must be a priority system in place, and a clear 'waiting area' for horses who do not have priority.
- Stable staff will be encouraged to remain in the vicinity of the horses in their care throughout the day. The racecourse should identify break areas, which must enable appropriate social distancing to be maintained and must be regularly cleaned. Ideally break areas will be outside, although inside areas must also be considered for use if weather conditions require.
- Showers in horse washdowns may be used and partitions should be in place to prevent spray. If this is not possible, alternate showers should be used. In addition, buckets, sponges and scrapers can be used, and it is recommended that trainers provide these to be used by their own staff. A regular cleaning regime should be in place for frequently touched areas (e.g. taps, hoses, handles, nozzles etc.)
- There will be no day changing or shower facilities available. Toilets will be available and regular cleaning must be included within the cleaning regimes. Hand dryers in the area must be turned off and alternatives provided (see Hand Hygiene)
- Racecourses must ensure that suitable first aid provision is available in the stables area, and that appropriate PPE is provided to the designated first aiders. First aiders should be advised to follow the guidance regarding first aid provision as outlined in the PPE Guidance provided by BHA. Processes must be in place should additional assistance be required, and these must include how medical care will access this area.
- Depending on the location of the Isolation area and its proximity to the racecourse stables, it may be appropriate to identify a secondary isolation area in or around the racecourse stables area.

3.2.2 Overnight accommodation

- No overnight accommodation will be available for horses or stable staff at any racecourse before or after race meetings until further notice.
- All trainers and transporters have been made aware by BHA to have appropriate arrangements in place for horses to travel to and from the racecourse in one day. Additional staff must be provided by the trainer/transporter to enable this if required.
- Racecourses may need to consider logistical arrangements for their own staff and contractors who would usually stay in local accommodation that is not currently available.

3.2.3 Jockeys Changing Room

- It will be essential to maintain social distancing in the jockeys changing rooms. Jockeys should have a clear zone of 2m. Racecourses will need to assess their own configuration and processes to support this and have strict processes in place to ensure social distancing is maintained. Racecourses may wish to consider the use of cleanable partitions on either side, extending at least 1m from the wall, to support this approach if this is identified as needed within their own plans. Ideally each zone will incorporate 2 pegs and a saddle rack as a minimum. Each zone should be cleaned in line with Cleaning between uses, and racecourses must have systems in place to ensure this. This will inevitably reduce the amount of space available in the jockeys changing room, and if additional space should be utilised (e.g. appropriate public areas which

are not being utilised) where further individual changing areas can be implemented. This additional space must have:

- Easy access to the weighing room, (without necessarily being immediately adjacent) with clearly marked entrance, exit and one-way systems.
- Access to toilet facilities
- Access to/by valets
- Access to wash basins
- Access to bottled drinks
- access to appropriate and accurate trial scales⁷
- Appropriate security
- Access to Hand Hygiene provisions
- Separate areas for male and female jockeys must continue to be provided. If female jockeys changing rooms are not large enough to support social distancing then alternative locations may be required, as outlined above.
- A suitable area must be provided for valets, including an area suitable for the disinfection of equipment.
- No catering, other than bottled drinks, will be provided for jockeys, unless advised otherwise in advance by the racecourse. Jockeys may bring food with them to meet their own requirements (see Catering)
- The racecourse may wish to consider whether a rest area can be provided for jockeys. Where provided, such areas will need to maintain appropriate social distancing and be regularly cleaned. Ideally break areas will be outside, although well-ventilated inside areas should also be considered for use if weather conditions require
- The saunas will not be in use.
- Any practices which present additional risks to other jockeys or and racecourse teams will not be tolerated, any jockeys found to be engaging in such practices will be removed from the site.
- Showers will not be available. Jockeys may bring their own liquid soap and flannel or single use cleansing wipes which must be disposed of in rubbish bins provided after use.
- On-course physiotherapy is being reviewed and will only be provided if it does not compromise the health of the jockey or the physiotherapist.
- Cleaning regime for toilets, washbasins, trial scales and other frequently touched areas will be included within the racecourse cleaning plans.
- The requirements for facilities to support drug and alcohol testing are to be confirmed.

3.2.4 Weighing Room

- Access to the weighing room will be strictly limited to BHA officials, relevant racecourse staff (this will include medical personnel, cleaning staff and broadcast personnel who will require access to the broadcast room) Valets, and jockeys only. Signage should be in place to prevent unnecessary access to the Weighing Room.
- If an alternative weighing room location is to be used, all the necessary facilities to enable the weighing procedures must be provided and facilities must be in place to enable communication between the Clerk of the Scales and the Broadcast office.
- Any particular information to be passed to the Stewards/Starters/Scales must be done in advance by email to the relevant officials (see above). Where it is necessary for a trainer or representative to enter the weighing room (e.g. to confirm a jockey change or to attend a Stewards Enquiry) they must be granted permission to do so by the Clerk of the Scales. Once all relevant business is concluded they must leave this area immediately.
- Consideration should be given to the process for allocation of radios and spare batteries from an area outside the Weighing room should be used if possible. All radios must be wiped down with disinfectant wipes before use and again on return. Where radios are to be allocated directly from the broadcast room there should be a clear procedure for collection and return. Social distancing must be maintained by those waiting to collect radios and signage/demarcation of 2m

⁷ Trial scales should be sufficiently hard-wearing and accurate to 0.2lb

waiting zones can be used to assist with this process. The broadcast engineer will maintain a record or radio allocation and individuals will not be required to sign for these.

- All furniture and workstations should be arranged so that 2m social distancing can be maintained. If this is not possible, consideration should be given to which roles can be relocated (see BHA regarding BHA officials access to this area)
- The Weighing Room will be marked out with zones to remind personnel of the social distancing rules and there will be clear one-way routes of travel in, around, and out of the area.
- All saddles and Jockeys equipment to be disinfected on arrival on site either by the valets, who will provide confirmation to each individual jockey to state this has been completed, or by the jockey themselves. Disinfectant wipes should be provided by the valets for this purpose.
- Racecourses will require number cloths for up to 10 races. The racecourse should ensure that number cloths are laundered by the supplier prior to provision to the racecourse. For each race number cloths must be laid out in an agreed area by an appointed individual who must have access to hand washing facilities and/or 60% alcohol-based hand sanitiser in order to clean hands immediately on completion. If speed sensing devices are in use, the same appointed individual will also be responsible for inserting the devices into the number cloths before laying out the number cloths in the agreed areas. This will take place in a discrete area near the Weighing Room, and the appointed individual will only enter the Weighing Room at the time with the least people in the relevant area. Jockeys will then collect the number cloth they require and must not touch any others. Jockeys should then return the number cloth to a designated receptacle (location dependent on the individualities of each racecourse) from which the designated individual will collect them and retrieve the speed sensing devices.
- 60% alcohol-based hand sanitiser and/or hand washing stations will be available at all entrances to the weighing room and strategic locations within it (e.g. by number cloths, at key workstations, equipment transfer area)
- Weighing in and out would be carried out as normal in the Weighing Room, with social distancing protocols to be followed. Racecourses may wish to consider use of a Perspex screen in front of the Clerk of the Scales position. An additional table should be provided next to the scales on which jockeys can place their hat, whip, and any other equipment that would usually be placed in front of the Clerk of the Scales.
- To assist with maintain social distancing, racecourses may wish to consider identifying time slots for weighing in and out for each race to avoid jockeys attempting to weight out for one race whilst jockeys from the previous race are weighing in. These time slots will need to be sufficiently flexible to take account of jockeys with rides in consecutive races and will differ from racecourse to racecourse depending on their configuration. The details should be established in advance and placed on clear notices within all jockey areas.
- A series of clearly designated areas, in view of the Clerk of the Scales should be demarked from which saddles, weight cloths, number cloths etc can be passed from jockeys to trainers or their representatives after weighing out.
- Any lead used by jockeys must be cleaned with disinfectant wipes by the valets following each race prior to further use
- Declarations Clerks will not be required, and this area can be repurposed as necessary.

3.2.5 Stewards Room

- Access to the Stewards' room will be strictly limited to relevant BHA officials and individuals involved in enquiries.
- All furniture and workstations should be arranged so that 2m social distancing can be maintained. If this is not possible, an alternative Stewards' room should be identified and each racecourse should liaise with their BHA Inspector of Courses accordingly. It is anticipated alternative space must be:
 - Large enough to accommodate the stewarding team and those involved in enquiries, whilst maintaining social distancing
 - Have suitable access to the Weighing room (without necessarily being immediately adjacent) with clearly marked entrance, exit and one-way systems

- Have suitable screens and feeds in place, to reflect those required in the main Stewards' room. RaceTech have indicated that they can assist with this process and racecourses will need to liaise with them in advance to determine what work (cabling etc.) is required.
- Have sufficient power points for required equipment
- Floor markings at 2m intervals should be in place on approach to and within the Stewards' room to support social distancing
- On rare occasions when enquiries are required and social distancing cannot be maintained, the Stewards will have agreed beforehand how to proceed, finding a solution which maintains the requirement that all parties should be able to hear all the evidence given by all the witnesses. This may require the use of an additional room, using video conferencing facilities and racecourses, which will need to have such a room available
- 60% alcohol-based hand sanitiser and/or hand washing station must be available.

3.3 RACING PROCEDURES

3.3.1 Prerace Procedures

- All trainers, assistant's, stable staff and Jockeys must be booked in in advance and will need to complete screening to the agreed level. They should aim to arrive at the racecourse no more than 5 hours prior to the first race and they will not be permitted access to the site before this time.
- Any individual who wishes to walk the course must notify the Clerk of the Course. The racecourse will establish a clear one-way route for access to the course for any trainer, representative or jockey wishing to walk the course before racing. Social distancing must be maintained during course walks. Security must be place on access and egress points and around the course to ensure that unauthorised personnel do not attempt to use this route to gain access to the racecourse. Anyone walking the course must wear the accreditation provided and show this to security personnel when requested; failure to do so will result in their immediate removal from the site and re-entry will not be permitted.
- On the day declarations will be suspended and scanning on arrival at the stable yard will be considered the on-course declaration. Horses must be in the stable yard a minimum of 45 mins before each race.
- Colour bags are to be dropped off at a designated area – this may be either at the Stables or in the vicinity to the Weighing Room depending on what is appropriate for each racecourse. There should be clear signage identifying this area. The colour bags must be disinfected and then placed in a plastic bag and clearly marked as to which Jockey they are for. They will then be transported en-masse to the changing rooms (if dropped off in the stables) or collected from the relevant area by the valets (or the individual jockey if they do not have a valet). After use the colours will be returned via same process throughout the afternoon and this should be done in a timely fashion so that those whose horse has run can leave as soon as they are ready to do so.
- Racing information must be placed on notice boards throughout the accreditation area and stables

3.3.2 Saddling and Parade ring

- Face coverings are mandatory in the parade ring
- Trainers or their representative will collect the saddle etc. from the jockeys at the designated area and will then go to the saddling area. All horses for each race should be saddled in one location and the racecourse should communicate the saddling location to trainers and stable staff both in advance (via NRAS) and on the day (via signage and verbal instructions). Where the racecourse stables are in close proximity it would be preferable for saddling should take place in the stables. If this is not the case, the saddling boxes should be used, and any touchpoints disinfected between uses – for enclosed saddling boxes the door handles must also be disinfected.

- All horses for each race should leave the stable yard at the same time, regardless of the location for saddling. A timetable for movements between races should be devised by the racecourse and provided to stable staff (either in writing or verbally).
- As far as possible, social distancing rules must be followed with individuals limiting their proximity to each other as much as is practicable.
- Only the jockey and trainer only will be permitted access to the parade ring (and certain officials where space permits). Medical and veterinary teams must be available outside the parade ring, and able to access without delay in the event they are required.
- Armbands for stable staff will not be required
- The parade ring must be divided into 24 x 2m square zones to maintain social distancing. Each individual should be allocated a zone and instructed to stand at the centre (it may be helpful to include a relevant marker). Where the parade ring cannot be sufficiently divided trainers must not be permitted access to the parade ring and will need to provide any briefings to jockeys in advance. If one trainer has multiple runners, they must position themselves so that their 'zones' are appropriately located to speak to each of the jockeys whilst maintaining social distancing
- The trainer, their representative, or other designated person should 'leg up' the jockey and must have access to hand washing facilities or 60% alcohol-based hand sanitiser on completion of the task. If the jockey is comfortable doing so, they may mount themselves.
- Once mounted, jockeys must proceed to the start as soon as possible. Jockeys will need to take responsibility for maintaining social distancing on the way to and at the start – racecourses must consider their configuration to identify if walk-round areas need to be expanded to account for this.

3.3.3 Starting stalls arrangements

- Stable staff or trainers will be permitted to assist at the start only if prior approval has been given by the Starter. In these circumstances, staff must make their own way to and from the start as no transport will be provided by the racecourse. They must ensure that any post-race responsibilities are not compromised
- Stalls handlers are to wear face coverings at all times.
- Loading procedures are as follows:
 - Staggered loads, as usual
 - Maximum of two pushers
 - Stalls staff should remain in gate area except for facilities breaks. In bad weather, a dry location on-course must be designated with sufficient social distancing measures
 - Handlers may be allowed in stalls to assist the horse during the start must wear a face covering and avoid face to face contact where possible. Handrails must be wiped down in used.
- Stalls blankets are permitted but should be used in a cyclical fashion (unless washed) with any blanket being used only one day in three. They should be left in bright sunlight in between uses where possible.
- Stalls tests will not be conducted during the initial resumption of racing until further notice.
- Trainers must make their own arrangements to collect equipment removed at the start as starters will not be returning to the Weighing Room

3.3.4 Post-race

- Racecourses must consider how many horses can appropriately be accommodated within the Winners Enclosure and the available unsaddling area(s) for other runners. The racecourse should communicate the unsaddling arrangements to trainers and stable staff both in advance (via NRAS) and on the day (via signage and verbal instructions). Access to the Winners Enclosure and unsaddling areas(s) is to be limited to one member of stable staff per horse and the trainer or their representative. The grounds team, vets and drivers, as well as the normal equine response team, will be on hand in equine areas post-race to assist with cooling/any other issues.

- The unsaddling area(s) must be large enough to maintain social distancing between horses, and between jockeys and stable staff. If the existing unsaddling enclosure cannot accommodate this, alternative(s) must be identified.
- Where branded/sponsored winners' rugs are provided these must come from a sealed package to prevent multiple handling. The racecourse must provide an appropriately trained and horse-aware member of staff to remove the rugs from packaging and place on the horse/provide to the stable staff. They should have access to hand washing facilities or 60% alcohol based hand sanitiser on completion of the task.
- Jockeys must return immediately to the weighing room to weigh in whilst maintaining social distancing.
- Ideally, the post-race debrief between the trainer and jockey should take place by telephone after the race, and in line with the regulations regarding mobile phone use. This may not always be possible, and a designated area must be identified for this debrief, where social distancing can be maintained
- A designated area must be identified for a media debrief. This should be a quiet area with appropriate equipment to allow remote interviews to take place for Pattern races. For more information see Broadcast and media.
- Showers in horse washdowns may be used and partitions should be in place to prevent spray. If this is not possible, alternate showers should be used. In addition, buckets, sponges and scrapers can be used, and it is recommended that trainers provide these to be used by their own staff. A regular cleaning regime should be in place for frequently touched areas (e.g. taps, hoses, handles, nozzles etc.)
- The Sampling Unit will be in use and the requirements for SUSA and Catcher will remain in place. Floor markings should be in place where possible to support social distancing during the sampling and GRABBA processes along with the witness and waiting areas.
- Hand washing stations and/or 60% alcohol-based hand sanitiser should be available along with appropriate disinfecting wipes.

3.3.5 Medical arrangements (for racing)

- The existing racecourse medical plans and risk assessment must be reviewed, updated (and where necessary rewritten) in conjunction with the racecourse SRMO to reflect changes to operating procedures (see [Annex B](#)). The BHA Chief Medical Adviser is available to assist with this process, provide advice, and help identify practical solutions as required. As a minimum the plans must comply with BHAGI 11 and maintain standards.
- The minimum requirement for medical personnel will be as required by BHAGI 11 and the racecourse medical risk assessment, with the exception of the on-course physiotherapist, whose attendance is under review. Racecourses must liaise with their providers to confirm they are able to provide support and that contingency arrangements are in place as required.
- A pre-racing medical briefing must take place in a suitable location to maintain social distancing.
- In the event of an injury which requires hospital transfer the SRMO should contact the BHA Chief Medical Adviser
- It should be determined in advance whether the local air ambulance service operating. Where the air ambulance is available and continuing to operate the level of service they are providing must be established, including if they are able to transport an injured jockey to an appropriate trauma facility. All of these factors must be taken account of in the medical risk assessment and control measures agreed as appropriate.
- NHS response times should be established in advance
- Plans for deployment of medical staff during racing must be reviewed to enable the maintenance of social distancing as far as possible. If appropriate and in line with the racecourse risk assessment, it is recommended that only the ambulance follow the race. It may be appropriate for the RMO vehicles to be parked in static locations, suitably identified to ensure that any casualty is attended by a member of the medical team within one minute. A 'spotter' (who may be the Clerk of the Course) can then advise them of any incident, which they can then proceed to. Where this is not possible, the racecourse will provide a vehicle and driver. The driver will have an appropriate face covering, and government guidance on car sharing should be followed.

It has been proposed that RMOs may wish to invite a member of their household to act as their driver for the day, and racecourses must consider this in line with their own policies, risk assessments and insurance requirements.

- Medical racing operations to be carried out in line with reviewed medical plans and risk assessments (see [Annex B](#)) and with social distancing maintained where possible.
- PPE for medical personnel is essential. Further guidance of PPE requirements has been provided by the BHA and circulated to racecourses.
- The number of first aiders must be suitable for the personnel on site, and all first aiders must have appropriate PPE. It may be that there are sufficient numbers of trained individuals within the racecourse team, but if not a suitable provider will need to be identified.

3.3.6 Veterinary arrangements

- The existing racecourse veterinary plans and risk assessment must be reviewed, updated (and where necessary rewritten) in conjunction with the racecourse SVS to reflect changes to operating procedures. As a minimum the plans must comply with BHAGI 12 and maintain horse welfare standards. Guidelines provided by BHA are included at [Annex E](#) for information.
- The minimum requirement for veterinary personnel will be as required by BHAGI 12. Racecourses must liaise with veterinary teams to confirm they are able to provide support and that contingency arrangements are in place as required.
- A pre-racing veterinary briefing must take place and must be in a suitable location to maintain social distancing.
- If appropriate, during each race the RVS vehicles should be parked in static locations. A 'spotter' (who may be the Clerk of the Course) will advise them of any incident, which they can then proceed to. Where this is not possible, the racecourse will provide a vehicle and driver. The driver will have an appropriate face covering, and government guidance on car sharing should be followed. It has been proposed that the RVS may wish to invite a member of their household to act as their driver for the day, and racecourses must consider this in line with their own policies, risk assessments and insurance requirements.
- Veterinary operations to be carried out in line with reviewed veterinary plans and risk assessment and with social distancing maintained where possible.
- PPE for veterinary personnel may be required, particularly in the event of a racing incident involving horse and jockey or where multiple medical/veterinary attendants are required. The risk assessment should identify if they need to wear all/some PPE in vehicle when following the race, so they can rapidly attend a casualty without delay.

4 PERSONNEL

By attending the racecourse all parties agree to comply with the Code of Conduct. There will be a zero-tolerance approach to breaches of this Code and any individual who is in breach may be immediately removed from site regardless of their role or status with the full support of the Racecourse Managing Executive and BHA Stewards. Any breaches will be reported to the BHA Stewards, who will take regulatory action in line with the powers available to them. Any individual who is ejected from a racecourse for breaches of social distancing and/or the Code of Conduct may be unable to attend a fixture at any racecourse until further notice. All individuals will accept the terms of the Code of Conduct as part of the access procedures.

4.1 TRAINING

- All staff will need to be briefed on new operating procedures. Where new ways of working require training in new processes or use of new equipment, this must be provided following existing procedures. Records should be maintained of who has attended briefings and the information provided to them, along with any relevant training delivered. It is key to reinforce that new processes and procedures must be followed and activities may not be carried out in the 'usual'

way and the importance of measures to prevent the spread of COVID-19 (e.g. handwashing, correct use of PPE, Social distancing). This training should be supported by relevant additions to the staff handbook (see STAFF).

- All staff who are to be issued with PPE are to be given training on how to use this. This may be the SRMO/nurse or another appropriate member of the medical team. Further guidance on this training is included in the guidance on PPE provided by BHA.
- All third parties providing staff on-course must provide written confirmation that their staff have received training in their operating procedures for racing behind closed doors, and the form that this has taken. The RCA can assist in coordinating this for third parties who attend all/multiple racecourses (e.g. BHA, RaceTech). This training must include the importance of correctly implementing measures to prevent the spread of COVID-19.
- In advance of arrival at the racecourse ALL individuals must complete the compulsory COVID-19 education module on the [Racing2Learn](#) website. Any individual who does not undertake this training will not be permitted entry to the racecourse.

4.2 RESILIENCE

- The racecourse will need to consider their contingency plans and resilience for all roles, as if an individual does not pass the relevant checks, they will not be permitted access to site. A deputy or deputies who can take on any necessary additional responsibilities should be identified, and they must be appropriately briefed and trained to do so. Reasons why someone may be denied access include, but are not limited to:
 - Any advance documentation required has not been received
 - The individual was not on the list to attend
 - They have forgotten to bring their photo ID
 - They did not pass the required screening
 - They did not complete the required training
 - They did not pass the required racecourse entry screening
 - They have previously violated the Code of Conduct
 - Any other reason at the discretion of the racecourse and/or BHA
- Medical plans must include contingency arrangements in case an ambulance or RMO leaves the course, as they (or any replacement) will have to repeat the prerace screening as a minimum prior to being permitted entrance. In addition, vehicle and equipment cleaning may be required which could delay their return. Further information is included at Annex A.
- RaceTech and BHA have built resilience into their own operating procedures and will manage this process in the event that a member of their team is unable to attend.

4.3 HR CONSIDERATIONS

- Racecourses should ensure that all staff are aware of the Government guidance regarding underlying health conditions and have the option to opt out of working without fear of discrimination. It should be borne in mind that they may choose to opt out due to household/family concerns.
- The Government "[Elite sport return to training guidance: Step One](#)" requires all venues to ensure staff supporting elite sport return to training are formally appraised of the risks, mitigating steps being taken and requested to actively 'opt in' if they are comfortable to return to working within the training environment by way of written consent, and a similar requirement may be in place for the return to sport.
- A designate point of contact should be identified for any staff who have concerns regarding the return to work or the procedures in place, so that these can be appropriately discussed.
- The racecourse will need to inform the BHA of all members of staff who will be attending each fixture, and will need to provide their contact number, e-mail address and postcode for inclusion on the relevant BHA systems. Further advice has been sought from Burges Salmon regarding GDPR requirements that racecourses may need to put in place to reflect this and are included at **Annex F**.

- Any personnel who do not adhere to the requirements of the racecourse regarding hand hygiene, PPE, social distancing or any other requirements will be ejected from site. This must be communicated to all staff in advance.
- The dress code for staff during racing behind closed doors should be identified and communicated to staff.

4.4 RACECOURSE PERSONNEL

4.4.1 General

- Racecourse personnel staff numbers should be reduced as far as practical to run a safe and efficient race meeting whilst recognising that there may be an increase in some specific safety and infection control roles. The RCA has developed an outline of the essential operating personnel to assist racecourses in assessing their individual requirements.
- Each role must have its own risk assessment identifying the needs to carry out the tasks in as safe a way as possible and to ensure that cross-contamination and self-infection was reduced as far as is reasonably practicable.
- The racecourse will need to consider resilience and training for all roles as outlined above.

4.4.2 COVID-19 Officer

- The Government “*Elite sport return to training guidance: Step One*” requires venues to appoint a COVID-19 officer be responsible for oversight of the venue’s COVID-19 risk assessment and mitigation plan, ensuring the necessary level of risk assessment and mitigation has taken place and that sports and hosts can adhere to the guidance within their facility, and it is anticipated that a similar requirement may be made of venues on resumption. The racecourse must consider whether they require this to be a stand-alone role or overlaid with other responsibilities and appoint an appropriate member of their team to this role.

4.4.3 Social Distancing Officer

- The role of the Social Distancing Officer (SDO) is a new role for a member of the BHA team, to be introduced to assist in the implementation and compliance with measures to prevent the spread of COVID-19, and in particular social distancing. They will also enforce compliance with the Rules of Racing.
- The SDO must be able to complete their role and enforce restrictions where required (including removal of individuals from site) with no vested interests.
- It is likely that multiple racecourse personnel will be required across the racecourse site in order to support this role by ensure social distancing is maintained and report to the SDO as appropriate. It is therefore recommended that an individual is appointed to this role for each area of the racecourse, with particular focus on areas where reminders and assistance in implementation may be necessary (e.g. stables area, rest areas, weighing room). Racecourses will need to determine numbers and location in line with the requirements of their individual site.
- The racecourse may wish to explore incorporation of support for this role into existing job roles, or to appoint additional team members specifically for this role – this will again depend on the individual requirements of each racecourse.
- The racecourse representatives should be or should report directly to a senior member of the racecourse team.
- The role of the SDO is designed to be constructive and assist individuals in understanding the requirement and measured in place to ensure these can be met. However, a zero-tolerance approach will be adopted to any conscious disregard of the requirements and the individuals concerned may be immediately removed from site regardless of their role or status. The SDO must be suitably empowered to enforce this with the full support of the Racecourse Managing Executive and BHA Stewards.

- The SDO will also report any breaches of social distancing requirements to the BHA Stewards, who will take regulatory action in line with the powers available to them.
- Any individual who is ejected from a racecourse for breaches of social distancing and/or the Code of Conduct will be unable to attend a fixture at any racecourse until further notice.

4.5 THIRD PARTIES

4.5.1 Stable staff

- Trainers must provide details of the stable staff who will be accompanying their runners to BHA following declarations. The BHA will then collate this information.
- Trainers will be encouraged to send appropriately experience staff.
- A maximum of one member of staff per runner in addition to the trainer and one senior groom per yard will be permitted.
- All stable staff members must meet the health requirements and undergo agreed screening procedures.
- All stable staff must have completed the online BHA training regarding COVID-19
- All staff must be aware of and comply with the requirements and operating procedures in place and be able to understand instructions given to them on the day.
- No stable staff under the age of 18 should attend a race meeting until further notice
- No overnight accommodation will be provided. Trainers must consider this when making travel plans and send additional staff as required.
- No catering, other than bottled drinks, will be provided, unless advised otherwise in advance by the racecourse. Stable staff may bring food with them to meet their own requirements (see Catering). The racecourse will identify areas for stable staff to sit and eat the food that they bring themselves during their breaks. These areas will need to maintain appropriate social distancing and be regularly cleaned. Ideally break areas will be outside, although inside areas must also be considered for use if weather conditions require.
- The BHA Guidelines and Operating Procedures for racing behind closed doors a checklist of items which staff may wish to bring with them for their own use (e.g. power packs for phone charging, food, drink etc.)
- Racecourses may wish to identify appropriate areas for staff to watch races from, where social distancing can be maintained. The use of screens around the racecourse must be carefully considered to ensure groups are not encouraged to gather
- There will be no day changing or shower facilities available. Toilets will be available and regular cleaning must be included within the cleaning regimes. Hand dryers in the area must be turned off and alternatives provided (see Hand Hygiene)
- Stable staff should wear a Face Covering continuously from exiting the Stable Yard with a horse for any race until they return to the Stable Yard after a race.

4.5.2 Trainers

- When advising the stable staff who will accompany their runner (see Stable staff[]) the trainer must also advise if they or a representative will be attending and if a senior groom will also be in attendance. If they do not do so, their name will not be included on the list of those permitted access to the racecourse and they will be turned away.
- All trainers must meet the health requirements and undergo agreed screening procedures.
- All trainers must have completed the online BHA training regarding COVID-19
- All trainers must be aware of and comply with the requirements and operating procedures in place and ensure that they have conveyed these to their staff also.
- Trainers must comply with the arrival timescales outlined by each racecourse and leave the racecourse once all of their runners have completed and they have completed all relevant debriefs (and Stewards Enquiries)

- Racecourses may wish to identify appropriate areas for trainers to watch races from, where social distancing can be maintained. The use of screens around the racecourse must be carefully considered to ensure groups are not encouraged to gather.
- Where trainers have runners in multiple races the racecourse should consider if they are able to provide an area where they can wait. Where this is provided social distancing must be maintained, and regular cleaning carried out. Ideally the area will be outside, although inside areas must also be considered for use if weather conditions require.
- No catering will be provided, unless advised otherwise in advance by the racecourse. Trainers may bring food with them to meet their own requirements (see Catering).

4.5.3 Jockeys

- All jockeys must meet the health requirements and undergo agreed screening procedures.
 - All jockeys must have completed the online BHA training regarding COVID-19
 - After receiving their accreditation, jockeys will be permitted to bring their vehicles into the racecourse. A suitable parking area in proximity to the jockeys changing facilities should be identified. Jockeys will then be able to return to their vehicle between races should they wish to do so as this will assist in maintaining social distancing. The jockey will not be able to leave the site in their vehicle and then return.
 - All saddles and Jockeys equipment to be disinfected on arrival on site either by the valets, who will provide confirmation to each individual jockey to state this has been completed, or by the jockey themselves. Disinfectant wipes should be provided by the valets for this purpose.
 - Changes will be made to the Jockeys Changing Room as outlined above
 - No catering, other than bottled drinks, will be provided for jockeys, unless advised otherwise in advance by the racecourse. Jockeys may bring food with them to meet their own requirements (see Catering)
 - The saunas will not be in use.
 - Any practices which present additional risks to other jockeys or and racecourse teams will not be tolerated, any jockeys found to be engaging in such practices will be removed from the site. Showers will not be available. Jockeys may bring their own liquid soap and flannel or single use cleansing wipes which must be disposed of in rubbish bins provided after use.
 - Jockeys must wear a face covering continuously from exiting the weighing room for a race until returning after completing the race.
 - On-course physiotherapy is being reviewed and will only be provided if it does not compromise the health of the jockey or the physiotherapist.
 - Should a jockey wish to walk the course they must comply with the requirements outlined under 3.3.1
- #### Prerace Procedures
- Weighing in and out would be carried out as normal in the Weighing Room. Jockeys should adhere to additional protocols in place for social distancing and in particular must avoid attempting to weight out for one race whilst jockeys from the previous race are weighing in.
 - Any lead used by jockeys must be cleaned with disinfectant wipes by the valets following each race prior to further use
 - The BHA will continue to operate drug and alcohol screening in line with their own procedures, and jockeys must comply with this.

4.5.4 Valets

- Valets have requested access to racecourses 24 hours in advance to familiarise selves with layout and changes to facilities to save time and assist with the flow on raceday
- All valets must meet the health requirements and undergo agreed screening procedures.
- All valets must have completed the online BHA training regarding COVID-19
- After receiving their accreditation, valets will be permitted to bring their vehicles into the racecourse. A suitable parking area in proximity to the jockeys changing facilities should be identified.

- All saddles and Jockeys equipment is to be disinfected on arrival on site either by the valets, who will provide confirmation to each individual jockey to state this has been completed, or by the jockey themselves. Disinfectant wipes should be provided by the valets for this purpose.
- Advice from the BHA Chief Medical Adviser is that the preferred temperature to wash clothes at is 60°. Where this is not possible washing should not be done onsite. Silks should not be exchanged between jockeys at a race meeting unless washed in between times.
- Changes will be made to the Jockeys Changing Room as outlined above
- No catering, other than bottled drinks, will be provided for valets, unless advised otherwise in advance by the racecourse. Valets may bring food with them to meet their own requirements (see Catering)

4.5.5 Farrier

- The racecourse will need to inform the BHA of the farrier(s) who will be attending each fixture.
- The farrier(s) must meet the health requirements and undergo agreed screening procedures prior to being given access to the site.
- The farrier(s) must have completed the online BHA training regarding COVID-19
- The racecourse must liaise with the farrier(s) to confirm the procedures they have in place regarding social distancing, hand hygiene and PPE.

4.5.6 RaceTech

- RaceTech must advise the BHA by 1pm on the day of declarations of the names of all those members of their team who will be attending each fixture. Contingency plans must be in place in the event that a named member of the team is subsequently unable to attend.
- All members of the RaceTech team must meet the health requirements and undergo agreed screening procedures prior to being given access to the site.
- All members of the RaceTech team must have completed the online BHA training regarding COVID-19
- RaceTech have developed their own detailed operating procedures and provided relevant training in these to their staff. Details of these procedures will be provided to all racecourse directly by RaceTech and made available via the RCA.
- RaceTech may be able to assist with additional raceday activities where agreed in advance (e.g. treading, IT support). Racecourses should liaise directly with RaceTech regarding their individual requirements.
- No catering will be provided for RaceTech personnel, unless advised otherwise in advance by the racecourse. They may bring food with them to meet their own requirements (see Catering)
- Starting Stalls personnel will remain in the stalls area between races, aside from facilities breaks. A suitable area, in which social distancing can be maintained, should be identified for use in inclement weather.
- There may be occasions where RaceTech require access to the racecourse in advance of the raceday, and they will liaise with each racecourse as appropriate should this be necessary.

4.5.7 BHA

- The BHA will coordinate arrangements for all those members of their team who will be attending each fixture. Contingency plans must be in place in the event that a named member of the team is subsequently unable to attend.
- All members of the BHA team must meet the health requirements and undergo agreed screening procedures prior to being given access to the site.
- All members of the BHA team must have completed the online BHA training regarding COVID-19
- The BHA has developed their own detailed operating procedures and provided relevant training in these to their staff. Details of these procedures will be provided to all racecourses and made available via the RCA.

- BHA staff briefings will be conducted remotely
- Starters will be relocated to their own vehicles within the centre of the course. Racecourses should liaise with the Inspector of Courses to confirm arrangements.
- Judges will remain in the Judge's Box throughout the fixture. Racecourses should confirm the other roles which will utilise the access routes to this area to enable social distancing measures to be put in place. 2m markers should be in place to promote social distancing. Hand washing and cleaning provisions must be in place.
- No catering will be provided for BHA personnel, unless advised otherwise in advance by the racecourse. They may bring food with them to meet their own requirements (see Catering)

4.5.8 Broadcast and media

- Each racecourse should consider media attendance in line with their own circumstances and fixture and must ensure they liaise with the media regarding these in advance. In line with the stated strategy to minimise attendance, the proposed maximum for media attendance is two journalists (1 x PA, 1 x Racing Post), a press photographer (to be coordinated via the HWPAs) and the racecourse photographer⁸. Racecourses may wish to admit smaller numbers depending on their individual circumstances. This maximum will be kept under review.
- For fixtures where there may be additional press interest (e.g. fixtures with Pattern Races) a designated area must be identified for a media debrief. This should be a quiet area with appropriate equipment to allow remote interviews to take place (e.g. via Zoom or similar). The equipment should be installed in advance and a member of the racecourse team appointed to coordinate connections. In addition, a racecourse representative should join the remote session and act as facilitator.
- Each racecourse should provide the RCA and HWPAs with a named point for contact for all press enquiries.
- Racecourses may wish to consider the requirements for their social media provision. If appropriate, a member of essential operating team could be assigned to also provide content for use on the racecourse social media channels. Content plans are available from the racecourse's respective representative on the industry's joint communications group.
- Each racecourse should liaise with RaceTech and their broadcasters to confirm the arrangements to be in place.
- A member of the racecourse team should be appointed to be the point of contact with broadcasters and be informed at regular intervals who they wish to interview so that this can be coordinated.
- Racecourses should consider how this limited media coverage can be best utilised to provide exposure their partners in order to maintain ongoing support.

Further guidance on media protocols have been developed by the RCA in conjunction with the HWPAs and BHA and is available from the RCA.

4.5.9 Betting

- There will be no betting facilities or on-course bookmakers in attendance until further notice.

5 COMMUNICATIONS

5.1 STAFF

- Advance communication should include
 - The health requirements and agreed screening procedures should be advised to all staff in advance so that they can decide prior to attending if they are willing to undergo these.

⁸ Separate arrangements will be in place for Royal Ascot

- A link to the compulsory COVID-19 education module on the [Racing2Learn](#) website
- Links to any other relevant training which must be completed in advance of attending
- The Staff Handbook should be expanded to include details of relevant processes, policies and procedures in relation to racing behind closed doors. This should include
 - The Hand Hygiene and Social Distancing measures which must be complied with
 - Those roles which require PPE and how this should be used
 - Cleaning protocols
 - Code of Conduct
 - Site map (including zoning of areas if this is implemented)
- The format of staff briefings should be reviewed. Either they must be held in locations which enable social distancing to be maintained, or smaller briefings must take place, with information being cascaded across teams.
- Race cards will not be provided, and racecourses should ensure that the relevant information is available to staff and industry via signage or other methods. It will be necessary to ensure that BHA officials have as a minimum the information detailed in BHAGI 9.4.

5.2 INDUSTRY

- The BHA has developed comprehensive advance communication to be provided to all Industry personnel outlining the provisions relevant to them. In addition, racecourses may wish to share information relevant to their raceday via the Racing Admin website. This may include
 - Where each category of personnel should go for accreditation on arrival and at what time
 - Code of Conduct
 - Key timings for each raceday
 - Any arrangements bespoke to the individual racecourse
- Industry associations, including the PJA, NTF and NARS can be approached to assist in sharing information with their members as required.

5.3 SIGNAGE

- Racecourses should utilise standard signage to support operational requirements, such as hand washing and social distancing. Further information regarding signage was included in the RCA COVID-19 Bulletin on Wednesday 20 May 2020.
- In addition, racecourses should utilise individual signage to ensure all personnel are aware of the procedures in place (e.g. identification of locations for saddling/unsaddling, debriefs, key timings etc.)

5.4 PUBLIC RELATIONS

- Although not in attendance, the public, media and government will be watching and all actions will be closely scrutinised. There is a need to clearly communicate what racecourses are doing, why and how. Ensure that the communication is clear both on the race programme as it is designed and also the safety measures that have been put in place in order for the racing to go ahead. The impact on the personnel involved in making the day happen and also covering equine bio security. The joint Industry Communications Group has developed messaging which can be used by all racecourses, and racecourses should contact the RCA for further information..
- Communication with the local community in advance, on the day and following the event is essential so they understand the actions being taken by the racecourse to act responsibly and to communicate measures being taken to maintain site security (see Security and Site Working Parameters).
- There may be both negative and positive comment on social media and racecourses need to consider how they will react to this. The RCA, GBR and BHA can assist in developing plans for this.
- The racecourse may wish to consider how they use their digital and social channels to share the raceday with their customers
- Racecourses should be prepared that unauthorised personnel may attempt to gain access.

6 FINANCE

Further information on financial matters will be provided separately as appropriate.

7 GLOSSARY

BHA	The British Horseracing Authority Ltd
Code of Conduct	The Code of Conduct agreed by the British Horseracing Industry to support the implementation of racing behind closed doors
COVID-19	Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)
Isolation Area	Identified areas in which any individual showing symptoms of COVID-19 can be isolated in line with relevant procedures
PPE	Personal Protective Equipment. In the context of this document, this includes face masks, disposable gloves and disposable aprons.
RCA	The Racecourse Association Ltd.
Safety Advisory Group (SAG)	A multi-agency forum, usually coordinated by the local authority, to promote good practice in safety and welfare planning for events
Social Distancing	Social distancing requires that individuals should not be within 2m of any individual outside their household for 15 minutes or longer.
Social Distancing Officer (SDO)	A newly introduced role to assist in the implementation and compliance with operational measures during racing behind closed doors, in particular social distancing. They will also enforce compliance with the agreed Industry Code of Conduct.

8 RACECOURSE MAP

- Each racecourse should include a site map showing key areas as identified within the operating plan, boundaries, zones within the racecourse (as applicable), marshalling areas, traffic flows and entry/exit points.

9 CODE OF CONDUCT

The Code of Conduct is detailed below. The intention is for this to be uploaded to a racecourse's website as a separate document which is supplemental to the Terms and Conditions of Entry. Condition 1.3 of the Terms and Conditions of entry allow the racecourse to supplement the Terms and Conditions of Entry in this way (either on a temporary or permanent basis). By keeping the Code of Conduct separate, it should help to bring it to the reader's attention. It should also make it more straightforward to implement the Code of Conduct and to update it on an ongoing basis if necessary.

The Code has been split into those requirements which apply to all attendees (e.g. members of the public and employees, workers, contractors) and those requirements which apply only to employees, workers, contractors, etc. This should mean that the Code of Conduct can still be used in its current form as restrictions are lifted; however, this will be kept under review.

SCOPE OF THIS CODE OF CONDUCT

- The following Supplementary Conditions - COVID-19 Code of Conduct (this “**Code of Conduct**”) supplements the Terms and Conditions of Entry to the Racecourse, including any applicable Special Conditions (the “**Entry Contract**”).
- This Code of Conduct should be read in conjunction with the Entry Contract. However, if any provision in this Code of Conduct conflicts with a provision in the Entry Contract, this Code of Conduct shall take precedence and shall modify the Entry Contract to the extent necessary to give effect to the relevant provision of this Code of Conduct.
- Unless stated otherwise, any terms used in this Code of Conduct shall have the meanings given to them in the Entry Contract.
- This Code of Conduct will be continuously updated in accordance with current Government guidance. Until further notice, all Attendees should review this Code of Conduct each time they attend the Racecourse.

1 Code of Conduct

All Attendees who enter the Racecourse (including all surrounding land, car parks and other facilities which are under the ownership and/or control of the Operator) shall be deemed to have accepted, and agree to comply with, this Code of Conduct. Attendees are admitted to the Racecourse strictly subject to this Code of Conduct. There are no exceptions.

2 All Attendees

2.1 All Attendees who enter the Racecourse (including all surrounding land, car parks and other facilities which are under the ownership and/or control of the Operator) shall:

- comply with all current Government requirements and guidance regarding COVID-19;
- comply with any health checks required by the BHA and/or the Operator prior to being given access to the Racecourse;
- observe all social distancing protocols and wear any PPE (such as masks or other face coverings) in accordance with the Government guidance in place at the time;
- maintain personal hygiene including, but not limited to, by regularly washing their hands, using hand sanitiser, avoiding touching their face and observing coughing and tissue etiquette.
- only use any hand sanitiser, disinfectant wipes or other personal hygiene products made available at the Racecourse for the purpose for which they have been provided and shall not remove these from the locations in which they are provided;
- follow all racecourse signage and the instructions of staff, officials, the police or other emergency services present at the Racecourse at all times;
- only attempt to access those areas for which they are entitled under their Ticket; and
- comply with the Rules of Racing.

3 Attendees Entering the Racecourse other than as a Private Individual

- 3.1 In addition to complying with Section 2, all Attendees who enter the Racecourse (including all surrounding land, car parks and other facilities which are under the ownership and/or control of the Operator) in any capacity other than as a private individual, shall:
- a) comply with any training requirements required by the BHA and/or Operator prior to being given access to the Racecourse;
 - b) use, in the correct manner, any PPE identified as appropriate to their role;
 - c) wear required accreditation at all times;
 - d) only attempt to access those areas of the Racecourse for which they are accredited and, in any event, the Attendee shall not enter any area of the Racecourse unless reasonably necessary for fulfilment of their role;
 - e) follow the instructions of all members of the Racecourse Executive and BHA Officials (including but not limited to the COVID-19 Officers);
 - f) maintain responsibility for disinfection of their own equipment in line with agreed procedures;
 - g) comply with all changes to operating procedures relevant to their role; and
 - h) leave the Racecourse immediately after the last race, or when the Attendee has completed their duties.

4 Breaches of this Code of Conduct

- 4.1 Any breach of this Code of Conduct will be reported to the Operator and the BHA Stewards. There will be a zero-tolerance approach to breaches of this Code of Conduct. In the event of any breach by an Attendee, in addition to any applicable sanctions set out in the Entry Contract:
- a) the Operator (with the full support of the Racecourse Managing Executive and BHA Stewards) may immediately remove the Attendee from the Racecourse, regardless of the Attendee's role or status;
 - b) the BHA Stewards may take regulatory action against the Attendee in line with the powers available to them; and
 - c) the Attendee acknowledges that they may be liable to sanction from their employer or any organisation that is responsible for them.
- 4.2 Any individual who is ejected from the Racecourse for breaching this Code of Conduct may be unable to attend a fixture at the Racecourse or any other racecourse until further notice.

[DATE] 2020

RACING BEHIND CLOSED DOORS RACECOURSE OPERATIONAL PLAN

ANNEX A – COVID-19 OFFICER ROLE DESCRIPTION

OVERVIEW

The Government "*Elite sport return to training guidance: Step One*" requires venues to appoint a COVID-19 officer.

This role will be responsible for oversight of the COVID-19 risk assessments, ensuring the necessary level of risk mitigation plans are in place and the minimum guidance levels are achieved and that everyone attending the venue can adhere to their own guidance responsibilities within local constraints. They will ensure, as far as reasonably possible, the safety of everyone attending the Racecourse, in accordance with the latest Government guidance.

Racecourses may wish to explore incorporation of this role into existing job roles, or to appoint a designated team member specifically for this role. Racecourses may consider it appropriate to split the role and responsibilities across more than individual. Arrangements will depend on the individual requirements of each racecourse.

The role should include the following responsibilities, along with any others relevant to the specific racecourse.

RESPONSIBILITIES

1. Produce or oversee the production of the COVID-19 risk assessment.
2. Review, update and where necessary rewrite all of the existing risk assessments for running a fixture under the revised conditions and operating procedures.
3. Identify the need to carry out the tasks in as safe a way as possible and to ensure that cross-contamination and self-infection is reduced as far as is reasonably practicable.
4. Ensure safe systems of work are updated to assess where cross-contamination and self-infection of the virus could possibly occur and to mitigate the risks of this.
5. Ensure the medical risk assessment is reviewed by a qualified medical practitioner with COVID-19 knowledge.
6. Ensure the racing medical risk assessment is amended to ensure that any necessary COVID-19 prevention practises are adopted. Ensure Department of Health and BHA medical guidelines are followed to provide a compliant medical provision for the event.
7. Review the emergency procedures and update to ensure that they reflect the revised operating procedures.
8. Review all contractors working at the venue (either in preparation for or on the raceday) risk assessments to ensure that they comply with the BHA and racecourse specific COVID-19 guidelines and control measures, particularly ensuring their supply and level of PPE is of the correct level for the role they are undertaking.
9. Ensure that all racecourse team members are trained on the control measures in place, safe working practices, the Personal Protective Equipment (PPE) specified for their role and how to put on and take off the equipment safely.
10. Oversee the site Biosecurity measures put in place are suitable sufficient and followed as laid out in the site Operational Plan including:
 - a. Site security controlling access to the site, ensuring that everyone entering the inner cordon has completed and passed the BHA recommended screening process.

- b. Sufficient Hand Hygiene stations supplied at appropriate locations where hand washing facilities are not available.
 - c. Social distancing measures are in place to ensure where possible everyone can maintain the recommended distance of 2m, with signage, one way systems and physical barriers.
 - d. Cleaning of the site is in line with the current government and RCA guidelines, appropriate for the area, with special attention to the frequently touched points.
 - e. All personnel working on site are wearing the appropriate Personal Protective Equipment (PPE) for the role they are undertaking as laid out in the BHA Personal PPE guide.
 - f. All equipment used by multiple individuals is suitably disinfected between use.
11. If a person is identified with potential symptoms of COVID-19 that is unable to return home and requires medical attention, that the correct procedures are followed in a timely manner. Details must be taken to follow track and trace procedures if necessary.
 12. To liaise with other members of the team as relevant to ensure:
 - That all defects resulting from and reported after the previous meeting have been rectified or action taken to secure personnel safety if repair is delayed;
 - That all life saving systems are checked and that all defects found are dealt with or action taken to secure safety if action is delayed;
 - That the racecourse has been checked and all procedures are in place to ensure that there are no hazards to participants upon opening.

BEFORE EVERY RACEDAY

Liaise with other members of the racecourse team as appropriate to ensure:

1. The allocation of Social Distancing (SD) Officers to each section of the racecourse is known by all relevant parties;
2. Any matters relevant to safety of participants are considered and any necessary action implemented;
3. By means of a physical inspection of the grounds all COVID-19 control measures are in place;
4. That all pre-event checks have been completed;
5. That all SD Officers and stewards are fully briefed, having written instructions of their duties and what is expected of them during the event;
6. That the medical support personnel as required by the medical risk assessment are available;
7. That all entries, exits and emergency routes are clear;

DURING RACING

Oversee the safety of all persons on the racecourse. This will include being about the racecourse at all times both prior to and during the raceday and being based in the control room or in contact via radio or telephone at all times, until all participants have left.

1. Act as the Racecourse Liaison Officer with the 'Emergency Services' in the event of an unforeseen incident, ensuring the Racecourse Duty Holder/Head of Operations is kept fully informed of any developments.
2. Ensure any person who begins to show potential symptoms of COVID-19 is reported to the COVID-19 Officer immediately. Depending on their medical condition they should either be directed by the most suitable route (most direct, avoiding key or busy areas) back to their vehicle or if medical attention is required to the isolation room and follow the instructions given. Details must be taken for future track and trace actions if required.
3. Be responsible for the standing down of the all SD and stewarding personnel.

AFTER EACH RACEDAY

Liaise with other members of the racecourse team as appropriate to ensure:

1. That the racecourse is inspected for any damage and that action is taken to rectify it before the next raceday;
2. That all fault reports received from raceday staff are considered and that they are dealt with;
3. That all incidents reported are considered and action taken where necessary.

CONTINGENCY PLANS

Review the contingency plans in consultation with the emergency services, to cover various contingencies, following government guidance at all times especially regarding working safely during COVID-19.

Matters to be covered should include emergency communication procedures, fire alarm procedures, fire fighting, evacuation of participants (including the disabled), treatment of casualties.

TRAINING

Ensure that all team members who are on duty for racedays at the racecourse receive training in their duties and are made aware of the following:

- i. action to be taken in the event of fire or other emergency;
- ii. COVID-19 safety instructions;
- iii. the Racecourse Contingency Plans for evacuation or other eventualities;
- iv. the role of the Social Distancing officers and stewards.

Assist other members of the racecourse team as appropriate in ensuring that arrangements are made to organise and monitor proper training of all staff including those from outside agencies and keep proper written records.

RECORDS

To ensure that all records are properly kept and available for inspection as required by the safety certificate.

GENERAL

To bring to the attention of the Managing Executive in writing, any matters which, it is felt would lead to an improvement in general and COVID-19 safety at the racecourse.

RACING BEHIND CLOSED DOORS RACECOURSE OPERATIONAL PLAN

ANNEX B –RISK ASSESSMENT

This Annex is designed to assist racecourses in reviewing and updating their existing risk assessments in relation to all raceday roles and activities in relation to COVID-19. This will provide details of items for consideration in racecourses own individual assessments but is not exhaustive and this is not a risk assessment or safe working procedure document. It does not aim to provide a solution to every situation or authoritative guidance or legal advice. It is imperative that each racecourse reviews and updates their own risk assessments and supporting documents on an individual basis.

RACECOURSE RISK ASSESSMENTS

The first step should be to consider the changes to operational procedures and working practices that have been put in place to support a return to work by their staff along with racing behind closed doors and incorporate these. Any new assessment should be carried out with a particular emphasis on safe practice in the COVID era; this should include examining the impact of required infection prevention and control measures, social distancing and the use of PPE.

Racecourses will already have risk assessments in place for all raceday roles and activities and racecourses should use these as the basis for review. It is suggested that racecourses include an additional column on their existing risk assessment from specifically related to COVID-19 control measures. This will then allow these controls to be incorporated within existing risk assessments.

Activity	Groups at Risk	Potential Hazard	Likelihood of Harm	Probable Severity	Risk Rating	Control Measures in Place	Further Control Measures	COVID-19 Control Measures

Outlined below are some of the mitigations racecourses may wish to consider within the control measures. These are not exhaustive and will not necessarily be suitable for all racecourses. Each racecourse must consider their arrangement and measures appropriate to their own configuration and circumstances:

(i) **General**

- Adherence to government guidance (refer to weekly bulletin)
- Staff training and briefing
- Advice to all personnel not to attend site if they or any member of their household is showing symptoms of COVID-19
- Working arrangements for potentially vulnerable staff to be assessed on an individual basis
- Staff to work from home/remotely where possible
- No sharing of workstations or hot desking
- Sharing of equipment to be limited wherever possible, and cleaning regimes put in place where equipment must be shared.
- Door and windows to be opened where feasible to assist ventilation and limit touchpoints

- No non-essential deliveries
 - Any medical declaration and/or screening processes for those entering the racecourse on non-racedays or on racedays at times with the BHA processes are not in place
- (ii) **Social distancing**
- Revised working practices to limit cross-over points, touchpoints and manual handling
 - Limit team sizes where feasible, with teams to be fixed to the same individuals. Extra time should be allowed for activities to be completed as appropriate. Where this may result in lone working, appropriate lone worker procedures to be in place.
 - Staggered break times using outside areas or individual vehicles where possible
 - Use technological solutions to support social distancing where possible (e.g. e-mail rather than handwritten document)
 - Physical contact only when essential (e.g. legging up jockey, medical treatment)
 - Limit on-site attendance to essential personnel only and for only the time necessary to complete their role
 - One-way systems around key areas/the racecourse
 - Lifts to be used by a maximum of one person at a time, with alternative routes identified as necessary
 - Vehicle use to be limited to one person where possible, and government guidance on car sharing to be followed where this is not possible
 - Signage and social distance markers
 - Changes to configuration of key areas to maintain social distancing, especially changing rooms, toilets, weighing rooms, stewards' rooms
 - Zoned approach/limited access to key areas
 - Use of additional/alternative spaces and closure of spaces not to be used
 - Isolation arrangements for anyone showing potential symptoms of COVID-19 (refer to RCA guidance for setting up an isolation room)
 - Other mitigation where social distancing cannot be achieved
- (iii) **Personal hygiene provisions**
- Hand washing/sanitising provision in key areas
 - Signage to promote good hand hygiene and personal hygiene
 - Provision of personal supply of hand sanitiser
 - Potential use of Perspex screens (e.g. for Clerk of the scales, valet)
 - No food or drink (other than bottled drinks) to be provided (or alternative catering arrangements relevant to each racecourse).
 - No showers or saunas to be in use
 - No blow hand dryers to be in use
- (iv) **Correct provision, training and use of PPE**
- Provision of PPE as appropriate to role and activity (see PPE Guidance). Consider whether the role will be indoors/outdoors and weather conditions as this may impact the frequency with which PPE must be changed
 - PPE must not be shared
 - Training on correct use of PPE (see PPE Guidance)
 - Fit testing of FFP3 face masks for ALL personnel (including cleaning and decontamination teams) who require higher-grade PPE. Correct fit testing is essential to ensure proper use of PPE and further information on fit testing is included at section 0 below.
 - Arrangement for removal and disposal of PPE
 - Wearing of face coverings
 - Consider potential issues regarding supply and counterfeit items, and how these can be mitigated
- (v) **Cleaning (Infection prevention and control) – see RCA and Government guidance**
- Revision of routine cleaning regimes

- Additional cleaning of high traffic areas and key touchpoints
- Additional waste receptacles especially in key areas
- Ensure provision of appropriate cleaning materials and chemicals, and that staff are correctly trained in their use.
- Zoned approach/limited access to key areas
- Removal of unnecessary furniture to assist in effective cleaning
- Identification of key areas where decontamination in excess of routine cleaning may be required (e.g. JMR, Isolation room)
- Appropriate training for cleaning staff in changes to both routine cleaning practices and regimes, and decontamination practices where these may be required.

The detail included must reflect the provisions included by each racecourse within their own operational plans.

Any new roles, activities or risks which have not previously been included within previous risk assessments should be added in the normal way.

MEDICAL RISK ASSESSMENTS

As above, the existing racecourse medical risk assessments should provide a basis for review, with additional control measures specific to COVID-19 incorporated. The Medical Standing Orders must be updated to reflect any changes to operational practices identified via the risk assessment.

The points detailed above should be incorporated into the medical risk assessments. In addition, outlined below are suggestions of potential procedures and control measures that racecourses may wish to consider as part of their risk assessment process which have been developed based on feedback received from the RCA Medical Group, medical advisers and RMOs. These are not exhaustive and will not necessarily be suitable for all racecourses. Each racecourse must consider their arrangements and measures appropriate to their own configuration and circumstance.

- Confirm local NHS response times and consider how this may impact arrangements.
- Confirm the arrangements and timescales for patient transfer and vehicle cleaning and identify the contingencies to be in place if an ambulance or doctor is required to leave the site.
- Determine in advance whether the local air ambulance service is operating. Where the air ambulance is available and continuing to operate ascertain what level of service they are providing including if they are able to transport an injured jockey to an appropriate trauma facility.
- Consider plans for deployment of medical staff during racing. They must be reviewed to enable the maintenance of social distancing as far as possible. A one-minute response time must be maintained. Potential scenarios include:
 - Only the ambulance to follow the race with the RMOs in individual vehicles to be parked in suitable static locations. A 'spotter' can then advise them of any incident, which they can then proceed to if back up is requested.
 - Where this is not possible, the racecourse could provide a vehicle and driver. Both the RMO and Driver will need to be aware of the potential risks and be aware of the guidance regarding car sharing. Both should have an appropriate face covering, and government guidance on car sharing should be followed.
 - RMOs may wish to invite a member of their household to act as their driver for the day, and racecourses must consider this in line with their own policies, risk assessments and insurance requirements.
- Determine the arrangements to ensure all medical personnel have appropriate PPE and ensure the supplied FFP3 masks have been correctly fit tested. If the RMO does not have a correctly fit tested face mask, determine alternative arrangements for patient assessment and treatment (e.g. by ambulance personnel - it is anticipated that ambulance staff will be

provided with appropriate and fit tested PPE by their responsible organisation. Racecourses should ensure that the contractual arrangements in place cover this, and there are processes in place on the day to confirm).

- Implement a clear surface approach in the JMR to assist in effective cleaning and decontamination. All items that may be required must be readily available to medical teams, and therefore it is suggested that these be placed in clearly marked cupboards, to ensure items can be located with ease.
- Consider the timescales for decontamination of medical facilities (JMR) following patient treatment and the flexibility to be in place to ensure this can be carried out in full prior to any further races taking place
- Consider process to agree extra time between races where a medical incident has taken place as medical teams will need to change their PPE completely.

FIT TESTING FFP3 (and FFP2) RESPIRATOR MASKS and PPE TRAINING

Racecourse management teams will be aware of the need to provide the correct Personal Protection Equipment (PPE) for their staff. This requirement has come in to sharp focus as we prepare to return to racing in the difficult Covid-19 recovery period.

The British Horse Racing Authority has issued guidance on what PPE should be worn, by whom and when. The equipment mentioned within that document includes: coveralls, gloves, eye protection, aprons, gowns and masks.

The masks mentioned include simple non-medical face-coverings, medical grade surgical masks and respirator masks. The British Standard for each is included in the document.

The respirator mask type that is mandated for decontamination cleaning teams and medical staff when performing certain clinical interventions is a very specific type known as a **FFP3 respirator mask**.

FFP3 masks, to be used safely and effectively, require each and every person that will use those masks at work to be **'fit tested'** for the specific mask that will be provided for them. The testing **is specific to that particular make and model**; a 'fit test' on Mask A will not be sufficient if the person is then required to use a different mask, Mask B on another day. Staff must therefore be re-tested on Mask B to be able to use Mask B.

Medical staff, even if 'fit tested' for masks they use in NHS, will still have to be 'fit tested' for the mask that the racecourse provides.

'Fit testing' can take up to 30 minutes and requires training and special equipment to perform. External bodies are able to provide this service to racecourses. St John Ambulance provide a service for 'fit testing' as do some NHS ambulance services and there are of course a number of commercial organisations that do it as well. It comes at a cost.

The RCA strongly advise that racecourse teams liaise with their decontamination cleaning team and medical personnel to ensure that they are able to get 'fit testing' done by one of these external bodies. This will of course require you to have already purchased a stock of FFP3 masks for use by your teams, so that they can be 'fit-tested' on that specific mask. If staff fails 'fit testing' with one mask, then another type may be tried and may work.

Cleaning and medical personnel who have not been 'fit tested' should not be permitted to work in any role that requires them to wear an FFP3 mask.

It is therefore recommended that racecourses address this issue as a matter of urgency so that all required staff are fully protected and able to provide their services.

It should also be noted that special training may also be necessary for all the other required PPE as very specific processes should be followed for donning and doffing it. The above noted training providers may be able to assist in this as well, although it may be that medical staff with hospital experience in the current pandemic may be able to provide it. It is an HSE requirement that staff provided with PPE are properly trained to use it. Information about donning and doffing PPE is provided by the NHS.

Coronavirus(COVID-19):personal protective equipment (PPE) hub

<https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

Some courses may have a supply of **FFP2** masks in stock. If they are considered for use in lieu of a FFP3 mask, racecourses are advised to get special dispensation from BHA. They are **NOT** recommended for use as they provide a lower level of protection, and therefore it is very possible that a dispensation will not be allowed. If used instead of FFP3 masks they must also be 'fit tested'. However, if the FFP2 is used in lieu of a *surgical mask*, then 'fit testing' is not required.

A number of **AV resources** outline the process of 'fit testing'. These are included here for your convenience.

<https://youtu.be/uHH8EDndr9g>

<https://blogs.cdc.gov/niosh-science-blog/2020/03/16/n95-preparedness/>

<https://youtu.be/05wyH1-mLGk>

https://youtu.be/Syj_zeNtLGI

<https://multimedia.3m.com/mws/media/1819154O/fit-test-hygiene-during-covid-19-pandemic.pdf>

<https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

If you require further information on this please contact the RCA team. Dr Iain McNeil, RCA Consultant Medical Adviser, is also available to give support if required.

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ANNEX C – ESSENTIAL OPERATIONAL STAFF

1. Introduction

This Annex provides a guide to the minimum numbers of essential operational personnel required for racing to take place in a ‘Racing Behind Closed Doors’ Scenario. Anticipated numbers of staff required have been included but will be adapted by each racecourse based on their individual circumstances, configuration, operational plans and risk assessments⁹. Further information to assist racecourses in preparing their operational plans is included in the RCA Racing Behind Closed Doors Operational Plan Guidance

For each fixture the BHA will collate a list of all expected attendees and will provide this to the racecourse in advance. As part of this process the racecourse will be required to provide the BHA in advance with details (name, e-mail, phone number and home postcode all racecourse personnel who will be in attendance (including medical, veterinary and security teams).

2. Essential Operating Personnel

(i) Racing

Essential minimum racecourse staff requirements to enable racing to take place are:

Role	Flat Racing	Jump Racing
Clerk of the Course	1	1
Racecourse Manger	1	1
Racecourse Director or individual with relevant decision-making authority	1	1
Groundstaff (including treaders)	10	10
Advanced Flag Operator	1	1
Fence Attendants ¹⁰	0	16
Stable Management	2	2
Catcher	2	2
SUSA	2	2

⁹ All figures given throughout this document are subject to the caveat that they are estimates and will vary depending on the nature of the individual racecourse, fixture, runners and all other relevant factors.

¹⁰ This figure is an approximation based on a minimum of 2 fence attendants per obstacle and will vary depending on the number of obstacles at each racecourse.

Farrier	2	2
TOTAL	22	38

There will also be other essential personnel, as identified by each racecourse (e.g. electrician/plumber).

Roles not required, or which can be fulfilled by the Weighing Room Support Staff (see below) such as, Number Cloths, Weighing Room Door Staff.

(ii) Medical

Minimum BHAGI requirements must be adhered to. In addition, if the Racecourse's own medical risk assessment has identified the need for additional medical resource then this must be provided. Racecourses are strongly advised to ensure that they have plans in place for back up medical team in the event that the regular team are compromised or unavailable.

Role	Flat Racing	Jump Racing
S/RMO	2	3
Nurse	1	1
Paramedic Ambulance ¹¹	4 (NOTE: this is the number of personnel, not the number of vehicles)	6 (NOTE: this is the number of personnel, not the number of vehicles)
Doctor's Driver	2	2
First Aid Personnel ¹²	0	0
On-Course Physiotherapist ¹³	UNDER REVIEW	
TOTAL	9	12

(iii) Veterinary

Minimum BHAGI requirements must be adhered to. In addition, if the Racecourse's own veterinary risk assessment has identified the need for additional resource then this must be provided.

¹¹ 2 Paramedic Ambulances for Flat Racing and 3 (or 2 and an RRV) for Jump Racing

¹² There must be sufficient appropriately trained first aiders available on-site to fulfil responsibilities to staff. These could be suitably trained individuals fulfilling other roles, if appropriate and supported by the racecourse Medical Risk Assessment.

¹³ BHA has confirmed that if cover is not available due to sickness they would offer dispensation to continue on a case by case basis. Where racing resumes behind closed doors, rather than in a quarantine scenario, it is not anticipated that the on-course physiotherapist will not be included within the medical team, as it will not be possible to maintain social distancing.

Role	Flat Racing	Jump Racing
Racecourse Veterinary Surgeon (RVS)	2	3
RVS Driver	2	2
Horse Ambulance Personnel	1	1
Recovery Vehicle Personnel	1	1
TOTAL	6	7

(iv) Support Staff

Role	Min. Requirement
Weighing Room Support Staff ¹⁴	3
Security ¹⁵	10
Testing Team	4
Cleaning Staff ¹⁶	10
Catering Staff ¹⁷	0
TOTAL	27

(v) RaceTech

RaceTech services will be required for provision of core broadcast and integrity services.

Role	Min. Requirement
OB Unit Personnel	4
Camera operator(s)	4
Photofinish operator	1
PA/Broadcast Engineer ¹⁸	1
Broadcast Presenter	1
Commentator ¹⁹	1

¹⁴ This may also include the tracking operative, who could be asked to assist with additional roles (such as number cloths) where required

¹⁵ Appropriate security must continue to be provided to secure the site and ensure that only essential personnel have access and will depend on the configuration of each racecourse. This must include a security manager/safety officer

¹⁶ Minimum appropriate numbers of cleaning staff should be available on a raceday, with non-essential cleaning carried out post-raceday where possible

¹⁷ Unless alternative arrangements cannot be implemented

¹⁸ In the absence of a raceday announcer the broadcast engineer should be appropriately briefed and able to make safety related announcements as directed by the Managing Executive

¹⁹ Commentary will be required for off-course media and betting shops. Technology is not currently available to achieve this remotely.

Stalls Teams (Flat Racing Only) ²⁰	11
TOTAL	23

3. BHA

The following table lists each individual function on a raceday and whether they are critical or not (noting that non-critical functions could be omitted from the raceday but only for a limited time). It also specifies how many people are required as an absolute minimum to allow racing to continue.

Role	Critical Function	Min. Requirement
Equine Welfare Integrity Officers	Yes	3
Veterinary Officers	Yes	1
Stewards	Yes	3
Assistant Steward	No	0
Judge	Yes	1
Starter	Yes	2
Clerk of the Scales	Yes	1
Handicapper	No	0
Raceday Assistant	No	0
RDT	Technical Support	1
TOTAL		12

4. Other Industry Personnel

Group	Detail	Estimated Numbers
Jockeys	Only jockeys riding on the day will be admitted.	Estimate 1 per 2 runners. Max field size of 12
Valets	Admittance for valets to required areas should continue for those working on the day	2

²⁰ It is recommended that stalls teams continue to be provided for Flat Racing for safety purposes. In the absence of a starting stalls team and flip start or flag start could be utilised if required and is permissible under BHAGI 10.1. RaceTech do not provide stalls for all racecourses, but could work with Arena Racing Company as appropriate.

Trainers	Only trainers/trainers' representatives with runners on the day will be admitted.	2 per yard
Stable Staff	Trainers have been advised to consider what staff levels are required to race ensuring horse welfare is not compromised whilst keeping the risks of transmission to a minimum	1 per runner
NARS Representative	A NARS representative will attend fixtures during initial resumption to support stable staff as required	1
Horsebox Drivers	Horsebox drivers should not be permitted entrance to the racecourse enclosures, unless acting in another capacity (e.g. stable staff, trainer's representative).	0
Media, photographers and television	The agreed maximum for media attendance is two journalists (1 x PA, 1 x Racing Post), a press photographer (to be coordinated via the HWP) and the racecourse photographer ²¹ . This maximum will be kept under review. 1 PA Data manager to attend all fixtures during the first week of resumption	5
Metal badge holders, RBSO, RBSB	None will be permitted	0
TOTAL	Approximate maximum number of attendees	280-300

²¹ Separate arrangements will be in place for Royal Ascot

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ANNEX D –OPERATIONAL CHECKLIST

OPERATIONAL CHECK LIST FOR RACECOURSES	
This checklist can be used to ensure all relevant steps have been taken, and that all relevant personnel have been briefed on your Covid-19 mitigation plans and procedures. Each Racecourse should add to this list with additional items relevant to their course and operational plans	
PRE RACEDAY - Business	
Terms and Conditions of Entry updated to include the Code of Conduct and available to view on racecourse website (see CODE OF CONDUCT)	<input type="checkbox"/>
All risk assessments reviewed, updated and where necessary rewritten <ul style="list-style-type: none"> - Medical - Veterinary - All Job Roles and activities 	<input type="checkbox"/>
Confirm with insurers that Racing will be taking place Behind Closed Doors, and liaise with them regarding any requirements they may have of the racecourse	<input type="checkbox"/>
Procedures for additional record keeping within raceday incident log as required for COVID-19 reporting	<input type="checkbox"/>
Communication with local community to confirm resumption arrangements (messaging available via Industry Communications Group)	<input type="checkbox"/>
PRE RACEDAY - Operations	
Confirm to BHA (MIN 7 DAYS IN ADVANCE) number of entrances to be in use and number of teams required per entrance	<input type="checkbox"/>
Appropriate PPE (including spare face coverings) sourced and available for each role and activity as required (see PPE)	<input type="checkbox"/>
Required BHA dispensations granted	<input type="checkbox"/>
Deep Cleaning carried out in line with government guidance	<input type="checkbox"/>
NRAS updated with key site specific information for horsemen (e.g. saddling and unsaddling arrangements, key timings etc.)	<input type="checkbox"/>
Additional radios and spare batteries (if required) to support changes to operating procedures (e.g. for cleaning and security staff and other racecourse staff)	<input type="checkbox"/>
Confirm point of contact for media enquiries	<input type="checkbox"/>
Alternative format racecard confirmed	<input type="checkbox"/>
CONTRACTORS	
Confirm with all contractors that they have reviewed and updated their risk assessments and provided copies to the racecourse and all necessary arrangements are in place	<input type="checkbox"/>
Advance access for contractors as required (e.g. valets, RaceTech)	<input type="checkbox"/>
SIGNAGE	
Signage in place across the racecourse to support social distancing	<input type="checkbox"/>
Hand Hygiene signs in place	<input type="checkbox"/>
Signage in place to support one-way travel routes	<input type="checkbox"/>
Signage in place to support restricted access to relevant areas	<input type="checkbox"/>
Signage is in place on all entrances to confirm that access is restricted to approved personnel only	<input type="checkbox"/>
Signage to confirm showers out of use (water supply turned off if possible)	<input type="checkbox"/>
Signage to confirm sauna is out of use	<input type="checkbox"/>
Racing information in place (timings, areas for saddling/unsaddling etc.) at key locations across the site	<input type="checkbox"/>
Directional traffic markers throughout the loading area and stable boxes to maintain, if at all possible, a one-way traffic flow	<input type="checkbox"/>
Liaise with RaceTech regarding graphic for Racecourse TV	<input type="checkbox"/>
STAFF	

Identify alternate arrangements for staff who would usually stay in local accommodation that is not currently available	<input type="checkbox"/>
All staff provided with the updated GDPR Privacy Statement	<input type="checkbox"/>
All staff informed of Government guidance on underlying health conditions	<input type="checkbox"/>
All staff confirmed that they are happy to return to work (and given option to opt-out without discrimination)	<input type="checkbox"/>
Details of all staff to be in attendance at the fixture provided to BHA by no later than 1pm on the day of declarations	<input type="checkbox"/>
All staff advised they will need to complete the COVID-19 Education module and pre-racing health questionnaire to be provided by BHA	<input type="checkbox"/>
Designated point of contact identified for any staff with concerns	<input type="checkbox"/>
Staff handbook updated or addendum provided regarding COVID-19	<input type="checkbox"/>
Dress code for staff identified and communicated	<input type="checkbox"/>
COVID-19 Officer appointed and briefed on their role (see ANNEX A – COVID-19 OFFICER ROLE DESCRIPTION)	<input type="checkbox"/>
Social distancing officers (to support BHA SDO) appointed and briefed	<input type="checkbox"/>
Resilience for key raceday roles	<input type="checkbox"/>
Training on use of PPE provided as appropriate to role and activities	<input type="checkbox"/>
ACCESS AND SITE SECURITY	
List of all attendees for the fixture has been received from BHA	<input type="checkbox"/>
Entrance team briefed and provided with PPE	<input type="checkbox"/>
Thermometers available at all entrances	<input type="checkbox"/>
Gazebo or other structure in place for screening procedures	<input type="checkbox"/>
Testing area identified for any individuals not arriving by car	<input type="checkbox"/>
Wristbands or other appropriate accreditation are available (different types or colours to reflect access to different areas). All security to be briefed accordingly	<input type="checkbox"/>
Security staff briefed on denial of entry criteria	<input type="checkbox"/>
Traffic management plans in place for access points (to include the ability to turn away those not permitted entrance without compromising traffic flow)	<input type="checkbox"/>
Outer perimeter secured	<input type="checkbox"/>
All public rights of way either closed (prior agreement required) or appropriate stewarding in place	<input type="checkbox"/>
Measures in place to manage any public congregation outside site or on public rights of way	<input type="checkbox"/>
Arrangements in place to log departures and return accreditation so that it cannot be used for readmittance	<input type="checkbox"/>
One way route with set access and egress points established for walking the course. Appropriate security along the route to support social distancing and prevent unauthorised access	<input type="checkbox"/>
CLEANING	
Cleaning/decontamination equipment in place	<input type="checkbox"/>
Racecourse staff briefed on routine cleaning regime and /decontamination procedures	<input type="checkbox"/>
Additional waste receptacles (both general and for removed PPE) in place at key points	<input type="checkbox"/>
Rapid decontamination team in place	<input type="checkbox"/>
Confirm correct PPE is available for all cleaning personnel and those requiring FFP3 Facemasks have been properly fit tested	<input type="checkbox"/>
GENERAL PROVISIONS – ALL AREAS	
Liquid soap in all washrooms	<input type="checkbox"/>
Paper towels and bin in all washrooms	<input type="checkbox"/>
Minimum 60% alcohol based hand-rub available in all key areas	<input type="checkbox"/>
All hand dryers turned off	<input type="checkbox"/>
Toilet provisions in all areas confirmed	<input type="checkbox"/>
Radio code word for possible Covid-19 case - ZULU	<input type="checkbox"/>
Bottled water (ideally chilled) available for all personnel	<input type="checkbox"/>
Areas identified for to watch races (live or on televisions) in which social distancing can be maintained	<input type="checkbox"/>
Appropriate break areas identified which maintain social distancing	<input type="checkbox"/>

MEDICAL FACILITIES (To be carried out in addition to above General Provisions for this area)	
Checking in place at entrance to JMR	<input type="checkbox"/>
Medical staff pre-briefed on isolation, PPE and decontamination procedures	<input type="checkbox"/>
Confirm correct PPE is available for all medical personnel and those requiring FFP3 Facemasks have been properly fit tested	<input type="checkbox"/>
Ambulance providers pre-briefed on isolation, PPE and decontamination procedures	<input type="checkbox"/>
Arrangements for following each race confirmed	<input type="checkbox"/>
Secondary JMR identified (e.g., ambulance parked by medical rooms)	<input type="checkbox"/>
JMR equipment stowed to minimise risk of contamination	<input type="checkbox"/>
Medical and ambulance staff pre- brief on PPE, resuscitation, decontamination, cleaning re-usable equipment and isolation	<input type="checkbox"/>
Availability of air ambulance established	<input type="checkbox"/>
NHS response times established	<input type="checkbox"/>
Ambulance turnaround times for hospital transfers and cleaning established and contingencies in place	<input type="checkbox"/>
Covid-19 plan and evacuation plan update at pre-race medical briefing	<input type="checkbox"/>
Isolation room/area identified, marked and appropriately equipped	<input type="checkbox"/>
STABLE YARD AND SADDLING UP	
Agreed approach for organizing the unloading process to minimize congestion	<input type="checkbox"/>
Saddling area identified and signage in place to advise stable staff	<input type="checkbox"/>
Partitions between horse wash down areas suitable to prevent spray OR alternating showers to be out of use	<input type="checkbox"/>
Arrangements for staff to fill buckets as needed	<input type="checkbox"/>
Arrangements in place for disinfecting of all touchpoints	<input type="checkbox"/>
Areas identified for personnel in inclement weather	<input type="checkbox"/>
PARADE RING AND WINNERS ENCLOSURE	
Capacity to maintain social distancing established (if all trainers and jockeys cannot be accommodated for each race this must be communicated in advance)	<input type="checkbox"/>
Floor markings in place to support social distancing	<input type="checkbox"/>
Legging up arrangements confirmed and communicated	<input type="checkbox"/>
Establish and communicate arrangements for unsaddling, including how many (if any) return to the Winners' Enclosure	<input type="checkbox"/>
WEIGHING ROOM	
Perspex screen for Clerk of the Scales	<input type="checkbox"/>
Remove all unnecessary furniture to support social distancing	<input type="checkbox"/>
Identify and signpost designated area for drop off of colour bags	<input type="checkbox"/>
Identify and signpost designated area for collection of colour bags	<input type="checkbox"/>
Designated area for number cloths (and speed sensors)	<input type="checkbox"/>
Ensure number cloths for up to 10 races are available	<input type="checkbox"/>
Identify and signpost equipment transfer area	<input type="checkbox"/>
All necessary equipment in place and correctly calibrated if alternative location is in use	<input type="checkbox"/>
CHANGING ROOMS	
Clear space of 2m for each jockey	<input type="checkbox"/>
Measures in place to support social distancing (e.g. partitions, floor markings, extra staffing)	<input type="checkbox"/>
Disinfection/cleaning plan for each space between occupants	<input type="checkbox"/>
Area for valets to disinfect equipment as required	<input type="checkbox"/>
Area for jockey and valet car parking within the site identified and signposted as appropriate	<input type="checkbox"/>
Cleaning protocol for toilets/sinks and high touch areas during the raceday	<input type="checkbox"/>
STEWARDS ROOM	
Review and consider capacity	<input type="checkbox"/>
Remove all unnecessary furniture	<input type="checkbox"/>
Arrangements as agreed with BHA in place for any alternative/satellite areas	<input type="checkbox"/>
MEDIA	
Racecourse photographer confirmed and briefed	<input type="checkbox"/>
Arrangements in place for remote media debrief if required (technology and staff)	<input type="checkbox"/>
Arrangements in place for social media provision	<input type="checkbox"/>

RACING BEHIND CLOSED DOORS RACECOURSE OPERATIONAL PLAN

ANNEX E –SUGGESTED COVID-19 AMENDMENTS TO VETERINARY STANDING ORDERS

PLEASE NOTE: These are suggestions to be implemented at the discretion of the SVS/CoC and may require modification depending on the location, layout and usual practices of the racecourse in question.

1. The Senior Veterinary Surgeon (SVS) will be present 90 minutes before the first race. All other members of the veterinary team will be present 60 minutes before the first race.
2. Each veterinary surgeon will be accompanied by the same driver throughout the meeting, and will occupy the same position on course throughout the entire meeting.
3. No access to weighing room will be permitted.
4. No food/drink outlets will be available on course.
5. Radios should be collected from a table outside the weighing room if possible and disinfected after use.
6. All personnel will have temperature checks on arrival at the course. Any member of the veterinary team who is exhibiting a temperature or feeling ill must not attend the meeting and should inform the SVS in a timely manner.

Any member of the team who has been in contact with anyone exhibiting a temperature or ill health in the past 14 days should make themselves unavailable for duty and inform the SVS in a timely manner.

7. PPE in the form of masks and gloves will be available at the racecourse.
8. Veterinary surgeons in the convoy accompanied by a horse handler should maintain social distancing measures where possible, for example by one person sitting in the front and one sitting in the rear of the vehicle.
9. The pre-parade, parade ring and unsaddling enclosures should be monitored from outside, maintaining social distancing. A veterinary surgeon should only enter for purposes of clinical need.
10. If a head-on box is utilised, the stable/paddock veterinary surgeon alone will occupy the head on box.
11. Horses will be accompanied by one handler and comply with a one-way system, observing social distancing. After racing, any available space in the parade ring and unsaddling areas should be utilised by staff to comply with social distancing.
12. Any horse requiring veterinary treatment will be moved to the veterinary unit and held by the veterinary horse handler, NOT by the horse's handler. Unless deemed absolutely necessary only the veterinary team will be permitted to enter the veterinary unit.

13. In cases of heat stress, horses should be moved to a socially distant location, away from the unsaddling area and other horses/handlers. Immediate pain relief should be administered and only two people, the veterinary surgeon and veterinary horse handler should apply water to the horse.

14. Any incident on the racetrack involving a recumbent or injured horse should trigger the implementation of an inner zone around the casualty and a wider outer cordon controlled by an incident supervisor, appointed and directed by the Clerk of the Course.

The inner cordon is accessible to the veterinary surgeons, paramedics/doctors and horse handlers ONLY. The outer cordon involves rapid response personnel, veterinary ambulance personnel and ground staff.

15. Screens will only be erected where euthanasia is required, or in the case of an injured jockey at the request of the medical team. They should be erected at least six metres from the casualty.

16. Social distancing will be employed by the veterinary team whenever possible.

17. After handling any horse or tack, diligent hand washing and hand sanitising must be employed.

18. No endoscopic examination will be undertaken at the racecourse.

19. The VO and RVS team should communicate clinically relevant information via a WhatsApp group created for each race meeting.

20. Pre-existing relevant veterinary clinical information (eg. Horses with a history of heat stress) should be shared via the group prior to the commencement of racing.

21. The VO19 form should be used to record information about all horses receiving treatment on the racecourse, and a copy of each form photographed and posted to the WhatsApp group at the end of racing

22. The VO will then transfer the veterinary information provided via the VO19 to the Vets System in the usual manner.

23. The RVS will email the trainer with the information that will usually be recorded on the VO19 form, and CC the VO into email communication so that an electronic record of the day's events exists.

24. The VO will delete the WhatsApp group and its contents once records have been updated, and a new group will be created for the next race meeting.

RACING BEHIND CLOSED DOORS RACECOURSE OPERATIONAL PLAN

ANNEX F – SUPPLEMENTARY STAFF PRIVACY NOTICE

In order to comply with transparency obligations under the GDPR, it is recommended that racecourses put in place a supplementary privacy notice, as below, to cover this specific processing. In particular, please note the following:

- a) It is assumed that no health data will be shared by a racecourse with the BHA – health data is categorised as sensitive personal data under the GDPR and additional considerations will need to be taken into account in relation to the sharing of sensitive personal data;
- b) The BHA will be a data controller in its own right of this personal information once shared by the racecourses and have updated their privacy policies accordingly.; and
- c) Whilst the BHA will be a data controller in their own right and have direct obligations under the GDPR, before handing over this information, the racecourses should be satisfied with the purposes for which BHA intend to use this information. Further information can be provided as required.

Where racecourses do not already have a privacy notice in place for staff, workers and contractors, it is recommended that those racecourses adopt the GDPR template notice available from the RCA (available on request) as well as the below supplementary notice.

If there are any racecourses that have their own privacy notice in place, but one that is not based on the template provided by the RCA, then the attached supplementary notice should also be sufficient for them – albeit that they may need to tweak the terminology to align it with their existing notice.

SUPPLEMENTARY PRIVACY NOTICE FOR EMPLOYEES, WORKERS AND CONTRACTORS

Effective as of: **[DATE]**

1 INTRODUCTION

- 1.1 This privacy notice supplements our main Privacy Notice for Employees, Workers and Contractors, which can be accessed at *[insert details of how to access policy]*. This supplementary privacy notice should be read alongside that notice and is not intended to override it.
- 1.2 This supplementary privacy notice applies to current and former employees, workers and contractors. This notice does not form part of any contract of employment or other contract to provide services and we may amend this notice at any time.
- 1.3 We already hold certain personal information about you in order to carry out our activities as a business and our obligations as an employer. In light of the Covid-19 pandemic, we may need to share your personal information as explained further below.

2 SHARING YOUR PERSONAL INFORMATION

- 2.1 We may share your personal information with our regulator, the British Horseracing Authority (**BHA**) to ensure the safety our employees, workers and contractors, and that of the general public.
- 2.2 For these purposes, the following personal information may be shared with the BHA:
 - (a) name;

- (b) email address;
- (c) telephone numbers;
- (d) Date of birth; and
- (e) postcode.

2.3 The BHA shall be a data controller in their own right of this personal information once shared by us. Please refer to the BHA's privacy policy at [*insert link*] for details on how the BHA will use, store and handle your personal information in these circumstances.

3 LEGAL BASIS FOR SHARING YOUR PERSONAL INFORMATION

3.1 The legal basis for sharing your personal information as described above is our legitimate interests – namely, to protect the health, safety and welfare of our staff and to manage health and safety risks posed by Covid-19.

3.2 We will continue to monitor the situation to ensure that the sharing of personal information is proportionate and necessary, taking into account the latest guidance issued by the Government to manage and contain Covid-19.

4 YOUR RIGHTS

4.1 You have certain rights in relation to your personal information as set out in our main Privacy Notice for Employees, Workers and Contractors.

4.2 You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO). We would, however, appreciate the opportunity to deal with any concerns you may have so please contact us at first instance using the details set out below.

5 CHANGES TO THIS PRIVACY NOTICE

5.1 We reserve the right to update this supplementary privacy notice at any time, and we will notify you by email or other appropriate means if we make any substantial updates.

6 CONTACT DETAILS

6.1 If you have any questions or concerns about this supplementary privacy notice, including any requests to exercise your legal rights, please contact us using the contact details set out below:

[*insert contact details*]



BRITISH HORSERACING AUTHORITY

Guidelines and operating procedures for racing behind closed doors for all attendees in context of COVID-19

May 2020

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Document Control		
Version	Date of revision	Details of amendments (by section)
Version 1	23 May 2020	

Section A: General guidance (ALL)

1. Document purpose

This document contains strict protocols, which must be followed by all attendees at race meetings held behind closed doors, from 1 June 2020 and until further notice.

These measures are to safeguard everyone's health and wellbeing during the current and continuing COVID-19 situation, to ensure that racing can continue in a safe and appropriate manner.

Anyone likely to attend a raceday in Great Britain should ensure they have read and/or understood the protocols outlined. These protocols **MUST** be followed.

This document uses UK Government guidance as its framework, as well as reflecting any variations in guidance from the Governments of Scotland and/or Wales and interprets and applies that guidance specifically to horseracing. As such, it is a supplementary document, designed to be read alongside the government guidance listed in point 4 below.

This document is aimed at **attendees** at race meetings, who will need to **follow** new and revised protocols.

It is also aimed at the **employers** of anyone attending race meetings, who will need to ensure that any such employees are fully informed of the new protocols and supported appropriately.

A separate operational plan template has been developed by the Racecourse Association (RCA), in order to assist racecourses to set up and manage raceday operations in line with the new protocols.

The patience and cooperation of staff is requested as everyone endeavours to work together in a safe working environment

2. Document navigation

While all attendees and potential attendees should read the whole document, to assist with navigation, we have indicated sections which are of specific relevance to particular attendees or participants, e.g. trainers, jockeys, stable staff, officials, etc.

Most sections will need to be understood by ALL attendees.

Racecourses will need to refer to the RCA Operational Plan template, to assist in developing plans suited to their own course layout and circumstances.

3. Note on updating the document

This document is based on our current understanding and interpretation of government guidance.

The COVID-19 situation remains fluid. As government guidance changes, some of these procedures and requirements may change, or vary regionally, and this document **may be subject to multiple updates at short notice.**

While every effort will be made to ensure the wide distribution of updated versions of this document, **it is the responsibility of all persons attending any raceday to ensure they are**

following the most recent version of the document, which can be found in the COVID-19 section of the BHA website. Updated sections will be indicated in the Document Control table on page 4 of the document.

4. Government guidance

Government guidance provides the framework for this document and will not be reiterated in detail here. As this guidance can change, all individuals and employers should ensure they are familiar with current basic guidance.

All personnel should note that government guidance in Scotland and Wales may differ subtly or substantially from guidance in England at any time. Anyone working at a race meeting in Scotland or Wales should ensure they are suitably aware of any differences.

Full UK government guidance on all aspects of COVID-19 can be found at:

<https://www.gov.uk/coronavirus>

In particular, we draw your attention to the following documents:

[\(a\) Outdoor work](#)

Guidance for people who work in, or operate, outdoor working environments.

[\(b\) Vehicles](#)

Guidance for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces and similar.

[\(c\) Offices and contact centres](#)

Guidance for people who work in or run offices, contact centres and indoor environments.

[\(d\) Elite Return to Sport](#)

This guidance from the Department for Digital, Culture, Media and Sport (DCMS) will assist elite sport organisations to deliver a safe return to organised training for its athletes and staff, while adhering to social distancing guidelines. This is expected to be updated during w/c 25 May 2020, with more guidance on the return to competitive sport.

[\(e\) Social Distancing](#)

General advice to the public (which individuals are required to know and follow)

[\(f\) Scotland and Wales](#)

Scottish Government guidance can be found at:

<https://www.gov.scot/collections/coronavirus-COVID-19-guidance/>

Welsh Government guidance can be found at:

<https://gov.wales/coronavirus>

5. Concerns about returning to racing

If an individual has any particular concerns about returning to racing under the guidance contained in this document, they are advised to notify their employer in the first instance. If this is not appropriate for any reason, they should contact their trade/membership body or, in the case of licensed or registered personnel, the BHA at intel@britishhorseracing.com or by using the anonymous reporting line, [RaceWISE](#)

6. Attendance restrictions

Until further notice, access to the racecourse will be strictly limited to those key personnel essential to running the race meeting.

The following people **only** are permitted to attend race meetings, subject to the completion of mandatory health screening and other entry requirements:

- BHA officials and staff (as required to service the race meeting, as per BHA guidance)
- Essential racecourse staff and contractors (as required to service the race meeting, as per RCA guidance)
- Medical/ambulance personnel (as required to service the race meeting)
- Valets working at the race meeting (as per RCA guidance)
- Racecourse Veterinary Surgeons (as required to service the race meeting)
- Farriers (as required to service the race meeting)
- RaceTech staff (as required to provide core broadcast and integrity services. This will include, for example, one race commentator)
- Technical staff (as required to service the race meeting, as per RCA guidance)
- One Trainer (or their representative) per yard represented
- One senior groom per yard represented
- Stable staff of horses running in the race meeting (maximum of one groom per runner)
- Commercial horsebox drivers/transporters, where applicable
- Jockeys riding in the race meeting
- One broadcaster/presenter (to be arranged via RaceTech/RCA)
- Two written media journalists (One Press Association, one Racing Post - accredited journalists will be provided with more information by the RCA)
- Two photographers (one racecourse photographer, one racing photographer), to be determined by each racecourse

These restrictions will be regularly reviewed and we will seek to increase the number of attendees as soon as it is appropriate to do so. In particular, we wish to reassure owners of our aim to provide opportunities for them to attend race meetings at the earliest appropriate opportunity.

Overseas attendees (excluding Ireland, Channel Islands, and Isle of Man) should note UK government quarantine requirements (14-day self-isolation following arrival in the UK).

Attendance lists will need to be generated and provided to the BHA as follows:

- Trainers & Stable Staff: Via NRAS after declarations close)
- Racecourse staff and contractors: A template spreadsheet will be sent for completion
- Jockeys: Via jockey bookings

- BHA Staff: Via BHA scheduling
- Media, broadcasters and photographers: Via the racecourse/RCA
- Transporters: Via commercial transport providers

7. Refusal of access

In some circumstances, individuals who were expecting to attend a raceday might be denied access by the racecourse and/or the BHA. In relation to the protocols contained in this document, it should be noted that the reasons why access may be denied include (but are not limited to):

- They are not in one of the permitted categories
- Advance documentation required has not been received
- The individual was not on the list to attend
- They have forgotten to bring their photo ID
- They did not pass the required racecourse entry screening
- They did not complete the required training
- Any other reason at the discretion of the racecourse and/or the BHA

8. Regulatory/Rule changes applying from 1 June 2020

Participants should be aware of a number of regulatory matters and previously agreed permanent changes to the Rules of Racing, which will take effect when racing resumes.

The relevant information was communicated by the BHA via two updates issued during the suspension period.

A temporary change to Equine Influenza requirements was announced on 1 April 2020. See [here](#) for more information.

A further [update](#) was issued on 21 May 2020, including changes to Jump race classification, professional jockeys reverting to amateur status, and the application process for training partnership licences.

The BHA is also making a number of changes to the [Rules of Racing](#) and BHAGIs to cover the new and revised protocols in place following resumption.

9. Risk and compliance

By attending a race fixture, race fixture attendees acknowledge and agree that notwithstanding the risk mitigation strategies employed by the BHA and other industry bodies in accordance with Government guidance, it is impossible to eliminate all risk and there remains the potential for unintended transmission of COVID-19 between race fixture attendees. All race fixture attendees must play their part in minimising the risk to themselves and others by complying with these guidelines, racecourse terms and conditions of entry, and the COVID-19 Requirements as set out in the Rules of Racing.

The BHA and the Racecourse Managing Executive have the right to eject any attendee for any breach of the COVID-19 Requirements. All breaches will be reported to the BHA Stewards who will also be able to impose alternative sanctions including formal warnings, financial penalties and suspensions.

Section B: Medical guidance (ALL)

10. General COVID-19 protocols for ALL attendees

- Do not come racing if you have symptoms of COVID-19. See [here](#).
- Do not come to the racecourse if you are not on the list of permitted and accredited attendees for that race meeting
- Do not touch your face, whether or not you are wearing a face covering and/or gloves
- Wash or sanitise your hands as frequently as you can, following the handwashing guidance
- Observe social distancing protocols
- Observe the recommended cough/tissue etiquette at all times
- Follow all racecourse signage and obey the instructions of staff and officials who are enforcing social distancing and other protocols
- Avoid areas of the racecourse unrelated to your role
- Leave immediately after your last race, or when you have completed your duties
- If you become unwell while racing, go immediately to your vehicle, return home and follow government advice. ONLY if you do not have a vehicle, please go immediately to the isolation area.
- If you are in an at-risk group, you should follow UK Government guidance

11. Racecourse entry screening

Screening must be undertaken by all personnel before entering racecourse premises and will follow 3 steps:

Step 1 – Education Module

Completion of an online education module - *COVID-19 information for participants of the racing industry* – is compulsory for ALL attendees on racedays (no exceptions). This is hosted on the Racing2Learn website. Completion of this module will only be required once, unless there is a significant change in UK Government advice which would require an update to be issued.

This course will ensure that all attendees have a baseline understanding of COVID-19, social distancing, hand and respiratory hygiene, racecourse protocols and PPE requirements.

Information on this course can be found [here](#).

Step 2 - Questionnaire

All attendees must have completed an online questionnaire within the 7 days prior to any planned attendance at a racecourse on a rolling basis. Once a questionnaire is completed (providing the individual is passed clear) this remains valid for 7 days and will enable someone to travel to multiple venues throughout the 7-day period. The validity of the questionnaire will expire after 7 days and individuals must complete a new one before entry to a racecourse will be granted.

If your health status changes during these 7 days, you should not go to racecourse but seek advice from the BHA.

The questionnaire will comprise closed questions requiring simple yes/no answers. Questions must be answered correctly for the user to advance to the next stage.

The questionnaire will be emailed direct to proposed attendees once notification of their attendance has been received by the BHA.

Step 3 – On Course Screening

On arrival at a racecourse, ALL attendees will be required to answer further questions, as well as having their temperature recorded. They will also be required to provide appropriate photo ID (Stable Pass, Driving Licence, Passport) as proof of identity.

Individual temperatures will be taken twice in succession with the lower reading recorded. If on both occasions this temperature exceeds 37.8°C, entry onto the racecourse will be denied. If this happens, the individual will be advised to travel home, ideally alone. If this is not possible, a Type IIR mask will be provided and must be worn by the individual in any shared vehicle. They should also consult NHS 111 to enquire about a COVID-19 test and other advice. Information outlining these steps will be provided to the individual on-course.

Any individual that fails the on-course thermal screening will be required to provide the BHA with proof of a negative COVID-19 test OR they must have completed 7 days of isolation from the onset of symptoms and be symptom free (except for a cough or loss of taste, which may persist after the period of infection has passed) before re-admittance to a racecourse.

Participants are reminded that if any member of the same vehicle (including horseboxes) fails to clear step 3 all those travelling together will be denied entry onto the racecourse. In the case of those transporting horses, this will also entail the withdrawal of any horse on board. **It is strongly recommended that Racing Yards conduct their own temperature screening prior to departure.**

On successful completion of Steps 1-3, entrance to the racecourse will be permitted. Individuals will be required to wear a wristband or other form of accreditation (provided by racecourses) identifying that they have undergone the screening process. Should an individual leave the racecourse, this accreditation must be returned to the racecourse, and the individual must be re-screened before coming back on site.

Data Protection

The BHA is administering the COVID-19 entry screening activities and will be the “data controller” in this regard. A COVID-19 Privacy Notice describing the BHA’s collection and use of personal data for this activity is included on the Data Protection page of the BHA website and hyperlinks to this privacy notice will be provided in all communications/ documentation collecting personal data.

In order to carry out the administering of COVID-19 entry screening activities, the BHA is reliant on all responsible organisations to provide the contact details of all relevant employees, workers and contractors. Responsible organisations should ensure that from both a data protection and general communications perspective, they have notified all relevant employees, workers and/ or contractors that they will be sharing individuals’ contact details with the BHA for the purposes of the COVID-19 entry screening activities.

The British Horseracing Authority reserves the right to make changes to the above process if there are changes to the prevalence of COVID-19 in national, regional, or local areas.

12. What happens if I fail the screening?

As noted in point 11 above but repeated here for emphasis, any individual that fails the on-course thermal screening will be required to provide the BHA with proof of a negative COVID-19 test OR they must have completed 7 days of isolation from the onset of symptoms and be symptom free (except for a cough or loss of taste, which may persist after the period of infection has passed) before re-admittance to a racecourse.

13. Hand hygiene

Along with appropriate social distancing, hand hygiene is one of the simplest and most effective procedures for preventing the spread of disease.

It is essential that everyone takes responsibility to ensure that they regularly clean their hands using soap/water or minimum 60% alcohol based hand sanitiser, in line with hand washing guidance, which can be found [here](#).

Handwashing areas will be provided around the racecourse and at all the main transfer points. These will be equipped with minimum 60% alcohol-based hand sanitiser and, where possible, sinks with liquid soap.

Where liquid soap and water are used, single use towels will be provided, and stocks will be regularly replenished. In most cases, these will be paper towels and an appropriate waste receptacle will be provided and regularly emptied. Hand blow dryers must NOT be used and will be turned off.

14. Social distancing

Government guidance on social distancing is available [here](#)

Racecourses will be managing and reconfiguring sites to enable 2m social distancing to be achieved wherever possible.

- There are a small number of activities which will require individuals to be within 2m for a short period of time – e.g. legging up. most of these activities will require individuals to be in proximity only briefly and should be conducted in as efficient and timely manner as possible.
- For any task imperative to the safe staging of the race meeting, and where social distancing cannot be achieved, the individuals concerned should wear a recommended face covering (see point 16 below for further information). If the task is not imperative, it must be discontinued if social distancing cannot be maintained.
- For example, stable staff should wear a face covering from the point of exiting the stables for races and at all activities until the race is concluded and they have returned into the stable area. In the stable yard, face coverings are only required if social distancing is likely to be breached with an individual from outside their own household.

15. COVID-19 surveillance in racing

The BHA will instigate a COVID-19 Surveillance Program. This will

- Monitor the number of local cases in the Lower Tier Local Authority Area in which racing yards and racecourses are located and compare these to national rates
- Establish a reporting system to allow members of the racing industry to report if they have a laboratory proven COVID-19 infection to allow mapping of infection by partial postcode and role

If there is a significant increase in cases of COVID-19 in racing personnel in a specific area, advice will be taken from PHE in respect of interventions which might include raising local awareness, education, laboratory testing and/or isolation measures.

16. Personal Protective Equipment (PPE) and Face Coverings

The advice from Public Health England (PHE) is that the principal means to reduce transmission of COVID-19 are:

- Social Distancing
- Hygiene, both personal (specifically hand hygiene) and appropriate cleaning of workplaces to avoid transmission from surface contamination

The use of Personal Protective Equipment (PPE) and/or face coverings is not a substitute for these two methods but is an adjunct, particularly in clinical areas or where Social Distancing cannot be maintained.

Despite the above, and despite the health screening procedures outlined in point 11, individuals with COVID-19 infection may have no symptoms and it cannot be guaranteed that the racecourse will be entirely COVID-19 free. The measures outlined elsewhere in this document are designed to minimise risk, but they cannot eliminate it altogether.

Consequently, to protect participants, appropriate PPE and/or face coverings must be worn within the racecourse by personnel who are unable to maintain social distancing.

(a) Face coverings

Face coverings (i.e. “non-medical” face coverings) should be worn by personnel who are not identified as needing certified/higher grade PPE (e.g. medical and cleaning staff) AND are anticipated to breach social distancing repeatedly as a result of their role in racing.

Reusable face coverings should be washed regularly with normal detergent. If single use Type IIR masks are the only covering available, users are reminded that these should be disposed of as clinical waste. Users should wash or sanitise their hands before and after applying or removing a face covering.

(b) Personnel who are likely to breach social distancing

Medical and nursing staff should wear medical grade PPE.

Cleaning staff should wear PPE appropriate to the area that they are cleaning, as per UK Government advice.

Other people who will potentially need to breach social distancing include:

- Security staff
- Jockeys
- Valets
- Stable staff
- Clerk of the Course
- Starters and Assistant Starters
- Stalls handlers
- Veterinary teams
- Trainers or representatives (e.g. when legging-up)
- Equine Welfare Integrity Officers (EWIOs)
- Other personnel as identified by local risk assessment of operational practices

All of the above should wear suitable face coverings. Guidance on provision is provided in points (c) and (d) below.

The only exceptions to wearing masks in a social distance breaching working environment that will be allowed are:

- All 'masked participants', when eating or drinking
- All 'masked participants', when alone in their own car as part of the active racing cover

(c) Jockeys' face coverings

The BHA are in direct contact with the PJA regarding face coverings for jockeys and tests are continuing to be undertaken. Jockeys riding in the initial stages of resumption will be advised of the requirements and supply arrangements.

(d) Provision of PPE and face masks

In normal practice and in accordance with health and safety legislation, it is the responsibility of the employer to ensure that employees are equipped with appropriate PPE, in line with the above guidance.

Face coverings are mandatory on the racecourse whenever social distancing cannot be maintained, and when travelling to and from the racecourse in a shared vehicle (with anyone from outside own household). To meet this requirement employers will need to ensure that employees are equipped with appropriate face coverings.

To support trainers in the initial stages of resumption, and to allow time for trainers to procure their own supply, the BHA has obtained a central supply of reusable, non-medical face coverings, for use by stable staff on racecourses.

Each licensed training yard will initially receive 10 reusable face coverings free of charge. These will be sent directly to yards. We have prioritised distribution to trainers with an entry in the first week of racing following resumption.

In addition to providing ten face coverings to each trainer, a system of reimbursement will be established for other coverings required for their employees on racedays. The NTF and trainers will be advised of the details directly. For any face coverings used other than on racedays, these will need to be paid for separately and will not be covered.

Licensed trainers who wish to order more of these face coverings for their staff can do so direct from the BHA's preferred supplier. When placing your order, we would encourage you to order the product recommended by the BHA's Chief Medical Adviser. These can be viewed [here](#) and found on page 6 of the order form (Reusable Facemask with PM2.5 Filter).

Delivery can take an estimated 7-10 days, so it is advised that orders are placed in good time.

Trainers are free to use alternative suppliers if preferred; however, if ordering from an alternative supplier, trainers are encouraged to ensure that the face coverings meet the required specifications set out [here](#).

If for any reason trainers do not receive or cannot procure the recommended face covering or similar reusable alternative, stable staff are asked to **wear a dark coloured, plain snood/neck gaiter**.

17. Social Distancing Officer

Social Distancing Officers (SDOs) will be appointed by the BHA to ensure all measures are implemented and strictly adhered to at all racedays.

The SDOs will act with the full authority of the British Horseracing Authority and Racecourse Managing Executive to ensure that protocols contained within this document are appropriately followed and enforced.

- Multiple racecourse personnel will also be deployed across the racecourse site in order to support this role and will report to the SDO and to a senior member of the racecourse team, as appropriate.
- The role of the SDO is designed to be constructive and assist individuals in understanding the requirements and measures in place to ensure these can be met.
- However, the SDO will also report any breaches of social distancing requirements to the BHA Stewards, who will take regulatory action in line with the powers available to them.

18. If you become unwell at a raceday

Where possible, any individual with potential [symptoms of COVID-19](#) should return immediately to their vehicle and return home, from where they should follow [Government advice](#).

Use the isolation area (see point 19 below) ONLY if it is not possible to return to a vehicle.

19. Isolation area

An appropriate isolation area will be designated by the racecourse, for use when it is not possible for an individual with potential symptoms to return safely to their vehicle (e.g. they are awaiting collection by a family member).

Attendees must ensure they are aware of its location. The location will be clearly marked on any site maps and signage placed on the door of the location for identification.

Section C: Advance preparation prior to racedays (ALL, except where indicated)

This section provides details of documentation and training that **must be completed and submitted before raceday**, guidance on equipment and other preparation, as well as subjects that should be considered in advance.

20. Equine vaccination app (Trainers)

To remove the need for manual checking of vaccination records for horses, and to prevent any administrative issue, the vaccination records of all horses declared to run **MUST be uploaded to the Weatherbys Vaccination App and pre-cleared by the BHA**. This should be done by the trainer or other Responsible Person.

Trainers are encouraged to upload records for all horses in training but, as a minimum, records for all horses entered to race should be uploaded prior to the declaration stage, to ensure that records can be validated by the BHA prior to raceday.

Trainers have been contacted directly with instructions about how to download, register with, and use the Weatherbys Vaccination App.

Any queries should be directed to Weatherbys on +44 (0)1933 440077 or vaccapp@weatherbys.co.uk.

21. Education module

As noted in point 11 above, **ALL personnel attending a raceday are required to complete an online education module**.

The course in its current form only needs to be done once, though it is possible that further versions may need to be developed and completed if Government guidance changes significantly. ALL attendees will need to have completed it successfully before raceday. **Any person who has not completed the module will be refused admission.**

The module and more information can be accessed [here](#).

22. Pre-raceday health screening

A medical declaration form is required in advance from ALL attendees. This process will be administered by the BHA. You will be contacted when the BHA has received confirmation of your attendance. See point 11.

Regular attendees at racedays will need to complete this questionnaire more than once. To ensure the information is current and up to date, the questionnaire is valid for seven days. Therefore, any attendee will need to have completed a form within (i.e. no earlier than) the seven days prior to any race meeting they attend

23. Declaration process and information requirements

For races from 1 June 2020 and until further notice, the BHA will operate a revised declarations procedure, involving **72-hour declarations for ALL races**.

This will allow sufficient time for a number of key procedures, e.g. registration and health screening, to be completed prior to raceday by the BHA and racecourses. We recognise this presents an additional challenge for trainers and will review this timescale regularly.

Trainers will be asked to supply additional information **after declarations have closed, via the Racing Administration System**, as follows:

Online Transport and Declaration Form: This form asks trainers to provide:

- **Estimated time of arrival for the horsebox(es)**, to accommodate the screening of staff, unloading and disinfecting protocol (one time per trainer per fixture).
 - Trainers should allow more time than usual when planning departure and arrival times, to accommodate additional medical checks.
 - Please note that racecourses will review arrival times and liaise direct with trainers/horse transporters as necessary, to minimise any potential congestion in the arrival area.
- Trainers will also be asked to indicate whether they intend to use a **commercial horse transporter**.
- **Staff attending with the horse.** This information must be provided in advance. No emergency stable passes will be granted on raceday. All personnel will be required to undergo the medical protocol established at the time of resumption.
- **If the trainer (or assistant trainer) is also attending, this MUST be indicated on the form.** If it is not, their name will not be included on the list of those permitted access to the racecourse and they will be refused entry.

A confirmation email will be sent, including the names of staff and other details as submitted by the trainer. **This email will ask trainers to submit information relating to the horse, and requirements of the horse on raceday** (the information that would normally be reported at the declaration desk, as there will NOT be a declaration desk at the racecourse). A link to this form will be emailed direct.

A process for collating lists of, and contacting, other attendees at the raceday will be administered by the BHA. See point 6 above.

24. Selection of staff to work on raceday

All employers should ensure that they understand their legal responsibilities and duty of care to all employees when selecting staff to attend racedays, completing all necessary risk assessments via appropriate consultation with the employee(s).

Please note that, if a person fails the medical check, they will be refused entry. If they have a raised temperature or other symptoms, anyone travelling with them will also be refused entry. To minimise the risk of this, trainers are advised to check the well-being of staff before travelling, e.g. by asking staff to check their temperatures at that time.

Trainers should be aware that **overnight accommodation for staff or horses will not be available at any racecourse from 1 June 2020 and until further notice.** This applies whether a racecourse is hosting a fixture or not (e.g. it will not be possible to stop off overnight at Doncaster en route to a fixture at Newcastle). This may affect your planning for racedays. This is in line with government guidance around hospitality and hotels. This will be kept under review as guidance evolves.

All employers and managers (racecourses, trainers, BHA, contract suppliers) are also requested to send staff that are sufficiently experienced and responsible during the initial stages of resumption, to help ensure the efficient and smooth operation of new processes.

25. Maintaining up-to-date staff records (Trainers, stable staff)

As the BHA will need to communicate with all individuals who are registered to attend a raceday, all trainers are asked to ensure that the stable employee records for any individual who is likely to attend a fixture are up to date. This includes any transportation staff who may be attending the fixture who should first be added to your Stable Employee Register if appropriate. The key details to check are:

- Full, correct name
- Date of birth
- Contact details (including mobile phone and email address for the individual. This email address should be the same as that which they used to complete the Racing2Learn education module to ensure consistency)
- Next of kin details
- Ensure that the Racehorse Attendant Pass is in date

26. Requirements for overseas attendees

Non-GB trained runners will only be permitted to run in the three Group 1 races taking place in Britain during the first fortnight following resumption (Coronation Cup, 2000 Guineas and 1000 Guineas), in order to help facilitate a safe and smooth resumption.

International runners will not be permitted to take part in Group 2, 3 or Listed races during this period, but will be able to participate in all Pattern and Listed races taking place in Britain from 15 June 2020 onwards.

Any staff or trainers accompanying non-GB runners for the purposes of racing in Great Britain should be aware of the latest quarantine requirements, both when entering the UK, or of when returning home. These requirements currently do not apply to anyone arriving from Ireland, the Channel Islands, or the Isle of Man.

There is no restriction on the use of non-GB jockeys although, in line with the above, non-GB jockeys should ensure they are aware of any quarantine, BHA licensing, or visa requirements.

Any overseas attendees will be required to declare their date of arrival in the UK as part of the pre-raceday checks and they may be required to provide supporting documentary evidence to confirm this.

Overseas attendees should be aware that **overnight accommodation for staff or horses will not be available at any racecourse from 1 June 2020 and until further notice**. This will be kept under review as guidance evolves.

27. Selection of horses by trainers (Trainers)

Trainers are also asked to assist with the smooth running of racedays by avoiding sending any difficult or “fractious” horses. Further information as below. ALL declared horses should be well schooled in the stalls, to minimise time taken to load and to help maintain appropriate social distancing.

Note that NO companion animals or companion horses will be permitted into the racecourse.

Trainers are therefore asked to consider not entering horses during initial resumption should they fall into any of the categories set out below.

- Needle shy
- Can't be tied up
- Unruly in pre-race
- Unruly at start
- Difficult loaders (noting that only 2 pushers per horse will initially be permitted)
- Difficult loaders (horsebox)
- Kickers/biters/difficult in Sampling Unit
- ANY signs of skin disease
- Any horse that has suffered Heat Stress (Post Race Ataxia)
- Horses requiring a traveller/companion
- Difficult to shoe

Any horse showing unhelpful behaviour will not be allowed to enter again until further notice.

28. Stalls tests

Stalls tests will not be conducted during the initial resumption and until further notice. Alternative solutions may be implemented on an individual trainer basis.

- Horses currently on the stalls test list will still be required to have a stalls test prior to entry
- Unraced debutant horses that fall within the BHA Flat Starting Initiative* that would normally be required to have a stalls test prior to entry will have that requirement waived for the current season. However, if upon first start the horse is withdrawn due to poor behaviour at the start, the horse will not be permitted to have a Stalls Test for a minimum period of 14 days after the date of referral.
- *Note: Trainers were notified in January of their current BHA Flat Starting Initiative status. If you have questions regarding your status, please contact Robbie Supple on 07771 376326.*
- Consideration is being given to feasibility of stalls tests on the gallops, if resources are available to do so

The resumption of raceday stalls tests will be reviewed weekly.

- Due to the initial limitation to two pushers per horse, the starters may show more leniency in reporting horses for a stalls test with those horses that do not load in a timely manner. However, if a horse is withdrawn at the start for behaviour reasons, a stalls test will be required.
- Trainers should ensure all horses have been adequately schooled for the starting stalls. If there are behaviour concerns about a horse, trainers are asked to avoid sending that horse to the races during the initial resumption.

29. Preparing the horse prior to departure (Trainers, stable staff)

Horse(s) must, at a minimum, have the head, neck and muzzle area washed prior to leaving the trainer's yard to reduce potential transfer of virus to staff and handlers.

30. Preparing the horsebox (Trainers, stable staff, transporters)

The horsebox must be disinfected before and after each transport to a racecourse, or prior to loading any horse(s) and equipment:

- Areas to concentrate on for disinfecting include, but are not limited to, all handles, clips, latches, ramps or any other areas where staff may have had, or will have contact.

31. Preparing the racing equipment (Trainers, stable staff)

Trainers are encouraged to supply individual pieces of equipment per horse, including, if possible, individual girths, breast girths, and chammies (anti-slip pad) for each individual horse.

Trainers (or their nominated representative) are encouraged to contact valets prior to raceday to review any necessary equipment considerations. This will assist in maintaining proper disinfecting protocols, as well as ensuring timeliness during the weighing process.

UK Government provides guidance for cleaning in a non-healthcare setting. These guidelines are subject to change and trainers, stable staff, valets or any others required to clean the racing equipment should review the most current [guidance](#)

All equipment must be cleaned and disinfected prior to arrival on course. All equipment must be in a clean, single (where possible) bag, clearly labelled with the name of the trainer, the horse's name, and the race number and time.

As racing equipment can be from a variety of different materials, please make sure that all equipment is thoroughly inspected to ensure it is in good working order after cleaning.

It is important that prior to and after handling or transferring any equipment, that hands are washed and/or sanitised to prevent any viral spread.

32. Checklist

All personnel attending racedays should ensure they have brought the following:

- Food/refreshments, in a cool bag if appropriate, noting that most racecourses will not be providing catering or refrigeration facilities (see point 47 below). Note that bottled water WILL be provided by the racecourse. Microwaves, fridges and facilities for making hot drinks will also not be available.
- Disinfectant/cleaning materials for wiping down vehicles and equipment
- Battery-operated phone charger (optional)
- Hand sanitiser – while hand sanitiser points will be available on course, all attendees should bring a personal supply. Jockeys and stable staff may also wish to bring their own liquid soap and flannel or single use cleansing wipes.
- Face covering, as directed - see point 16
- Photo ID (e.g. stable staff pass, driving licence, passport)

Staff accompanying horses should also bring:

- Racing equipment - prepared, bagged and labelled as per the protocol in point 31.
- Stable staff pass
- Buckets, sponges and scrapers for washing down, to avoid sharing these wherever possible, labelled with the trainer's name

Section D: Travelling to the racecourse (ALL, except where indicated)

33. Considerations for travelling

Unless there is an emergency or it is unavoidable, cars and horseboxes should travel directly from home/stable yard to racecourse.

Where possible, individuals should [travel to the racecourse](#) separately. **Where individuals travel together, they must remain in the vehicle together and must wear appropriate face coverings** (unless they are from the same household). If one does not pass the required screening and checks, everyone in the vehicle (and the horse, where applicable) will be instructed to leave the site.

No overnight accommodation will be available for horses or stable staff before or after race meetings until further notice. All trainers and transporters must be aware of this and have appropriate arrangements in place, e.g. if long journeys are required, additional staff may be required to enable this.

Section E: Arrival at the racecourse

34. Arrival times

Arrival times for anyone NOT accompanying a horse may vary by racecourse. In most cases, arrival times will be as usual but attendees should allow an additional 15-30 minutes to pass through the checkpoints. If you do arrive early, please avoid congregating with other attendees, particularly around the checkpoint areas.

Because of the need for the screening team to be present before entry to the racecourse can be permitted, entry will not be possible more than 5 hours before the first race without prior approval of the racecourse.

For horses, trainers will be asked to indicate an estimated arrival time on the Online Transport and Declaration Form, which is completed when the horse is declared. Racecourses will review arrival times and liaise direct with trainers/horse transporters to minimise any potential congestion in the arrival area.

Trainers are encouraged to allow more time upon arrival than usual in order to clear the medical checkpoints.

35. Car parking

Car parking arrangements will vary by racecourse. Please obey any signage or instructions and follow social distancing protocols when using the car parks.

36. Medical check (for personnel NOT accompanying a horse)

All attendees must pass a medical check on arrival at the racecourse and before being permitted to enter the site.

On arrival, this screening process will involve:

- The individual's temperature will be taken using an infrared (non-contact) thermometer or other non-contact device. Anyone with a temperature above 37.8°C will be denied access to the racecourse (see point 11 above).
- Individuals will be asked some brief screening questions

The online education module and pre-screening questionnaire will need to have been completed prior to arrival.

Once the medical check is satisfactorily completed, the individual will pass through to the check-in point, for verification of identity and accreditation.

37. Check-in (for personnel NOT accompanying a racehorse)

Accreditation will be checked and confirmed by security personnel prior to admitting access – anyone not wearing/displaying the required accreditation will be turned away.

Please note, if an individual leaves the site for any reason (e.g. medical, horse transfer), they will need to complete the full entry process again prior to being readmitted to the racecourse

Once access is permitted the individual should follow the one-way system directly to their workstation.

38. Medical check and check-in procedure (personnel with horseboxes or who are accompanying horses)

A medical check will be conducted on all personnel before the horsebox is granted entry into the secured zone. All personnel should remain in the vehicle during the medical check, unless advised otherwise.

- Drive up to medical checkpoint and present stable pass/accreditation.
- If not on the personnel roster, entry into the facility will be denied. No emergency passes will be allocated.
- Medical check and accreditation checks will be conducted.
- Once cleared, horsebox can proceed to unloading area.

Please note that, if a person fails the medical check, they will be refused entry. If they have a raised temperature or other symptoms, anyone travelling with them will also be refused entry. To minimise the risk of this, trainers are advised to check the well-being of staff before travelling, e.g. by asking staff to check their temperatures at that time.

39. Withdrawals and non-runners (Trainers, officials)

Information will be provided to trainers or their representatives on the protocols for notifying officials of any non-runners or withdrawals. In most cases, an EWIO should be informed, who will then inform the Stewards.

40. Horsebox drivers remaining on course (Trainers, stable staff, transporters)

If horsebox drivers (i.e. those who are not part of the team working with the horse at the fixture) remain on the course, they must stay with their vehicle or in a rest area designated by the racecourse. Toilet facilities will be available.

If the horsebox driver leaves the racecourse, they will need to complete the relevant checks as outlined above before being readmitted and should allow sufficient time to do so. If possible, advise the Stable Manager of the expected return time.

41. Unloading and stable yard protocols (trainers, stable staff, officials)

At most racecourses, there will be one entrance to the unloading area of the stable yard. **ONLY staff with the appropriate accreditation will be permitted to enter the stable yard.**

- As a general principle, access to the racecourse stables will be for stable staff (or trainer/representative when accompanying the horse), EWIO, vets and relevant racecourse staff ONLY.
- Trainers or their assistants will be generally be permitted access only where the racecourse adopts saddling in the stables. Where this is not the case, any trainer who requires access to the stable area for horse welfare reasons will have to be approved by the Clerk of the Course or their deputy.

Note that NO companion animals or companion horses will be permitted entry.

The entrance of horseboxes into the loading area will be staggered to minimise congestion within the area.

- The Stable Manager or other designated individual will facilitate traffic flow in the unloading area. A one-way system will be in operation and must be closely observed. Directional signage will be in place to support this.
- Where the stable entrance cannot allow horses to come in and out at the same time whilst maintaining social distancing, a priority system will be in place, with a clear 'waiting area' for horses who do not have priority.

(a) Unloading procedure:

- Once arriving in unloading area, proceed to the designated unloading ramp/area.
- Stable staff may be required to show passes again. Please follow instructions if asked to do so.
- There will be a specified area for the horse check-in.
- Stable staff will unload horse and present at the horse ID checkpoint and stand on the horse's offside while the EWIO scans the horse's microchip and checks identification.
- Once cleared, the stable staff will be advised where to take the horse.

- Once the horse is secured in the stables, the stable staff must quickly retrieve their equipment from the horsebox and place it next to the horses' stable box.
- If the horse is being fed in the stable, the Stable Manager or EWIO must be informed.
- Equipment transfer protocols must be followed (see point 42 below)

(b) Washdown procedure:

- After horse and equipment are unloaded, horse can be taken to washdown area, taking note of social distancing measures and ensuring that all equipment is wiped down prior to and after use.
- Showers in horse washdowns may be used and partitions will generally be in place to prevent spray. Where this is not possible, alternate showers should be used.
- Buckets, sponges and scrapers can be used, and it is **recommended that trainers provide these to be used by their own staff.**
- The Veterinary Officer (VO) will notify stable staff if their horse will be subject to a pre-race check. These will follow normal guidelines, to include trot ups and palpation if required. Palpation will be conducted in the stable box with the horse loose or loosely held by the VO, if it is safe to do so.

(c) Other stable yard information:

- Stable bedding will be provided in line with the racecourse's standard policy. No additional bedding will be provided.
- Stable staff will be encouraged to remain in the vicinity of the horses in their care throughout the day. The racecourse will provide break areas, which must enable appropriate social distancing to be maintained. Ideally break areas will be outside, although inside areas will also be provided for use if weather conditions require.
- Where day changing facilities are provided for stable staff, use must be staggered to enable social distancing. There will be no shower facilities available.

42. Racing equipment & colour bag transfer procedure (trainers, stable staff, valets, jockeys)

Equipment and colour bag transfer points will be established. Hand sanitising and/or handwashing is required between all transfers or activity involving the handling of equipment.

These protocols are continually under review and may vary across courses, with one possible scenario as follows:

- Stable staff member arrives at equipment transfer point (note, this may be situated outside of physical weighing room. Signage will be in place)
- Stable staff member drops labelled bag of equipment per horse per race and steps away
- They will then be collected from the relevant area by the valets (or the individual jockey if they do not have a valet).
- Valet retrieves equipment, sorts as needed, and places in designated area, separated by race
- Jockey arrives, picks up specified equipment for race, weighs out and places equipment in designated area for stable staff to retrieve for saddling

After use, the colour bags will be returned via same process throughout the afternoon.

43. Farrier services

Farrier services will be available at the racecourse as usual.

Section F: Racecourse set-up and facilities (ALL, except where indicated)

44. General set-up

Attendees should note that the specific operation of protocols and the facilities available will vary from racecourse to racecourse, due to differences in e.g. racecourse layout and resourcing.

Racecourses will make best efforts to contact attendees with specific details, but attendees are encouraged to check on NRAS, if possible, where racecourses will advise of any changes to the core facilities and processes outlined in this document. If in doubt, check with the racecourse direct prior to travelling.

Racecourses will have zoning arrangements set up. This could mean that only a very limited number of people will be able to transfer between zones. If a zoned approach is adopted, only the correct accredited personnel will be able to gain access to each area. As a minimum, the accreditation provided for the stables area will be clearly distinguishable from other forms of accreditation.

One-way systems will be in place across racecourses wherever possible, to limit crossover of individuals.

The racecourse perimeter will be appropriately secured. Access will only be possible via designated entrance points. All other entrance points will be physically secured to prevent unauthorised access, with enhanced security provision in place to support this.

45. Technology

Attendees should note that, for reasons of hygiene, power sockets and cables will not be available for general use (i.e. for any purpose not integral to the operation of the raceday).

Attendees will not, for example, be permitted to use racecourse power sockets and/or cables to charge personal mobile phones or other devices and are advised to bring battery operated chargers, and/or to charge in vehicles when travelling, if this is likely to be required.

46. Other equipment

All equipment being brought on to site to be used by multiple individuals must be disinfected prior to arrival. All contractors will be responsible for disinfection of their own equipment in line with their procedures.

For disinfecting of racing equipment, see point 31 above

Where an individual brings equipment for their own use (e.g. BHA officials' laptops), they will be responsible for the disinfection of these to their own satisfaction. Individuals must not use another person's equipment without first ensuring that this has been disinfected.

- The racecourse will make a supply of single-use disinfectant wipes available in key areas for equipment disinfection

47. Catering

Before consuming any food, hands must be washed or sanitised

Unless otherwise advised by the racecourse in advance, attendees should note that there will be **NO catering facilities available on the racecourse**. Attendees should therefore be prepared to bring their own refreshments with them on raceday.

Some racecourses may provide a supply of pre-packaged food, subject to local risk assessment but attendees are generally advised to bring their own.

Bottled water WILL be provided by ALL racecourses. Drinks must NOT be shared.

Fridges will not be available to store food, as this would require multiple individuals to repeatedly touch door handles. Any items which need to be kept cool must be brought in an appropriate cool bag.

Where chilled drinks cabinets are in place in jockeys' changing areas, these will be in use. Many racecourses will make other arrangements for chilled drinks for jockeys. However, jockeys are advised to bring cool bottles with them if possible, or to check with the racecourse prior to travelling.

It should also be assumed that **microwaves will not be provided**, therefore individuals should be advised not to bring food which requires heating.

Individuals bringing their own food should consider potential food allergies of others within their area (e.g. potential nut allergies) and select food accordingly.

Individuals may bring hot drinks with them in an appropriate container for their own consumption only. **Facilities to make hot drinks on site will not be provided** unless the racecourse advises otherwise. Alcohol is not permitted

The racecourse will identify areas for people to sit and eat their food during breaks. These areas will need to maintain appropriate social distancing and will be regularly cleaned. Ideally break areas will be outside, although inside areas will also be provided for use if weather conditions require.

Extra rubbish bins will be provided and must be used by attendees, to maintain site hygiene

48. Radio and battery collection/transfer

Radios and spare batteries will be collected from an area outside the Weighing Room where possible.

All radios must be wiped down with disinfectant wipes by the broadcast engineer before use and again on return.

Where radios are to be allocated directly from the broadcast room there will be a clear procedure for collection and return. Social distancing must be maintained by those waiting to collect radios and signage/demarcation of 2m waiting zones will be used to assist with this process. The broadcast engineer will maintain a record of radio allocation and individuals will not be required to sign for these.

49. Walking the course (Trainers, jockeys, officials)

The racecourse will establish a clear one-way route for access to the course for any trainer, representative or jockey wishing to walk the course before racing. Anyone wishing to walk the course should notify the Clerk of the Course.

- Social distancing must be maintained during course walks.
- Security will be in place on access and egress points and around the course to ensure that unauthorised personnel do not attempt to use this route to gain access.
- Anyone walking the course **must wear the accreditation provided** and show this to security personnel when requested. Failure to do so could result in removal from the site.

50. Overnight accommodation (Trainers, stable staff)

Overnight accommodation will not be available for staff or horses at any racecourse from 1 June 2020 and until further notice. This is in line with government guidance around hospitality and hotels.

This will be kept under review as guidance changes.

All trainers and transporters should be aware of this and have appropriate arrangements in place, e.g. if long journeys must be undertaken in one day, additional staff may be required.

51. Betting facilities

There will be no betting facilities or on-course bookmakers in attendance until further notice.

52. Sponsorship materials

Sponsorship considerations on the gates and/or winners' blankets/rugs will be reviewed by the racecourse. Racecourses must not distribute sponsorship jackets or other items to individuals to be worn in the Parade Ring or at the start.

Section G: Specific areas of the racecourse

53. Jockeys' Changing Room (Jockeys, valets)

It will be essential to maintain social distancing in the jockeys' changing rooms. The configuration of the changing room will enable 2m social distancing to be maintained at all times. This may be facilitated by the use of taped areas, partitions, and increased supervision.

This will inevitably reduce the amount of space available in the jockeys' changing room, and on some racecourses, further individual changing areas may need to be provided.

Racecourses will ensure that any additional/overflow changing space has all necessary facilities and easy access to the weighing room (without necessarily being immediately adjacent). Separate areas for male and female jockeys will continue to be provided and a

suitable area will be provided for valets, including an area suitable for the disinfection of equipment.

No catering, other than bottled drinks, will be provided for jockeys, unless advised otherwise in advance by the racecourse. Jockeys are advised to bring food with them to meet their own requirements.

Where chilled drinks cabinets are in place in jockeys' changing areas, these will be in use. Many racecourses will make other arrangements for chilled drinks for jockeys. However, jockeys are advised to bring cool water bottles with them if possible, or to check with the racecourse prior to travelling.

The saunas will NOT be available for use. Jockeys should liaise with the PJA nutrition team for alternative weight management advice.

Showers will NOT be available. Jockeys may bring their own liquid soap and flannel or single use cleansing wipes which must be disposed of in rubbish bins provided after use.

On-course physiotherapy provision is being reviewed and will only be provided if it does not compromise the health of jockey or physiotherapist.

54. Weighing Room & weighing procedures (Jockeys, valets, officials)

Access to the weighing room will be strictly limited to BHA officials, relevant racecourse staff (this will include cleaning staff and broadcast personnel who will require access to the broadcast room), valets, and jockeys ONLY.

Note that some racecourses may be using a different weighing room location.

If particular information needs to be passed to the Stewards/Starters/Scales, this should be done in advance by email to the relevant officials where possible.

- Where it is necessary for a trainer or representative to enter the weighing room (e.g. to confirm a jockey change or to attend a Stewards' Enquiry) they must be granted permission to do so by the Clerk of the Scales or Weighing Room security. Once all relevant business is concluded they must leave this area immediately.

All furniture and workstations will be arranged so that 2m social distancing can be maintained. The Weighing Room will be marked out with zones to remind personnel of the social distancing rules and there will be clear one-way routes of travel in, around, and out of the area.

All saddles and jockeys' equipment should be disinfected on arrival on site either by the valets, who will provide confirmation to each individual jockey to state this has been completed, or by the jockey themselves. Disinfectant wipes should be provided by the valets for this purpose.

The requirement to present declared headgear (blinkers, visors, etc.) to the Clerk of Scales has been waived. Trainers will be responsible for ensuring any declared headgear is present on the horse when it is brought into the parade ring.

Number cloths will be laundered by the supplier prior to provision to the racecourse. For each race, these will be laid out in an agreed area in or near the Weighing Room. Jockeys will then collect the number cloth they require (and any speed sensor equipment) and must not touch any others. Jockeys should then return the number cloth to a designated receptacle (location dependent on the individualities of each racecourse).

Weighing in and out will be carried out as normal in the Weighing Room, with social distancing protocols to be followed. Some racecourses will place Perspex screens in front of the Clerk of the Scales position.

- An additional table will be provided next to the scales on which jockeys can place their hat, whip, and any other equipment that would usually be placed in front of the Clerk of the Scales.
- A series of clearly designated areas, in view of the Clerk of the Scales, will be demarked, from which saddles, weight cloths, number cloths etc can be passed from jockeys to trainers or their representatives after weighing out.
- Any lead used by jockeys must be cleaned with disinfectant wipes by the valets following each race prior to further use.

55. Stewards' Room (Officials, trainers, jockeys)

Access to the Stewards' Room will be strictly limited to relevant BHA officials and individuals involved in enquiries.

- All furniture and workstations will be arranged so that 2m social distancing can be maintained.
 - Where this is not possible, an alternative Stewards' Room will be provided. This will:
 - Have suitable access to the Weighing room (without necessarily being immediately adjacent)
 - Have 60% alcohol-based hand sanitiser and/or hand washing station

Staff briefings will be conducted remotely.

56. Stewards' Enquiries

Provided social distancing can be maintained in the Stewards' Room, enquiries will be conducted on the racecourse in the usual manner wherever possible.

On rare occasions when enquiries are required and social distancing cannot be maintained, the Stewards will have agreed beforehand how to proceed, finding a solution which maintains the requirement that all parties should be able to hear all the evidence given by all the witnesses. This may require the use of an additional room, using video conferencing facilities and racecourses, which will need to have such a room available. A BHA Official will be present in this room throughout the enquiry. Other matters may be referred to the BHA for further consideration.

Section H: Pre-race, start & in-running procedures

57. Saddling procedures (Trainers, stable staff, officials)

Ideally, all horses will be saddled in the same area (i.e. stable box or saddling area of the parade ring), though the exact location will vary by racecourse.

The trainer or their representative will retrieve equipment from the designated area (in or near the weighing room) and proceed to saddling area. Note that prior to or after handling or transferring any equipment that hands must be sanitised or washed.

When tacking the horse for the race, social distancing must be maintained by keeping one person on either side of the horse. Face to face exposure must be avoided and hands should be washed or sanitised afterwards.

Any surface likely to be touched by the jockey must be wiped down with disinfectant wipe or similar – in particular, the reins and neck strap.

For any given race, horses will be required to leave the stable area together and arrive in the parade ring together. This is regardless of whether they are saddled in the stable yard or parade ring.

Stable manager or designated person will determine the time needed to move from the stable yard to parade ring area and will notify stable staff of the timetable.

When departing from the stable yard, stable staff will proceed to horse checkpoint and stand on the offside while the EWIO approaches and scans the microchip for identification.

Stable staff should ensure they are wearing their face covering BEFORE leaving the stable yard.

58. Parade ring (Trainers, jockeys, stable staff, officials)

Face coverings are mandatory in the parade ring and **all personnel must put them on BEFORE entering** the parade ring.

Once in the parade ring, horses may be required to walk in a particular order or walk in designated areas to facilitate social distancing measures. This will depend on parade ring layout and will vary by racecourse. Please follow the instructions given.

Other than those leading up horses and certain officials, only the jockey and the trainer/representative are permitted to access the parade ring for each race.

At all times, any personnel in the parade ring should be mindful of the social distancing measures in place

The parade ring will be divided into 'zones'. Where the parade ring cannot be sufficiently divided to enable social distancing, trainers will not be permitted access to the parade ring and will need to brief jockeys in advance.

If one trainer has multiple runners, they must position themselves so that their 'zones' are appropriately located to speak to each of the jockeys whilst maintaining social distancing

Medical and veterinary teams must be available outside the parade ring, and able to access without delay in the event they are required.

Armbands for stable staff will not be required.

59. Legging-up (Trainers, stable staff, jockeys)

When legging-up, normal procedures may be followed or a designated person(s) may leg up all jockeys. Hands of those legging-up jockeys should be washed or sanitised immediately before and afterwards, and a face covering should be worn.

Once mounted, jockeys must proceed to the start as soon as possible.

60. Going down & starting procedures (Jockeys, trainers, officials)

Jockeys will need to take responsibility for maintaining social distancing on the way to and at the start

Once at the start, the Starter and Assistant Starter, and stalls handlers when applicable, will perform routine girth/equipment checks as needed, making sure to wear face coverings and to use hand sanitiser between horses.

Staff or trainers will be permitted to assist at the start ONLY if prior approval has been received by the Starter. In these circumstances, staff must get to the start on their own (no transport will be provided by the racecourse) and ensure that any post-race responsibilities are not compromised (i.e. they are present at the unsaddling area when required).

Trainer (or representative) must make their own arrangements to collect equipment removed at the start (red hoods, ear plugs, etc), as Starters will not be returning to the weighing room.

See point 28 above for information relating to stalls tests and difficult loaders.

Loading procedures are as follows:

- Staggered loads, as usual
- Maximum of two pushers
- Stalls staff should remain in gate area except for facilities breaks. In bad weather, a dry location on-course must be designated with sufficient social distancing measures
- Handlers will be allowed in stalls to assist the horse during the start, but must wear a face covering and avoid face to face contact where possible. Handrails must be wiped down if used.

Hygiene

- Hand sanitiser should be used between each start or in between loads (i.e. sanitiser available at both ends of gates)
- Blindfolds should not be reused during the same load
- Any radios should be wiped and cleaned between use and not shared amongst personnel

61. In-running (Jockeys, officials)

While races will be run in the normal way, jockeys are encouraged to be especially mindful of continuing pressures on medical and health services, and to avoid taking unnecessary or avoidable risks, which may endanger themselves or others.

There will be some slight variations to medical and veterinary processes. These are outlined in the RCA Operational Plan for use by racecourse medical and veterinary personnel.

Section I: Post-race procedures (ALL, except where indicated)

62. Unsaddling & post-race checks (Jockeys, stable staff, officials)

On completion of the race, the jockey should proceed to the unsaddling area (or Winners' Enclosure, where applicable, noting that this is only likely to be in use for selected races) and await pick-up by stable staff.

Procedures for the Winners' Enclosure and unsaddling area(s) for other runners will vary by racecourse.

Access to the Winners' Enclosure and unsaddling area(s) will be limited to one member of stable staff per horse and/or the trainer/representative. The grounds team, vets and drivers, as well as the normal equine response team, will be on hand in equine areas post-race to assist with cooling/any other issues.

Once the horse is secured, jockey will dismount and unsaddle the horse while stable staff will maintain as much distance as safely possible, including standing on the offside, if safe.

Stable staff should then proceed to cool-down area/stable yard, or to the sampling unit if directed. For sampling process, see point 65.

If any post-race examination of the horse is ordered by the Stewards, horses should be auscultated on opposite side from handler/ at arm's length. Visual inspection will be made unless palpation can safely be achieved.

Stable staff must wash or disinfect their hands as soon as possible after collecting the horse, which in most cases will be when washing down the horse after the race (See point 41 for information on showering/washing down facilities). Tap/bucket handles should be wiped down before and after use.

At the conclusion of the race, the trainer or representative can retrieve any equipment at the designated transfer area, being sure to follow the transfer protocols.

63. Weighing in (Jockeys, officials)

Jockeys should return to the weighing room immediately after the race to weigh in, whilst maintaining social distancing. Entry will be controlled. Jockeys should leave the weighing room as soon as they have weighed in.

64. Trainer and media debriefs (Trainers, jockeys, media)

Ideally, the post-race debrief between the trainer and jockey should take place by telephone after the race. If not possible, the debrief should be done in an area designated by the racecourse, observing social distancing.

If a media debrief is required (usually only after major races), this will take place in a designated area with appropriate equipment to allow remote interviews to take place. For more information on media protocols, see Section J.

65. Equine testing/sampling procedures (Trainers, stable staff, officials)

The usual raceday requirements for equine sampling will remain in place, requiring a Catcher, SUSAS, EWIO to manage the sampling process.

Social distancing must be observed where possible in the Sampling Unit, aided by designated or marked areas where applicable.

Bloods may be taken if no urine is obtained within a specified period.

The sampling process will be as follows:

- EWIO identifies horse using microchip protocol with stable staff on the offside of the horse.
- Stable staff should ideally remain outside the Sampling Unit during the sampling process. A door may be left ajar to facilitate the witnessing of collection if desired.
- Witnessing is done inside Sampling Unit while social distancing is maintained, e.g. through the use of marked out areas on the floor or establishing stations (i.e. witnessing area, split sample area)
- Laminated sheets outlining the sampling process will be displayed to assist stable staff
- Signing: GRABBA will be placed on table, enabling stable staff to sign. GRABBA is then disinfected.

Section J: Broadcast, media & photography protocols (ALL)

66. Media attendance

In line with the stated strategy of minimising access to race meetings to essential personnel only, it is proposed that for the resumption of racing (currently scheduled for 1 June) the following maximum limits will be placed on media attendance:

- 2x written media (1x Racing Post, 1x Press Association accredited)
- 2x photographers (1x racecourse, 1x racing photographer)

This will apply to all fixtures, except Royal Ascot, which owing to its heightened international status – and the capacity of the site to assist social distancing – will follow a separate protocol (This will be communicated by the racecourse in advance of the meeting).

Broadcast arrangements, including attendance of a presenter and commentator, will be arranged via RaceTech and the RCA.

ALL broadcast, media and photography attendees will need to follow the same screening processes, medical checks and education requirements as all other attendees.

Reporters/camera crews/producers from TV news agencies and outlets (e.g. BBC News, Sky News etc) will not be permitted access to the racecourse. Instead, the live broadcaster will be asked to share content with key broadcasters. Broadcast media can request specific shots from RaceTech the official broadcaster.

This will be regularly reviewed.

67. Allocation of places

The two written media slots will be allocated to the Racing Post and Press Association.

Both outlets will be required to outline in advance to the RCA a list of journalists which will be utilised for racecourse attendance, in order that screening can be carried out on this pool of journalists. Details of journalists must be provided to the RCA no less than three days in advance of a fixture, to ensure these journalists can complete any further screening requirements.

For photographers, the spaces will be allocated to 1x racecourse photographer and 1 x racing photographer. Only existing RCA/racecourse accredited photographers will be considered for the latter slot. Again, a pool of accredited photographers should be provided by the HWPFA, along with specific details of proposed attendance at each fixture.

68. Media debriefs

For fixtures where there may be additional press interest (e.g. fixtures with Pattern Races) a designated area will be identified for a media debrief.

- Appropriate equipment to allow remote interviews to take place (e.g. via Zoom or similar) will be provided by the racecourse. A member of the racecourse team will be on hand to coordinate connections. In addition, a racecourse representative will join the remote session and act as facilitator.

Each racecourse will liaise with RaceTech and their broadcasters to confirm the arrangements.

- A member of the racecourse team will be the designated point of contact with broadcasters and will coordinate interview requests, which will be arranged, if possible.
- Photographers will be required to observe social distancing protocols and all other relevant protocols (e.g. access restrictions) on raceday.

Section K: Leaving the racecourse (ALL)

69. Departure process

(a) All personnel

- On completion of their role, each individual should leave the racecourse as soon as practically possible.
- A one-way system will be in place, so individuals can return to their vehicle without crossing paths with others. A hand washing station will be provided on exit.
- Individuals who finish at the same time should return to their cars either separately or observing social distancing.
- Accreditation for the raceday must be removed by the individual and returned as instructed by racecourse staff. Accreditation cannot be retained for future use.
- All personnel should ensure that their departure has been logged by racecourse staff.
- Any individual who has left the site must complete the arrival and screening procedures again prior to readmittance.

(b) Horses and personnel accompanying horses

Personnel accompanying horses should follow the procedure outlined above AND

Horsebox will need to proceed to checkpoint to verify staff departure.



MUSSELBURGH RACECOURSE

SINCE 1816

Return to Racing Operations Plan Summary Document

The below information is taken from the larger Musselburgh Racecourse (MRC) Return to Racing Operations Plan and designed to give an overview of the key protocols and procedures being put in place for when Musselburgh Racecourse recommence racing behind closed doors (BCD).

The document is based on information received from the Racecourse Association (RCA), British Horseracing Authority (BHA) and Scottish Government (SG). The document is drafted at the start of June and will see amendments made as regulations change throughout the month.

Timeline for returning to racing at Musselburgh Racecourse behind closed doors

26 th May	BHA representative at Musselburgh Racecourse to discuss initial plans for return to racing
1 st June	Racing in the UK recommences at Newcastle
18 th June	SG announcement about entering phase 2 – the following is subject to this
22 nd June	Racing in Scotland recommences at Ayr Racecourse
23 rd June	Safety Advisory Group to sign off plans for the return of racing on 30 June. BHA visit to Musselburgh Racecourse to sign off on plans for return to racing on 30 June
30 th June	Musselburgh Racecourse hold first day of racing since February

A deep clean of all areas will take place before the 30th June

Attendees

Racing will recommence behind closed doors and only essential operational personnel will be allowed on site to allow for the safe running and broadcast of the raceday.

We anticipate this number will be below 300 with final numbers based on the requirements for Musselburgh Racecourse the configuration operational plans and risk assessments.

Attendees are advised to attend only for the time periods necessary to carry out their raceday role. They are advised to travel separately to the racecourse.

Pre arrival

All attendees to the racecourse will:

- Have a risk assessment for their position carried out by MRC Safety Officer
- Be required to complete a compulsory COVID-19 education module on the Racing2Learn website
- Complete an online health questionnaire within the 7 days prior to any planned racecourse attendance on a rolling basis

Any individual who does not complete these steps will not be permitted entry to the racecourse

On arrival

There will be two check points -

- Linkfield Lawn accessed via the wooden gate off Linkfield Road ensuring sufficient space so traffic does not back up onto Linkfield Road
- The stables compound

Both areas will have testing staff, stewards and BHA representative. Entrance staff will have a list of all expected attendees with this list being collated by the BHA and MRC.

Arrival times will be staggered and communicated in advance. The BHA will advise trainers an estimated arrival time via their advance bookings, this will be shared with the racecourse.

All attendees coming onsite will be required to go through one of these checkpoints

They must:

- remain in their vehicle
- provide the access staff with their name, role and show photo ID
- under-go a temperature check on the day.

If an individual does not have photo ID they will not be permitted access. No PASS cards, Metal badges or other Industry accreditation applies at this stage. BHA stable ID cards will be accepted as a form of identification at this stage

Individual temperatures will be taken twice in succession. Anyone with a temperature of 37.8°C or higher on both occasions will not be permitted access. Anyone travelling in the same vehicle will also be denied entry to the racecourse. In the case of those transporting horses this will also entail withdrawal of any horse(s) on board.

There are no exceptions – anyone who does not pass the required screening is not permitted access and must leave the site.

The access staff must log that the individual has arrived and note the form of photo ID provided. They are also required to record the attendee has passed a temperature check and verbally agreed to the site rules and conditions.

If cleared they will be provided with a single use wristband which is their accreditation for the day. This must be worn at all times and anyone found without accreditation will be removed.

Appropriate security staff will be in place to support the screening team should this be necessary. Details of anyone who fails the agreed screening will be recorded by BHA. The BHA will maintain all health records and have reviewed their privacy policies in line with GDPR compliance.

A regular cleaning regime must be in place for the access and checking area.

Post Screening

All attendees will then be directed to park up. Jockeys will be located in front of main stand and other attendees parking on Loretto Lawn and the picnic areas.

One way routes will be clearly marked through a combination of standing signage and floor markings. All areas will be set up to provide 2m distancing measures again through signage and floor markings

All attendees will have been advised of their location at the testing stage and will make their way to this area

Areas in use -

Role	Area
Male Jockeys	Links Café / Rockavon Bar / William Hill Betting Shop
Lady Jockeys	Male changing room / Jockeys Room
Hospitality Room	MRC Staff
Stewards Room	MRC Staff
Weighing Room	Clerk of the scales / Number cloth distribution
Broadcast Office	Racetech operative
Jockey Medical Room	Jockey Medical Room
Female Jockey Room	Jockey Medical Room Extension
First Aid Room	Isolation Room
Pommery Lawn Marquee	Trainers Saddle Pick Up Point / Radio Collection Area
Dizzy's	Security
Parade Ring	Marked out with spaces for twelve jockeys (maximum field size) and twelve trainers

Security of site – Gathering of people on a BCD Raceday

(Taken from Health and Safety Officer Report 9 June 2020)

Objective: For Musselburgh Racecourse to set up an infrastructure to assist in maintaining and minimising the gathering of personnel within and adjacent to the racecourse operational area through a race meeting held BCD. To recognise the requirements of the social distancing rules at any given time throughout a race meeting.

Control measures above and beyond the requirements of the standing Safety Certificate to be put in place specifically for the racecourse area of operation and Social Distancing.

To include:

1. Physical barriers to be erected at all set entrance points to the racecourse operational area. This to include openings in fence line leading from Linkfield Road, Millhill, Balcarres Road and at Hope Place.
2. Signage to be erected at all entrance points to advise General Public of the restricted access to Musselburgh Racecourse operational area during BCD raceday.

3. A designated team of qualified Licensed Security staff in the role of Social Distancing PR Team, to be in situ within specified operational zones to deter and advise persons of the Social Distancing requirements and to provide advice of the necessity of the racecourse being a sterile area. This team will be under the direct control of the Event Safety Officer through the internal Social Distancing Officer and liaising with the BHA SDO.
4. A mobile Social Distancing Officer provided by Musselburgh Racecourse to in operation within centre course (golf course) to assist in the monitoring and managing of any issues regarding the maintenance of social distancing.
5. Musselburgh Racecourse will liaise loosely with Police Scotland prior, during any raceday regarding the requirements for Social Distancing in line with the new legislation stated

Cleaning

A deep clean will be carried out in advance which follows government guidance for post-COVID case non-hospital facilities cleaning, this will be logged on an ongoing basis.

- Regular cleaning regimes must be in place for each area throughout the day
- Staff must maintain social distance as they clean
- Appropriate PPE will be provided to all cleaning staff
- Paper towels will be used instead of hand dryers
- Alcohol gel will be provided where hand wash facilities are not available
- Alcohol gel will be located either side of any doorways after door handles have been touched

Any doors that can be pinned open will be and any of these doors being fire doors will be reflected in an updated Fire Risk Assessment.

PPE

Social distancing and hand hygiene are still the principle means to reduce transmission of COVID-19

Where it is not possible to maintain these, for example whilst legging up, clerk of the scales or for stall handlers, appropriate PPE will be provided.

After racing

All areas will be cleaned and reset for the next fixture

Debrief to be carried out and any learnings will be reviewed and if appropriate implemented

Reporting and Monitoring

A clear process for record keeping will be in place including

Cleaning – pre, during and post raceday

Access – Details of those due onsite, those who pass the test, anyone who does not pass all the arrival requirements, anyone who tries to access the site not on the approved list

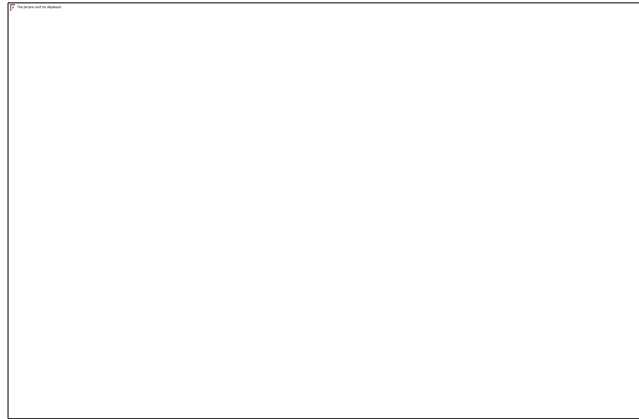
Risk assessments

All appropriate risk assessments will be updated where required to incorporate COVID-19

All staff roles will have a risk assessment carried out for them

Contingency Planning

In advance of returning to race and on a raceday a clear contingency plan will be put in place to highlight a deputy or deputies should someone fall ill or be denied access on a raceday



MUSSELBURGH RACECOURSE
RESUMPTION OF RACING BEHIND CLOSED DOORS
OPERATIONAL PLAN V1
June 2020

1. Introduction and Background

In recent months the pandemic caused by COVID-19 has spread rapidly across the world causing considerable ill health, deaths and widespread disruption to the normal functioning of society which has necessitated significant changes to everyday life.

Following a brief period of Racing Behind Closed Doors on 16 and 17 March 2020, all horseracing in Great Britain was suspended from 18 March 2020. It has been agreed by the Industry that racing should resume when it is safe and appropriate to do so, with the support of Government and in line with the gradual easing of restrictions. An Industry wide Resumption of Racing Group has developed a series of models for this process.

2. The Regulatory Guidelines

The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 came into force on 27 March 2020 and it is clear from legal advice received that Horseracing cannot resume unless there is either a change in legislation (or accompanying guidance) or express permission is provided by Government.

Following further guidance updates horse racing in the UK recommenced in England on the 1st June. The target for Musselburgh Racecourse is to return to racing behind closed doors at the end of June.

We anticipate this number will be below 300 with final numbers based on the requirements for Musselburgh Racecourse the configuration operational plans and risk assessments.

Timeline for returning to racing at Musselburgh Racecourse behind closed doors

26 th May	BHA representative at Musselburgh Racecourse to discuss initial plans for return to racing
1 st June	Racing in the UK recommences at Newcastle
18 th June	SG announcement about entering phase 2 – the following is subject to this
22 nd June	Racing in Scotland recommences at Ayr Racecourse
22 nd June	Receive sign off from East Lothian Safety Advisory Group that raceday events can recommence

23 rd June	BHA visit to Musselburgh Racecourse to sign off on plans for return to racing
30 th June	Musselburgh Racecourse hold first day of racing since February

A deep clean of all areas will take place before the 30th June

1. Insurance and Risk Assessment

1. Contact insurance company to confirm racing behind closed doors will restart
2. Review, update and where necessary rewrite all existing risk assessments as a whole for running a fixture under revised conditions and operating procedures
3. Appoint Covid-19 officer
4. Create risk assessment for each role and task
5. Racecourse medical assessment to be amended to cover Covid-19
6. Communicate to all contractors they will need to complete their own risk assessments and provide copies 72 hours in advance
7. Review all emergency procedures and update / re write to ensure they reflect revised operating procedures

1. Racing Behind Closed Doors

Only essential personnel should attend a behind closed doors fixture (see staff)

A revised list of BHAGI dispensations are available [here](#)

2. Pre Raceday

Racecourses will need to ensure they have appropriate access controls, physical distancing and hand hygiene protocols in place for any personnel who will attend in advance of the raceday including for site set-up.

A MRC Return to Racing Operational Checklist is available and saved [here](#)

8. Procedures

1. Operations

Accreditation Process (Pre Screening and Arrival)

In advance ALL attendees to the recourse must complete:

1. the compulsory COVID-19 education module on the Racing2Learn website
2. an online health questionnaire within the 7 days prior to attending a raceday, this may need to be completed on a rolling basis

The Racecourse must provide the BHA with details of all racecourse personnel who will attend each fixture – no later than 1pm on day of declarations (currently 72 hours)

Any individual who does not complete these steps or is not on the BHA list will not be permitted entry to the racecourse

There will be two check points:

1. Linkfield Lawn accessed via Woodside off Linkfield Road
2. The stables compound

Each entrance will:

1. be manned by 2 first aiders to record temperatures and liaise with the BHA employee
2. be support by appropriate security personnel to manage any removals from the course
3. have a BHA employee who will have records of whether individuals have undertaken the required advance requirements and will record the access data on the BHA GRABBA app
4. a list of those expected to attend, the BHA will collate a list of all expected attendees and will provide this to the racecourse in advance

The BHA screening team will be in place 5 hours before the first race

Any staff admitted prior to this time will need prior approval from the racecourse (see contacts). They will need to return to the access area and complete the relevant checks when screening is open.

Individuals will be advised to attend only for the time periods necessary to conduct their raceday role

Any individual leaving the racecourse will need to be rescreened before re-entering

Where possible, individuals must travel to the racecourse separately. Where individuals travel together, they must remain in the vehicle together. If one does not pass the required screening and checks, everyone in the vehicle will be instructed to leave the site.

Arrival times should be staggered to limit a log jam in this area, and the relevant timings will need to be clearly communicated in advance. To assist with this process trainers will provide an estimated arrival time via their advance bookings, and BHA will share this information with the racecourse. The racecourse should liaise with trainers in advance as required if adjustments may be necessary.

Screening

Attendees are advised to attend only for the time periods necessary to carry out their raceday role and advised to travel separately to the racecourse arriving at their designated checkpoint.

All attendees coming onsite will be required to go through one of these checkpoints

They must:

1. remain in their vehicle
2. provide the access staff with their name, role and show photo ID
3. answer additional questions
4. undergo temperature checks on the day

If an individual does not have photo ID they will not be permitted access. No PASS cards, Metal badges or other Industry accreditation applies at this stage. BHA stable ID cards will be accepted as a form of identification at this stage

Individual temperatures will be taken twice in succession. Anyone with a temperature of 37.8C or higher on both occasions will not be permitted access. Anyone travelling in the same vehicle will also be denied entry to the racecourse. In the case of those transporting horses this will also entail withdrawal of any horse(s) on board.

There are no exceptions – anyone who does not pass the required screening is not permitted access and must leave the site. If they are unable to leave the site a Type IIR mask will be provided and must be worn by the individual in any shared vehicle. They should consult NHS 111 to enquire about a COVID-19 test and other advice.

The access staff must:

1. log that the individual has arrived
2. note the form of photo ID provided
3. record the attendee has passed a temperature check
4. record the attendee has verbally agreed to the site rules and conditions

If cleared they will be provided with a single use wristband which is their accreditation for the day. There will be two different bands, one advising access to the general area and other providing stables access.

This must be worn at all times and anyone found without accreditation will be removed from the racecourse.

Appropriate security staff will be in place to support the screening team should this be necessary. Details of anyone who fails the agreed screening will be recorded by the BHA. The BHA will maintain all health records and have reviewed their privacy policies in line with GDPR compliance.

A regular cleaning regime must be in place for the access and checking area.

Post Screening

All accredited attendees (wrist banded) will then be directed to park up. Jockeys will be located in front of main stand and other attendees parking on Loretto Lawn and the picnic areas.

One way routes will be clearly marked through a combination of standing signage and floor markings. All areas will be set up to provide 2m distancing measures again through signage and floor markings

Areas in use -

Role	Area
Male Jockeys	Links Café / Rockavon Bar / William Hill Betting Shop
Lady Jockeys	Male changing room / Jockeys Room
Hospitality Room	MRC Staff
Stewards Room	MRC Staff
Weighing Room	Clerk of the scales / Number cloth distribution
Broadcast Office	Racetech operative
Jockey Medical Room	Jockey Medical Room
Female Jockey Room	Jockey Medical Room Extension
First Aid Room	Isolation Room

Pommery Lawn Marquee	Trainers Saddle Pick Up Point / Radio Collection Area
Dizzy's	Security
Parade Ring	Marked out with spaces for twelve jockeys (maximum field size) and twelve trainers

Cleaning

Further guidance on cleaning is available from the COVID-19 section of the Members Area of the RCA Website. The information below is provided to assist racecourses in assessing their requirements

A deep clean will be carried out in advance which follows government guidance for post-COVID case non-hospital facilities cleaning, this will be logged on an ongoing basis.

1. Regular cleaning regimes must be in place for each area throughout the day
2. Staff must maintain physical distance as they clean
3. Appropriate PPE will be provided to all cleaning staff who must be fully trained in the use of this equipment
4. Paper towels will be used instead of hand dryers
5. Alcohol gel will be provided where hand wash facilities are not available
6. Alcohol gel will be located either side of any doorways after door handles have been touched
7. Provide multi-surface detergent wipes min and 60% alcohol hard surface disinfectant wipes should be available
8. Vacuum cleaners are not to be used on hard surfaces
9. Damp dusting rather than dry should be performed
10. Dedicated or single use equipment should be used where possible
11. Where not possible items should be laundered and disinfected after use
12. Hands must always be washed after each cleaning task is finished
13. Furniture should be easy clean and not conceal or retain dirt and moisture
14. No special handling or waste disposal procedures are necessary for normal waste
15. All waste collection bags should be tied and sealed before removal. Gloves should be worn when handling ALL waste and hand hygiene must be performed after removal of gloves. An adequate supply of healthcare waste disposal bags must be provided for the safe disposal of any contaminated items, and racecourses must consult with their medical teams as to how these should be correctly disposed of.

16. Additional cleaning requirements will be necessary for any area(s) which have been identify as possibly being contaminated (e.g. isolation area), will require additional cleaning

PPE

Information in this section is written based on guidance provided at the time of writing. Additional information is available from the RCA members section and the BHA

The advice from Public Health Scotland remains that the principal means to reduce transmission of COVID-19 are physical distancing and hand hygiene. PPE is not a substitute for these but should be used where one or both elements are not enforceable.

The racecourse has purchased PPE based on the RCA and BHA guidance

Medical, cleaning and screening teams will require PPE appropriate to the setting and activity as outlined in the guidance.

Face coverings must be worn by any personnel who are not identified as needing higher grade PPE AND are anticipated to breach physical distancing repeatedly as a result of their role in racing. These may include:

1. Clerk of the Course
2. Screening/Access team
3. Security staff
4. Jockeys
5. Valets
6. Stable staff
7. Starters and assistant starters
8. Stalls Handlers
9. Veterinary team
10. Trainers or their representative
11. EWIO
12. Other personnel and identified by local risk assessment and operational practices

It is the responsibility of the employer to ensure that employees are equipped with appropriate PPE. For racecourse staff this will be the responsibility of the racecourse. Contingency plans should be in place in the event that sufficient PPE cannot be sourced, this is not an issue at the time of writing. Any changes must not compromise the effective carrying out of the relevant operating procedures or, where relevant, medical care. Racing must not take place unless all medical and ambulance personnel have appropriate PPE.

Racecourses will have a supply of higher-grade PPE for those that need it. For those who will require FFP3 Face masks (medical and cleaning staff) the racecourse will ensure that these are properly fit-tested and will liaise with the SRMO to identify appropriate arrangements.

Ambulance personnel will be provided with appropriate and correctly fit tested PPE by their employer, and racecourses should ensure that this is confirmed in their contractual arrangements.

Racecourses will have a supply of face coverings for personnel who arrive without one but this should NOT be used as a default.

All staff must be provided with training on the appropriate use of PPE to ensure they are using it in the correct way. A training day is planned around one week before racing recommences at Musselburgh.

Whenever PPE is used and then removed it must be placed in an appropriated certified waste bag and the wearer wash their hands before moving on to any other activity (including donning a further set of PPE).

Individuals may request to wear PPE for roles where risk assessments do not indicate that this is required. In these circumstances this is discouraged but may be permitted if insisted upon. In these circumstances individuals will need to provide their own if the stocks available to the racecourse do not enable them to provide this. If these individuals are not prepared to work without PPE and are unable to provide their own, alternative individuals should be identified to carry out the relevant roles.

Further guidance is available from the COVID-19 section of the Members Area of the RCA Website

Hand Hygiene

Along with appropriated physical distancing, hand hygiene is one of the simplest and most effective procedures for preventing the spread of disease.

It is essential that everyone takes responsibility to ensure that they regularly clean their hands using soap/water or 60% alcohol-based hand sanitiser, in line with hand washing guidance.

Handwashing areas will be established around the site and at all of the key transfer points. These will have 60% alcohol-based hand sanitiser and where possible sinks with liquid soap.

Where individuals will be in roles which do not have ready access to the established handwashing areas, they should be provided with a personal supply of 60% alcohol-based hand sanitiser.

Where liquid soap and water are used, single use towels will be provided and regularly replenished.

Hand blow dryers must not be used and must be turned off to prevent unintended use.

Any doors that can be pinned open will be and any of these doors being fire doors will be reflected in an updated Fire Risk Assessment. There should be 60% alcohol-based hand sanitiser available on both sides of any doors not propped open.

Further guidance and signage is available from the COVID-19 section of the Members Area of the RCA Website

Physical Distancing

Government guidance on physical distancing is to stay 2 metres

Throughout the site one-way systems will be implemented and appropriate signage in place to help maintain physical distancing. This will also be enforced by Social Distancing Officers located in different areas.

There are a small number of activities which will require individuals to be within 2m for a short period of time – e.g. legging up. It is envisaged that these activities will require individuals to be in proximity only briefly and should be conducted in as efficient and timely manner as possible.

Any task imperative to the safe staging of the race meeting, where physical distancing cannot be achieved, the individuals concerned should wear an appropriate face covering. Strict hand hygiene protocols must be observed. If the task is not imperative it must be discontinued if physical distancing cannot be maintained.

3.1.8 Security and Site working Parameters

Musselburgh Racecourse will operate on a footprint that means sub-zoning is not required. However accreditation for access to the stables area will differentiate from the stand side.

Access will be limited and strictly in line with the pre-agreed lists detailed in the arrival section. No one outside these lists will be permitted access. Security will be in place to support the access accreditation teams in refusing access where necessary.

The racecourse perimeter must be secure and this requires additional control measures above and beyond the requirements of the standing Safety Certificate specifically for the racecourse area of operation and physical distancing.

To include:

1. Physical barriers to be erected at all set entrance points to the racecourse operational area. This to include openings in fence line leading from Linkfield Road, Millhill, Balcarres Road and at Hope Place.
2. Signage to be erected at all entrance points to advise General Public of the restricted access to Musselburgh Racecourse operational area during BCD raceday.
3. A designated team of qualified Licensed Security staff in the role of Physical Distancing PR Team, to be in situ within specified operational zones to deter and advise persons of the Physical Distancing requirements and to provide advice of the necessity of the racecourse being a sterile area. This team will be under the direct control of the Event Safety Officer through the internal Physical Distancing Officer and liaising with the BHA SDO.
4. A mobile Physical Distancing Officer provided by Musselburgh Racecourse to in operation within centre course (golf course) to assist in the monitoring and managing of any issues regarding the maintenance of physical distancing.
5. Musselburgh Racecourse will liaise loosely with Police Scotland prior, during any raceday regarding the requirements for Physical Distancing in line with the new legislation stated

Musselburgh Racecourse is located on common good land and are requesting:

An agreement to close this for the full day of the race meeting so as to avoid unauthorised access to the site and the potential for unintended mass gatherings. If closure of these areas is not possible, appropriate stewarding must be in place to ensure that the public adhere to the known paths, do not attempt to access other areas of the racecourse, and do not congregate

Appropriate signage will be in place in advance to advise the public of the time and date of the closure and alternatives available to them (e.g. for dog walking)

Additional methods for communication with the local community (e.g. local social media groups) should be considered to ensure the closure is clearly communicated.

Stewarding provision is sufficient to allow all official and unofficial public access points to prevent access.

This will be discussed on a call with the East Lothian Safety Advisory Group Monday 8 June

3.1.9 Isolation Area – Public Medical Room

Where possible, any individual with potential symptoms of COVID-19 should return immediately to their vehicle and return home, from where they should follow Government advice. An appropriate isolation area should be identified for use in the event it is not possible for any individual with potential symptoms to follow this course of action (e.g. they are awaiting collection by a family member).

At Musselburgh Racecourse this will be the public medical room for the grandstand side. An area on the stables side needs to be identified

The isolation room(s) must contain:

1. A laminated copy of ‘Important message’ advice (see RCA guidance)
2. A telephone. If there is no land line a fully charged mobile phone (and phone charger) can be placed in the room
3. Instructions on how to use the phone if going through a switchboard
4. A supply of liquid soap and water, or 60% alcohol-based hand-rub
5. A seat for the person to use
6. A member of racecourse team must be identified to support the individual alongside the RMO/nurse.
7. Once the individual has left the isolation room, it must not be used by any other person until it has been fully and completely cleaned in line with agreed cleaning procedures by individuals wearing appropriate PPE. An appropriate area for donning and doffing PPE will be required.

Further guidance and flow charts to be followed are available from the COVID-19 section of the Members Area of the RCA Website

3.1.10 Equipment

All equipment being brought on to site to be used by multiple individuals must be disinfected prior to being brought on site. All contractors will be responsible for disinfection of their own equipment in line with their procedures

A copy of these procedures and written confirmation that they have been carried out must be provided to the racecourse.

Where an individual brings equipment on site for their own use (e.g. BHA officials’ laptops) they will be responsible for the disinfection of these to their own satisfaction. Individuals must not use another person’s equipment without first ensuring that this has been disinfected.

The BHA has agreed processes for the cleaning of racing equipment (e.g. tack, colours etc.) provided by trainers, which is detailed under the relevant sections below.

3.1.11 Deliveries

Deliveries will only be accepted on non raceday’s

3.1.12 Catering

No onsite catering will be provided until further notice

Racecourse will provide bottles of water

Drinks must not be shared

Individuals may bring their own food but no cooking, heating or refrigeration will be available

Individuals may bring hot drinks for their own consumption. No hot drink making facilities will be available on site

Alcohol is not permitted

The racecourse will identify areas for people to sit and eat the food that they bring themselves during their breaks. These areas will need to maintain appropriate social distancing and be regularly cleaned. Ideally break areas will be outside, although inside areas must also be considered for use if weather conditions require.

Extra rubbish bins will be provided and must be used to maintain site hygiene

3.1.13 Technology

Where possible, technological solutions should be utilised to minimise contact. Laptops will be used at entrances and other collection and checkpoints.

Radios remain the primary means of communication but key contact telephone numbers will be circulated in the event of any radio failure

3.1.14 Record Keeping

Racecourses must ensure that the following records are maintained as a minimum

1. Site access and egress
2. Social distancing breaches
3. Any staff member who becomes unwell
4. Routine H&S data
5. Record keeping should follow existing racecourse procedures and stored in line with the racecourse privacy policy, amended as appropriate.

These will be recorded on a laptop at each location by use of a simple spreadsheet. The appropriate cleaning wipes and hand gel will be provided. Staff recording will be provided with facemasks.

3.1.15 Departure Process

On completion of their role, each individual should leave the racecourse as soon as practically achievable.

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A one-way system will be in place allowing individuals to return to their vehicle without crossing paths with others. This will be extended with people driving on Linkfield Lawn to allow two way traffic and avoid hold ups.

Hand washing or sanitising station will be provided on exit.

Individuals who finish at the same time should return to their cars in a staggered fashion and not walk in together, in order to maintain social distancing

Accreditation for the raceday must be removed by the individual and returned with waste bins being provided on exit.

Departures will be logged on the spreadsheet.

1. Key Locations

1. Stables and Horse Management

Via their advance bookings, trainers will provide an estimated arrival time to assist with staggering arrivals and BHA will share this information with the racecourse. The racecourse should then liaise with trainers in advance as required if adjustments may be necessary.

Should any of those in the vehicle transporting horses not pass the screening tests they will be denied access to the racecourse and this will also entail withdrawal of any horse(s) on board.

Once the relevant screens have been carried out the individuals will be provided with accreditation and permitted to move to the horsebox park to unload horses.

If the horsebox driver leaves the racecourse, they will need to complete the relevant checks as outlined above before being readmitted.

Where they remain on course, unless acting in the capacity of stable staff, the horsebox drivers must remain with their vehicle or within another area designated by the racecourse throughout the day. They must have access to toilet facilities which must be subject to regular cleaning.

Access to the racecourse stables will be for stable staff, EWIO, vets and relevant racecourse staff only.

Staff signing in procedures and processes for site access will be at the same location with records being kept on a spreadsheet.

The BHA EWIO will scan each horse on arrival, and the horse will be deemed declared. There will be no on-course declarations.

Companion animals will not be permitted.

Error! Reference source not found. measures must be in place throughout the stables area

Stable allocation will be managed to ensure minimum proximity for horses and staff from separate yards. Where stabling capacity allows, it is suggested that an empty stable be left between horses from different trainers to promote social distancing.

Bedding will be provided in line with the racecourse's standard policy. No additional bedding will be provided. It will be permissible for feed to be provided, and stable staff must advise the stable manager and/or EWIO where a horse is fed in the stables.

Stable yard plans must include social distancing and traffic flow considerations.

Where the stable entrance cannot allow horses to come in and out at the same time whilst maintaining social distancing, there must be a priority system in place, and a clear 'waiting area' for horses who do not have priority. This will be marked on the map.

Stable staff will be encouraged to remain in the vicinity of the horses in their care throughout the day with break areas being identified. Appropriate physical distancing to be maintained and must be regularly cleaned. Ideally break areas will be outside, although inside areas must also be considered for use if weather conditions require. See map

Showers in horse wash-downs may be used and partitions should be in place to prevent spray.

In addition, buckets, sponges and scrapes can be used, and it is recommended that trainers provide these to be used by their own staff. Regular cleaning will be in place for frequently touched areas (e.g. taps, hoses, handles, nozzles etc.) with a dedicated team in this area.

There will be no day changing or shower facilities available. Toilets will be available.

A suitable first aid provision is available in the stables area with the appropriate PPE. First aiders are to be advised to follow the guidance regarding first aid provision as outlined in the PPE Guidance provided by BHA. Processes must be in place should additional assistance be required, and these must include how medical care will access this area.

Depending on the location of the **Error! Reference source not found.** and its proximity to the racecourse stables, it may be appropriate to identify a secondary isolation area in or around the racecourse stables area.

2. Overnight Accommodation

No overnight accommodation will be available for horses or stable staff at any racecourse before or after race meetings until further notice.

All trainers and transporters have been made aware by BHA to have appropriate arrangements in place for horses to travel to and from the racecourse in one day. Additional staff must be provided by the trainer/transporter to enable this if required.

3. Jockeys Changing Room

Male jockeys will be allocated a space in either the Links, Rockavon or Betting shop

Female jockeys will use the male jockey room

Jockeys should have a clear zone of 2m

Final mark out solutions are being discussed with one of the following options being implemented

1. Schell Scheme sections 2m wide, 1m deep
2. Picket fencing used to mark out areas
3. Tape on floor

A decision will be made week commencing 8 June once costs have been reviewed.

MRC will provide a table and a chair per jockey. If possible we will also include 2 pegs and or a saddle rack although this may not be possible.

Due to the expected numbers of jockeys at Musselburgh we expect to be able to give a jockey a space for the duration of the day and they will not need to share. This will reduce the requirement to clean stations between users until the end of the day.

All additional areas being used have toilets, hand wash facilities, easy access for Valets, will be supplied bottles of water, have appropriate scales, security and hygiene provisions.

1. Valets will be provided space within these areas to clean equipment
2. No catering will be provided (except for bottled water)
3. An exterior rest area will be provided in a covered area
4. The sauna will not be in use
5. Showers will not be in use

Any practices which present additional risks to other jockeys or and racecourse teams will not be tolerated, any jockeys found to be engaging in such practices will be removed from the site.

A physio will be on site and located in the Hospitality Room

Cleaning regime for toilets, washbasins, trial scales and other frequently touched areas will be included within the racecourse cleaning plans.

The requirements for facilities to support drug and alcohol testing are to be finalised but will be to BHA standard.

1. Weighing Room

Access to the weighing room will be strictly limited to BHA officials, relevant racecourse staff (this will include medical personnel, cleaning staff and broadcast) Valets, and jockeys only.

Signage placed at the entrance will:

1. confirm the number of people permitted in the space, this will be monitored
2. detail those that have access to the area
3. remind people of their responsibilities to physically distant
4. be marked out with zones to remind personnel of the social distancing rules and there will be clear one-way routes of travel in, around, and out of the area

Hand sanitiser will be available at entrance and exit

Any particular information to be passed to the Stewards/Starters/Scales must be done in advance by email to the relevant officials. Where it is necessary for a trainer or representative to enter the weighing room (e.g. to confirm a jockey change or to attend a Stewards Enquiry) they must be granted permission to do so by the Clerk of the Scales. Once all relevant business is concluded they must leave this area immediately.

Radios will be allocated from the Pommery lawn and will be located under a marquee cover.

A record of who has taken a radio will be recorded on a computer by the staff member.

Appropriate cleaning materials and PPE will be in place for distribution. Physical distancing signage will be in place.

All furniture and workstations will be arranged so that 2m social distancing can be maintained.

All saddles and Jockeys equipment to be disinfected on arrival on site either by the valets, who will provide confirmation to each individual jockey to state this has been completed, or by the jockey themselves.

For each race number cloths will be laid out on a table at the front of the main office (this is the reception area). The individual will have access to hand washing facilities and/or 60% alcohol-based

hand sanitiser in order to clean hands immediately on completion. The individual will also add speed sensing devices. The appointed individual will only enter the Weighing Room at the time with the least people in the relevant area. Jockeys will then collect the number cloth they require and must not touch any others. Jockeys should then return the number cloth to a designated receptacle, same location from which the designated individual will collect them and retrieve the speed sensing devices.

60% alcohol-based hand sanitiser will be available at the entrance to the weighing room and strategic locations within it (e.g. by number cloths, at key workstations, equipment transfer area)

Weighing in and out would be carried out as normal in the Weighing Room, with social distancing protocols to be followed. A Perspex screen will be fitted in front of the Clerk of the Scales

An additional table will be provided next to the scales on which jockeys can place their hat, whip, and any other equipment that would usually be placed in front of the Clerk of the Scales.

Designated areas to the front of the weighing room, in view of the Clerk of the Scales, will be demarked from which saddles, weight cloths, number cloths etc. can be passed from jockeys to trainers or their representatives after weighing out.

Any lead used by jockeys must be cleaned with disinfectant wipes by the valets following each race prior to further use

Declarations Clerks will not be required can be repurposed as necessary

1. Stewards Room

The Stewards Room will be relocated to the Pommery Bar to allow for Physical Distancing and reduce the number of people accessing the weighing room.

Access to the Stewards' room will be strictly limited to relevant BHA officials and individuals involved in enquiries.

All furniture and workstations will be arranged so that 2m physical distancing can be maintained.

1. Floor markings will be in place to reiterate the 2m distance required
2. 60% alcohol-based hand sanitiser will be available.

1. Racing Procedures

1. Prerace Procedures

All trainers, assistants, stable staff and Jockeys must be booked in in advance and will need to complete screening to the agreed level. They should aim to arrive at the racecourse no more than 5 hours prior to the first race and they will not be permitted access to the site before this time.

1. Walking the course
2. Anyone wishing to must notify the Clerk of the Course.
3. a clear one-way route for access to the course will be established
4. Social distancing must be maintained during course walks.

5. Security must be place on access and egress points and around the course
6. Anyone walking the course must wear the accreditation provided

On the day declarations will be suspended and scanning on arrival at the stable yard will be considered the on-course declaration. Horses must be in the stable yard a minimum of 45 mins before each race.

Colour bags are to be dropped off at the bandstand located at the rear of the grandstand. This is located near to the jockey changing areas and there will be clear signage identifying this area.

The colour bags must be disinfected and then placed in a plastic bag and clearly marked as to which Jockey they are for. They will then be collected from the relevant area by the valets (or the individual jockey if they do not have a valet).

After use the colours will be returned via same process throughout the afternoon and this should be done in a timely fashion so that those whose horse has run can leave as soon as they are ready to do so.

Racing information must be placed on notice boards throughout the accreditation area and stables

1. Saddling and Parade Ring

Face coverings are mandatory in the parade ring

Trainers or their representative will collect the saddle etc. from the front of the main office and will then go to the saddling area in the parade ring. All horses will be saddled in the Parade Ring and this information will be communicated to trainers and stable staff both in advance (via NRASO and on the day (via signage and verbal instructions). Any touchpoints will be disinfected between uses.

All horses for each race should leave the stable yard at the same time. A timetable for movements between races should be devised by the racecourse and provided to stable staff (either in writing or verbally).

1. As far as possible, social distancing rules must be followed with individuals limiting their proximity to each other as much as is practicable.
2. Only the jockey and trainer only will be permitted access to the parade ring (and certain officials where space permits). Medical and veterinary teams must be available outside the parade ring, and able to access without delay in the event they are required.
3. Armbands for stable staff will not be required

The parade ring will be marked with 24 locations, 12 for Jockeys and 12 for Trainers ensuring physical distance is maintained. Each individual will be allocated a zone and where to stand

If one trainer has multiple runners, they must position themselves so that their 'zones' are appropriately located to speak to each of the jockeys whilst maintaining social distancing

The trainer, their representative, or other designated person should 'leg up' the jockey and must have access to hand washing facilities or 60% alcohol-based hand sanitiser on completion of the task. If the jockey is comfortable doing so, they may mount themselves.

Once mounted, jockeys must proceed to the start as soon as possible. Jockeys will need to take responsibility for maintaining social distancing on the way to and at the start

1. Starting Stalls Arrangements

Stable staff or trainers will be permitted to assist at the start only if prior approval has been given by the Starter. In these circumstances, staff must make their own way to and from the start as no transport will be provided by the racecourse. They must ensure that any post-race responsibilities are not compromised

Stalls handlers are to wear face coverings at all times.

Loading procedures are as follows:

1. Staggered loads, as usual
2. Maximum of two pushers

3. Stalls staff should remain in gate area except for facilities breaks. In bad weather, a dry location on-course must be designated with sufficient social distancing measures
4. Handlers may be allowed in stalls to assist the horse during the start must wear a face covering and avoid face to face contact where possible. Handrails must be wiped down in used.

Stalls blankets are permitted but should be used in a cyclical fashion (unless washed) with any blanket being used only one day in three. They should be left in bright sunlight in between uses where possible.

Stalls tests will not be conducted during the initial resumption of racing until further notice.

Trainers must make their own arrangements to collect equipment removed at the start as starters will not be returning to the Weighing Room

1. Post-Race

Racecourses must consider how many horses can appropriately be accommodated within the Winners Enclosure and the available unsaddling area(s) for other runners. A decision is still to be made on this at Musselburgh Racecourse and will be confirmed w/e 19 June.

Unsaddling arrangements will be communicated to trainers and stable staff both in advance (via NRAS) and on the day (via signage and verbal instructions). Access to the Winners Enclosure and unsaddling areas(s) is to be limited to one member of stable staff per horse and the trainer or their representative.

The grounds team, vets and drivers, as well as the normal equine response team, will be on hand in equine areas post-race to assist with cooling/any other issues.

Jockeys must return immediately to the weighing room to weigh in whilst maintaining social distancing.

Ideally, the post-race debrief between the trainer and jockey should take place by telephone after the race, and in line with the regulations regarding mobile phone use. This may not always be possible, a designated area under the Pommery Lawn will be allocated for this debrief, where physical distancing can be maintained

A designated area must be identified for a media debrief. This should be a quiet area with appropriate equipment to allow remote interviews to take place for Pattern races. For more information. This will be within the main grandstand accessing the press location.

Showers in horse washdowns may be used and partitions should be in place to prevent spray.

In addition, buckets, sponges and scrapers can be used, and it is recommended that trainers provide these to be used by their own staff. A regular cleaning regime should be in place for frequently touched areas (e.g. taps, hoses, handles, nozzles etc.)

The Sampling Unit will be in use and the requirements for SUSA and Catcher will remain in place. Floor markings will be in place to support physical distancing during the sampling and GRABBA processes along with the witness and waiting areas.

Hand washing stations and/or 60% alcohol-based hand sanitiser should be available along with appropriate disinfecting wipes.

2. Medical Arrangements

The existing racecourse medical plans and risk assessment are being reviewed, updated (and where necessary rewritten) in conjunction with the racecourse SRMO to reflect changes to operating procedures. The BHA Chief Medical Adviser is available to assist with this process, provide advice, and help identify practical solutions as required. As a minimum the plans must comply with BHAGI 11 and maintain standards.

The minimum requirement for medical personnel will be as required by BHAGI 11 and the racecourse medical risk assessment. Racecourses must liaise with their providers to confirm they are able to provide support and that contingency arrangements are in place as required.

A pre-racing medical briefing must take place in a suitable location to maintain social distancing.

In the event of an injury which requires hospital transfer the SRMO should contact the BHA Chief Medical Adviser.

It should be determined in advance whether the local air ambulance service operating. Where the air ambulance is available and continuing to operate the level or service they are providing must be established, including if they are able to transport an injured jockey to an appropriate trauma facility. All of these factors must be taken account of in the medical risk assessment and control measures agreed as appropriate.

NHS response times should be established in advance.

Plans for deployment of medical staff during racing must be reviewed to enable the maintenance of social distancing as far as possible. If appropriate and in line with the racecourse risk assessment, it is recommended that only the ambulance follow the race.

It may be appropriate for the RMO vehicles to be parked in static locations, suitably identified to ensure that any casualty is attended by a member of the medical team within one minute. A 'spotter' (who may be the Clerk of the Course) can then advise them of any incident, which they can then proceed to. Where this is not possible, the racecourse will provide a vehicle and driver. The driver will have an appropriate face covering, and government guidance on car sharing should be followed. It has been proposed that RMOs may wish to invite a member of their household to act as their driver for the day, and racecourses must consider this in line with their own policies, risk assessments and insurance requirements.

Medical racing operations to be carried out in line with reviewed medical plans and risk assessments and with social distancing maintained where possible.

PPE for medical personnel is essential. Further guidance of PPE requirements has been provided by the BHA and circulated to racecourses.

The number of first aiders must be suitable for the personnel on site, and all first aiders must have appropriate PPE. It may be that there are sufficient numbers of trained individuals within the racecourse team, but if not a suitable provider will need to be identified.

3.3.6 Veterinary Arrangements

The existing racecourse veterinary plans and risk assessment will be reviewed, updated (and where necessary rewritten) in conjunction with the racecourse SVS to reflect changes to operating procedures. As a minimum the plans must comply with BHAGI 12 and maintain horse welfare standards.

The minimum requirement for veterinary personnel will be as required by BHAGI 12. Racecourses must liaise with veterinary teams to confirm they are able to provide support and that contingency arrangements are in place as required.

A pre-racing veterinary briefing must take place and must be in a suitable location to maintain social distancing. If appropriate, during each race the RVS vehicles should be parked in static locations. A 'spotter' (who may be the Clerk of the Course) will advise them of any incident, which they can then proceed to. Where this is not possible, the racecourse will provide a vehicle and driver. The driver will have an appropriate face covering, and government guidance on car sharing should be followed. It has been proposed that the RVS may wish to invite a member of their household to act as their driver for the day, and racecourses must consider this in line with their own policies, risk assessments and insurance requirements.

Veterinary operations to be carried out in line with reviewed veterinary plans and risk assessment and with social distancing maintained where possible.

PPE for veterinary personnel may be required, particularly in the event of a racing incident involving horse and jockey or where multiple medical/veterinary attendants are required. The risk assessment should identify if they need to wear all/some PPE in vehicle when following the race, so they can rapidly attend a casualty without delay.

5. Personnel

By attending the racecourse all parties agree to comply with the Code of Conduct. There will be a zero-tolerance approach to breaches of this Code and any individual who is in breach may be immediately removed from site regardless of their role or status with the full support of the Racecourse Managing Executive and BHA Stewards.

Any breaches will be reported to the BHA Stewards, who will take regulatory action in line with the powers available to them. Any individual who is ejected from a racecourse for breaches of social distancing and/or the Code of Conduct may be unable to attend a fixture at any racecourse until further notice.

All individuals will accept the terms of the Code of Conduct as part of the access procedures.

4.1 Training

All staff will need to be briefed on new operating procedures. Where new ways of working require training in new processes or use of new equipment, this must be provided following existing procedures.

Records should be maintained of who has attended briefings and the information provided to them, along with any relevant training delivered. It is key to reinforce that new processes and procedures must be followed and activities may not be carried out in the 'usual' way and the importance of measures to prevent the spread of COVID-19 (e.g. handwashing, correct use of PPE, Social distancing).

This training should be supported by relevant additions to the staff handbook.

A training session will take place for key raceday staff by the close of play 26 June

All staff who are to be issued with PPE are to be given training on how to use this. This may be the SRMO/nurse or another appropriate member of the medical team. Further guidance on this training is included in the guidance on PPE provided by BHA.

All third parties providing staff on-course must provide written confirmation that their staff have received training in their operating procedures for racing behind closed doors, and the form that this has taken. The RCA can assist in coordinating this for third parties who attend all/multiple racecourses (e.g. BHA, RaceTech). This training must include the importance of correctly implementing measures to prevent the spread of COVID-19.

In advance of arrival at the racecourse ALL individuals must complete the compulsory COVID-19 education module on the Racing2Learn website. Any individual who does not undertake this training will not be permitted entry to the racecourse.

4.2 Resilience

A contingency plan will be in place for all roles and detailed in the staffing spreadsheet. A deputy or deputies who can take on any necessary additional responsibilities being identified, and they will be appropriately briefed and trained to do so.

Reasons why someone may be denied access include, but are not limited to:

1. Any advance documentation required has not been received
2. The individual was not on the list to attend
3. They have forgotten to bring their photo ID
4. They did not pass the required screening

5. They did not complete the required training
6. They did not pass the required racecourse entry screening
7. They have previously violated the Code of Conduct
8. Any other reason at the discretion of the racecourse and/or BHA

Medical plans must include contingency arrangements in case an ambulance or RMO leaves the course, as they (or any replacement) will have to repeat the prerace screening as a minimum prior to being permitted entrance. In addition, vehicle and equipment cleaning may be required which could delay their return.

RaceTech and BHA have built resilience into their own operating procedures and will manage this process in the event that a member of their team is unable to attend.

4.3 HR Considerations

Racecourses should ensure that all staff are aware of the Government guidance regarding underlying health conditions and have the option to opt out of working without fear of discrimination. It should be borne in mind that they may choose to opt out due to household/family concerns.

The Government *“Elite sport return to training guidance: Step One”* requires all venues to ensure staff supporting elite sport return to training are formally appraised of the risks, mitigating steps being taken and requested to actively ‘opt in’ if they are comfortable to return to working within the training environment by way of written consent, and a similar requirement may be in place for the return to sport.

Steve Horlick is the designate point of contact for any staff who have concerns regarding the return to work or the procedures in place, so that these can be appropriately discussed.

The racecourse will need to inform the BHA of all members of staff who will be attending each fixture, and will need to provide their contact number, e-mail address and postcode for inclusion on the relevant BHA systems. Further advice has been sought from Burges Salmon regarding GDPR requirements that racecourses may need to put in place to reflect this.

Any personnel who do not adhere to the requirements of the racecourse regarding hand hygiene, PPE, social distancing or any other requirements will be ejected from site. This must be communicated to all staff in advance.

The dress code for staff during racing behind closed doors remains the same.

4.4 Racecourse Personnel

4.4.1 General

Racecourse personnel staff numbers should be reduced as far as practical to run a safe and efficient race meeting whilst recognising that there may be an increase in some specific safety and infection control roles. The RCA has developed an outline of the essential operating personnel to assist racecourses in assessing their individual requirements.

Each role must have its own risk assessment identifying the needs to carry out the tasks in as safe a way as possible and to ensure that cross-contamination and self-infection was reduced as far as is reasonably practicable.

The racecourse will need to consider resilience and training for all roles as outlined above.

4.4.2 COVID-19 Officer

Musselburgh Racecourse have appointed Philip Duncan (Operations Manager) to this role.

The Government "*Elite sport return to training guidance: Step One*" requires venues to appoint a COVID-19 officer be responsible for oversight of the venue's COVID-19 risk assessment and mitigation plan, ensuring the necessary level of risk assessment and mitigation has taken place and that sports and hosts can adhere to the guidance within their facility, and it is anticipated that a similar requirement may be made of venues on resumption

1. Social Distancing Officer

The role of the Social Distancing Officer (SDO) is a new role for a member of the BHA team, to be introduced to assist in the implementation and compliance with measures to prevent the spread of COVID-19, and in particular social distancing. They will also enforce compliance with the Rules of Racing.

The SDO must be able to complete their role and enforce restrictions where required (including removal of individuals from site) with no vested interests.

It is likely that multiple racecourse personnel will be required across the racecourse site in order to support this role by ensure social distancing is maintained and report to the SDO as appropriate. This task will be included in the relevant person's job role and risk assessment. It is therefore recommended that an individual is appointed to this role for each area of the racecourse, with particular focus on areas where reminders and assistance in implementation may be necessary (e.g. stables area, rest areas, weighing room). Racecourses will need to determine numbers and location in line with the requirements of their individual site.

Musselburgh will include support to this role within team roles of their staff and this will be detailed in the job role and risk assessment for each position. The racecourse representatives will report directly to the Safety Officer.

The role of the SDO is designed to be constructive and assist individuals in understanding the requirement and measured in place to ensure these can be met. However, a zero-tolerance approach will be adopted to any conscious disregard of the requirements and the individuals concerned may be immediately removed from site regardless of their role or status. The SDO must be suitably empowered to enforce this with the full support of the Racecourse Managing Executive and BHA Stewards.

The SDO will also report any breaches of social distancing requirements to the BHA Stewards, who will take regulatory action in line with the powers available to them.

Any individual who is ejected from a racecourse for breaches of social distancing and/or the Code of Conduct will be unable to attend a fixture at any racecourse until further notice.

2. Third Parties

4.5.1 Stable Staff

Trainers must provide details of the stable staff who will be accompanying their runners to BHA following declarations. The BHA will then collate this information.

Trainers will be encouraged to send appropriately experience staff.

A maximum of one member of staff per runner in addition to the trainer and one senior groom per yard will be permitted.

All stable staff members must meet the health requirements and undergo agreed screening procedures.

All stable staff must have completed the online BHA training regarding COVID-19

All staff must be aware of and comply with the requirements and operating procedures in place and be able to understand instructions given to them on the day.

No stable staff under the age of 18 should attend a race meeting until further notice

No overnight accommodation will be provided. Trainers must consider this when making travel plans and send additional staff as required.

No catering, other than bottled drinks, will be provided

Stable staff may bring food with them to meet their own requirements. The racecourse will identify areas for stable staff to sit and eat the food that they bring themselves during their breaks. These areas will need to maintain appropriate social distancing and be regularly cleaned.

The BHA Guidelines and Operating Procedures for racing behind closed doors a checklist of items which staff may wish to bring with them for their own use (e.g. power packs for phone charging, food, drink etc.)

A provision for watching the racing will be made available ensuring physical distancing is enforced

There will be no day changing or shower facilities available. Toilets will be available and regular cleaning must be included within the cleaning regimes. Hand dryers in the area must be turned off and alternatives provided (see **Error! Reference source not found.**)

Stable staff should wear a Face Covering continuously from exiting the Stable Yard with a horse for any race until they return to the Stable Yard after a race.

4.5.2 Trainers

When advising the stable staff who will accompany their runner (see **Error! Reference source not found.**) the trainer must also advise if they or a representative will be attending and if a senior groom will also be in attendance.

If they do not do so, their name will not be included on the list of those permitted access to the racecourse and they will be turned away.

All trainers must:

1. meet the health requirements and undergo agreed screening procedures
2. have completed the online BHA training regarding COVID-19
3. be aware of and comply with the requirements and operating procedures in place
4. ensure that they have conveyed these to their staff also

Trainers must comply with the arrival timescales outlined by each racecourse and leave the racecourse once all of their runners have completed and they have completed all relevant debriefs (and Stewards Enquiries)

A provision for watching the racing will be made available ensuring physical distancing is enforced

An area for trainers to wait will be provided that is undercover and allows for physical distancing

No catering will be provided. Trainers may bring food with them to meet their own requirements

4.5.3 Jockeys

All jockeys must:

1. meet the health requirements and undergo agreed screening procedures
2. have completed the online BHA training regarding COVID-19

After receiving their accreditation, jockeys will be permitted to bring their vehicles into the racecourse. Parking for Jockeys will be to the rear of the main grandstand

Jockeys will then be able to return to their vehicle between races should they wish to do so as this will assist in maintaining social distancing. The jockey will not be able to leave the site in their vehicle and then return.

All saddles and Jockeys equipment to be disinfected on arrival on site either by the valets, who will provide confirmation to each individual jockey to state this has been completed, or by the jockey themselves. Disinfectant wipes should be provided by the valets for this purpose.

No catering, other than bottled drinks, will be provided for jockeys,

Jockeys may bring food with them to meet their own requirements

The saunas will not be in use

Any practices which present additional risks to other jockeys or and racecourse teams will not be tolerated, any jockeys found to be engaging in such practices will be removed from the site. Showers will not be available. Jockeys may bring their own liquid soap and flannel or single use cleansing wipes which must be disposed of in rubbish bins provided after use.

Jockeys must wear a face covering continuously from exiting the weighing room for a race until returning after completing the race.

On course physio will be located in the Hospitality room

Should a jockey wish to walk the course they must comply with the requirements outlined under **Error! Reference source not found.**

Weighing in and out would be carried out as normal in the Weighing Room. Jockeys should adhere to additional protocols (see Weighing Room)

In particular Jockeys must avoid attempting to weigh out for one race whilst jockeys from the previous race are weighing in.

Any lead used by jockeys must be cleaned with disinfectant wipes by the valets following each race prior to further use

The BHA will continue to operate drug and alcohol screening in line with their own procedures, and jockeys must comply with this.

1. Valets

Valets will be provided access to the racecourse 24 hours in advance to familiarise selves with layout and changes to facilities to save time and assist with the flow on raceday

All valets must:

1. meet the health requirements and undergo agreed screening procedures
2. have completed the online BHA training regarding COVID-19

After receiving their accreditation, valets will be permitted to bring their vehicles into the racecourse and will park to the rear of the main grandstand

All saddles and Jockeys equipment is to be disinfected on arrival on site either by the valets, who will provide confirmation to each individual jockey to state this has been completed, or by the jockey themselves. Disinfectant wipes should be provided by the valets for this purpose.

Advice from the BHA Chief Medical Adviser is that the preferred temperature to wash clothes at is 60°. Where this is not possible washing should not be done onsite. Silks should not be exchanged between jockeys at a race meeting unless washed in between times.

No catering, other than bottled drinks, will be provided for valets. Valets may bring food with them to meet their own requirements

4.5.5 Farrier

The racecourse will need to inform the BHA of the farrier(s) who will be attending each fixture.

The farrier(s) must

1. meet the health requirements and undergo agreed screening procedures prior to being given access to the site
2. have completed the online BHA training regarding COVID-19

The racecourse must liaise with the farrier(s) to confirm the procedures they have in place regarding social distancing, hand hygiene and PPE. This will be the Clerk of the Course

4.5.6 Racetech

RaceTech must advise the BHA by 1pm on the day of declarations of the names of all those members of their team who will be attending each fixture. Contingency plans must be in place in the event that a named member of the team is subsequently unable to attend.

All members of the RaceTech team must meet the health requirements and undergo agreed screening procedures prior to being given access to the site.

All members of the RaceTech team must have completed the online BHA training regarding COVID-19

RaceTech have developed their own detailed operating procedures and provided relevant training in these to their staff. Details of these procedures will be provided to all racecourse directly by RaceTech and made available via the RCA.

RaceTech may be able to assist with additional raceday activities where agreed in advance (e.g. treading, IT support). Racecourses should liaise directly with RaceTech regarding their individual requirements.

No catering will be provided for RaceTech personnel

They may bring food with them to meet their own requirements

Starting Stalls personnel will remain in the stalls area between races, aside from facilities breaks. A suitable area, in which social distancing can be maintained, should be identified for use in inclement weather.

There may be occasions where RaceTech require access to the racecourse in advance of the raceday, and they will liaise with each racecourse as appropriate should this be necessary.

4.5.7 BHA

The BHA will coordinate arrangements for all those members of their team who will be attending each fixture. Contingency plans must be in place in the event that a named member of the team is subsequently unable to attend.

All members of the BHA team must meet the health requirements and undergo agreed screening procedures prior to being given access to the site.

All members of the BHA team must have completed the online BHA training regarding COVID-19

The BHA has developed their own detailed operating procedures and provided relevant training in these to their staff. Details of these procedures will be provided to all racecourses and made available via the RCA.

BHA staff briefings will be conducted remotely.

Starters will be relocated to their own vehicles within the centre of the course. Musselburgh will liaise with the Inspector of Courses to confirm arrangements.

Judges will remain in the Judge's Box throughout the fixture. Musselburgh will confirm other activity taking place in this area which will enable social distancing measures to be put in place. 2m markers should be in place to promote physical distancing. Hand washing and cleaning provisions will be provided via Dizzy's toilets. Minimum 60% alcohol gel will be provided.

No catering will be provided for BHA personnel. They may bring food with them to meet their own requirements.

4.5.8 Broadcast and Media

The proposed maximum for media attendance is two journalists (1 x PA, 1 x Racing Post), a press photographer (to be coordinated via the HWP) and the racecourse photographer. Racecourses may wish to admit smaller numbers depending on their individual circumstances. This maximum will be kept under review.

Each racecourse should provide the RCA and HWP) with a named point for contact for all press enquiries, this person is detailed in the staff list.

Musselburgh will review the requirements for their social media provision and details will be within the staff section if appropriate. Content plans are available from the racecourse's respective representative on the industry's joint communications group.

A member of the racecourse team should be appointed to be the point of contact with broadcasters and this will be detailed in the staff role section. They will be informed at regular intervals who they wish to interview so that this can be coordinated.

Racecourses should consider how this limited media coverage can be best utilised to provide exposure their partners in order to maintain ongoing support.

4.5.9 Betting

There will be no betting facilities or on-course bookmakers in attendance until further notice

3. Communications

1. Staff

Advance communication should include:

1. The health requirements and agreed screening procedures should be advised to all staff in advance so that they can decide prior to attending if they are willing to undergo these
2. A link to the compulsory COVID-19 education module on the Racing2Learn website
3. Links to any other relevant training which must be completed in advance of attending

The Staff Handbook should be expanded to include details of relevant processes, policies and procedures in relation to racing behind closed doors.

This should include:

1. The Hand Hygiene and Social Distancing measures which must be complied with
2. Those roles which require PPE and how this should be used
3. Cleaning protocols
4. Code of Conduct
5. Site map (including zoning of areas if this is implemented)

The format of staff briefings should be reviewed. Either they must be held in locations which enable social distancing to be maintained, or smaller briefings must take place, with information being cascaded across teams.

Racecard's will not be provided but we will receive abridged information from Weatherby's to ensure that BHA officials have as a minimum the information detailed in BHAGI 9.4.

5.2 Industry

The BHA has developed comprehensive advance communication to be provided to all Industry personnel outlining the provisions relevant to them. In addition, racecourses may wish to share information relevant to their raceday via the Racing Admin website.

This may include:

1. Where each category of personnel should go for accreditation on arrival and at what time
2. Code of Conduct
3. Key timings for each raceday
4. Any arrangements bespoke to the individual racecourse

Industry associations, including the PJA, NTF and NARS can be approached to assist in sharing information with their members as required.

5.3 Signage

Racecourses should utilise standard signage to support operational requirements, such as hand washing and social distancing. Further information regarding signage was included in the RCA COVID-19 Bulletin on Wednesday 20 May 2020.

In addition, racecourses should utilise individual signage to ensure all personnel are aware of the procedures in place (e.g. identification of locations for saddling/unsaddling, debriefs, key timings etc.)

1. Public Relations

Although not in attendance, the public, media and government will be watching and all actions will be closely scrutinised. There is a need to clearly communicate what racecourses are doing, why and how. Ensure that the communication is clear both on the race programme as it is designed and also the safety measures that have been put in place in order for the racing to go ahead. The impact on the personnel involved in making the day happen and also covering equine bio security. The joint Industry Communications Group has developed messaging which can be used by all racecourses, and racecourses should contact the RCA for further information.

Communication with the local community in advance, on the day and following the event is essential so they understand the actions being taken by the racecourse to act responsibly and to communicate measures being taken to maintain site security (see **Error! Reference source not found.**).

There may be both negative and positive comment on social media and racecourses need to consider how they will react to this. The RCA, GBR and BHA can assist in developing plans for this.

The racecourse may wish to consider how they use their digital and social channels to share the raceday with their customers.

We are prepared that unauthorised personnel may attempt to gain access through the use of barriers, signage and security.

5. Finance

Further information on financial matters will be provided separately as appropriate.

6. Glossary

BHA	The British Horseracing Authority Ltd
Code of Conduct	The Code of Conduct agreed by the British Horseracing Industry to support the implementation of racing behind closed doors
COVID-19	Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)
Isolation Area	Identified areas in which any individual showing symptoms of COVID-19 can be isolated in line with relevant procedures
PPE	Personal Protective Equipment. In the context of this document, this includes face masks, disposable gloves and disposable aprons.
RCA	The Racecourse Association Ltd.
Safety Advisory Group (SAG)	A multi-agency forum, usually coordinated by the local authority, to promote good practice in safety and welfare planning for events
Social Distancing	Social distancing requires that individuals should not be within 2m of any individual outside their household for 15 minutes or longer.
Social Distancing Officer (SDO)	A newly introduced role to assist in the implementation and compliance with operational measures during racing behind closed doors, in particular social distancing. They will also enforce compliance with the agreed Industry Code of Conduct.

7. Racecourse Map

To be included – email pduncan1@eastlothian.gov.uk

8. Code of Conduct

Information to be uploaded to www.musselburgh-racecourse.co.uk week ending 12 June

MRC RETURN TO RACING OPERATIONAL CHECKLIST - last updated 8 June PD

Status	Name Abbreviations	This checklist is to be used to ensure all relevant steps have been taken in advance of Musselburgh Racecourse returning to racing on the 30th June. Please note these tasks are focussed on the 30th June but areas such as staffing should be completed to include 1st July. A separate checklist will be created for the 10th July raceday later in June. Please refer to the MRC Return to Racing Operations Plan for further information on each task.
Not started	PD - Philip Duncan	
Complete	HG - Harriet Graham	
On Schedule - no action	SH - Steve Horlick	
Action required	RI - Rory Innes	
Immediate action needed	SM - Sarah Montgomery	

Ref	Activity / TASK	Who By	Date	Status	Comments
PRE RACEDAY - Business					
1.01	Terms and Conditions of Entry updated to include the Code of Conduct and available to view on racecourse website (see CODE OF CONDUCT)	PD > SF	12 June		PD to provide information to Susan
1.02	All risk assessments reviewed, updated and where necessary rewritten				
	Medical	HG	w/e 19 June		Annex to SO
	Veterinary	HG	w/e 19 June		Annex to SO
	All Job Roles and activities	SH / PD	w/e 19 June		When list available
1.03	Confirm with insurers that Racing will be taking place Behind Closed Doors, and liaise with them regarding any requirements they may have of the racecourse	PD	w/e 12 June		emailed Karen 02/06
1.04	Procedures for additional record keeping within raceday incident log as required for COVID-19 reporting	PD	w/c 8 June		
1.05	Communication with local community to confirm resumption arrangements (messaging available via Industry Communications Group)	PD > SM	24 June		
PRE RACEDAY - Operations					
2.01	Confirm to BHA (MIN 7 DAYS IN ADVANCE) number of entrances to be in use and number of teams required per entrance	PD	22 June		
2.02	Appropriate PPE (including spare face coverings) sourced and available for each role and activity as required (see PPE)	HG	pre June		Ordered as per RCA awaiting confirmation of delivery date
2.03	Create contingency plan in event that sufficient PPE can not be sourced	ALL	monitor		No concerns at this point (6 June)
2.04	Required BHA dispensations granted	NA			
2.05	Deep Cleaning carried out in line with government guidance	PD	Post 22 June		Meeting contractor 10/06
2.06	NRAS updated with key site specific information for horsemen (e.g. saddling and unsaddling arrangements, key timings etc.)	HG	w/e 26 June		
2.07	Additional radios and spare batteries (if required) to support changes to operating procedures (e.g. for cleaning and security staff and other racecourse staff)				
	Security	SH	w/c 21 June		Will provide sufficient and cover requirements

	Racecourse	PD	w/c 21 June		All radios to be cleaned and re labelled. Packed with spare battery. Offer ear pieces
	Racetech	PD > Racetech	w/c 21 June		Will provide sufficient and cover requirements
2.08	Confirm point of contact for media enquiries	SM	w/c 22 June		Will this be Stephen Rafferty?
2.09	Alternative format racecard confirmed	PD	w/c 22 June		Use Wetherby's service
CONTRACTORS					
3.01	Confirm with all contractors that they have reviewed and updated their risk assessments and provided copies to the racecourse and all necessary arrangements are in place	PD / SH	by 22 June		
3.02	Advance access for contractors as required (e.g. valets, RaceTech)	PD	by 22 June		List of contractors will be created
SIGNAGE					
4.01	Signage in place across the racecourse to support social distancing	PD	W/C 8 June		
4.02	Hand Hygiene signs in place	PD	W/C 8 June		
4.03	Signage in place to support one-way travel routes	PD	W/C 8 June		
4.04	Signage in place to support restricted access to relevant areas	PD	W/C 8 June		
4.05	Signage is in place on all entrances to confirm that access is restricted to approved personnel only	PD	W/C 8 June		
4.06	Signage to confirm showers out of use (water supply turned off if possible)	PD	W/C 8 June		
4.07	Signage to confirm sauna is out of use	PD	W/C 8 June		
4.08	Racing information in place (timings, areas for saddling/unsaddling etc.) at key locations across the site	HG	29 June		
4.09	Directional traffic markers throughout the loading area and stable boxes to maintain, if at all possible, a one-way traffic flow	PD	by 22 June		
4.10	Liaise with RaceTech regarding graphic for Racecourse TV	PD	w/e 25 June		
STAFF					
5.01	Identify alternate arrangements for staff who would usually stay in local accommodation that is not currently available	ALL	3 June		No accommodation will be arranged my MRC
5.02	Identify member(s) of staff to record temperatures, liaise with BHA employee and manage any removals per entrance				
	Temp checks BHA Liaison - First Aiders SH to recruit 6 (2 at each entrance, 2 float for breaks and resilience)	SH	12 June		
	Stewards in place to manage removals	SH	12 June		
5.03	Identify member(s) of staff to implement screening procedure	SH	3 June		First aiders to carry out this task
5.04	Recruitment and communication with staff				

	Staff (excl Grounds) availability confirmed. Requirements to return to work confirmed	PD	12 June		
	Grounds staff confirmed. Requirements to return to work confirmed	RI	17 June		
5.07	Communicate to all staff re actions they need to take deadline 23 June email to include	PD	19 June		
	All staff provided with the updated GDPR Privacy Statement	PD	19 June		
	All staff informed of Government guidance on underlying health conditions	PD	19 June		
	All staff confirmed that they are happy to return to work (and given option to opt-out without discrimination)	PD	19 June		
	All staff advised they will need to complete the COVID-19 Education module and pre-racing health questionnaire to be provided by BHA	PD	19 June		
	Confirm point of contact for staff with any concerns, Steve Horlick	PD	19 June		
	Dress code for staff identified and communicated	PD	19 June		
5.08	Chase non responders	PD	22 June		
5.09	Collate and send to BHA - Details of all staff to be in attendance at the fixture provided to BHA by no later than 1pm on the day of declarations	PD	25 June		
5.10	Designated point of contact identified for any staff with concerns	SH	3 June		
5.11	Staff handbook updated or addendum provided regarding COVID-19	PD	22 June		
5.12	COVID-19 Officer appointed and briefed on their role (see ANNEX A – COVID-19 OFFICER ROLE DESCRIPTION)	PD	1 June		Philip Duncan appointed
5.13	Social distancing officers (to support BHA SDO) appointed and briefed	SH / PD	19 June		Information to be added to each job role
5.14	Resilience for key raceday roles	PD / SH / HG	12 June		
5.15	Training on use of PPE provided as appropriate to role and activities	PD	w/e 25 June		Training session for staff in key roles to allow them to disseminate information
5.16	Member of racecourse staff to be identified to support isolation area with RMO/Nurse	PD / SH / HG	10 June		
ACCESS AND SITE SECURITY					
6.01	List of all attendees for the fixture has been received from BHA	BHA > PD	29 June		
6.02	Entrance team briefed and provided with PPE				
	Brief	PD / SH	w/e 25 June		
	Provide PPE	PD / SH	30 June		
6.03	Thermometers available at all entrances	PD	30 June		these have been ordered by HG start of June
6.04	Gazebo or other structure in place for screening procedures	PD	w/c 21 June		
6.05	Testing area identified for any individuals not arriving by car	PD	3 June		Same access points as for those in cars

6.06	Wristbands or other appropriate accreditation are available (different types or colours to reflect access to different areas). All security to be briefed accordingly	PD	w/c 8 June		
6.07	Security staff briefed on denial of entry criteria	SH	30 June		
6.08	Traffic management plans in place for access points (to include the ability to turn away those not permitted entrance without compromising traffic flow)	PD	9 June		
6.09	Outer perimeter secured	SH / PD	w/c 22 June		
6.10	All public rights or way either closed (prior agreement required) or appropriate stewarding in place	SH / PD	w/e 26 June		
	SAG meeting to discuss what can be put in place	PD / SH	8 June		decision on whether fencing or stewarding can be put in place
	Measures in place to manage any public congregation outside site or on public rights of way	PD / SH	w/e 12 June		Kevin Sewell taking forward with Countryside Rangers Service
	One way route with set access and egress points established for walking the course. Appropriate security along the route to support social distancing and prevent unauthorised access	PD / SH	10 June		
6.11	Arrangements in place to log departures and return accreditation so that it cannot be used for remittance	PD	w/c 22 June		
CLEANING					
7.01	Cleaning contractor meeting	PD / HG	10 June		
	Cleaning/decontamination equipment in place	PD	w/e 26 June		
7.02	Racecourse staff briefed on routine cleaning regime and /decontamination procedures	PD	w/e 26 June		
7.03	Additional waste receptacles (both general and for removed PPE) in place at key points	PD	w/c 22 June		
7.04	Rapid decontamination team in place	PD	w/e 19 June		
7.05	Confirm correct PPE is available for all cleaning personnel and those requiring FFP3 Facemasks have been properly fit tested	PD	w/e 19 June		
GENERAL PROVISIONS – ALL AREAS					
8.01	Liquid soap in all washrooms	PD	w/e 26 June		
8.02	Paper towels and bin in all washrooms	PD	w/e 26 June		
8.03	Minimum 60% alcohol based hand-rub available in all key areas	PD	w/e 26 June		
8.04	All hand dryers turned off	PD	w/e 26 June		
8.05	Toilet provisions in all areas confirmed	PD	w/e 26 June		
8.06	Radio code word for possible Covid-19 case - ZULU	ALL	30 June		Information in Ops sheet
8.07	Bottled water (ideally chilled) available for all personnel	PD	30 June		

8.08	Areas identified for to watch races (live or on televisions) in which physical distancing can be maintained	PD	30 June		All TV's will be on raceday locations, angles and distances allow for physical distancing
8.09	Appropriate break areas identified which maintain physical distancing	PD	w/e 26 June		Rota for staff will be collated
MEDICAL FACILITIES (To be carried out in addition to above General Provisions for this area)					
9.01	Checking in place at entrance to JMR	PD	w/e 19 June		
9.02	Medical staff pre-briefed on isolation, PPE and decontamination procedures	GR	w/e 12 June		Requested update for end of week
9.03	Confirm correct PPE is available for all medical personnel and those requiring FFP3 Facemasks have been properly fit tested	GR			
9.04	Ambulance providers pre-briefed on isolation, PPE and decontamination procedures	GR			
9.05	Arrangements for following each race confirmed	GR			
9.06	Secondary JMR identified (e.g., ambulance parked by medical rooms)	GR			
9.07	JMR equipment stowed to minimise risk of contamination	GR			
9.08	Medical and ambulance staff pre- brief on PPE, resuscitation, decontamination, cleaning re-usable equipment and isolation	GR			
9.09	Availability of air ambulance established	GR			
9.10	NHS response times established	GR			
9.11	Ambulance turnaround times for hospital transfers and cleaning established and contingencies in place	GR			
9.12	Covid-19 plan and evacuation plan update at pre-race medical briefing	GR			
9.13	Isolation room/area identified, marked and appropriately equipped	GR / PD			
STABLE YARD AND SADDLING UP					
10.01	Agreed approach for organizing the unloading process to minimize congestion	HG / RI	w/e 19 June		
10.02	Saddling area identified and signage in place to advise stable staff	HG / RI / PD	w/e 19 June		
10.03	Partitions between horse wash down areas suitable to prevent spray OR alternating showers to be out of use	HG / RI	w/e 19 June		
10.04	Arrangements for staff to fill buckets as needed	HG / RI	w/e 19 June		
10.05	Arrangements in place for disinfecting of all touchpoints	HG / RI	w/e 19 June		
10.06	Areas identified for personnel in inclement weather	HG / RI	w/e 19 June		
PARADE RING AND WINNERS ENCLOSURE					
11.01	Capacity to maintain social distancing established (if all trainers and jockeys cannot be accommodated for each race this must be communicated in advance)	PD	3 June		Confirmed sufficient space is available for 24 persons (12 Jockeys, 12 Trainers) plus one staff to disinfect saddling boxes and clean Parade ring in between uses
11.02	Floor markings in place to support social distancing	PD / RI	w/e 19 June		

11.03	Legging up arrangements confirmed and communicated	HG	w/e 12 June		
11.04	Establish and communicate arrangements for unsaddling, including how many (if any) return to the Winners' Enclosure	HG / BF	w/e 19 June		
	WEIGHING ROOM				
12.01	Perspex screen for Clerk of the Scales	PD	w/e 19 June		
12.02	Remove all unnecessary furniture to support social distancing	PD	w/c 15 June		
12.03	Identify and signpost designated area for drop off and collection of colour bags	PD			
	Identified as Bandstand	PD	3 June		
	Signage to be in place	PD	w/e 19 June		
12.05	Designated area for number cloths (and speed sensors)	PD	3 June		Confirmed office in front of reception desk
12.06	Ensure number cloths for up to 10 races are available	HG	w/e 26 June		On order
12.07	Identify and signpost equipment transfer area	HG	w/e 19 June		
12.08	All necessary equipment in place and correctly calibrated if alternative location is in use	PD	w/e 19 June		
	CHANGING ROOMS				
13.01	Clear space of 2m for each jockey	PD	w/e 22 June		
13.02	Measures in place to support social distancing (e.g. partitions, floor markings, extra staffing)	PD	w/e 22 June		
13.03	Disinfection/cleaning plan for each space between occupants - have own space so not required	PD	3 June		
13.04	Area for valets to disinfect equipment as required	PD	w/e 22 June		
13.05	Area for jockey and valet car parking within the site identified and signposted as appropriate	PD	w/e 22 June		
13.06	Cleaning protocol for toilets/sinks and high touch areas during the raceday	PD	w/e 22 June		
	STEWARDS ROOM (MOVING TO POMMERY BAR)				
14.01	Review and consider capacity	PD	3 June		Moving stewards room to Pommery Bar, TV move requeste
14.02	Remove all unnecessary furniture	PD	w/c 15 June		
14.03	Arrangements as agreed with BHA in place for any alternative/satellite areas	PD	w/c 15 June		
	MEDIA				
15.01	Racecourse photographer confirmed and briefed	SM	w/c 22 June		
15.02	Arrangements in place for remote media debrief if required (technology and staff)	SM	w/c 22 June		
15.03	Arrangements in place for social media provision	SM	w/c 22 June		

Course Inspectorate Resumption of Racing Racecourse checklist

The below list of considerations can be used as a guide to assist the course inspectorate during the in-person racecourse inspection(s) prior to resumption. Due to the ever-changing medical requirements, this document will continually be updated as required.

Facilities security, general movement and grounds

- Is the outer perimeter secured to prevent the public or any unauthorized entrance into the facilities?
- Are there areas of concern for congregating of the public outside of the perimeter? If so, what measures can be taken to reduce?
- Review staffing considerations with regards to maintain a secure perimeter throughout the race day.
- Wherever possible consider one-way systems to reduce crossover of persons.
- Where footpaths are in situ, monitor routes walkers take and ensure they do not deviate from the known path into areas where the racecourse have ensured a green zone whereby all attendees have been tested or cleared for entry.

Checkpoint Area and Entrances and Exits

The checkpoint areas and entrances should have appropriate signage and space to accommodate the expected pedestrian and traffic flow, and where possible looking to implement one-way systems.

- Review traffic flow plans including signage, physical markers/barriers, temporary shelters (if applicable) and stable yard access.
- Consider a separate entrance/checkpoint for anyone arriving into the stable yard area to minimize traffic back log.
- Areas should include adequate space to turn around and depart if entry is denied
- Hand sanitiser must be available and personnel ensuring its' use on both entry and exit of the site.

Stable Yard

The stable yard plans must contain appropriate social distancing and traffic flow considerations. Some stable offices may have to be modified or have limited number of personnel using to minimize social distancing restrictions.

- Directional traffic markers throughout the loading area and stable boxes to maintain, if at all possible, a one-way traffic flow
- Review with Stable Manager/A. N. Other the approach for organizing the unloading process to minimize congestion
 - Stagger arrival times where possible to reduce congestion. Trainers will submit estimated arrival time prior to raceday. Communicate, where needed, to avoid high congestion times
 - EWIO horse check point area
 - Stable Staff/Personnel scan in area, if required *TBD
- What areas are available or can be repurposed for personnel if there is inclement weather?
- Are there adequate facilities for personnel and what measures are in place to ensure cleanliness?
- Disinfecting/hand sanitiser stations available where in/out routes are agreed, doors remaining open if privacy not an issue.
- PPE provisions as required

Saddling up

- Saddling should take place in one location preferably in stable yard to reduce human traffic to different locations – if this is not possible and in the event of saddling boxes being used these should be disinfected after each occupant.

Parade Ring Area

Considering the space available in the parade ring area and pathways leading to and from:

- How can social distancing be facilitated? Floor markings, signage, etc
- Determine the maximum number of runners, personnel for the parade ring?
- Consider marked locations for trainer's instructions and leg up area
- Consider additional measures to maintain order in the parade ring
- Winners enclosures will not need to be utilized. *Under consideration for some races
- Hand sanitising stations/units

Weighing room Area

One-way system for all personnel is encouraged where possible to prevent congestion in the area

- Ensure adequate spacing for weighing out/in process
- Floor markings clearly denoting the 2 metres
- Consider a Perspex screen on front of Clerk of the Scales desk
- Designated Areas to be established:
 - Number cloths/speed sensors area to be laid out for jockeys to pick up
 - Gear transfer area which should be in view of clerk of scales – area to place equipment prior to immediate pick up by stable staff/rep
 - Ensure signage for no unnecessary traffic in weighing room
- Hand sanitisers/wipes at clerk of scales desk, number cloth area, and gear transfer area at a minimum
- Declaration clerks are not required, and area could be repurposed as needed

Weighing Room (alternative location)

- All the necessary equipment must be available for those persons required to use it. Clock, Scales recalibrated, appropriate signage and furniture necessary for the Clerk of the Scales to do his job. Broadcast may be an issue but await further detail as to how communication between them and Scales will be achieved.

Changing Rooms

Regardless of the weighing room arrangements (permanent or temporary), ensure

- Jockeys have a clear space of 2 metres with cleanable partitions on either side
- Disinfection plan between occupants (one suggestion – coloured dots)
- Area for valets including area suitable for disinfecting gear

Stewards room

Review and consider maximum occupancy for room. Alternative locations can be considered while ensuring all necessary equipment is available and any broadcast issues resolved.

- Remove unnecessary furniture to improve social distancing
- Floor markings at 2 metre intervals on approach and within to assist with any enquires or interactions with stewards
- Hand sanitiser on entrance and exit

Starters location

Relocated to own vehicle centre course. I of C to confirm these arrangements

*Note: there will be no on-course stalls tests on raceday in initial return. This will be continually reviewed.

Judge location

Relocated to Judges box – Check the number of persons using the same route as the Judge, desirable to mark the gantry to ensure social distancing. Provide hand sanitiser and/or wipes in judges box area.

Movement during race day

Current guidance considers those in a vehicle to be treated as ‘household’ members if one becomes symptomatic. This is still under review

- Medical/Veterinary personnel – considerations for drivers and any measures to ensure social distancing and/or PPE requirements. CMA to advise
- Transport to and from starts – TBD
- Grounds/screens crew - TBD

Cool out areas/Wash down areas

Showers are permitted for horses

- Partitions should be solid and high enough to prevent spray, if not alternating showers should be used
- Buckets and scrappers are permitted
- Disinfecting taps, hoses, handles, nozzles, etc between use – CMA to advise

Sampling Unit

- Floor markings to ensure adequate social distancing of EWIO, SUSAs, and horse handler during split sampling and GRABBA processes
- Assess waiting and witnessing area for horse handler for adequate social distancing measures
- Hand sanitiser upon entering and wipes available for disinfecting GRABBA, handles, buckets, etc.
- PPE where/if required

Departure checkpoints

Hand sanitiser to be available at all the above and a means of ensuring it is used and not removed