

**> BE COVID SAFE.  
STAY IN BUSINESS.**

## Your COVID-19 Safety Plan

### Community sporting competitions and full training activities

#### Business details

Business name	Dressage NSW
Business location (town, suburb or postcode)	Richmond
Completed by	Mary Houghton
Plan approved by	DNSW Committee
Email address	<a href="mailto:admin@dressagensw.com.au">admin@dressagensw.com.au</a>
Effective date	24 September 2020
Date completed	11 November 2020

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#### Wellbeing of staff and customers

Exclude staff, volunteers, parents/carers and participants who are unwell.

All details of participants are registered when they enter  
Riders and others are asked not to attend if they have Covid symptoms and a full refund of entry fees will be made in this instance  
Riders can only bring 1 other - names and addresses advised in advance  
Spectators not permitted entry  
All riders and others checked of at entrance to the grounds  
All riders/others are checked via postcode to ensure they are from NSW  
All riders/others are asked if they have recently spent time in a 'hot spot'

**Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.**

Our Covid guidelines for the Organising Committee is circulated to our volunteers

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

NA - we do not have any staff.  
Only volunteers

**Display conditions of entry (website, social media, venue entry).**

Our Covid plans are displayed on the DNSW website  
Links are on Nominate Events so when riders enter an event they are directed to our Covid guidelines  
Also posted on our facebook page

**If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.**

We communicate with Hawkesbury Showground regarding their specific requirements eg entry controls, control of numbers, stabling and camping controls

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- **Swimming pools**
- **Indoor recreation facilities**
- **Major recreation facilities**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Premises with a food or drink premise must

complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

Dressage NSW runs outdoor horse activities

No indoor gym

No food/drink premise

Not a major recreation facility

Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria, or have visited a location in NSW at a time and date that requires them to self-isolate, in the 14 days prior. Locations with self-isolate alerts are listed on the NSW Government website.

Note: the exclusion of Victorian residents does not apply to those with border region resident permits.

All details of participants are registered when they enter

Riders can only bring 1 other - names and addresses advised in advance

Spectators not permitted entry

All riders and others checked of at entrance to the grounds

All riders/others are checked via postcode to ensure they are from NSW

ALI riders/others are asked if they have recently spent time in a 'hot spot'

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## **Physical distancing**

**Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff) to a maximum of 500 people.**

The site of our event is a large showground

All participants are registered and counted as they enter the grounds

We limit our competitors entering the events to ensure the number of people does not exceed 500

**Spectators singing in groups or chanting/cheering is a particularly high-risk activity and should be avoided where possible.**

NA - we run dressage competitions with no spectators. Very small events.

**Minimise co-mingling of participants from different games and timeslots where possible.**

All competitors have a designated ride time and they are encouraged to ride and leave as soon as possible afterwards

Social distancing is encouraged and the nature of equestrian sport encourages this as well

**Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.**

NA - there is no seating

**Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.**

NA - this is a equestrian event - no spectators.

All competitors come with horses and leave immediately afterwards with horses and horse floats.

No opportunity for mingling

**Where possible, encourage participants to avoid carpools with people from different household groups.**

Participants come with 1 other person - a condition of entry

**Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.**

NA - there are no areas where participants stand around or queue

We do not conduct ribbon presentation

Scoring is by email so no need to come to a central point to find your results

**Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.**

Social distancing markers are outside the toilet and shower facilities  
Hand sanitiser stations are outside these facilities  
No change rooms  
No lockers

**Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.**

NA - no communal facilities

**Use telephone or video platforms for essential staff meetings where practical.**

NA - no staff meetings

**Review regular business deliveries and request contactless delivery and invoicing where practical.**

NA - no business deliveries

Invoicing - all electronic

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## **Hygiene and cleaning**

**Adopt good hand hygiene practices.**

Sanitiser stations at toilet facilities

Sanitiser stations available for all volunteers at numerous sites across the showground

Signage clearly visible encouraging good hand hygiene

No paper used for scoring - all electronic

**Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.**

Sanitiser stations at toilet facilities

Sanitiser stations available for all volunteers at numerous sites across the showground

Signage clearly visible encouraging good hand hygiene and the use of sanitiser

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand**

## **washing.**

This is all provided by the Showground staff and checked by our volunteers

## **Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.**

All volunteers and participants are advised that DNSW will not be providing any catering and they must bring their own.

We are providing water which will be handed directly to those who ask for it by a volunteer wearing gloves

## **Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.**

NA - no uniforms etc

## **Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.**

All toilet facilities are cleaned daily by showground staff

Our club house and judging boxes are cleaned 2-3 times daily by volunteers

Electronic scoring pads are cleaned after each use by volunteers

## **Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.**

NA - no high intensity indoor sport is conducted

## **Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.**

NA - all equipment associated with dressage events is bought by the individual participant

Definitely no sharing

## **Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.**

Hand sanitiser/ detergent/ disinfectant and gloves are readily available at the club house.  
Volunteers are advised of such via email  
Participants are advised of such via email

**Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.**

Pre-purchased disinfectant

**Staff should wash hands thoroughly with soap and water before and after cleaning.**

Volunteers are instructed to do this

**Encourage contactless payment options.**

NA - all payment is electronic prior to the event

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## **Record keeping**

**Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practical, for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.**

All participants supply details above upon entering the competition

Volunteer checks off all participants upon entry via a single point

All records are maintained for a minimum of 28 days

**Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.**

Volunteers and competition entrants are advised of the Covid safe app in our Covid guidelines on our website

**Community sport organisations should consider registering their business through [nsw.gov.au](https://nsw.gov.au)**

We have a service nsw account

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.**

The DNSW committee is aware of this requirement

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes