



May 2020

# COVID Safe & Ready

## RDA(NSW) COVID SAFE AND READY PLAN

This document outlines the RDA(NSW) COVID Safe and Ready Plan. It has been developed considering industry impacts set down by Australian Government and related industry requirements.

RDA(NSW) is committed to ensuring the health and safety of Participants and Volunteers throughout the network of Centres around NSW.

The COVID Safe and Ready Plan must be implemented prior to Centres reopening following the advice by the RDA(NSW) Board to cease operations with the exception of horse welfare and essential maintenance. As such programs are now sanctioned and authorised activities for insurance purposes where this plan is implemented.

Centres are only expected to reopen when they have the resources available to operate within this plan and other RDA(NSW) requirements.

Careful consultation between Committees, Coaches and Volunteers must occur to ensure agreement is in place to reopen. It is also important to recognise that formats of sessions will need to undergo changes.

RDA(NSW) will advise Centres when each Recovery Level is available to Centres to implement as advice from government and other sources is reviewed.

While the COVIDSafe app is recommended to enable contract tracing it is not compulsory however a register of attendance including names and phone numbers must be maintained with details of all who attends the centre.

Carriage Driving Programs are now able to operate under Recovery Level 3.

Prior to implementation all Coaches and Committee Members will be required to complete the Australian Health Department COVID-19 Online training and although not essential it is recommended also for Volunteers. <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>.

Each Centre should develop their own operational procedures to communicate how Participants and Volunteers interact with the Centre to meet the requirements of the RDA(NSW) COVIDSafe Plan

We hope the return to RDA(NSW) activities are smooth for all Centres and we continue stepping forward.

If you have any questions please don't hesitate to email [casp@rdansw.org.au](mailto:casp@rdansw.org.au)

**Take care, stay well and stay up to date with more information available at:**

[www.health.nsw.gov.au](http://www.health.nsw.gov.au)

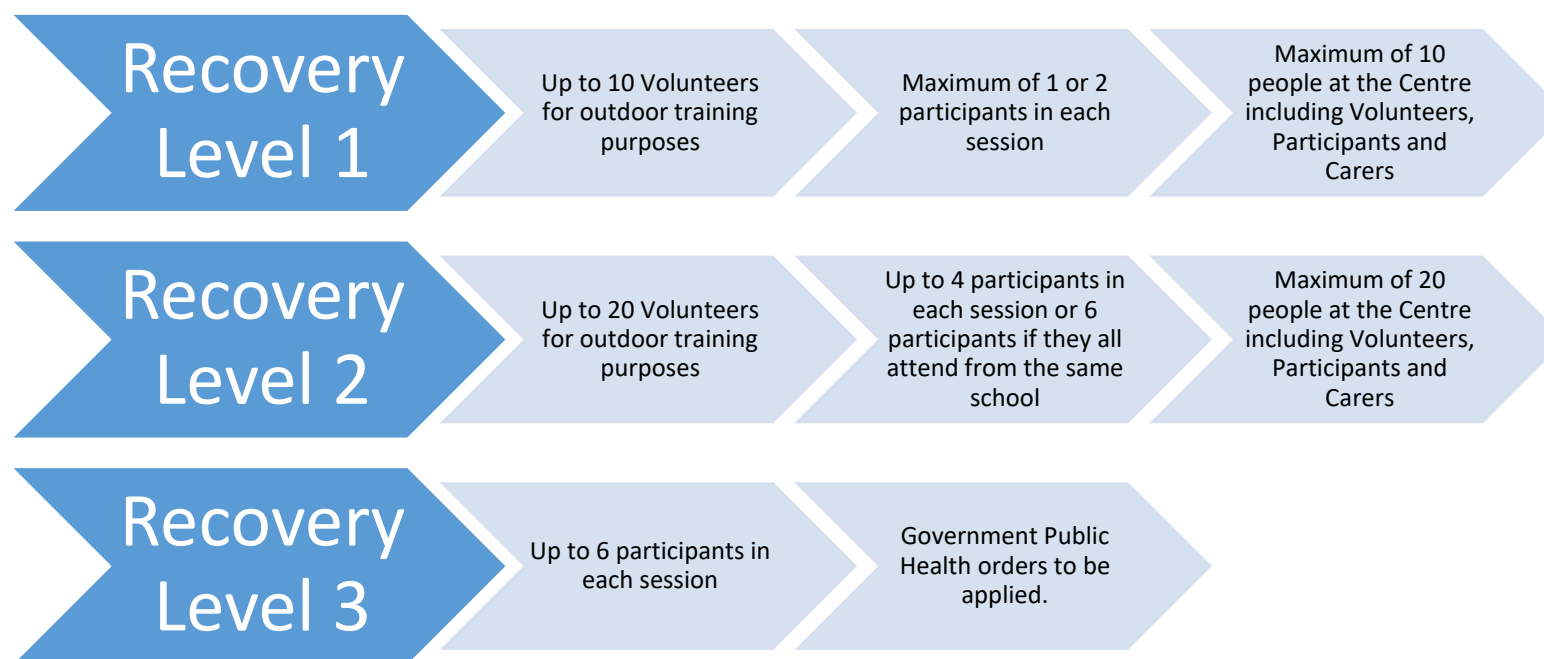
## TABLE OF CONTENTS

|   |    |
|---|----|
| FORWARD PLAN.....                               | 3  |
| RECOVERY LEVEL 1.....                           | 4  |
| RECOVERY LEVEL 2.....                           | 5  |
| RECOVERY LEVEL 3.....                           | 6  |
| ISOLATION OF RISK MODE .....                    | 6  |
| RISK ASSESSMENT FOR VOLUNTEERS .....            | 7  |
| RISK ASSESSMENT FOR PARTICIPANTS .....          | 10 |
| RISK ASSESSMENT FOR VENUES.....                 | 12 |
| RISK ASSESSMENT FOR SESSIONS .....              | 13 |
| DETERMINING RISK FACTORS FOR PARTICIPANTS ..... | 15 |
| VOLUNTEER ACKNOWLEDGEMENT .....                 | 16 |
| PARTICIPANT AND CARER ACKNOWLEDGEMENT.....      | 18 |
| CHECKLIST TO COMMENCE RECOVERY LEVELS.....      | 19 |

### FORWARD PLAN

In line with the prescribed Australian Government Framework for a COVID Safe Australia, AIS Framework for Rebooting Sport and the NSW Government Public Health Orders, RDA(NSW) has determined through independent risk assessment the following steps in achieving a return to services model. Each Recovery Level has differing steps that must be achieved before progressing to the next Recovery level.

Each Centre may be at different Recovery Levels depending on the circumstances of the Centre and the Centre's own risk assessment of their community transmission risk. Availability to progress through the Recovery levels and steps will be communicated to Centres when deemed appropriate for the organisation.



The processes in this plan remain in place until advice is received that the protocols are no longer required which could be indicated as below:



# RIDING FOR THE DISABLED NSW

## RECOVERY LEVEL 1

As each individual restriction is eased the following activities can resume:

|  |   |
|--|---|
| Step 1: Outdoor gatherings of up to 10 are allowed by NSW Government   | Volunteers able to participate in activities with a maximum of 10 people at the Centre at any one time, for example: <ul style="list-style-type: none"> <li>- Outdoor training sessions with horses</li> <li>- Working Bee for maintenance activities</li> <li>- Training sessions for Volunteers in COVID-19 procedures</li> </ul>   |
| Step 2: Outdoor sport of up to 10 people are allowed by NSW Government   | Programs can resume with: <ul style="list-style-type: none"> <li>- Individual riders with no Volunteer sidewalker</li> <li>- Maximum of 2 Riders only in each session</li> <li>- Riders requiring sidewalkers must supply their own support person trained for sidewalker role eg: Parent/Carers</li> <li>- Maximum number of people onsite must not exceed 10 including Volunteers, Participants and Parent/Carers.</li> </ul> |
| Step 3: Indoor physical activity allowed to operate  | Indoor arenas with fully enclosed walls are now able to be used.<br>4m2 rule must apply.  |
| <b>Requirements:</b> <ul style="list-style-type: none"> <li>- All Volunteers must complete a training session regarding new procedures for COVIDSafe plan prior to returning to work.</li> <li>- All Volunteers including Committee Members must complete an Acknowledgement of Risk and Responsibilities prior to returning to work.</li> <li>- All Participants and Carers must complete an Acknowledgement of Risk and Responsibilities prior to returning to programs.</li> <li>- All Coaches and Assistant Coaches must complete a Coaching Acknowledgement of Risk and Responsibilities prior to returning to Coaching.</li> <li>- All Coaches must complete a Risk Assessment for the Participant participating in the activities.</li> <li>- All Horses must have been refamiliarised with work role and suitability and any PPE that may be worn by Volunteers and Participants.</li> </ul> |   |

# RIDING FOR THE DISABLED NSW

## RECOVERY LEVEL 2

As each individual restriction is eased the following activities can resume:

|  |  |
|--|--|
| Step 1: Outdoor gatherings of up to 20 are allowed by NSW Government   | <p>Volunteers able to participate in activities with a maximum of 20 people at the Centre at any one time, for example:</p> <ul style="list-style-type: none"> <li>- Outdoor training sessions with horses</li> <li>- Working Bee for maintenance activities</li> <li>- Training sessions for Volunteers in COVID-19 procedures</li> <li>- Programs meeting Recovery Level 1 requirements</li> </ul>   |
| Step 2: Outdoor sport of up to 20 people are allowed by NSW Government   | <p>Programs can resume with:</p> <ul style="list-style-type: none"> <li>- Individual riders with 1 Volunteer sidewalker</li> <li>- Maximum of 4 Riders from individual sources only in each session</li> <li>- Maximum of 6 Riders if they all attend from the same school and meet the Risk assessment to meet the maximum of 20 participants at the Centre</li> <li>- Riders requiring sidewalkers should supply their own support person trained for sidewalker role eg: Parent/Carers</li> </ul> <p>Maximum number of people onsite must not exceed 20 including Volunteers, Participants and Parent/Carers.</p> |
| <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>- All Volunteers must complete a training session regarding new procedures for COVIDSafe plan prior to returning to work.</li> <li>- All Volunteers including Committee Members must complete an Acknowledgement of Risk and Responsibilities prior to returning to work.</li> <li>- All Participants and Carers must complete an Acknowledgement of Risk and Responsibilities prior to returning to programs.</li> <li>- All Coaches and Assistant Coaches must complete a Coaching Acknowledgement of Risk and Responsibilities before returning to Coaching.</li> <li>- All Coaches must complete a Risk Assessment for the Participant participating in the activities.</li> <li>- All Horses must have been refamiliarised with work role and suitability and any PPE that may be worn by Volunteers and Participants</li> </ul> |  |

# RIDING FOR THE DISABLED NSW

## RECOVERY LEVEL 3

As each individual restriction is eased the following activities can resume:

|   |   |
|---|---|
| Step 1: Outdoor gatherings of up to 100 are allowed   | Volunteers able to participate in activities: <ul style="list-style-type: none"> <li>- Outdoor training sessions with horses</li> <li>- Working Bee for maintenance activities</li> <li>- Training sessions for Volunteers in COVID-19 procedures</li> <li>- Programs meeting Recovery Level 2 requirements</li> </ul>  |
| Step 2: Community Sport reinstated  | Programs can resume with: <ul style="list-style-type: none"> <li>- Individual riders with up to 2 Volunteer sidewalkers or Riders may supply their own support person trained for sidewalker role eg: Parent/Carers</li> <li>- Maximum of 6 Riders only in each session</li> </ul> Maximum number of people onsite must adhere to NSW Government Social gathering rules and applicable Square metre rules.<br>Any events with over 100 people at the Centre must have a specific COVIDSafe plan registered with NSW Government. |
| <b>Requirements:</b> <ul style="list-style-type: none"> <li>- All Volunteers must complete a training session regarding new procedures for COVIDSafe plan prior to returning to work.</li> <li>- All Volunteers including Committee Members must complete an Acknowledgement of Risk and Responsibilities prior to returning to work.</li> <li>- All Participants must complete an Acknowledgement of Risk and Responsibilities prior to returning to work.</li> <li>- All Coaches must complete an Acknowledgement of Risk and Responsibilities.</li> <li>- All Coaches must complete a Risk Assessment for the Participant participating in the activities.</li> <li>- All Horses must have been refamiliarised with work role and any PPE that may be worn by Volunteers and Participants</li> </ul> |   |

## ISOLATION OF RISK MODE

|   |   |
|---|---|
| <b>If a Volunteer or Participant is diagnosed with COVID-19 or advised they are a Close contact of a Known case and have attended the Centre within the preceding 14 days State Office must be advised IMMEDIATELY.<br/>It is the Centre Committee responsibility to ensure notification is made.</b> |   |
| Centre Operations   | <ul style="list-style-type: none"> <li>- Will cease for 48 hours whilst a Risk Assessment is undertaken.</li> <li>- All Volunteers and Participants that were at the Centre on the same days as the close contact are advised of the potential risk.</li> <li>- Only essential personnel who have not come in contact with the Close Contact Volunteer are able to attend the Centre for essential horse welfare actions within the first 48 hours.</li> <li>- RDA(NSW) will determine the procedures to be followed within 48 hours.               <ul style="list-style-type: none"> <li>o This may include ceasing operations for the full 14 days.</li> <li>o Reinstatement of a particular Recovery Level will be determined by RDA(NSW).</li> </ul> </li> </ul> |

## RISK ASSESSMENT FOR VOLUNTEERS

| Activity   | Hazard Identification Type/Cause                      | Risk Assessment Use Matrix | Elimination or Control Measures  | Who                          |
|--|---|----------------------------|--|------------------------------|
| Volunteers participating in activities at the Centre | Volunteers not maintaining personal hygiene standards | 8                          | <p>Volunteers are advised of their responsibilities as a worker to contribute to the health and safety of self and others.</p> <p>Volunteers are directed not to attend if they are unwell or displaying signs of respiratory illness.</p> <p>Volunteers are advised to seek Medical advice regarding COVID testing if respiratory illness symptoms occur.</p> <p>Committee and Coaching Personnel to complete the Australian Health Department online training <a href="https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training">https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training</a>.</p> <p>Volunteers are provided with training in relation to personal hygiene requirements by a Committee or Coaching Personnel that has completed the Australian Health Department Training.</p> <p>Volunteers are encouraged to complete the Australian Health Department Training.</p> <p>Additional Hygiene signage placed around the Centre.</p> <p>Volunteers are required to wash hands with soap upon arrival at the Centre and use hand sanitizer at the commencement of each session.</p> <p>Register of attendance must be maintained. Service NSW QR Codes to be implemented where possible.</p> | Volunteers Committee Coaches |
| Volunteers participating in activities at the Centre | Volunteers attending with possible symptoms           | 9                          | <p>Volunteers are advised not to attend if they are unwell or displaying signs of respiratory illness.</p> <p>Coaches or Committee to direct Volunteers who are displaying signs of respiratory illness to leave the centre and conduct immediate surface cleaning of any touched surfaces.</p>  | Volunteers Coaches Committee |
| Volunteers participating in activities at the Centre | Volunteers in vulnerable categories                   | 8                          | <p>All Volunteers are advised of the risks and asked to reconsider their involvement in activities if they:</p> <ul style="list-style-type: none"> <li>- Are aged over 70 years of age</li> <li>- Are aged over 65 years of age with one or more chronic medical conditions</li> </ul>   | Volunteers Coaches           |

## RIDING FOR THE DISABLED NSW

|                                  |  |   |   |               |
|----------------------------------|--|---|---|---------------|
|                                  |  |   | <ul style="list-style-type: none"> <li>- Are of Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic health conditions</li> <li>- Have compromised immune systems</li> </ul> <p>Coaches complete an on the spot risk assessment of individual participation in activities and assign tasks not involving close contact with other people.</p>   |               |
| Volunteer Community transmission | Signing in upon arrival at the Centre  | 6 | <p>No physical touches ie: handshakes, hugging, High 5's</p> <p>Hand sanitiser to be available at entrance and at the sign in diary for use of Volunteers.</p> <p>Volunteers must wash their hands or use hand sanitizer prior to signing in.</p> <p>Volunteers recommended to use their own pen to sign into paper diaries.</p>  | Volunteers    |
| Volunteer Community transmission | Storage of personal belongings   | 6 | <p>Volunteers must not touch other peoples personal belongings. Belongings must be stored so as not to create a trip hazard. Common cupboards to remain open to limit touch surfaces. Volunteer lockers to be cleaned by each volunteer after each use.</p>   | Volunteers    |
| Volunteer community transmission | <p>Meal breaks</p> <p>Applies to Recovery Level 1 and 2</p> <p>This does not apply when operating in Recovery Level 3.</p> | 8 | <p>Removal or restricted access to communal food preparation items and cutlery, unless daily cleaning with a dishwasher is available. All individual items to be placed directly in the dishwasher.</p> <p>Tea Towels should be removed. Recovery Level 3 = Tea Towels must be refreshed daily.</p> <p>All Volunteers must bring their own food and drink items including plates and mugs.</p> <p>No shared food.</p> <p>Meal breaks to be staggered.</p> | Volunteers    |
| Volunteer community transmission | Meal breaks  |   | <p>Indoor gatherings to meet NSW Government Health orders relating to numbers of people per square metre rule and 1.5m social distancing.</p> <p>Maximum numbers to meet the NSW Government Public Health orders.</p>   |               |
| Volunteer community transmission | Use of fixed infrastructure  | 8 | <p>Daily cleaning to occur meeting the Safework Australia guidelines including:</p>   | All Committee |



## RIDING FOR THE DISABLED NSW

|                                  |  |    |   |  |
|----------------------------------|--|----|---|--|
|                                  |  |    | <ul style="list-style-type: none"> <li>- Door handles and push plates</li> <li>- Taps and toilet buttons and lids</li> <li>- Tables</li> <li>- Chairs</li> <li>- Light switches</li> <li>- Food preparation surfaces</li> <li>- Fridges door handles</li> <li>- Office equipment</li> <li>- Telephones</li> <li>- Tack room areas</li> <li>- Saddlery and horse gear</li> <li>- Arena equipment</li> <li>- Arena and Horse yard gates</li> <li>- Maintenance equipment</li> </ul> <p>Assignment of Volunteers to manage cleaning of surfaces at end of day.</p> <p>Consideration to be made to minimize use of common equipment, ie: telephone – clean between use or 1 person operating the telephone.</p> |  |
| Volunteer Community transmission | Face Masks                               | 8  | <p>Face mask usage to comply with the NSW Government rules for face mask usage.</p> <p>Masks are strongly encouraged at other times particularly where social distancing is not achievable considering also the individual risk assessment of the Local government area and participants involved in the activity.</p>  |  |
| Volunteer Vaccination status     | Becoming unwell by contracting the virus | 10 | <p>Vaccination status must meet the NSW Government Guidelines in place. Between 11th October and 1st December 2021 the requirement is that all Staff, Volunteers, Participants, Carers or visitors to the site must be fully vaccinated or have a documented Medical exemption. Further guidance beyond this date will be provided by NSW Government or CASP.</p>   |  |

## RISK ASSESSMENT FOR PARTICIPANTS

| Activity  | Hazard Identification Type/Cause                                   | Risk Assessment Use Matrix | Elimination or Control Measures  | Who                              |
|---|--|----------------------------|--|----------------------------------|
| Participants accessing activities at the Centre | Participants and Carers not maintaining personal hygiene standards | 8                          | <p>Participants and their Carers are advised of their responsibilities to contribute to the health and safety of self and others. Participants and their Carers are directed not to attend if they are unwell or displaying signs of respiratory illness. Participants and their Carers are advised to seek Medical advice regarding COVID testing if respiratory illness symptoms occur.</p> <p>Additional Hygiene signage placed around the Centre. Participants and their Carers are required to wash hands with soap upon arrival at the Centre and use hand sanitizer at the commencement of each session.</p> <p>Register of attendance must be maintained.</p> <p>If Participant poses a risk to others by the uncontrolled release of saliva or nasal discharge due to their condition, the participant or volunteers involved must wear PPE face masks.</p> | Participant<br>Carers<br>Coaches |
| Participants accessing activities at the Centre | Participants or Carers attending with possible symptoms            | 9                          | <p>Participants and Carers are advised not to attend if they are unwell or displaying signs of respiratory illness. Coaches or Committee to direct Participant and Carers who are displaying signs of respiratory illness to leave the centre and conduct immediate surface cleaning of any touched surfaces.</p>  | Participant<br>Carers<br>Coaches |
| Participants accessing activities at the Centre | Participants in vulnerable categories                              | 8                          | <p>All Participants are advised of the risks and asked to reconsider their involvement in activities if they:</p> <ul style="list-style-type: none"> <li>- Are aged over 70 years of age</li> <li>- Are aged over 65 years of age with one or more chronic medical conditions</li> <li>- Are of Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic health conditions</li> <li>- Have compromised immune systems</li> </ul> <p>Coaches complete a risk assessment of individual participation in activities and assign PPE to workers to mitigate risks associated with the individuals participation.</p>  | Participant<br>Carers<br>Coaches |

## RIDING FOR THE DISABLED NSW

|                                     |  |    |  |         |
|-------------------------------------|--|----|--|---------|
| Participants using shared equipment | Participants requiring assistance for personal items | 8  | All Participants must have a Carer to assist with fitting of helmets and boots and other prescribed equipment. Coaches checking fit of equipment must sanitise hands before and after each participant.  | Coaches |
| Participants using shared equipment | Participants using communal helmets                  | 8  | Helmets to be sprayed inside and the attachments with Disinfected spray eg: Glen20 between each use. Outside of helmets to be wiped with soapy water.  | Coaches |
| Participant using shared equipment  | Participants using communal boots                    | 8  | Boots to be sprayed with disinfectant spray eg: Glen 20 between each use.  | Coaches |
| Participant Community transmission  | Face Masks   | 8  | Face mask usage to comply with the NSW Government rules for face mask usage.<br>Masks are strongly encouraged at other times particularly where social distancing is not achievable considering also the individual risk assessment of the Local government area and participants involved in the activity.  |         |
| Participant Vaccination status      | Becoming unwell by contracting the virus             | 10 | Vaccination status must meet the NSW Government Guidelines in place. Between 11th October and 1st December 2021 the requirement is that all Staff, Volunteers, Participants, Carers or visitors to the site must be fully vaccinated or have a documented Medical exemption. Further guidance beyond this date will be provided by NSW Government or CASP. |         |

## RISK ASSESSMENT FOR VENUES

| Activity                | Hazard Identification Type/Cause         | Risk Assessment Use Matrix | Elimination or Control Measures  | Who                  |
|-------------------------|--|----------------------------|--|----------------------|
| Internal communal areas | Too many people within an enclosed space | 8                          | Each communal space is to be measured and maximum number of people allowed in the area is to be sign posted at the entry.<br>Indoor gatherings to meet NSW Government Health orders relating to numbers of people per square metre rule and 1.5m social distancing.<br>Numbers must comply with the NSW Government rules around gatherings.<br>Signage to display the number of permitted people in each area.   | Committee            |
| Internal communal areas | Transfer through entry and exit points   | 6                          | One way entry and exit points to be established if possible or 1 direction of travel at any one time through spaces that do not allow at least 1.5m between people.<br>Participants and Carers advised of entry and exit procedures.   | Committee<br>Coaches |
| Venue access            | People unaware of their responsibilities | 6                          | Additional Signage from Safework Australia including reference to:<br><ul style="list-style-type: none"> <li>- Simple steps to help stop the spread</li> <li>- Good hygiene practices for business</li> <li>- How to hand wash poster</li> <li>- How to hand rub poster</li> <li>- Keeping your distance poster</li> <li>- Keeping mentally healthy</li> </ul> <a href="https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19">https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19</a><br>Additional signage required:<br><ul style="list-style-type: none"> <li>- Maximum number of people in the area at any one time</li> </ul> | Committee            |
| Venue requirements      | Resources required                       |                            | Soap, Hand sanitizer<br>Paper towels for wiping hands.<br>Disinfectant Spray: eg: Glen 20<br>Gloves, Face Masks<br>Disposable mugs, plates and cutlery.<br>No use of: tea towels; communal mugs, plates or cutlery<br><a href="https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how-to-clean-disinfect-your-workplace-covid19.pdf">https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how-to-clean-disinfect-your-workplace-covid19.pdf</a>  | Committee            |

## RISK ASSESSMENT FOR SESSIONS

| Activity              | Hazard Identification Type/Cause            | Risk Assessment Use Matrix | Elimination or Control Measures  | Who                |
|-----------------------|---|----------------------------|--|--------------------|
| Mounting procedure    | Not able to maintain minimum 1.5m distance  | 8                          | Required for safety of participants.<br>Coaches complete a risk assessment of individual participation in activities and assign PPE to workers to mitigate risks associated with the individuals participation.<br>Coaches to ensure all additional personnel involved in the Mounting procedure are aware of the risks and are making their own decision to participate in the procedure. | Coach              |
| Dismounting procedure | Not able to maintain minimum 1.5m distance  | 8                          | Required for safety of participants.<br>Coaches complete a risk assessment of individual participation in activities and assign PPE to workers to mitigate risks associated with the individuals participation.<br>Coaches to ensure all additional personnel involved in the Mounting procedure are aware of the risks and are making their own decision to participate in the procedure. | Coach              |
| Emergency dismount    | Not able to maintain minimum 1.5m distance  | 6                          | Required for safety of participants.<br>Essential action based on risk of activity.<br>Coaches must ensure their willingness to action an emergency dismount if required without additional PPE or they are not permitted to Coach mounted riders.   | Coach              |
| Horses being led      | Leaders being within 1.5m of another person | 8                          | Required for safety of participants.<br>Coaches complete a risk assessment of individual participation in activities and assign PPE to workers to mitigate risks associated with the individuals participation.<br>Acknowledgement from Volunteers of their ability to participate in leading activities.  | Coach<br>Volunteer |

## RIDING FOR THE DISABLED NSW

|                           |   |   |  |       |
|---------------------------|---|---|--|-------|
| Sidewalker                | Sidewalkers being within 1.5m of another person | 8 | <p>Required in some cases for safety of participants. Coaches complete a risk assessment of individual participation in activities and assign PPE to workers to mitigate risks associated with the individuals participation. Acknowledgement from Volunteers of their ability to participate in sidewalkers activities. Where Parent / Carers are participating in Sidewalking supports they must undergo awareness training about the role and responsibilities of a sidewalker.</p>   | Coach |
| Activities                | Use of equipment                                | 8 | <p>No soft fabric equipment to be used for games and activities. All equipment used need to be cleaned after each session. <a href="https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how-to-clean-disinfect-your-workplace-covid19.pdf">https://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how-to-clean-disinfect-your-workplace-covid19.pdf</a> Activities planned to reduce the risk through sharing equipment during group sessions. Troop lines to maintain a minimum of 1.5m distance between participants.</p> | Coach |
| Sessions                  | Cross contamination between participants        |   | <p>Arrival times to be staggered to prevent waiting times and groups of people interacting. Sessions scheduled to have adequate time between participants to enable adequate cleaning between groups – timing to be determined by the Coach involved. Reins and Monkey grips to be changed between participants to enable adequate cleaning between participants. Saddles to be wiped over between participants.</p>   | Coach |
| Carriage Driving Programs | Not able to maintain minimum 1.5m distance      |   | <p>Whips complete a risk assessment of individual participation in activities and assign PPE to workers to mitigate risks associated with the individuals participation. Whip to wear a mask during activities if a concern of risk is identified.</p> <p>Where Group Carriage Rides are conducted all participants must be from the same school / group.</p>  |       |

## DETERMINING RISK FACTORS FOR PARTICIPANTS

| Identified Risk Factors  | Risk Rating |
|--|-------------|
| Displaying signs of respiratory illness  | 10          |
| Identified as a close contact of a known case within 14 days   | 10          |
| Aged over 70 years of age  | 4           |
| Aged over 65 years with one or more chronic medical conditions   | 4           |
| Aboriginal and Torres Strait Islander person 50 years and older with one or more chronic health conditions | 4           |
| Compromised immune systems   | 4           |
| Live with a vulnerable person with a known risk factor   | 1           |
| Requiring 2 volunteer sidewalkers for equine programs  | 3           |
| Requiring 1 volunteer sidewalker for equine programs   | 2           |
| Requiring a leader for equine programs   | 1           |
| Wheelchair user requiring full lift onto the horse   | 5           |

### Risk Rating

**Level 1 = Participant must have a risk factor of 2 or less**

**Level 2 = Participant must have a risk factor of 3 or less**

**Level 3 = Participant must have risk factor of 5 or less**

### HOTSPOT RESTRICTIONS

Where a COVID-19 Hotspot has been declared by the Australian or NSW Government or there is evidence of high community transmission rate, precautions must be taken by Centres to minimize risks to the Participants, Volunteers and the organisation.

Centres within Hotspot areas or areas of concern:

- Centres must be closed immediately for all program activities and return to essential horse welfare and maintenance activities only.
- This remains in place until the hotspot status is revoked.

Volunteers and Participants from Hotspot or high community transmission areas, or areas of concern:

- Centres must refuse access to all people that have visited the hotspot area within 14 days or currently reside in a hotspot area and are under NSW Public Health Orders.

Centres in Stay at home areas:

- All activities must be reduced to essential horse welfare and essential site safety maintenance activities.
- Volunteers onsite must remain minimal and permitted to travel according to the guidelines or within the Local Government area.
- Increased use of Masks required.

## VOLUNTEER ACKNOWLEDGEMENT

### Acknowledgement of Risk and responsibilities regarding Coronavirus – COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organisation. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result the Australian and NSW Governments have introduced Public Health Orders to control the pandemic.

Riding for the Disabled Association (NSW) has introduced risk management processes to reduce the spread of COVID-19; however, cannot guarantee that you will not become infected with COVID-19. Further, attending RDA(NSW) Centres could increase your risk and your families risk of contracting COVID-19.

The Australian Government has provided advice that vulnerable persons should reconsider their involvement in activities. Vulnerable people are those that:

- Are aged over 70 years of age
- Are aged over 65 years of age with one or more chronic medical conditions
- Are of Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic health conditions
- Have compromised immune systems

If you identify as a vulnerable person you must reconsider your involvement and provide the RDA(NSW) Centre with advice regarding the tasks and duties you are willing to participate in and required PPE.

By attending the RDA(NSW) Centre and signing this agreement, I acknowledge the contagious nature of COVID-19 and my responsibilities as a volunteer worker in RDA(NSW) are to:

- not attend if I am displaying signs of respiratory illness
- seek medical advice regarding COVID-19 testing if respiratory illness symptoms occur
- be responsible for my own personal hygiene and follow hygiene procedures.
- advise RDA(NSW) immediately if I am diagnosed with COVID-19 or are identified as a close contact of a known COVID-19 case and have attended the RDA(NSW) Centre within the previous 14 days.
- follow all Australian and NSW Health advice and Public Health orders.

I \_\_\_\_\_ voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending the RDA(NSW) Centre and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the RDA(NSW) Centre may result from the actions, omissions, or negligence of myself and others, including, but not limited to, RDA(NSW) Centre employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept responsibility for my involvement in RDA(NSW) during the COVID-19 pandemic.

- ☐ I have been provided with information and training regarding RDA(NSW) COVIDSafe Plan and my responsibilities.

Given the information provided and my understanding of the risks involved I agree to be involved in the following volunteer roles:

- |  |   |
|--|---|
| <input type="checkbox"/> Horse Care and Grooming                             | <input type="checkbox"/> Assisting with Dismounting procedures                |
| <input type="checkbox"/> Leading horses in training activities               | <input type="checkbox"/> Assisting with equine program equipment in the arena |
| <input type="checkbox"/> Leading horses in equine programs with participants | <input type="checkbox"/> Assisting with property maintenance activities       |
| <input type="checkbox"/> Sidewalking with participants in equine programs    | <input type="checkbox"/> Assisting with administration activities             |
| <input type="checkbox"/> Assisting with Mounting procedures                  | <input type="checkbox"/> Assisting with cleaning activities                   |

I require the additional support or PPE to help minimize risks to myself and others:

Signed: \_\_\_\_\_  
Participant or Guardian if under 18

Date: \_\_\_\_\_



## COACH ACKNOWLEDGEMENT

### Acknowledgement of Risk and responsibilities regarding Coronavirus – COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organisation. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result the Australian and NSW Governments have introduced Public Health Orders to control the pandemic.

Riding for the Disabled Association (NSW) has introduced risk management processes to reduce the spread of COVID-19; however, cannot guarantee that you will not become infected with COVID-19. Further, attending RDA(NSW) Centres could increase your risk and your families risk of contracting COVID-19.

As an RDA(NSW) Coach or RDA(NSW) Assistant Coach I understand that my role requires me to undertake the following duties:

- ☐ Complete the Australian Health Department COVID-19 Training online
- ☐ Implement the Risk Management processes outlined in the RDA(NSW) COVIDSafe Plan
- ☐ Determine the risk assessments of individual participants in consultation with Parent / Carers and Medical Consent forms prior to their involvement in RDA(NSW) programs
- ☐ Provide all Volunteers with COVID-19 Awareness Training prior to their participation in RDA(NSW) Programs under the COVIDSafe plan
- ☐ Adhere to the requirements of each Recovery Level of the RDA(NSW) COVIDSafe Plan.
- ☐ Ensure that PPE is used as required
- ☐ Assign tasks to Volunteers according to their willingness, capability and training considering their vulnerability

Furthermore:

- ☐ I have been provided with information and training regarding RDA(NSW) COVIDSafe Plan and my responsibilities.
- ☐ I will not coerce, force or insist that Volunteers undertake tasks that they do not feel comfortable in undertaking.
- ☐ I agree that if the situation arises that I will act within my responsibility as an RDA(NSW) Coach or Assistant Coach to provide emergency assistance to the participant by either an emergency dismount or first aid procedures.

I require the additional support or PPE to help minimise risks to myself and others:

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

Date: \_\_\_\_\_

## PARTICIPANT AND CARER ACKNOWLEDGEMENT

### Acknowledgement of Risk and responsibilities regarding Coronavirus – COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organisation. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result the Australian and NSW Governments have introduced Public Health Orders to control the pandemic.

Riding for the Disabled Association (NSW) has introduced risk management processes to reduce the spread of COVID-19; however, cannot guarantee that you will not become infected with COVID-19. Further, attending RDA(NSW) Centres could increase your risk and your families risk of contracting COVID-19.

The Australian Government has provided advice that vulnerable persons should reconsider their involvement in activities. Vulnerable people are those that:

- Are aged over 70 years of age
- Are aged over 65 years of age with one or more chronic medical conditions
- Are of Aboriginal and Torres Strait Islander people 50 years and older with one or more chronic health conditions
- Have compromised immune systems

If you identify as a vulnerable person you must reconsider your participation in RDA(NSW) programs.

By attending the RDA(NSW) Centre and signing this agreement, I acknowledge the contagious nature of COVID-19 and my responsibilities as a participant or carer to RDA(NSW) are to:

- not attend if I am displaying signs of respiratory illness
- seek medical advice regarding COVID-19 testing if respiratory illness symptoms occur
- be responsible for my own personal hygiene and follow hygiene procedures.
- advise RDA(NSW) immediately if I am diagnosed with COVID-19 or are identified as a close contact of a known COVID-19 case and have attended the RDA(NSW) Centre within the previous 14 days.
- follow all Australian and NSW Health advice and Public Health orders.

I \_\_\_\_\_ voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending the RDA(NSW) Centre and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the RDA(NSW) Centre may result from the actions, omissions, or negligence of myself and others, including, but not limited to, RDA(NSW) Centre employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept responsibility for my involvement in RDA(NSW) during the COVID-19 pandemic.

Given the information provided and my understanding of the risks involved I agree to participate in RDA(NSW) equine programs during the COVID-19 Pandemic.

I require the additional support or PPE to help minimize risks to myself and others:

Signed: \_\_\_\_\_  
Participant or Guardian if under 18

Date: \_\_\_\_\_

## CHECKLIST TO COMMENCE RECOVERY LEVELS 1 AND 2

Centre Committees are required to complete the following tasks within each Recovery Level and advise RDA(NSW) by email to all of the following email addresses to:

- [casps@rdansw.org.au](mailto:casps@rdansw.org.au)
- [board@rdansw.org.au](mailto:board@rdansw.org.au)
- [stateoffice@rdansw.org.au](mailto:stateoffice@rdansw.org.au)

|   |  |
|---|--|
| <b>Preparing for Recovery Level 1 Step 1</b>  |  |
| A Coach representative has participated in an RDA(NSW) Zoom COVIDSafe Plan session.   |  |
| All Coaches and Committee Members have completed the Australian Health Department Covid-19 online training.   |  |
| All Coaches and Committee have completed and submitted Acknowledgement declarations.  |  |
| The required resources are available at the Centre.   |  |
| All communal towels have been removed from the Centre.  |  |
| Access to communal food items has been restricted.  |  |
| Internal communal areas of the Centre have been measured and signage has been installed regarding the maximum number of people allowed in each area to comply with social distancing rules. |  |
| Safework Australia hygiene signage has been placed in appropriate positions around the Centre.  |  |
| An email has been sent to CASP, Board and State Office of the intention to commence operating at Recovery Level 1 Step 1.   |  |

|  |  |
|--|--|
| <b>Recovery Level 1 Step 1 Requirements</b>  |  |
| All Volunteers participating in activities during Recovery Level 1 Step 1 have completed Volunteer Awareness training.               |  |
| All Volunteers participating in activities during Recovery Level 1 Step 1 have completed and submitted Acknowledgement declarations. |  |

|   |  |
|---|--|
| <b>Preparing for Recovery Level 1 Step 2</b>  |  |
| All Horses are familiarised to their work role suitability and Volunteer PPE.   |  |
| Coaches have conducted risk assessments of individual participants.   |  |
| Coaches have identified volunteer resources required for each participant.  |  |
| Coaches have scheduled sessions in line with the RDA(NSW) COVIDSafe plan.   |  |
| Participants and their Parent / Carers have returned their Acknowledgement forms.   |  |
| Coaches have identified required support and PPE required for Participant / Carers.                                       |  |
| An email has been sent to CASP, Board and State Office of the intention to commence operating at Recovery Level 1 Step 2. |  |

|  |  |
|--|--|
| <b>Preparing for Recovery Level 2 Step 1</b>   |  |
| Coaches have conducted risk assessments of individual participants.  |  |
| Coaches have identified volunteer resources required for each participant.   |  |
| Coaches have scheduled sessions in line with the RDA(NSW) COVIDSafe plan.  |  |
| All Volunteers participating in activities during Recovery Level 2 Step 2 have completed Volunteer Awareness training.               |  |
| All Volunteers participating in activities during Recovery Level 2 Step 2 have completed and submitted Acknowledgement declarations. |  |
| Participants and their Parent / Carers have returned their Acknowledgement forms.  |  |
| Coaches have identified required support and PPE required for Participant / Carers.  |  |
| An email has been sent to CASP, Board and State Office of the intention to commence operating at Recovery Level 2 Step 1.            |  |

|  |  |
|--|--|
| <b>Preparing to resume programs in 2021 for the first time to since the COVID shutdown:</b>  |  |
| Complete all the steps in the Checklists for Recovery Level 1 and 2  |  |
| Register as a COVIDSafe Business with NSW Government at:<br><a href="https://www.nsw.gov.au/register-your-business-as-covid-safe">https://www.nsw.gov.au/register-your-business-as-covid-safe</a>                  |  |
| Display Service NSW QR Codes at sign in – Please note it is still a requirement to have a sign in record at the centre as is usual procedure. The Service NSW QR check in cannot be used as a replacement process. |  |

## VERSION CONTROL

| Version Number | Changes   | Date       |
|----------------|---|------------|
| 1.1            | Initial release   | 25/05/2020 |
| 1.2            | <p>Clarification to comments on Page 1:</p> <ul style="list-style-type: none"> <li>- Clarification of insurance statement - As such programs are now sanctioned and authorised activities for insurance purposes where this plan is implemented</li> <li>- Inclusion of - While the COVIDSafe app is recommended to enable contract tracing it is not compulsory however a register of attendance including names and phone numbers must be maintained with details of all who attends the centre.</li> <li>- Each Centre should develop and communicate their own operational procedures to communicate how Participants and Volunteers interact with the Centre to meet the requirements of the RDA(NSW) COVIDSafe Plan.</li> </ul> <p>Change to image of Recovered Phase and clarification of when Recovered Phase may be reached.</p> <p>Addition of statement “Required for safety of participants” to Session Risk Assessment. Confirmed with Department of Health – Sports Sector update that the 1.5m is a recommendation not mandated and where needed for safety, comfort or support going within 1.5m is expected so it does not create indirect consequences from July 1.</p> <p>Change to use of Indoor Arenas due to public health order change.</p> <p>Removal of Draft watermark for Acknowledgements.</p> <p>Use of indoor arenas moved to Recovery Level 1 in line with NSW Government Changes.</p> | 09/06/2020 |
| 1.3            | <p>Change to Level 2 Step 2 to be implemented from 20<sup>th</sup> July 2020:</p> <ul style="list-style-type: none"> <li>- Maximum of 4 Riders from individual sources only in each session</li> <li>- Maximum of 6 Riders if they all attend from the same school and meet the Risk assessment to meet the maximum of 20 participants at the Centre.</li> </ul>  | 03/07/2020 |
| 1.4            | Hotspot Restrictions added – Page 15  | 10/07/2020 |
| 1.5            | <p>Recovery Level 3 changes to maximum numbers onsite.</p> <p>Recovery Level 3 changes to Meal break rules.</p> <p>Recovery Level 3 changes to Risk Assessment to include Wheelchair users.</p> <p>Addition of Checklist for resuming programs for the first time following the COVID Shutdown in 2020.</p> <p>Addition of “areas of concern” into Hotspot restrictions to comply with Public Health orders.</p> <p>Carriage Driving Risk Assessment requirement added.</p>   | 02/02/2021 |
| 1.6            | <p>Addition of Mask requirements to Volunteer and Participant Risk assessments.</p> <p>Addition of guidance to Centres within Stay at home order areas.</p> <p>Addition of Vaccination requirements to Volunteer and Participant Risk assessments.</p>  | 01/10/2021 |