



HEXHAM RACECOURSE

RESUMPTION OF RACING BEHIND CLOSED DOORS

RACECOURSE OPERATIONAL PLAN

AUGUST 2020



CONTENTS

1.	Introduction and Background	4
1.1	Intentions	5-6
2.	The Regulatory Requirements	7
2.1	Government and Local Authority Requirements	7
2.2	Insurance and Risk Assessment	7-8
3.	Operations	8
3.1	Pre-Arrival and Accreditation Process (Pre-Screening)	8-9
3.2	Racecourse Entry Pre-Screening	9-11
3.3	Data Protection	11
3.4	General Covid-19 Protocols for all Attendees	12
3.5	Refusal of Access	12
3.6	Check List	12
3.7	Arrival Times	13
3.8	Departure	13
4.	Site Biosecurity	14
4.1	Social Distancing	14
4.2	Social Distancing Officer	14-15
4.3	Cleaning	15-16
4.4	PPE	16-17
4.5	Face Coverings	17
4.6	Personnel who are likely to breach social distancing	17
4.7	Jockeys Face Coverings	18
4.8	Provision of PPE and Face Masks	18
4.9	Hand Hygiene	18
4.10	Isolation Room	19
4.11	Equipment	20
4.12	Deliveries	20
4.13	Other Enhancements	20



5.	Racing Operations	20-21
5.1	Stable Management Pre-Arrival and On Arrival	20-21
5.2	Unloading and Stable Yard Protocols (Trainers, Stable Staff and Officials)	21
5.3	Unloading Procedure	21-22
5.4	Washdown Procedure	22
5.5	Other Stable Yard Information and Facilities	22
6.	Racing Management	23
6.1	Runners Sheet/Racecards	24
7.	The Weighing Room & Procedures	24
7.1	Clerk of the Scales	25
7.2	Valets	25-26
7.3	Jockeys Weighing In/Out Procedures	26
7.4	Jockeys Changing Room	26
7.5	Trainers	27
7.6	Medical	27-28
7.7	Broadcast	28
7.8	Starters	28
7.9	Judge	28
7.10	Stewards Room	28
8.	Pre-Race	29
8.1	Saddling and Parade Ring	29
8.2	Going Down and Starting Procedures	30
9.	The Race	30
10.	Post-Race	31
10.1	Unsaddling and Post-Race Checks	31
10.2	Weighing In	31
11.	On-Site Personnel	32
11.1	Training	32
11.2	Resilience	32
11.3	HR Considerations	32-33



11.4	Racecourse Personnel	33
11.5	Covid-19 Officer	34
11.6	Social Distancing Manager/Supervisors	34
12.	Contractors	34-35
12.1	Sectional Tracking Timing	34
12.2	Security and Stewarding	34
12.3	Medical Provision and Arrangements	34-35
12.4	Veterinary Provision and Arrangements	36
12.5	RaceTech Broadcast and Media	36-37
12.6	Farrier	37
12.7	Catering	37
13.	Others	37
13.1	Health and Safety	38
13.2	Communications	38
13.3	Industry	39
13.4	Community	39
13.5	Signage	39
13.6	Public Relations	39-40
14.	The British Horseracing Code of Conduct	41-42
Annex A	Covid Officer Role Description	
Annex B	Risk Assessments	
Annex C	Essential Operational Personnel	
Annex D	Operational Checklist	
Annex E	Rule Amendments and BHAGI Dispensations	
Annex F	Supplementary Staff Privacy Notice	
Annex G	Various Racecourse Plans	
Annex H	BHA Covid-19 Screening Questionnaire	
Annex I	Medical Standing Orders	
Annex J	Additional Covid-19 Precautions	



Annex K	Veterinary Standing Orders
Annex L	BHA Guidelines and Operating Procedures
Annex M	RCA Guidance Document to Press, Broadcasters and Photographers Protocol
Annex N	BHA/RaceTech Risk Assessments/Medicare



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 16th and 17th March 2020, all horseracing in Great Britain was suspended from 18th 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.

Our objective is to resume racing at Hexham racecourse from Wednesday 2nd September 2020, working in conjunction with the Local Authority, BHA, the horsemen and all parties, to ensure that racing only takes place under controlled conditions and that we mitigate any risk to the health and safety of our staff, and industry professionals.

Before any racing BCD can be finalised, we must ensure we have the suitable permissions and that we meet the requirements of any recommendations and legislation. Principally, resumption of racing should only take place with Government legislation via DCMS approval, the BHA and with support of the Safety Advisory Group in relation to safety certificate and licencing. Hexham will only resume racing once these permissions have been sought and agreed, and when it is appropriate to do so.

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 such as local social media.

Hexham must also 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 following are Hexham Racecourse's current plans for resumption of racing BCD, based on ongoing discussions with the BHA, RCA and other parties, to ensure we comply with government and local authority legislation, operating fixtures safely, whilst meeting the criteria to be set out by the BHA for resumption of racing.



RACING BEHIND CLOSED DOORS MODEL

1.1 INTENTIONS

The plan is to create a structured framework for the venue with fixed perimeters and parameters to ensure only approved personnel may enter. This is designed to minimise the risk of infection to the people inside, through the creation of a safe and controlled environment.

Considerations throughout the process:

- Maintaining the Health and Safety of those that are on-site
- Public Perception
- PPE
- Relevant availability of personnel and resources

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.
- Hexham Racecourse will 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, Hexham will 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

- Hexham Racecourse have confirmed with our insurers that they will be staging Racing Behind Closed Doors and liaise with them regarding any requirements they may have of the racecourse.
- Hexham Racecourse have reviewed, updated (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.

- Hexham Racecourse has ensured 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 is 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
- Hexham 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 than 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.

3. OPERATIONS

3.1 PRE-ARRIVAL AND ACCREDITATION PROCESS (PRE-SCREENING)

- Hexham Racecourse has agreed that 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.
- To reflect the amendments to operating procedures to support racing behind closed doors, a series of Rule amendments and BHAGI dispensations have been agreed with the BHA and will be kept under review. Full details are available at Annex D.
- 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. This might include Valets, RaceTech Vehicles.



- In advance, Hexham will provide the BHA with details of 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.
- Until further notice the BHA will operate a revised 48-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 any additional items relevant to their course and operational plans.

3.2 RACECOURSE ENTRY PRE-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.

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 the 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 (provided by racecourse) identifying that they have undergone the screening process.

One type of wristband will be issued for green zone only, another wristband issued for red zone.

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.

As noted 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 COVID19 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.

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

After this point, changes to the staff who can attend will not be possible, and if they are unable to attend replacements will not be permitted access.

Individuals will be encouraged to drive separately – the site has ample parking to support this and the adequate distancing required.

With prior agreement only, any racecourse staff or contractors who require access to the red or green zone before the opening times, will be required to take a temperature test which will be recorded at their time of entry. Once the official screening area is open at 5 hours before racing, they will then be required to go through the racecourse entry screening process (at which point a further temperature check will be done).

3.3 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.

3.4 GENERAL COVID-19 PROTOCOLS FOR ALL ATTENDEES



- Do not come racing if you have symptoms of COVID-19.
- 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.

3.5 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

3.6 CHECKLIST

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

- Food/refreshments, in a cool bag if appropriate, no refrigeration facilities. Bottled water WILL be provided free of charge to all personnel on site. Microwaves 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.
- Photo ID (e.g. stable staff pass, driving licence, passport).

Staff accompanying horses should also bring:

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

3.7 ARRIVAL TIMES

The Stables will be open 5 hours before the first race on the morning or afternoon of racing, no access will be permitted prior to this time. Any access before this time is subject to racecourse approval.

- 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 before the times 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. The Clerk of the Course will review arrival times and liaise directly 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.

3.8 DEPARTURE

The departure process is as follows:

For all personnel:

- On completion of their role, everyone should leave the racecourse as soon as practically possible.
- Individuals who finish at the same time should return to their cars either separately or observing social distancing.



- The wristband for the race day must be removed and put in the bin at the entrance to the car park following instructions by racecourse staff. Accreditation cannot be retained for future use.
- All personnel's departure will be logged by racecourse staff.
- Any individual who has left the site must complete the arrival and screening procedures again prior to re-admittance.

For horses and personnel accompanying horses:

- Personnel accompanying horses should follow the procedure outlined above AND Horseboxes will need to verify staff departure in the horsebox park.

4. SITE BIOSECURITY

4.1 SOCIAL DISTANCING

- The government recommendations for social distancing are that individuals should not be within 2m of any individual outside their household for 15 minutes or longer.
- Operating plans and workplace configuration have been designed to enable 2m social distancing to be achieved wherever possible. This has required movement/removal of furniture or moving to different locations.
- 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.
- If the task is not imperative, it must be discontinued if social distancing cannot be maintained.

Measures in place across the site will include:

- Distance markers, chevrons, signage, barriers, cones.
- One-way systems to be in place, supported by both social distancing officers and signage with one way in and another out of areas.
- Reduction of personnel in areas.
- A social distancing officers will manage higher risk crossover point if one necessary
- Jockeys changing rooms – the creation of 'individual areas' for the jockeys in all changing rooms.
- Perspex protection screen for Clerk of the Scales.

4.2 SOCIAL DISTANCING OFFICER



Key to the delivery of this social distancing is the placement of Social Distancing Officers (SDOs) who 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.

- This position will be assisted by the Social Distancing Supervisors (racecourse employees) who will liaise with the SDO on breaches and concerns.
- 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.

4.3 CLEANING

Regular cleaning regimes must be in place for each area as per the cleaning protocol.

- 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 including, as a minimum, a plastic apron and gloves. Five cleaners are to be fit tested for FFP3 masks.
- The racecourse cleaning team will undertake routine cleaning of all areas, including regular cleaning of frequently touched areas including but not limited to door handles, washroom surfaces, toilet handles, phones, and bannisters.
- The racecourse must ensure there are adequate supplies of paper towels/paper roll, detergent, and disinfectant.
- Staff must be fully trained in the use of all equipment and chemicals.
- The racecourse will provide multi-surface detergent wipes in key locations to enable individuals to undertake quick and easy decontamination of items that are visibly soiled and 70% 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 will be avoided.
- Damp dusting rather than dry dusting will be performed to avoid generating contaminated dust particles.
- Dedicated or single use equipment (e.g. dusters or surface wipes) will 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.
- Where possible 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.
- 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, these will be disposed of via a certified waste removal company.

4.4 PPE

This section is written based on information known at the time of writing. The government guidance on use of PPE frequently changes, and the racecourse will refer to the latest BHA guidance.

- All staff must be provided with training on the appropriate use of PPE to ensure they are using it in the correct way.
- Contingency plans will be developed in case sufficient PPE cannot be sourced. This will include revising operating procedures to reduce the number of staff in relevant roles to reduce requirements. However, these changes must not compromise the effective carrying out of the relevant operating procedures or, where relevant, medical care.
- Individuals may request to wear PPE for roles where risk assessments do not indicate that this is required.
- In these circumstances this may be permitted, but 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.

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, 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.

4.5 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.

4.6 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
 - 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 the below points (Jockeys’ Face Coverings and Provision of PPE and Face Masks).



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.

4.7 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.

4.8 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.
- 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 race days. The NTF and trainers will be advised of the details directly.

4.9 HAND HYGIENE

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 hand sanitise, in line with hand washing guidance.

- Handwashing areas would be established around the site and at all of the key transfer points.



- These should be hand sanitizers 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 liquid soap and water are used, single use towels should be provided, and stocks must be regularly replenished. Ideally these will be paper towels and an appropriate waste receptacle must be provided and regularly emptied.
- Hand blow dryers must not be used and must be turned off to prevent unintended use.
- The sauna will not be in use on site at the racecourse.
- 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 hand sanitiser available on both sides of any doors not propped open.

4.10 ISOLATION 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. The isolation room should ONLY be used if it is not possible to return to a vehicle. The Tynedale Box will be used as an Isolation room as it is adjacent to the exit and has direct vehicle access. Anyone from the Red Zone would be escorted around the perimeter road to the Tynedale Box.

- ALL staff must be aware of the isolation room location.
- This will NOT be the JMR, which must remain available for jockey treatment during racing.
- The location will be clearly marked on any site maps and signage placed on the door of the location for identification.
- There will be an 'exit route' from the isolation room that can be used by ambulance staff using either a carry chair or ambulance trolley bed.
- The isolation room has the following facilities:
 - A laminated copy of "Important message" advice (see RCA guidance).
 - A mobile telephone.
 - A supply of liquid soap and water, or alcohol-based hand-rub in the 'isolation room'.
 - A seat for the person to use.
- Once an 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.
- 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 the racecourse team must be identified to support the individual alongside the RMO/nurse.



4.11 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 racecourse will make a supply of single-use disinfectant wipes available in key areas for equipment disinfection.
- Processes for the disinfection of racing equipment (e.g. tack, colours etc.) is detailed under the relevant sections below.

4.12 DELIVERIES

Where possible, deliveries should be made on non-racedays in line with current procedures and avoided on racedays. Any raceday deliveries will be accepted at the office foyer.

- The delivery driver should unload the delivery and then return to their vehicle.
- The delivery will then be approved by a member of the racecourse team.
- Any necessary cleaning of products would be determined, and 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.

4.13 OTHER ENHANCEMENTS

To further support the measures outlined, other processes will be in place to support the biosecurity of the site. A pre-raceday exercise for key staff will take place to walk through the site ensuring all positions are understood and the key roles they all play to maintain a secure site.

5. RACING OPERATIONS

5.1 STABLE MANGEMENT

PRE-ARRIVAL



All personnel that will be attending the stables across all parts of the day (including Stable Staff, Farrier, BHA, Horsebox Drivers etc.) will need to follow the two-stage racecourse screening process as detailed.

ON ARRIVAL AT THE WEST END GATE

There will be a checkpoint in place with temperature checks and accreditation in the wagon park

- Once all checks have been completed and wrist bands issued, they will be directed towards the horsebox parking leaving two metres to access vehicles. Entry to the stable yard is one way from in the Wagon Park by the top gate into the stable yard where a BHA Integrity Officer will sign them in. The lower gate can be used in an emergency and the stable manager will have the key.
- The outer cordon of the stable yard will be secured on the gate to the road by a Security person.
- Horsebox drivers must remain with their vehicle throughout the day but will have use of the toilets in the stable yard or the Pavilion Restaurant foyer as they will have been through the arrival screening process.

The stable yard can accommodate 92 horses.

5.2 STABLE YARD PROTOCOLS (TRAINERS, STABLE STAFF, OFFICIALS)

There is one entrance to the stable yard. ONLY staff with the appropriate accreditation will be permitted to enter the stable yard.

- Access to the racecourse stables will be for stable staff (or trainer/representative when accompanying the horse), EWIO, vets and relevant racecourse staff ONLY.
- Any trainer or their assistants who require access to the stable area for horse welfare reasons will have to be approved by the Clerk of the Course or Stable Manager.
- A system with 2m distancing around the stable complex will be in operation and must be closely observed. All attendees are requested to follow the 2m distancing signs and use the hand sanitiser frequently.
- Horses going to race will leave the stable yard by the East entrance (nearest to the racecourse) to maintain a one-way system. Horses returning from racing will proceed from the unsaddling area back via the entrance in the Wagon Park maintaining a one-way system.
- The unsaddling area will be the grassed area below the stables where there will be water and washing facilities for the horses.
- Horses may be taken to the normal unsaddling area for a washdown but social distancing must be maintained.
-

5.3 UNLOADING PROCEDURE



- 1) After unloading proceed to the entrance to the stable yard which is at the West end (in the actual Wagon Park) of the stable yard complex. **NOT** the normal entrance
- 2) Stable staff may be required to show passes again. Please follow instructions if asked to do so.
- 3) There will be a specified area for the horse check-in.
- 4) 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.
- 5) Once cleared, the stable staff will take their horse to the stable allocated by the Stable Manager. A Stable Manager will be based at each entrance.
- 6) 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.
- 7) If the horse is being fed in the stable, the Stable Manager or EWIO must be informed.
- 8) Equipment transfer protocols must be followed.

5.4 WASHDOWN PROCEDURE

- 1) After horse and equipment are unloaded, horses can be taken to a washdown area, taking note of social distancing measures, and ensuring that your hands are sanitised before and after use.
- 2) Showers in horse washdowns may be used.
- 3) Buckets, sponges, and scrapers can be used, and it is recommended that trainers provide these to be used by their own staff.
- 4) The Veterinary Officer (VO) will notify stable staff if their horse will be subject to a pre-race check. These will follow normal guidelines.

5.5 OTHER STABLE YARD INFORMATION & FACILITIES

- 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 an outside break area, which enables appropriate social distancing to be maintained.
- There will be no shower facilities available.
- No overnight accommodation or stabling will be provided until further notice. All trainers and transporters must be aware of this and 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.
- Packed lunches may be collected from the Stable canteen and eaten there if enough space to ensure social distancing (toilets in Stable Canteen and Stable Yard) or taken to the rest area in the Shire Bar where there are tables inside and outside under cover.



- The Shire Bar is available to watch racing but ensuring social distancing behaviour.
- Washrooms will be regularly cleaned.
- No changing facilities are available.
- There is clear directional 2m distancing signage around the stable yard and hand sanitising points to aid this process and ensure that social distancing is complied with.
- A Social Distancing Officer will be patrolling the Green Zone
- First aid provision will be provided in the stable area.
- The Isolation Room is the Tynedale Box (immediately after the former Owners and Trainers entrance). In the event of the Isolation Room being used and any toilet used by the patient both will require a deep clean before further use. This may mean a toilet being out of use at least for a time.

6. RACING MANAGEMENT

Pre-arrival and arrival as per zone. ALL attendees must go through this process, there are no exceptions. Any Hexham Staff e.g. Groundstaff, Manager, Secretary required to work more than 5 hours before the Testing Stations open must have their temperatures checked and recorded by the Racecourse Manager **before** they start work then they **MUST** go through the official accreditation after the Testing Stations open.

The Racecourse will be divided into two zones the **Green Zone** will be all personnel directly associated with the racing. **The Red Zone** will be Owners and potentially Crowd attending to watch racing and those staff associated with looking after them. We aim to have no cross over points except in an Emergency. Barriers will be erected to ensure the safety of both elements and to ensure Owners can see their horse in the Parade Ring and potentially have their photograph taken 2metres in front of their horse which will be in the Winners Enclosure.

Green zone will be Jockeys, Trainers, Horse Attendants, Officials, Contractors, Security, Cleaners, Vets, Medics and Racecourse Staff working in the Green Zone. The **Red Zone** will be Owners, Officials, Security, Cleaners and Racecourse Staff that will be working in the **Red Zone**. We aim to have no one crossing between zones unless there is a Medical Emergency. Testing Stations will be in the Wagon Park for the **Green Zone** and inside the East Gate entrance for both **Green Zone** and **Red Zone**.

Zone entry see below for personnel to enter each zone

Horse Box Drivers and Stable Personnel enter by the West Gate for testing (the normal Wagon Park entrance).

Entry for all other personnel in the **Green Zone** will be at the East Gate entrance of the Course where they will wait in their cars to be temperature tested . After testing to park in the area above the barrier across the car park ensuring 2 metre egress for their vehicles **Green Zone** personnel then to proceed directly to Turnstile W (the former Owners & Trainers entrance at the west end of the buildings) to complete their accreditation and confirm their entry.



Red Zone personnel to wait in their cars for testing at the East Gate. Once cleared they will proceed to park at the East side of the clearly defined area in the car park leaving 2 metre distance for egress from their vehicles and make their way to the **entrance A** beside the Racecourse Office to check accreditation and confirm their entry. Personnel to be encouraged to use the hand sanitising facilities. Hexham Racecourse Staff, Security, Cleaners and Officials working in the **Red Zone** to come to the Raceday Office to have their accreditation and photo ID checked and PPE issued where individual risk assessments have deemed it necessary.

The **Green zone** temperature testing and accreditation will be in two places, one in the Wagon Park for all Stable Yard Officials, Horse Attendants and Lorry drivers. **Green Zone** Testing on entry at the East Gate entrance for Jockeys, Trainers, Valets, Vets, Medics, Racecourse Staff and Contractors working in the **Green Zone** with accreditation at **entrance W** (former Owners and Trainers Entrance) for all the above with the exception of Hexham Racecourse staff.

Hexham Staff will go to the **Number Cloth Box** where a Secretary will check their accreditation and photo ID, issue PPE for those deemed at risk from individual risk assessments and also direct staff to where their sanitised forks etc are and that same Secretary will stay in the **Green Zone** to assist any staff enquiries and help maintain social distancing, checking staff out at the end of the day.

Security will be required to divide between the zones with a supervisor and briefing for each zone. They must not cross zones except in an emergency situation.

Anyone failing a temperature check, having no photo ID or having not completed the learning module on Racing2 Learn or the relevant medical screening within the previous seven days will not be allowed into the racecourse under any circumstances. If travelling with another person they will be given a Type 11R mask and asked to consult NHS 111 to enquire about a Covid-19 test and other advice,

In the Wagon Park this will mean that no one is allowed out of the vehicle and they will be turned around immediately and escorted from the racecourse by Security.

The Lodge entrance to the Racecourse will be locked all day with the key held by the Security at the Testing Station. Anyone failing a temperature check or screening question at the Flagpole testing Station will be asked to stay in their car with the windows up and pull to the side to await an escort out of the Lodge Gate arranged by the Safety Officer. Anyone failing the checks at the Red Zone will be escorted out of the East Gate by security.

The racecourse will provide to the BHA in advance details of all racecourse personnel who will attend each fixture. The information will be provided as soon as it is available and 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.

6.1 RUNNERS SHEET/ RACECARDS

A digital runner's sheet will be available detailing all races, officials, and race conditions, this will be available online for all those working at the racecourse.

7. THE WEIGHING ROOM & PROCEDURES

7.1 CLERK OF THE SCALES

- Access to the weighing room will be strictly limited to BHA officials, relevant racecourse staff (this will include cleaning staff, valets, and jockeys) and the Medical Team.
- If information needs to be passed to the Stewards/Starters/Scales, this will 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 the Social Distancing Supervisor. 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 appropriate social distancing signage and markings to remind personnel of the social distancing rules and there will be a clear one-way system in operation.
- 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.
- Number cloths will be laundered by the supplier prior to provision to the racecourse. For each race, these will be laid out on a table in agreed area in close proximity to the Clerk of the Scales. Jockeys will then collect the number cloth they require (and any speed sensor equipment) and must not touch any others. After the race Jockeys should then return the number cloth to a designated receptacle located at the exit to the weighing room.
- Weighing in and out will be carried out as normal in the Weighing Room, with social distancing protocols and one-way system to be followed. Perspex screens will be in place 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 gear transfer table will be provided beside the saddling boxes with a Security Person in attendance at all times from which saddles, weight cloths, number cloths etc. can be passed



from jockeys to trainers or their representatives after weighing out. Numbers will be issued to ensure no mix ups.

- Any lead used by jockeys must be cleaned with disinfectant wipes by the valets following each race prior to further use.
- A Social Distancing Supervisor will be present to ensure total compliance.

7.2 VALETS

- Valets – will be required to look after jockeys in the normal changing rooms plus the former Owners and Trainers Bar above the Parade Ring and close to the weighing room. The former Members Bar situated to the left of the O&T bar will be available in the event that there is not sufficient space for jockey changing in the designated changing rooms.
- 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.
- Valets must access the racecourse by **Entrance W** (the former Owners & Trainers entrance at the West End) then when they are in the weighing room they may bring their equipment in from their cars.
- All colour bags are to be dropped off at the Saddling Boxes and placed on a table with numbers. The tables will be labelled per race. Security will be in attendance. All colour bags will need to be clearly marked by the respective yard and they must be placed in a plastic bag. A weighing room employee will collect.

7.3 JOCKEYS WEIGHING IN/OUT PROCEDURES

- 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 Weighing Room will be marked out with appropriate social distancing signage and markings to remind personnel of the social distancing rules and there will be a clear one-way system in operation.

7.4 JOCKEYS CHANGING ROOMS/GENERAL INFORMATION

- The jockeys changing rooms will be in the normal changing rooms with the addition of the former Owners and Trainers bar which is nearby at the top of the Parade Ring, The head valet will allocate positions. There will be sufficient room to adhere to social distancing guidelines.
- Jockeys must gain entry to the racecourse by **Entrance W** (the former Owners & Trainers entrance at the West end of the racecourse buildings) then enter through the main front doors of the weighing room and follow social distancing guidelines. The Social Distancing



Officer will manage the weighing out process to ensure that there is no crossing over within the corridor and social distancing is maintained.

- A nutritional packed lunch with water will be provided for jockeys. Jockeys may bring their own food with them.
- It is permissible/encouraged for jockeys to return to their cars if there is a sizeable gap between the races that they are riding in. The jockeys vehicles are to be parked in the Green Zone and entry is **by entrance W** (the former Owners & Trainers entrance at the West End).
- Hand driers isolated and hand towels and bins placed in all washrooms.
- **No sauna facilities in use.**
- The jockeys mobile phone and smoking area will be defined and communicated by valets.
- All televisions will be switched off unless required by BHA officials.
- Should a jockey wish to walk the course they must comply with the requirements of self-distancing.
- 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 testing in line with their own procedures, and jockeys must comply with this.

7.5 TRAINERS

- Trainers must provide details of the stable staff who will be accompanying their runners to the BHA upon Declaration of runners and after this point changes to the staff who can attend will not be possible, and if they are unable to attend replacements will not be permitted access. If they are travelling in the horsebox, the horsebox will not be permitted entry and the horse will be unable to run.
- Trainers will be encouraged to send appropriately experienced staff.
- A maximum of one member of staff per runner in addition to the trainer will be permitted.
- When advising the stable staff who will accompany their runner, the trainer must also advise if they **or** a representative will be attending. 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 testing 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 any 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.

- Packed lunches will be provided in the Stable Canteen, tables will be there and both inside and outside the Shire Bar (under the canopy) A television is in the Shire Bar but Social distancing rules must be observed at all times and everyone is encouraged to use the hand sanitiser frequently. Trainers may bring food with them to meet their own requirements if preferred.

7.6 MEDICAL

- PPE will be supplied for the doctors of the racecourse and will include Level 3 masks and fit testing if required.
- Medical team – First proceed to the Flagpole testing station to have temperatures tested and answer the questions then access the medical room through **the Entrance W** (the former Owners and Trainers entrance at the West End) from there to either progress to the JMR or rest area in the Pavilion Restaurant. The Pavilion Restaurant will have a one way system, access from the door beside O&T entrance, egress down the stairs past the kitchen.
- In the weighing room tape will be placed on the floor to mark where the RMO stands post-race as jockeys weigh in.
- The medical briefing will be held in the Pavilion Restaurant (near the entry point at O&Ts) This area can be used as a rest area by the medical team and packed lunches will be provided. The JMR to be reserved for the nurse and doctors and for treating casualties.
- Ambulance provision will be provided by our usual provider Medicare. On arrival they will proceed to the testing station at the flagpole to have their temperatures tested and answer the three questions. From there to the Pavilion restaurant where there will be a rest area and packed lunches provided. During racing they will stay in their allocated positions on the course unless there is a medical situation that necessitates their return to the weighing room.

7.7 BROADCAST

Radio distribution to be managed by the Broadcast Office. A table will be situated in the doorway, radios will be wiped down and placed down ready for collection by the relevant person with no sign-in required. All personnel collecting radios will adhere to social distancing.

7.8 STARTERS

Both starters are to remain out on the course during racing and to use their own vehicles for accessing all starts.

7.9 JUDGE

The Judge will remain in the judge's box throughout racing.



7.10 STEWARDS ROOM

- Access to the Steward's 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.
- Staff briefings will be conducted remotely.
- As social distancing can be maintained in the Steward's Room, enquiries will be conducted on the racecourse in the usual manner wherever possible.
- The Stewards will follow the social distancing guidelines in the weighing room and Steward's room.
- Entrance to the Stewards Room is via the Flagpole testing station followed by **Entrance W** (the former Owners and Trainers entrance at the west end of the racecourse buildings).
- The racecourse will email all trainers in advance of racing to make them aware of the new BCD processes and procedures on site.

8. PRE-RACE

- Social distancing must be maintained during course walks. Anyone wishing to walk the course must have permission from the Clerk of the Course in advance and must wear the accreditation provided (wrist band), showing 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 racecourse will be considered the on-course declaration. Horses must be on site a minimum of 45 mins before each race. Any other information usually provided on the declaration sheet must be provided verbally to designated member of the BHA team, who will collate this and relay to the weighing room and other BHA personnel as required.
- The Clerk of the Course will ensure racing information is placed on notice boards throughout the accreditation area and stables.

8.1 SADDLING & PARADE RING

- Trainers or their representative will collect the saddle etc. from the jockeys at the designated gear transfer zone from a table at the saddling boxes and will then go to the stables where there is a one-way system for horses. The Trainers and stable staff may access the stables by the East gate following the signs to ensure social distancing.
- A parade ring safety officer will help to manage all equine movement within the parade ring and act as the social distancing supervisor for these areas.
- All runners to parade are to be saddled in the stables.
- The saddling boxes in the parade ring will not be in use for horses.



- Horses will be directed into the parade ring ahead of their race.
- The above saddling procedures will be communicated to the trainers to make them aware of the new layout and guidelines ahead of racing.
- Jockeys will proceed to the parade ring in single file, two metres apart. Designated areas for them to stand will be marked with a T & J on the grass.
- Medical and veterinary teams must be available outside the parade ring, and able to access without delay in the event they are required.
- Hand sanitiser stations will be situated outside the weighing room.
- Face coverings are mandatory in the parade ring and all personnel must put them on BEFORE entering the parade ring.
- Armbands for stable staff will not be used.
- 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 a designated time, the jockeys will be asked to mount and proceed to post. The legging up individual must have suitable PPE.
- Once mounted, jockeys must proceed to the start as soon as possible.
- The maximum field size will be different to normal and stipulated by the BHA in all races for the duration of BCD racing.

8.2 GOING DOWN & STARTING PROCEDURES

- 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 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.
- Hand sanitiser should be used between each start (i.e. sanitiser available at the Starters rostrum).
- Any radios should be wiped and cleaned between use and not shared amongst others.

9. THE RACE

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.



- The RMO start car driver will be from the racecourse staff, who will wear a face covering and gloves.
- The Veterinary Surgeon driver will be from their own staff and will wear a face covering and gloves.
- The Senior groundsman's driver will be from the racecourse staff and will wear a face covering and gloves.
- Each driver will need the vehicle to be cleaned/disinfected internally between racedays.
- All personnel (Judge/Photo Finish/Commentator/Camera) will stay in position throughout racing. Washroom facilities will be available on that floor.
- The Clerk of the Course will view the race from the top floor grandstand as usual. Access will be by the lift only which will be in the Green Zone. As a precaution in the event of a lift breakdown the stairs will be divided by hazard tape and a Security person will be deployed to assist in a potential cross over point at the top of the stairs.
- It is assumed that the Stipendiary Stewards will operate from the weighing room steward's room during the race.
- Stable staff will be recommended to watch the races from the Stable Canteen or Shire Bar area where social distancing can be maintained.

10. POST RACE

10.1 UNSADDLING & POST RACE CHECKS

- On completion of the race, the jockey should proceed to the unsaddling area or Winners Enclosure.
- Post-race, the winner is to proceed to the winner's enclosure. The remaining runners are to be unsaddled, washed down, and cooled off in the area below the stables where there will be water troughs and hoses. The normal unsaddling area will be available to wash down horses too as long as social distancing is observed. The horses will return to their stable yard via the wagon park entrance.
- The winner shall proceed back to the stables via the route around the bottom of the stables to access the stable yard from the wagon park keeping to the one way system.
- Access to the Winner's Enclosure 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 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. 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 from the gear transfer area behind the weighing room, being sure to follow the transfer protocols.



10.2 WEIGHING IN

Jockeys should return to the weighing room immediately after the race to weigh in, whilst maintaining social distancing. Jockeys should leave the weighing room as soon as they have weighed in. Ideally, the post-race debrief between the trainer and jockey should take place by telephone after the race. If not possible, the de-brief should take place outside the weighing room.

11. ON SITE PERSONNEL

By attending the racecourse all parties agree to comply with the industry agreed Code of Conduct. There will be a zero-tolerance approach to a breach of this Code and any individual who is in breach will 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 the racecourse for breaches of social distancing and/or the Code of Conduct will be unable to attend a fixture at any British racecourse for an agreed period of time.

Only essential operating personnel should attend a behind closed doors fixture. A draft personnel list (as per Annex C) has been created to ensure the minimum numbers possible to deliver a safe and secure environment whilst ensuring some resilience. This delivery must be undertaken in a responsible way, and ensuring that there is full delivery of Government, Medical Guidelines and BHA Guidelines.

11.1 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 will be provided following existing procedures. Records will be maintained of who has attended briefings and the information provided to them, along with any relevant training delivered. It will be reinforced 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).
- 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. This training must include the importance of correctly implementing measures to prevent the spread of COVID-19.
- All staff who are to be issued with PPE are to be given a training session on how to use the PPE and dispose of it safely. There will be clearly marked bins to place used PPE in.
-



11.2 RESILIENCE

Consideration will be given to Hexham Racecourse's contingency plans and resilience for all roles. If an individual does not pass the relevant checks, they will not be permitted access to the site. A deputy or deputies who can take on any necessary additional responsibilities will be nominated. RaceTech and the BHA have built resilience into their own operating procedures.

11.3 HR CONSIDERATIONS

- Consideration will need to be given to the impact on furloughed staff and how many will be asked to return to work – how many staff will be required, and the requirements of their return will vary depending on the proposed fixture lists. Whilst trying to minimise the amount of people on a raceday we need to have extra staff who could step into any role in the event of accreditation failure therefore we will try to use furloughed staff wherever possible.
- 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 will be communicated to staff.

11.4 RACECOURSE PERSONNEL

- Hexham Racecourse staff numbers will be reduced as far as practical to run a safe and efficient race meeting.
- 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 is reduced as far as is reasonably practicable.
- Consideration will need to be given for resilience and training for all roles as outlined above.
- All Racecourse Staff who are working will be listed in Annex C.



11.5 COVID-19 OFFICER

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 appropriate member of the racecourse team will be given this role.

11.6 SOCIAL DISTANCING MANAGER/ SUPERVISORS

- The role of the Social Distancing Manager (SDM) is a BHA role and is introduced to assist in the implementation and compliance with measures to prevent the spread of COVID-19, and in particular social distancing. The role will enforce compliance with the agreed Industry Code of Conduct and escalate breaches to the Stewards.
- Social distancing supervisors are required across the racecourse in order to ensure social distancing and compliance of one-way systems and the wearing of appropriate PPE is maintained.
- The SDS will also report any breaches of requirements to the Social Distancing Manager who will in turn report this to BHA Stewards, who will take regulatory action in line with the powers available to them. Any individual who is ejected from the racecourse for breaches of social distancing and/or the Code of Conduct will be unable to attend a fixture at any British racecourse for an agreed period of time.

12. CONTRACTORS THIRD PARTIES

12.1 SECTIONAL TRACKING TIMING

- One Course Tracking representative will attend each fixture. They must meet the health requirements and undergo agreed testing procedures prior to being given access to the site.
- They will be located in the Weighing Room facility and will also take responsibility for the positioning of number cloths on the appropriate table for jockeys to collect prior to each race.

12.2 SECURITY & STEWARDING

Phoenix Eye Ltd will provide security personnel for the three temperature testing stations, two outer gates, two inner gates and also general security to be decided for each meeting with Hexham Safety Officer Michael Smith. Michael Smith will be responsible for ensuring that Phoenix Eye employees have the necessary accreditation.

12.3 MEDICAL PROVISION & ARRANGEMENTS



The BHA will lead on consulting, prior to the resumption of racing Behind Closed Doors, with local hospital practices via central government to ensure they are happy to accept any injured personnel from the activity. The Safety Advisory Group will be kept informed and updated of our plans. The medical risk assessment will be written in consultation with the Senior Medical Officer and Safety Officer ensuring all BHAGI guidelines for racing medical provision are adhered to along with the needs of all personnel attending the venue.

The medical risk assessment must be reviewed by a qualified medical practitioner with specific Covid-19 experience. The BHA Chief Medical Adviser is available to assist with this process, provide advice, and help identify practical solutions as required. The racing medical risk assessment must be amended to ensure that any necessary Covid-19 prevention practises are adopted and that all staff are trained in how to undertake these tasks. This would follow Department of Health guidelines, BHA medical guidelines and any other relevant governing bodies to ensure that we were providing a more than compliant medical provision for the event. This would focus on reducing any unnecessary impact on the NHS and on not using any supplies that might be deemed better left with the NHS.

- The minimum requirement for medical personnel is required by BHAGI 11 and the racecourse medical risk assessment.
- A pre-racing medical briefing will take place and will be in the Pavilion Restaurant to maintain social distancing.
- The Physio will manage all their own PPE provision and will be in their normal room. They will have to stay in their room during the race meeting.
- It must be determined in advance whether the local air ambulance service is 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.

Medicare have agreed to provide the paramedic ambulance provision in accordance with the BHAGI's for the duration of 2020. They have also confirmed that they will be in a position to provide additional staff. Medicare will provide first aiders for temperature checks.

The medical room will be equipped to fulfil all BHAGI requirements and we have received confirmation from Hexham's Senior Medical Officer Viv Tut that the SRMO and RMO cover will be provided by those on the original rota for 2020. The regular raceday nurse has also confirmed their availability. For PPE provision please see Annex B.



12.4 VETERINARY PROVISION & ARRANGEMENTS

Hexhams Veterinary panel have confirmed that they can provide the veterinary cover for all racedays. Veterinary racing operations to be carried out as per normal with social distancing maintained where possible.

Kim Dunn has also confirmed that she can provide the equine ambulance and recovery vehicle.

- The existing racecourse veterinary plan and risk assessment have been 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.
- A pre-racing veterinary briefing can be held in the Pavilion Restaurant if necessary but maintain social distancing.
- The RVS following the race will have their usual driver.
- 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.

12.5 RACETECH, BROADCAST & MEDIA

- 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 racecourses 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.
- 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.



- It has been agreed that one written media (RP and PA) and two photographers (Racecourse and one other) will have access. They will all be located in the Directors Box in the Green Zone and Press Office in the Red Zone to ensure social distancing. No one is allowed to go between the zones.
- Media guidelines are currently being developed in conjunction with RCA and HWP.
- ALL broadcast, media and photography attendees will need to follow the same three step entry process as all other attendees. There will be a rest area in the Pavilion restaurant for any presenter/ media person between races as they are not allowed in the weighing room.
- 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 Racetech 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.
- Racetech will need to provide all of their usual integrity feed cameras.

Refer to Annex M for the RCA Press, Broadcaster and Photographer guidelines.

12.6 FARRIER

- The racecourse will need to inform the BHA of the farrier(s) who will be attending each fixture. The farrier will enter the racecourse via the wagon park and stop at the testing station to gain accreditation.
- 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.

12.7 CATERING

- The racecourse will provide bottled water for all attendees. These will be placed in an easily accessed area.
- Suitable packed lunches will be provided for the jockeys and packed lunches provided for all the stable staff, box drivers. Stable staff and trainers lunches to be collected from the Bramble Tudor café.
- All packed lunches are provided ready packed.
- Alcohol is not permitted.
- Outdoor furniture will be put out for people to sit and eat outside the Shire Bar. This area will need to maintain appropriate social distancing and be regularly cleaned.

13. OTHERS



13.1 HEALTH AND SAFETY

The racecourse will review, update (and where necessary rewrite) all risk assessments as a whole for running a fixture under revised conditions and operating procedures, which will remain under review to reflect latest guidance and reducing any impact on emergency services. Written into those will be safe systems of work to assess where contamination of the virus could possibly occur and to mitigate the risks of this.

Each role will 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 is reduced as far as is reasonably practicable.

All contractors will be responsible for completing their own risk assessments and providing copies to the racecourse for review no less than 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.

The following records will be maintained as a minimum:

- Screening records
- 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.

13.2 COMMUNICATIONS

Advance communication will include:

- The health requirements and agreed screening process for all staff in advance so that they can decide prior to attending if they are willing to undergo these.
- Links to any 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.

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.

13.3 INDUSTRY

Advance communication should be standardised as far as possible to ensure consistency of message and can be sent to all Industry personnel on behalf of the racecourse by BHA/Weatherbys. (In addition, all information should be available on the Racing Admin website).

This should include:

- The agreed three step screening procedures which must be complied with.
- The timescales for confirming attendance so that the relevant individuals are on the pre-agreed lists.
- Where each category of personnel should go for accreditation on arrival and at what time.
- Links to any relevant training which must be completed in advance of attending.
- Code of Conduct.
- Key timings for each raceday.

13.4 COMMUNITY

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.

13.5 SIGNAGE

The racecourse will utilise standard signage to support operational requirements, such as hand washing and social distancing.

In addition, individual signage will be used to ensure all personnel are aware of the procedures in place (e.g. identification of locations for saddling, debriefs, key timings etc).

13.6 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 biosecurity. The RCA and BHA can assist in developing this messaging for all racecourses.

- There may be both negative and positive comment on social media and racecourses need to consider how they will react to this. The RCA and BHA can assist in developing plans for this.
- The racecourse will develop a clear plan for digital and social channels to share the raceday with their customers.



14. THE BRITISH HORSERACING CODE OF CONDUCT

The following Supplementary Conditions – COVID-19 Code of Conduct (this “Code of Conduct”) has been agreed by the British Horseracing Industry and 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.

Code of Conduct

All Attendees who enter the Racecourse (car parks and other racecourse 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.

All Attendees

All Attendees who enter the Racecourse (including car parks and other racecourse 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/Wristband; and



- comply with the Rules of Racing.

Attendees Entering the Racecourse other than as a Private Individual

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:

- comply with any training requirements required by the BHA and/or Operator prior to being given access to the Racecourse;
- use, in the correct manner, any PPE identified as appropriate to their role;
- wear required accreditation at all times;
- 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;
- follow the instructions of all members of the Racecourse Executive and BHA Officials (including but not limited to the COVID-19 Officers);
- maintain responsibility for disinfection of their own equipment in line with agreed procedures;
- comply with all changes to operating procedures relevant to their role; and
- leave the Racecourse immediately after the last race, or when the Attendee has completed their duties.

Breaches of this Code of Conduct

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:

- 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;
- the BHA Stewards may take regulatory action against the Attendee in line with the powers available to them; and
- the Attendee acknowledges that they may be liable to sanction from their employer or any organisation that is responsible for them.

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.

This draft operational plan will remain under constant review and be updated on an ongoing basis.



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:
 - a) 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;
 - b) That all lifesaving systems are checked and that all defects found are dealt with or action taken to secure safety if action is delayed;
 - c) 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 Managing Director 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 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, firefighting, 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:



1. action to be taken in the event of fire or another emergency.
2. COVID-19 safety instructions.
3. the Racecourse Contingency Plans for evacuation or other eventualities.
4. 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.



ANNEX B – RISK ASSESSMENTS

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 an 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 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 into 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>



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 Error! Reference source not found.)	<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 Error! Reference source not found.)	<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 Error! Reference source not found.)	<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 or 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"/>

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. 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 1 July 2020



1 INTRODUCTION

- 1.1 This privacy notice supplements our main Privacy Notice for Employees, Workers and Contractors, which can be accessed at Hexham Racecourse Office. 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 of 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:

Robert Whitelock
Racecourse Manager
Hexham Racecourse 01434606881