



RACING WITH CROWDS RACECOURSE OPERATIONAL PLAN

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RACING WITH CROWDS HEXHAM RACECOURSE OPERATIONAL PLAN

1. INTRODUCTION AND BACKGROUND

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

Following a brief period of Racing Behind Closed Doors on 16 and 17 March 2020, all horseracing in Great Britain was suspended from 18 March 2020. It has been agreed by the Industry that racing should resume when it is safe and appropriate to do so. With the support of Government, and in line with the Government guidance "*Elite Sport – return to domestic competition*" racing behind closed doors recommenced in England on 1 June 2020, and in Wales and Scotland shortly after.

Our objective is to resume Racing at Hexham Racecourse on Wednesday 2nd September 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 our staff, industry professionals, owners and any crowd that may be allowed.

Before any racing can be finalised we must ensure that we have 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 the safety certificate and licencing, Hexham Racecourse will only resume racing once these permissions have been sought and agreed and when it is safe to do so.

Consideration must also be given to the political and public perception of the resumption of racing and the measures which will be in place to address this such as social media, website, local newspaper.

Hexham Racecourse will confirm with our insurers that we will resume racing on Wednesday 2nd September either BCD or given the necessary permissions with crowds. We will liaise with them regarding any requirements they may have of the racecourse.

Hexham Racecourse has an Operations Plan for racing BCD based on ongoing discussions with the BHA, RCA and other parties, to ensure that we comply with Government and Local Authority legislation, operating fixtures safely, whilst meeting the criteria set out by the BHA for resumption of racing. The following are additional plans to be able to race with crowds

2. THE REGULATORY REQUIREMENTS

2.1 GOVERNMENT REQUIREMENTS

- In line with The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 for England, The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 for Scotland and The Health Protection (Coronavirus Restrictions) (No.2) (Wales) Regulations 2020 for Wales, sporting events are not able to welcome racegoers to racecourses until such time as express permission is provided by Government.
- Hexham Racecourse will ensure that they are up to date with Government guidance. To assist with this the RCA regularly provides a detailed list of links to relevant websites via the COVID-19 bulletin.



- The UK Government has issued guidance on the safe return of spectators which is Stage 5 of the phased return of sport and recreation. All of the provisions put in place under the previous Government guidelines on the phased return of sport and recreation will be adhered to and arrangements for spectators (referred to throughout this document as racegoers) overlaid in line with further relevant guidance.
- In addition to Government requirements Hexham Racecourse will engage with the Local Authority/ and or Safety Advisory Group and identify as soon as possible any additional or amended conditions that they might require as part of the Racecourse safety certificate.
- All other relevant legislation and Government Guidance continues to apply.

2.2 LOCAL AUTHORITY, PUBLIC HEALTH AND SAFETY ADVISORY GROUP REQUIREMENTS

- The BHA had a key role in arrangements for Racing Behind Closed Doors and will continue to hold those roles for arrangements within the Green Zone. The Red Zone will require compliance to be in line with the requirements of the Local Authority, Public Health and/or Safety Advisory Group as appropriate.
- Hexham Racecourse will engage with the Local Authority, Public Health Official and/or Safety Advisory Group (SAG) 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.
- We will not assume that local Public Health Officials have prior knowledge of the Safety Advisory Group (SAG) processes or have received information regarding the return of Crowds from Public Health England. We will share with them our Operation plans and maps and risk assessments and meet with them to discuss these and walk around the site.
- It should be confirmed that the relevant responsibilities of the Local Authority and/or Safety Advisory Group remain as previously and are not extended to incorporate additional roles or areas.
- Hexham Racecourse will maintain ongoing liaison with the Local Authority, Public Health Official and/or Safety Advisory Group, regarding local arrangements, which will be particularly important in the event of a local lockdown.
- Hexham Racecourse's Operations Manual and all relevant supporting documents, policies and procedures and standing orders will need to be reviewed and updated in accordance with revised procedures, protocols, risk assessments and socially distanced racecourse capacities.

2.3 INSURANCE AND RISK ASSESSMENT

- Hexham Racecourse will confirm with their insurers that they will be welcoming racegoers to the racecourse if permissions are given and liaise with them regarding any requirements they may have of the racecourse.
- Hexham Racecourse has reviewed, updated (and where necessary re written) their existing risk assessments and safe working practices as a whole for staging racing behind closed doors under revised conditions and operating procedures (See **Annex A** for further information). These risk assessments will now be further reviewed and built on, to consider arrangements to safely welcome racegoers back to the racecourse. Where appropriate, this process will include advice from competent individuals with relevant qualifications, skills and experience, including local Public Health authorities.
- The UK Government guidance 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. This role will continue to be required and will incorporate oversight of relevant provisions for racegoers. An example role description is included at **Annex C**. The COVID-19 Officer and deputy must have no other responsibilities which will impact their effectiveness in this role.



- The COVID-19 Officer does not need to have medical qualifications, and a separate COVID 19 Medical Officer, which will be our Senior Racecourse Medical Office, will be appointed to oversee. medical arrangements. The appropriate individual for this role will be identified by each racecourse.
- The racecourse medical risk assessment will be amended to ensure that any necessary Covid-19 prevention practises for the presence of the public have been adopted and that all staff are trained in how to undertake these tasks. This should follow Department of Health guidelines, BHA medical guidelines and any other guidance from relevant 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.
- Hexham Racecourse will confirm to all contractors working in the Red Zone (e.g. caterers, Administration of Gambling on Tracks (AGT) Medicare etc.) that they will be responsible for completing their own risk assessments and providing copies to the racecourse for review no less than 72 hrs in advance of any fixture.
- All emergency procedures will be reviewed, updated (and where necessary rewritten) to ensure that they reflect the revised operating procedures, layout and zoning arrangements, to be put in place.

3. CAPACITY CALCULATIONS

3.1 SGSA GUIDANCE – PLANNING FOR SOCIAL DISTANCING AT SPORTS GROUNDS

- The Sports Grounds Safety Authority (SGSA) has developed supplementary guidance to the Guide to Safety at Sports Grounds (The Green Guide) on planning for social distancing at sports grounds (SG02 Planning for social distancing at sportsgrounds). As with the Green Guide, the document primarily focuses on stadia events, and the SGSA has given the same recognition of the differences between racecourses and stadia. In the same way that the application of the Green Guide to racecourses is considered within the RCA Guide to Safety at Racecourses. The following sections of this document consider the supplementary SGSA guidance in the context of a racecourse. The Racecourse will ensure that this guidance is read in conjunction with The Green Guide, the SGSA's supplementary guidance on for Social distancing at Sports Grounds and the RCA Guide to Safety at Racecourses.
- Hexham Racecourse's measurements are based on 5 people to 10sq metres in the Red Zone. For the first meeting with crowds we will operate at 50% capacity to enable Management and Safety Officer to monitor the event. See Annex D for calculations of Hexham Racecourse Red Zone.
- **In the Red Zone The Ramshaw Stand and Lawn will be available to accommodate all the Owners. This will be accessed by turnstile A and be exited by the door next to A which will be clearly marked. They will be identified with red wrist bands with numbers on. They will not be allowed to leave that area and no one from other zones will be allowed access.**
 - All large tables will be removed from each floor and replaced with small ones and a limited number of chairs
 - Owners will view the Parade Ring from the Henderson Room windows, there will be no seating in there to discourage anyone lingering in that area.
 - Owners Packed lunches will be collected from the Curlew Bar where there will be limited seating.



- Restaurants and hospitality boxes will have capacity numbers printed on the doors in line with our calculation method but will not be used by the public for the duration of the Covid-19 regulations. Owners will be allowed to use the boxes situated on the top floor abiding by the capacity numbers and social distancing.
- To avoid pinch points a clearly signed one-way system will operate in the Ramshaw Stand. The lift will not be available as it is in the Green Zone but Hexham Racecourse staff will assist in the event of an owner not being able to access the first floor and having no assistance i.e collect packed lunch keeping in mind hand sanitizing before and after collection.
 - signage and regular PA announcements will remind racegoers of the need to maintain social distancing and be supported by control measures as identified within the relevant risk assessments.
- Racegoers are traditionally ambulatory, following a predictable pattern of movement throughout a raceday but it is anticipated that Owners will only move in the Ramshaw stand area and the lawn. It is proposed that a Britbet Operator will work in the Ramshaw Stand. A COVID-19 supervisor will be in this area. Wet weather calculations have been taken into account in measurement calculations in this area.
- **In the Red Zone we will have a separate area which will be called the Princess Anne Area this area will be accessed by turnstile D and exited by gate E.** this area has been calculated in line with our calculation of 5 people to 10sq metres. The racegoers in this area upon arrival after presenting ID will have their names checked off the list of bookings then will be identified with a yellow numbered wristband. They will have printed on the wristband their exit point to ensure a one-way system. This area includes the Princess Anne Bar, Toilets, First Aid room, Marquee area, Bookmakers and a large grassed area with picnic tables. There will be a mobile bar and a fast food outlet in this area
- There will be an access door and an egress door into the Princess Anne Bar.
- In adverse weather conditions it may not be possible for all racegoers to be accommodated under cover. Advance communications with customers will advise them accordingly both on our website and at the point of sale. Hexham Racecourse Members will have the first chance to apply for tickets then ticket numbers will be strictly limited in accordance with the operations plan (50% for the first meeting).
- Management aim for no cross over between the Ramshaw area and the Princess Anne area, to avoid weakening controls, except in an emergency.

3.2 SEATING

- Hexham Racecourse has no Grandstand Seating.
- There will be seating spaced out in the Ramshaw building with some small tables but none in the Henderson Room to avoid lingering as it is available for Owners to view the Parade Ring.
- Picnic type seating outside will be labelled with instructions that only one family or “Bubble” at one table.
- No seating in the Princess Anne Bar.

3.3 STANDING

- There will be a reduced maximum density in standing areas but the first test event will run at 50% capacity as advised by the SGSA Guide as a trial to enable Management and the Safety Officer to establish whether spectators take account of markings and notices or if more Covid-19 safety officers will be required to maintain social distancing.
- Once on the lawn or terrace the individual social distancing measures will be monitored as stepping capacities need to be monitored to ensure they are in line with capacity calculations.

3.4 CONCOURSES



- There is no internal concourse in the buildings at Hexham Racecourse, the external area in front of the Ramshaw Stand will be measured in line with the calculations of 5 people to 10sq metres.
- A Covid-19 supervisor will ensure that social distancing is enforced in this area and the lawn area and that there are no groups building up. Notices and PA announcements will enforce this message.

3.5 HOSPITALITY BOXES

- The hospitality boxes will not be available for the duration of the Covid-19 regulations. The Owners in the Ramshaw stands may use the boxes on the top floor subject to them adhering to the numbers allowed notice on the doors.
- The Owners must be responsible for their own behaviour within the hospitality box and compliance with the Racegoer code of conduct.

3.6 RESTAURANTS

- The Restaurants will not be available for the duration of the Covid-19 regulations. One restaurant is in the Green Zone and the other a viewing area for the Owners.
- Owners will receive a packed lunch type meal and there will be a fast food outlet in the Princess Anne Area.

3.7 EMERGENCY PLANS

- The SGSA Guidance recognises that standard operating procedures may continue to apply for emergency egress. The Racecourse will ensure that these plans are reviewed and updated to ensure that revised configurations and operating procedures are taken into account and emergency plans remain appropriate. Evacuation points are situated both in the Green Zone and Red Zone therefore in the case of an orderly Evacuation Covid-19 supervisors should be able to maintain social distancing as both evacuation points lead to large open areas where the zones would still be maintained.

4. CIRCULATION

4.1 GENERAL PRINCIPLES

- Racegoers are traditionally ambulatory, following a predictable pattern of movement throughout a race day. To help eliminate this we are having sub zones in the Red Zone. All Owners staying in the Ramshaw Stand and all public in the Princess Anne area, Covid-19 supervisors will be allocated to areas that might risk queuing for example Bookmakers and Bars.
- By sub zoning this will assist in the management of racegoer movement and also reduce the number of people any one person could be in contact with.
- The only movement between sub zones would possibly be Cleaning teams, Management and Security but Hexham Management aims to prevent any cross over at all.
- There will be security in place between sub zones and racegoers will have different colour tickets and armbands to ensure all racegoers stay within their sub zone.
- One-way system in operation in the Ramshaw Stand and in the Princess Anne.
- Circulation routes, flow rates and densities will be supported by relevant signage, floor markings and stewarding.
- Restrictions are in place to maintain the integrity of the Green Zone (e.g.the lift is within the Green Zone therefore will be out of action for Red Zone racegoers), this will be clearly communicated, along with details of what appropriate facilities are available when racegoers apply for tickets.



- Touchpoints including bannisters, handrails, door handles will be cleaned regularly.
- Doors may be propped open to assist circulation as long as this does not breach fire safety or security measures.

4.2 PARADE RING

- Viewing around the parade ring will be greatly reduced due to maintaining the integrity of the Green Zone.
- The Owners will have a viewing area in the Henderson Room, on the first floor, with windows on two sides.
- The Princess Anne area will have a viewing area from below the double barriers at the Winners enclosure to the horse walk. They can also view horses on the horse walk as it will have double plastic barriers.
- Racetech have made arrangements to show the Parade Ring on the big screen and televisions and the camera will be situated at the top of the Parade Ring.

4.3 PINCH POINTS

- Pinch point could be access A and access D where stewards on each access will maintain social distancing. As there are no Green zone personnel or non racegoers inside the outer cordon there is ample room for people to wait for access while names are checked/tickets collected.
- Pinch points may include toilets. There will be notices on toilets to restrict entry to the amount of cubicles available and to avoid queuing in the actual toilets.
- Stairs in the Ramshaw stand and the Pavilion (in the Green zone) are all one way so will not cause pinch points.
- To maintain the integrity of the green zone the lift will not be in use. Owners in the Ramshaw stand will be notified of this in advance. Any disabled customers will be given assistance by racecourse staff to access the nearest disabled toilet. Access and Egress from this stand will be accessible for disabled people on the ground floor where there will be a bar.

5. OPERATIONAL CONSIDERATIONS

5.1 TICKETING AND SALES

- There will be no ticket sales on the day. All tickets must be applied for in advance with names, addresses and contact telephone numbers. Customers will be informed that they will be temperature tested before being allowed into the racecourse if this is a Government requirement. They will be informed that the lift is not available and that they may not be able to shelter under cover if the weather is inclement. The sub zone that they are in and information will be printed on their ticket showing their entrance and Exit and that Customers must remain in the allocated sub zone at all times.
- Prior to making a purchase, racegoers should be asked to carry out their own personal risk assessment, taking into consideration age, health status and vulnerability for themselves and any others for whom they are booking tickets.
- Racegoers must be aware that they should only purchase tickets for themselves and others within their household/social bubble. Whilst racegoers should be reminded of this, there is no obligation for racecourses to confirm that tickets have only been purchased for those within the same household/social bubble but however, we will endeavour to do this.
- For Test and Trace/Test and Protect purposes, the lead person for any group booking must provide their full name and contact information for all racegoers. They should also provide the names and contact details for each individual within their booking, Bookings via the web site will



require an email/ telephone call to confirm all party details. Hexham Racecourse will ensure that their privacy policies cover the collection and storage of personal information for this purpose, and the records must be maintained in line with these policies. For Test and Trace/Test and Protect purposes the information must be retained for 21 days. Consents to use any personal information gathered for future marketing purposes will be gathered from each individual at the time of booking.

- The Standard Terms and Conditions of Entry to the racecourse will be updated to state that tickets can only be used by the individual for whom they were purchased, and whose name and contact information has been provided.
- The Standard Terms and Conditions of Entry to the racecourse will be updated to include Supplementary conditions – Covid-19 Code of Conduct which applies to all attendees at the racecourse. Racecourse should supplement this with a customer facing 'Racegoer Code of Conduct' outlining expected behaviour. An example is included at **Annex E**
- Prior to purchasing tickets, the Racegoer Code of Conduct must be acknowledged and agreed by the customer. This code of conduct should be present at all times on the racecourse website.

5.2 ARRIVAL AND DEPARTURE PROCESSES

- There will be no crossover at the entrance points between racegoers and participants and essential raceday personnel entering the Green Zone, for whom current 'Stage 3' access and screening requirements will continue. Green zone personnel enter by entrance W at the west end of the racecourse. Red zone racegoers by A and D.
- If we find it necessary after a test day to maintain social distancing with a larger crowd we will make additional entrance points available and stagger the arrival and departure times for racegoers. Racegoers would be advised of their arrival time at the point of purchase and, where possible, able to select a time suitable for their travel arrangements.
- Floor marking, signage and stewarding will be in place to support social distancing whilst queuing.
- Queuing will be limited as far as possible but because of the layout there is no possibility of it being beyond the racecourse boundary or into public areas. If necessary additional entrance points will be made
- Racegoers will have easily identifiable and visible accreditation to be worn by each individual, confirming the area to which they have been granted access.
- One-way systems within the racecourse requiring customers to enter and exit via a designated entrance point will be clearly stated on the ticket. A steward will be near entrances A and D entrance points to ensure racegoers go to the correct point and maintain social distancing.
- **Security Check** - A steward wearing PPE including a face shield will stand on one side of a table and ask racegoers on the other side to show them the inside of their bags for a security check.
- Government guidance may require racegoers to complete temperature checks. If this is the case we will do temperature checks at the Testing station in the car park.
- Testing Staff will be appropriately equipped with PPE and understand the process to be followed if the screening is not successfully completed. The car plus all occupants will be escorted from the racecourse grounds by security. The information collected will be used and stored in line with appropriate data protection requirements. Racegoers will be informed of any temperature checks and associated criteria in advance.
- Should a racegoer be displaying COVID-19 symptoms on arrival neither they, nor any individuals they have travelled in the same vehicle with, will be permitted access. They will be advised to immediately return to their vehicle, return home, and follow the current Government guidance for a suspect case. If they are unable to do so, or if they have travelled on public transport, they



should be held in place until they can be escorted to the **Isolation Area**. Their details will be logged.

- Pass out procedures, if the individual leaves the racecourse (for example to collect something from their car) they must show wristband number and ticket to the gate person which will be logged and return by the same gate to be readmitted. They will not be allowed to access any other zone.

5.3 RACECARDS

- A4 printed copies of the racecard will be available to pick up at the entry points.
- Racecards will be put on the Big screens and Televisions plus PA announcements.

5.4 CLEANING

- Hexham Racecourse will ensure that our cleaning teams are familiar with the current UK guidance and all other relevant guidance when developing their cleaning protocols. These will be given to them in a walk around prior to racing.
- All areas to be accessed by anyone at the racecourse (including but not limited to participants, racecourse staff, racehorse owners or racegoers) will be deep cleaned in advance of their use to a standard which follows UK government guidance for post-COVID case non-hospital facilities cleaning as a minimum, and re cleaned at the beginning and end of each day to a standard which follows UK government guidelines for non-hospital facilities cleaning as a minimum. In addition to deep cleaning we intend to use an industrial fogger to sanitise after cleaning.
- Regular cleaning regimes will be in place for each area throughout the day, and Hexham Racecourse will identify the appropriate regularity of cleaning for each area in line with relevant risk assessments. A specific protocol for customer toilets will be created given the necessity of this service and frequency of use throughout the race meeting. A visible record will be maintained to confirm that cleaning has been carried out in line with the agreed regime, including the timings and by whom.
- Cleaners will be instructed to maintain social distancing at all times and the plan will recognise that cleaning may take longer than usual in order to cover the site without putting the cleaning teams at risk.
- All cleaning staff will be provided with appropriate PPE (following the BHA Guidance on PPE) and cleaning materials and have the necessary levels of training needed to use these to the required standards. Five cleaners and the Housekeeper will be fit tested with FFP3 masks.
- The racecourse cleaning team will undertake routine cleaning of all areas, including regular cleaning of frequently touched areas door handles, hand- rails, seat arms, washroom surfaces, toilet pans, toilet handles, soap dispensers, phones, bannisters.
- Clean surfaces and objects between each customer use (tables, card machines etc) We will have no trays or laminated menus.
- The racecourse will ensure there are adequate supplies of paper towels / paper roll, detergent and disinfectant, either by providing these directly or ensuring they are provided by cleaning contractors. Staff will be fully trained in the use of all PPE, equipment and chemicals as appropriate.
- The racecourse will provide multi-surface detergent wipes to enable individuals to undertake quick and easy decontamination of items that are visibly soiled and min 60% Alcohol Hard Surface Disinfectant Wipes will 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 if possible.
- Damp dusting rather than dry dusting should be performed to avoid generating contaminated dust particles



- Dedicated or single use equipment (e.g., dusters, surface wipes) should be used where possible. Where non-disposable equipment (e.g. mop heads) is used these must be laundered and disinfected after use.
- Any soilage or contamination of the environment with contaminated secretions, excretions or other body fluids will be cleaned as soon as possible. It will be assumed that any waste may be contaminated and will be disposed of accordingly. Clearly marked bins will be provided for used PPE and wipes which will be sealed and left for 72 hours before disposal.
- Hands must always be washed after cleaning tasks are finished.
- Any soft furnishings will be removed to make furniture easy to clean.
- Appropriate arrangements will be in place for the disposal of cleaning materials.
- The racecourse will provide additional waste facilities including specially marked bins for used PPE. No special handling or waste disposal procedures will be necessary for normal waste, although clinical waste will need to be put in the specially marked bins. All waste collection bags both from the specially marked bins and normal bins should be tied double bagged and sealed and left for 72 hrs before removal to ensure there is no accidental contamination with used PPE. Gloves must be worn when handling ALL waste and hand hygiene must be performed after removal of gloves. An adequate supply of healthcare waste disposal bags will be provided for the safe disposal of any contaminated items, and the racecourse will consult with their medical teams as to how these should be correctly disposed of.
- In line with the PPE Guidance, appropriate PPE will be provided to all cleaning teams. Higher grade PPE will be used for cleaning contaminated or potentially contaminated environments. Some cleaners will be fit tested for FFP3 masks to clean contaminated areas.
- Separate cleaning teams will be assigned to the Green and Red zones. Fit tested cleaners will be in each zone to deal with any contamination that requires additional cleaning.

5.5 PPE AND FACE COVERINGS

- As a minimum, all staff and attendees will wear face coverings in line with current government guidance. Hexham Racecourse has considered the risk assessments of all raceday staff and amended those that will require PPE to be issued. The current BHA requirements will also apply to all those within the Green Zone. The BHA has provided guidance on PPE, which was circulated to racecourses on 16 May 2020.
- The government guidance on use of PPE is updated frequently and the Racecourse will ensure that we refer to the latest guidance. **The advice remains that the principal means to reduce transmission of COVID-19 are social distancing and hand hygiene; the use of PPE is not a substitute for these, but an adjunct particularly in clinical areas** and this advice will be reinforced by signage, PA announcements and Stewarding. PPE has been sourced following guidance from the BHA and purchased from a company recommended by them to ensure we are not receiving counterfeit goods and not taking PPE required by the NHS.
- Medical, cleaning and screening teams will require PPE appropriate to the setting and activity as outlined in the guidance. Specific roles require specific PPE. Doctors and cleaners will be fit tested for FFP3 masks.
- Face coverings must be worn by any personnel who are not identified as needing higher grade PPE AND are anticipated to breach social distancing repeatedly as a result of their role (e.g. waiting staff, security staff).
- Consideration will be given to PPE provision, in line with appropriate risk assessment, for Stewards with key roles (e.g. carry down of disabled customers in the event of evacuation or SIA Stewards if required to physically eject someone from the racecourse). Gloves and a face mask are recommended as a minimum, and Level 2 PPE may be available if required and the



circumstances allow for its safe use. NB During COVID-19 regulations there will be no disabled customers on the upper floors as the lift is in the Green Zone.

- Hexham Racecourse will ensure that PPE is supplied and fitted for Hexham staff, Doctors and Cleaners, the racecourse will ensure third parties have arrangements in place to provide appropriate PPE for their own staff.
- The racecourse will have a supply of higher-grade PPE for those that need it. The fitting of FFP3 masks for Doctors, Cleaners and Manager will be done by a company recommended by our Senior SRMO. Medicare Ambulance personnel and First Aiders will be provided with appropriate and correctly fit tested PPE by their employer, and the Racecourse has ensured that this is confirmed in their contractual arrangements.
- All staff will be provided with training on the appropriate use of PPE to ensure they are using it in the correct way. Links to training material is provided in the BHA's PPE Guidance Document and the RCA weekly bulletin.
- Whenever PPE is used and then removed it must be placed in an appropriated certified waste bag and the wearer wash their hands before moving on to any other activity (including donning a further set of PPE).
- Hexham Racecourse has ordered PPE for six meetings based on risk assessments and the experience of other racecourses racing BCD. If further PPE could not be sourced or was limited we would revise operating procedures to try to reduce the number of staff in relevant roles so as to reduce requirements and risk assess some minor staff roles to possibly use washable masks and coveralls. We would not compromise the effective carrying out of the relevant operating procedures or, where relevant, medical care. Racing would not take place unless all medical and ambulance personnel have appropriate PPE.
- Individuals may request to wear PPE for roles where risk assessments do not indicate that this is required. In these circumstances this is discouraged but may be permitted if insisted upon. In these circumstances individuals will need to provide their own if the stocks available to the racecourse do not enable them to provide this. If these individuals are not prepared to work without PPE and are unable to provide their own, alternative individuals will be identified to carry out the relevant roles.
- Whilst it is not currently mandatory for customers to wear face coverings in outdoor public areas, it is suggested that Government Guidance may change. At this time customers may choose to wear face coverings and should Government Guidance change to require this, we will need to ensure that we have appropriate arrangements in place to ensure customers comply with this requirement. If PPE is in short supply Hexham Racecourse will not be obliged to provide face coverings where customers do not already have their own and they may not be allowed entry.

5.6 HAND HYGIENE

- Hand hygiene is one of the simplest and most effective procedures for preventing the spread of disease. The Racecourse will have hand washing areas and hand sanitiser all around the course.
- It is essential that everyone takes responsibility to ensure that they regularly clean their hands using soap/water or 60% alcohol-based hand sanitiser, in line with hand washing guidance and this message will be backed up with signage and PA announcements.
- Handwashing areas will be established around the site for use by staff, participants and racegoers, including at the entrance, exit and all key transfer points. These will have 60% alcohol-based hand sanitiser and where possible sinks with liquid soap. Signage will be erected at all hand washing areas to encourage their use and provide instruction on effective hand washing techniques.
- Any personnel who interact with racegoers must wash or sanitise their hands after handling customer items and before moving onto another task (e.g. after collecting glassware, assisting disabled customers)



- Where individuals will be in roles which do not have ready access to the established handwashing areas, they will be provided with a personal supply of 60% alcohol-based hand sanitiser.
- Where liquid soap and water are used, single use paper towels will be provided. Stocks will be regularly replenished and an appropriate closed waste receptacle will be provided and regularly emptied. Hand blow dryers will not be used.
- Soap dispensers will be regularly filled and cleaned.
- To reduce possible contact points and cross contamination the propping of doors open will be considered where suitable, provided this does not breach fire safety or security measures. Alcohol-based hand sanitiser will be made available on both sides of any doors that cannot be propped open.

5.7 SOCIAL DISTANCING

- The Racecourse will check before racing for the most up to date Government guidance on social distancing:
- Operating plans and configuration will be designed to enable social distancing in line with capacity calculations, and with risk mitigation where appropriate. Examples of risk mitigation include:
 - Floor markings
 - One way systems
 - Use of PPE
 - Set maximum headcount for each area
 - Maximum number of seats per table (size of table dependent) Notice saying only one family or “bubble” on the picnic tables
 - Hand sanitation available nearby
 - Frequent cleaning of tables
 - Keeping the time collecting packed lunches/drinks as short as possible
 - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
 - Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).
- A Social Distancing Management Plan will be developed in line with Section 3.7 of the requirements of the SGSA Supplementary guidance.
- Soft furnishings, large tables and excess chairs will be removed from public areas.
- In toilet areas we will remove from use central urinals and wash basins to enable social distancing. Toilets will have notices on the doors eg only 2 people inside to avoid any queues inside the toilets where it will be more difficult to socially distance and monitor.
- For any imperative task where social distancing cannot be achieved, the individuals concerned must wear an appropriate face covering. Strict hand hygiene protocols must be observed. If the task is not imperative it must be discontinued if social distancing cannot be maintained.
- Hexham Racecourses has ordered signage, barriers, cones, hazard tape etc to support the implementation of social distancing and we have considered and planned the areas in which this should be placed.
- The use of television monitors should be considered to enable those on course to watch races whilst ensuring social distancing can be maintained. Consideration could be given to the use of floor markings to support this.
- Staff must be reminded to maintain social distancing in back of house and break areas as well as customer facing areas.

5.8 INDOOR AREAS

- The maximum revised capacity for each indoor area (e.g. bar or hospitality box) has been established (**Annex D**), and measures in place to ensure that this is not exceeded.
- Good ventilation will be maintained wherever possible by opening windows and doors frequently.



- Hexham Racecourse does not have an air conditioning system.

5.9 INTERACTION WITH THE GREEN ZONE AND PARTICIPANTS

- The existing 'Racing Behind Closed Doors' arrangement will continue to apply for all participants and essential racecourse personnel who require access to the 'Green zone' The Racecourse will ensure that the 'Green zone' for screened and accredited participants is not compromised or crossed, and there is no opportunity for mixing between the zones. Racegoers may not enter the 'Green zone' screened participants should not leave the 'Green zone' to go into the racegoer zone. Security will reinforce this rule.
- Essential Racecourse personnel (e.g. cleaning teams, medical personnel, maintenance teams) may move between zones but Hexham Racecourse aims through having separate Staff, Cleaning teams and First Aider to not have any crossing except in an emergency. If in an emergency for instance if senior medical aid is required in the Red Zone PPE will be changed at the exit to the Green Zone and clean PPE donned before entering the Red Zone. The same procedure on return.
- If a member of the essential racecourse personnel moves from the Green Zone to the public zone, in order to deal with a likely COVID case, they should exit the site afterwards and not return to the Green Zone.

5.10 THE OWNER'S EXPERIENCE

- The Ramshaw Stand and lawn is being made available for the sole use of Owners during the Covid-19 regulations.
- There will be no cross over to the public area. Betting facilities and packed lunches will be available in this stand. A viewing area is on the first floor in the Henderson Room with a view of the Parade Ring from windows both sides. Security and barriers will prevent Owners from accessing the public area.
- The existing 'Racing Behind Closed Doors' arrangement will continue to apply for access to the 'Green zone' and owners will not be able to enter this zone (which includes the pre-parade ring, parade ring and winners enclosure). We will provide a photo opportunity for Owners to have their photograph taken 2m in front of their horse that will be in the normal winner's enclosure.
- For Test and Trace/Test and Protect purposes, the racecourse will need to ensure that we collect the full name and contact information for all owners and their guests.
- We will ensure that we have alternative arrangements in place to communicate with owners in advance and collate attendance details of owners and their guests.
- Where owners are within the same zone as racegoers, the medical screening and temperature checking requirements for owners will no longer be required unless government guidance changes.
- Catering will be a packed lunch and at least one bar will be opened.

5.11 CAR PARKING AND PUBLIC TRANSPORT

- There may be an increase in the proportion of racegoers choosing to travel by car rather than other forms of transport but this is not likely to overwhelm the car parks as the tickets are very limited.
- Signs will be erected in the car parks to clearly define the zones and remind racegoers to leave enough room to access and egress vehicles whilst maintaining social distancing.
- Green Zone personnel will park in the areas above a clearly defined barrier on the hill of the car park and Red Zone personnel below.



- Any Racegoer wishing to leave their vehicle at the racecourse and leave by taxi will have to telephone the office to arrange and the taxi will collect from the main gate.
- Any public transport should drop off and collect from the area outside the main gate keeping clear of the access and exit lanes.

5.12 EQUIPMENT

- All equipment being brought on to site to be used by multiple individuals must be disinfected once it is brought on site in line with the racecourse requirements. All contractors will be responsible for disinfection of their own equipment, and this will be included within their contracts. A copy of their 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. on-course bookmakers) they will be responsible for the disinfection of these in line with government cleaning guidance. Individuals must not use another person's equipment without first ensuring that this has been disinfected.

5.13 TECHNOLOGY

- Where possible we will use technological solutions to minimise contact. Judge and Camera team Stewards and Press Room all now have the technology to make the employment of a Press Runner unnecessary. Discussions are taking place with Racetech to screen the racecard and attempt to screen the Parade Ring on Big Screen and Televisions.

5.14 RECORD KEEPING

- Hexham Racecourse will ensure that the following records are maintained as a minimum
 - Name and contact information for all staff and racegoers
 - Site access and egress
 - Social distancing breaches in line with SGSA Guidance
 - Any staff member or racegoer who becomes unwell
 - Routine H&S data
- Record keeping will follow existing racecourse procedures and be stored in line with the racecourse privacy policy, amended as appropriate.

5.15 ENTERTAINMENT

There are no plans to have live entertainment during the Covid-19 Regulations.

5.16 SIGNAGE

- Hexham Racecourse will ensure that there is clear and easily readable signage in place across the site, including in all public areas and toilets, to support social distancing, hand hygiene, tissue etiquette, circulation routes, and other operational procedures. This is particularly important where arrangements may be different to those normally in place at the racecourse.
- Signage will be supported by verbal reminders from appropriately briefed racecourse staff and relevant PA Announcements as required.
- Appropriate signage will be in both back-of-house and public areas.
- Where existing signage conflicts with the revised circulation routes and operational procedures, this will be removed or covered over to avoid any confusion.
- For each areas and sub-zone of the racecourse, signage will be in place confirming the maximum capacity in that area/sub-zone.



- Signage will be in place to remind racegoers of common COVID-19 symptoms and process to follow if they show symptoms during the raceday.

5.17 STEWARDING

- Appropriate, active and effective stewarding arrangements will be key to implementation of new operating procedures, capacities and social. We have had a meeting and walk around with our Safety officer who will lead the team and agreed the Operations Plans.
- Arrangements will be in place to enable direct communication between the racecourse stewarding team and the racecourse social distancing officer with procedures in place for any issues to be effectively reported and addressed.
- The PPE requirements of stewarding teams will be assessed, and appropriate PPE provided. Stewards will receive appropriate briefing and training on the correct use of any PPE provided.

5.18 SECURITY AND SITE WORKING PARAMETERS

- Hexham Racecourse has considered sub-zoning and agreed it would be suitable for us with each sub-zone containing relevant facilities (e.g. catering, toilets, betting facilities), appropriate for the sub zone. This will mean that only a very limited number of staff will be able to transfer between sub-zones but we aim to have no cross over if possible. Security and barriers between sub-zones will ensure that movement for racegoers is limited to their relevant zone, with structured routes for access and egress. There will be no interaction with the Green Zone.
- One-way systems will be in place across the site wherever possible, to limit crossover of individuals.
- The racecourse perimeter will be secured to prevent uncontrolled public access. Where gates are locked to prohibit entrance, the keys will be held by designated individuals and plans are in place to ensure emergency exits can be opened if required.
- We do not consider additional CCTV provision is required to support security of the site.
- The racecourse does not include any public rights of access.
- There will be an element of site set up required in advance, particularly where changes to areas/configurations need to be implemented. Staff or contractors to carry out these activities:
 - Will undertake appropriate briefing (and screening if working in the Green Zone) in advance in line with our own staff pre-raceday processes then when the testing station opens they must be temperature tested and accredited there if working in the Green Zone.
 - Observe social distancing requirements, or be provided with appropriate PPE if this is not possible
 - Observe hand hygiene requirements

6 ZONE EX

- The concept of Zone Ex is included within the Green Guide, and includes the area immediately outside of the sports ground to where racegoers connect with the local transport hub, car park or local amenities. Each racecourse will have established the extent of Zone Ex in line with the Green Guide, and will need to review this to ensure it remains relevant.
- The routes and areas which make up Zone Ex do not usually fall within jurisdiction of the ground management, and clear responsibilities should be established with other relevant organisations (e.g. police, local authorities, highway agencies and private property owners).
- Hexham Racecourse exits onto a minor road which is some distance from any houses or amenities. There is a large area off the road outside the perimeter fence but owned by the Racecourse where taxis or the Courtesy bus can park and pick up. There are no public bus stops in the vicinity.



- The racecourse is not responsible for management of social distancing in Zone Ex, but will liaise with the relevant organisations (coach company, local taxi firms) to ensure consistency of approach, particularly around the points of access and egress to the racecourse.
- Zone Ex monitoring will take place to ensure the public are not gathering in groups near the gates, and measures will be put in place to manage these if necessary.

7 CATERING

7.1 GENERAL PRINCIPLES

- With the approval of Government, it is intended that once racecourses are able to welcome spectators a range of range of food & beverage and hospitality outlets will be open.
- There will be picnic lunches served in the Green Zone for all Trainers, Jockeys and Stable Staff. There will be no bars open for alcohol.
- We will undertake a risk assessment and mitigation strategy for the preparation, handling, purchase and consumption of all food and drink, taking account of current government guidance and communicate the results to both staff and racegoers. This will include
 - Hygiene requirements for all catering and concessions
 - The use of mitigating factors, such as screens or barriers
 - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible
 - Revised operational procedures to limit staff movement and interaction
 - Providing contactless payment options
 - PPE and/or equipment requirement
 - Collection points
 - Catering contractors will ensure that all catering staff are briefed on new operating procedures. Where new ways of working require training in new processes or use of new equipment, this must be provided following existing procedures. Records should be maintained of who has attended briefings and the information provided to them, along with any relevant training delivered.
- Ensure contactless payment facilities are available and in operation around key areas of the racecourse
- Remove all non-essential items from tabletops and services. Provide single use menus and disposable sachets (e.g. condiments, sugar etc.) where suitable
- Establish cleaning rota for bars and hospitality areas, ensuring high-touch areas are given particular focus and regularly cleaned throughout the day.
- Provide copious hand sanitation around bars and hospitality areas
- Introduce shift 'teams' to ensure staff are working with the same colleagues where possible

7.2 SERVICE STANDARDS

- Whilst food & beverage and hospitality outlets will be open when racing resumes with crowds, the service provided by the racecourse will be different from what was offered previously due to the limitations of space. Restaurants will be closed to the racegoers for the duration of the COVID-19 regulations. We will agree with our contract caterers new service standards for the racecourse to apply to bars and hospitality areas, including
 - Glass clearing and table cleaning
 - Individual packets of condiments and sauces at fast food outlets
 - Collecting and disposing of left over food, disposable plates etc. from take aways and fast food outlets.
- We will ensure that racegoers are aware of the reduced catering facilities during the COVID-19 regulations by our website and informing them at the point of booking tickets.



- The setting of expectations should also apply to any catering concessions operating on site.

7.3 LAYOUT

- For indoor facilities, table service will be used where possible, with staff assigned a specific table/zone to cover. Bars will have hazard tape around them to ensure 2m distance between staff and customers and there will be one payment area with either a screen or an operator with a face visor. Contactless card machines will be used whenever possible and card machines will be sanitised if used manually.
- For outdoor table facilities, service will also be encouraged, although customers are permitted to stand outside if distanced appropriately.
- Encourage use of outdoor areas for service where possible.
- Introducing more one-way flow routes through buildings through signage that clearly indicate the direction of flow.
- Reducing movement by discouraging non-essential trips within venues, for example, restricting access to some areas, encouraging use of radios, telephones or other electronic devices when sending orders from service areas to kitchens, where permitted, and cleaning them between use.

7.4 PEOPLE AND BEHAVIOUR

- Staff should maintain social distancing from customers when taking orders.
- Minimise contact between front of house workers and customers at points of service where appropriate (e.g. use screens or tables at tills and counters). Encourage staff to carry no more than two dishes at once with clean handling towels.
- Contactless payment is strongly recommended and should be encouraged where possible and adjust location of card readers to social distancing guidelines. Bill trays should be easily cleanable such as stainless steel.
- Reduce the number of surfaces touched by both staff and customers (e.g. ask customers to remain at a table where possible, or to not lean on counters)
- Adjust processes to prevent customers from congregating at points of service (e.g. having only staff collect and return empty glasses to the bar.)
- Minimise contact between kitchen workers and front of house workers by establishing zones from which front of house staff can collect food.
- Reduce job and location rotation by assigning workers to specific areas or keeping temporary personnel dedicated to one venue. For people who work in one place, for example waiter captains or cashiers, working areas should allow them to maintain social distancing from one another as well as the public.

7.5 BARS

- Bar service is discouraged and alternative ordering solutions such as staff taking/delivering orders to table will be in place
- Where bar or counter service is unavoidable customers hazard tape with ensure 2m distancing and the staff member taking payment will have either a screen or PPE including a face visor. Customers will be asked to not remain at the bar or counter after ordering.

7.6 FOOD OUTLETS

- Provide cutlery and condiments to customers when food is served, rather than them collecting these themselves.
- Provide only disposable condiments OR ensure non-disposable condiment containers are cleaned after each use.



7.7 KITCHENS

- Kitchen staff should take all necessary steps to ensure their own safety and that of others they may come into contact with.
- There will only be picnic type/take away food served.
- A minimum of kitchen staff will be required.
- Organise shift to restrict the number of workers interacting with each other.
- Caterers to review government guidance on managing food preparation and food service areas.
- Allow kitchen access to as few people as possible.
- Using 'one way' traffic flows to minimise contact.
- Minimise access to walk-in pantries, fridges and freezers.
- Space working areas to maintain social distancing as much as possible, recognising the difficulty of moving equipment such as sinks, hobs and ovens.
- Minimise contact at 'handover' points with other staff, such as when presenting food to serving staff

8 BETTING FACILITIES

8.1 ON-COURSE BOOKMAKERS

- The number of available positions within the betting ring will be considered to ensure these enable social distancing to be maintained by bookmakers and their staff, as well as customers, and enable appropriate queueing and circulation. The Bookmaker Number will be approximately half the full amount of pitches.
- Hexham Racecourse will have the betting in the usual area which is in the Princess Anne Zone.
- Britbet will operate in the Ramshaw Stand.
- The racecourse will ensure queuing arrangements are in place for each bookmaker position, allowing the customer the ability to access any of the available betting facilities within their zone, whilst also maintaining social distancing and not impinging other circulation routes. It will also be necessary to ensure that circulation routes enable customers to maintain social distancing when moving away once their transaction is completed. By leaving empty every other pitch there will be adequate room to move away after transactions.
- AGT has developed arrangements for on course bookmakers to accept contactless DEBIT card payments. Credit cards cannot be used for betting purposes. Arrangements for the safe management and handling of cash are being further explored.
- We will require on-course bookmakers to book and pay in advance, so that attendance numbers can be established, and it can be confirmed in advance that all bookmakers and their staff have undertaken any required training and have appropriate operational arrangements in place. Both AGT and the BRBA have indicated they can assist with this process
- We will communicate this via the AGT website.
- On-course bookmakers will be responsible for provision of PPE and any other risk mitigation arrangements for themselves and their staff in line with their own risk assessments.
- All bookmakers/joints suppliers should be instructed to deep clean their joints prior to attending the racecourse.
- All joints/equipment should be wiped down with suitable disinfectant after each race, with particular focus on any frequently touched areas
- All bookmakers should ensure they have hand sanitiser dispensers for use by the public and staff



8.2 BRITBET

- Hexham is liaising with BritBet regarding the required staff attendance each fixture, depending on the configuration and zones to be used.
- Britbet will be required to conduct their own risk assessments relevant to each racecourse and in line with the racecourse operating procedures, and ensure their staff are briefed and trained accordingly. Appropriate PPE and risk mitigation must be implemented in line with the relevant risk assessments.
- Britbet staff will be required to remain within the zone to which they are assigned with no cross over.
- Arrangements must be in place for Britbet teams to communicate with their supervisor throughout the day.
- All transactions will be cashless if required

8.3 OTHER RACECOURSE BETTING FACILITIES

- Hexham Racecourse does not operate any other betting facilities.

9 MEDICAL

- The COVID-19 Officer does not need to have medical qualifications, and medical arrangements will continue to be overseen by the COVID-19 Medical Officer who is our Senior Racecourse Doctor.
- The racecourse medical risk assessment will 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 will follow Department of Health guidelines, BHA medical guidelines and any other relevant guidance from other bodies to ensure that the racecourse is providing a compliant medical provision for the event. This will 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 review of medical risk assessments, medical plans and standing orders will include, but not be limited to any health screening requirements, PPE, Hand Hygiene facilities, cleaning and disinfection protocols and personnel requirements. It will also be necessary to take account of revised operational plans, adjusted configurations within the racecourse, and any changes to arrangements within the local medical networks.
- Further guidance on the risk assessments advice that we have followed is included **at Annex A**

9.1 MEDICAL PROVISION FOR THE CROWD

- Hexham will review their Medical risk assessments and medical plans to ensure that appropriate provision is provided for racegoers. Medicare will provide a qualified first aider, with appropriate PPE, to provide first response.
- Medicare has confirmed they are able to provide support and that contingency arrangements are in place as required.
- PPE for medical personnel is essential and will be provided by Medicare for Ambulance personnel and First Aiders and by Hexham Racecourse for Doctors and Nurse.

9.2 ISOLATION AREA



- Where possible, any individual with potential symptoms of COVID-19 should return immediately to their vehicle and return home, from where they should follow Government advice. In the event it is not possible for any individual with potential symptoms to follow this course of action (e.g. they have travelled by public transport or they are awaiting collection by a family member). In the Green Zone the Isolation area will be the Tynedale Box where there will be a separate donning and doffing area and in the Red Zone the First Aid post. If the Red Zone first aid post is compromised the room adjacent will be closed and used as a donning and doffing area and also the First Aid post relocated to an office for the remainder of the day. Both rooms are next to an exit gate where a vehicle could drive up to the box.
- ALL staff will be aware of the Isolation Rooms locations. This will **NOT** be the JMR, which must remain available for jockey treatment during racing. Hexham Racecourses contingency plan if the JMR is compromised is the Bramble Tudor Café at the West end of the Green Zone. There will be some chairs and a portable bed in there.
- The location of the Isolation Areas will be clearly marked on any site maps and signage placed on the door of the location for identification.
- There is an appropriate 'exit route' from the 'isolation rooms'.as they are both adjacent to exit gates where a car may be brought to the door of the rooms.
- The 'isolation rooms' **will** have the following facilities:
 - A laminated copy of "Important message" advice (see RCA guidance)
 - A telephone. If there is no land line a fully charged mobile phone (and phone charger) can be placed in the room
 - A supply of liquid soap and water, or 60% alcohol-based hand-rub
 - A seat for the person to use
- If a person in the Isolation Room in the Red Zone used the toilet that block will be closed and we have a contingency plan for a set of Portaloos situated at the East end of the Princess Anne area to be used by the public. In the Green zone that toilet would be closed and there are alternatives in that building.
- A member of racecourse team has been identified to support the individual alongside a member of the medical team. The Racecourse Manager is being fit tested to support the individual. Contingency arrangements will be in place to maintain appropriate medical provision for racing. Hexham Racecourse has three Doctors therefore racing could continue if one Doctor attended the patient.
- Once the individual has left the isolation room, it will not be used by any other person until it has been fully and completely cleaned in line with agreed cleaning procedures by individuals wearing appropriate PPE. An appropriate area for donning and doffing PPE will be required and this will be in the adjacent room.

10 PERSONNEL

Hexham Racecourse will consult their employees regarding Health and Safety. Safe working practices with supporting and training processes will be put in place to manage any risks from COVID-19

10.1 TRAINING

- All staff will need to be briefed on new operating procedures. Where new ways of working require training in new processes or use of new equipment, this must be provided following existing procedures. Records should be maintained of who has attended briefings and the information provided to them, along with any relevant training delivered. It is key to reinforce that new processes and procedures must be followed and activities may not be carried out in the 'usual' way and the importance of measures to prevent the spread of COVID-19 (e.g. handwashing,



correct use of PPE, Social distancing). This training will be supported by relevant additions to the staff handbook.

- All staff who are to be issued with PPE are to be given training on how to use this by a competent person. This may be the SRMO/nurse or another appropriate member of the medical team. A record of the training must be retained.
- All third parties providing staff on-course will 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.
- In advance of arrival at the racecourse **ALL** staff must do an appropriate education programme, and the BHA's COVID Education Programme, which is available via the Racing2 Learn platform. All Hexham Staff have been informed of this COVID education programme and we are in the process of collating certificates. **NO staff will be allowed to work without gaining a certificate.**

10.2 RESILIENCE

- The racecourse has considered their contingency plans and resilience for all roles, as if an individual is unwell or shows symptoms of COVID-19, they will not be permitted access to site. A deputy or deputies will be identified who can take on any necessary additional responsibilities, a Senior Member of Hexham staff and a Senior Member of Security in each zone familiar with all the roles will be appropriately briefed and trained to do so, particularly where the unavailability of key individuals could impact capacity in an area or sub-zone.
- Third party providers will be required to build resilience into their own operating procedures in the event that a member of their team is unable to attend.

10.3 HR CONSIDERATIONS

- Hexham Racecourse will ensure that all staff are aware of the NHS guidance regarding underlying health conditions and have the option to opt out of working without fear of discrimination. It will be borne in mind that they may choose to opt out due to household/family concerns, or may wish to be considered for another available role on the racecourse. Staff will be reminded that they should not attend the racecourse if they are isolating, unwell or have COVID-19 symptoms.
- Hexham Racecourse and all contractors will ensure staff are formally appraised of the risks, mitigating steps being taken and requested to actively 'opt in' if they are comfortable to return to working by way of written consent or in the case of Hexham staff forwarding their Racing2Learn certificate to us.
- The Racecourse Manager and the Raceday Secretary are identified for any staff who have concerns regarding the return to work or the procedures in place, so that these can be appropriately discussed.
- Each role has had its own risk assessment identifying the needs to carry out the tasks in as safe a way as possible and to ensure that cross-contamination and self-infection was reduced as far as is reasonably practicable. Risk assessments have ascertained which staff require PPE for safe working.
- For staff who access the Green Zone, the racecourse will provide further information to BHA. Further detail is included in the Racing Behind Closed Doors Operating Plan guidance.
- 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 and may be refused further entrance to the racecourse. This must be communicated to all staff in advance.
- Staff will be advised of the appropriate dress code in advance in order to dress accordingly. Where uniform items (T shirts, cardigans etc) are provided staff will be advised to have them freshly laundered for the day and laundered again immediately on arrival home.



- As with customer data, Hexham Racecourse will maintain records of all personnel for at least 21 days to support the NHS Test and Trace/Test and Protect initiative.

10.4 STAFF TRAVEL, ENTRY AND EGRESS

- Hexham Racecourse have considered and put into place, if not already in place, the following initiatives to assist staff in minimising the risk of spreading the virus on their journey to and from work:
 - Staggering arrival and departure times at work to reduce crowding into and out of the venue, taking account of the impact on those with protected characteristics.
 - We are considering providing additional parking facilities and such as bike racks to help people walk, run, or cycle to work where possible.
 - Reducing congestion by creating a specific entrance and exit for staff which for raceday staff will be the Number Cloth Box in the Green Zone after they have stopped at the testing station. Red zone staff will be the foyer of the Raceday Office
 - Using markings to guide staff coming into or leaving the building.
 - Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.
 - Providing storage for staff clothes and bags in the Number Cloth Box Green Zone and Office area Red Zone, office utility area Security staff
 - Requesting staff launder staff uniforms such as T Shirts, cardigans, waistcoats etc before they come racing and immediately on return home.
 - For contingency plans we have created additional space by using areas that have been freed up by closing of restaurants for briefings, remote working, if JMR is compromised.
 - Installing screens or issuing full PPE including visors to protect staff in front of house areas or serving customers at till points.
 - Staggering break times to reduce pressure on the rest areas, ensuring social distancing is maintained. Outdoor areas are preferable and are available under canopies.

10.5 COVID-19 OFFICER AND SOCIAL DISTANCING OFFICERS

- The UK Government guidance *“Elite Sport – return to domestic competition”* 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. Hexham Racecourse’s Covid-19 Officer will be the Racecourse Manager Robert Whitelock who will be based in the Green Zone and Covid-19 Deputy Officer will be the General Manager Lynn Clemitson who will be based in the Red Zone.
- Hexham Racecourse will have a Social Distancing Officer (SDO) from the British Horse Racing Authority in attendance. Racecourse staff will support the SDO in roles as Social Distancing Supervisors and will be in each zone and sub zone and paying particular focus to such areas where reminders and assistance in implementation may be necessary.
- Existing job roles that can incorporate offering reminders will be asked to do so.
- The role of the SDO is designed to be constructive and assist individuals in understanding the requirement and measurements in place to ensure these can be met. They will be appropriately briefed in the relevant procedures in place at Hexham Racecourse.

10.6 THIRD PARTIES

- The racecourse will confirm to all contractors (e.g. caterers, AGT etc.) that they will be responsible for completing their own risk assessments and providing copies to the racecourse for review no less than 72 hrs in advance of any fixture.



- All third parties will be required to provide appropriate PPE to their staff, and ensure that other risk mitigation is implemented in line with the relevant risk assessments.
- Racecourse may require third parties to ensure that all of their staff have undertaken an appropriate COVID-19 education programme. This may be the same programme the racecourse utilises for their own staff, or a separate programme that is developed by the third party and meets the standards required by the racecourse.

11 COMMUNICATIONS

11.1 CUSTOMER COMMUNICATIONS

- Racegoers will have clear and appropriate information of the zone and facilities to which their ticket will allow access prior to making a purchase. Racegoers will be made aware that they should only purchase tickets for themselves and others within their household/social bubble.
- Prior to making a purchase, racegoers will be asked to carry out their own personal risk assessment, taking into consideration age, health status and vulnerability for themselves and any others for whom they are booking tickets.
- For Test and Trace/Test and Protect purposes, the racecourse will ensure they have the full name and contact information for all racegoers. We will communicate what information is needed, for what purpose, and provide details of our relevant privacy policy which will be on the website.
- Racegoers will be made aware of what to expect on a raceday, including, but not limited to:
 - travel and arrival information
 - if they need to bring photo ID
 - prepare for weather conditions because access to indoor space is limited
 - social distancing and hygiene protocols
 - the facilities and services which will be available to them (which may vary by the zone/area to which their ticket provides access)
 - what forms of payment will be accepted at bars, food outlets and bookmakers.
 - that they are not able to bring their own food and drink
 - Any considerations for racegoers with accessibility requirements
- Racegoers will be reminded to consider their own risk, vulnerability and health status prior to attending.
- We will make available site maps and include these in information to Owners and Trainers and put it on our website.
- The Racecourse will utilise multiple channels to communicate with racegoers, including but not limited to e-mail, social media, website etc.
- Racecourses will communicate the operating procedures, service standards and hygiene protocols in place to manage expectations and reassure racegoers that they can safely attend a race meeting.
- Racegoers will be reminded of their own responsibilities, particularly with regard to social distancing, hand hygiene and compliance with the **Code of Conduct** and that failure to observe safety measures may result in service not being provided. The tone of communications should foster a cooperative spirit from all attendees. The Code of Conduct will be prominently displayed on the website.
- Government Guidance requires sporting events to have a Code of Conduct for spectators. The Standard Terms and Conditions of Entry to the racecourse will have already been updated to include the Supplementary Conditions Covid -19 Code of Conduct which applies to all attendees at the racecourse.
- A customer-facing version of this Code of Conduct will be prominently displayed on the racecourse website and is required to be acknowledged and agreed prior to any ticket purchase.



11.2 STAFF COMMUNICATIONS

- Advance communication will include
 - The health requirements and agreed screening procedures that are required of all staff in advance so that they can decide prior to attending if they are willing to undergo these.
 - A link to the required COVID-19 education programme and a requirement to send their certificates to the office in advance.
 - Links to any other relevant training which must be completed in advance of attending
- The Staff Handbook should be expanded to include details of relevant processes, policies and procedures in relation to racing behind closed doors. This should include
 - The Hand Hygiene and Social Distancing measures which must be complied with
 - Those roles which require PPE and how this should be used
 - Cleaning protocols
 - Code of Conduct
 - Site map (including zoning of areas if this is implemented)
- The format of staff briefings has been reviewed. Either they will be held in locations which enable social distancing to be maintained, the Pavilion Restaurant is available for this purpose or briefings will take place outdoors.

11.3 INDUSTRY

- The BHA has developed comprehensive advance communication to be provided to all Industry personnel outlining the provisions relevant to them. In addition, as racecourses can share information relevant to their raceday via the Racing Admin website we will include:
 - Any changes to arrival points or procedures for those entering the Green Zone
 - Changes to the previously adapted racecourse configurations to enable areas to be open to the public
 - The operating procedures, service standards and hygiene protocols in place to enable racegoers to attend without compromising the safety of participants.
 - A reminder that there can be no mixing between the zones. Racegoers may not enter the 'Green zone' under any circumstances and any screened participants who leave the 'Green zone' can not enter the Red Zone, will be refused entry by Security and must leave the Racecourse grounds.
- We will pay particular attention to communications with owners to share details of the facilities which can be provided and the number of owners who can be safely accommodated.
- Industry associations, including the ROA, PJA, NTF and NARS can be approached to assist in sharing information with their members as required.

11.4 PUBLIC RELATIONS

- Hexham racecourse are aware that the public, media and government will be watching and all actions will be closely scrutinised. We will clearly communicate what the racecourse is doing, why and how. We will ensure that the communication is clear on the safety measures that have been put in place in order for racegoers to safely attend a race meeting.
- We will communicate with the local community in advance by Social Media, local newspapers and our Website, on the day and following the event. We feel it is essential that they understand the actions being taken by the racecourse to act responsibly and to communicate measures being taken to support the local community, particularly within Zone Ex as racegoers leave our property.
- There may be both negative and positive comment on social media and we will consider how they will react to this and will ask for advice from the RCA, GBR and BHA if necessary.

12 CODE OF CONDUCT



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

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

Racecourse may wish to make further information on expected behaviour available to customers to support this, and an example is included at **Annex E**.

SCOPE OF THIS CODE OF CONDUCT

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

1 Code of Conduct

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

2 All Attendees

2.1 All Attendees who enter Hexham Racecourse (including all surrounding land and car parks 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 Hexham Racecourse
- observe all social distancing protocols and wear any PPE (such as masks or other face coverings) in accordance with the Government guidance in place at the time



- maintain personal hygiene including, but not limited to, by regularly washing their hands, using hand sanitiser, avoiding touching their face and observing coughing and tissue etiquette.
- only use any hand sanitiser, disinfectant wipes or other personal hygiene products made available at the Racecourse for the purpose for which they have been provided and shall not remove these from the locations in which they are provided
- follow all racecourse signage and the instructions of staff, officials, the police or other emergency services present at the Racecourse at all times
- only attempt to access those areas for which they are entitled under their Ticket; and
- comply with the Rules of Racing.

3 Attendees Entering the Racecourse other than as a Private Individual

3.1 In addition to complying with Section 2, all Attendees who enter the Racecourse (including all surrounding land and car parks) which are under the ownership and/or control of the Operator) in any capacity other than as a private individual, shall:

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

4 Breaches of this Code of Conduct

4.1 Any breach of this Code of Conduct will be reported to the Operator and the BHA Stewards. There will be a zero-tolerance approach to breaches of this Code of Conduct. In the event of any breach by an Attendee, in addition to any applicable sanctions set out in the Entry Contract:

- a) Security (with the full support of the Racecourse Managing Executive and BHA Stewards) may immediately remove the Attendee from the Racecourse, regardless of the Attendee's role or status
- b) the BHA Stewards may take regulatory action against the Attendee in line with the powers available to them; and
- c) the Attendee acknowledges that they may be liable to sanction from their employer or any organisation that is responsible for them.

4.2 Any individual who is ejected from the Racecourse for breaching this Code of Conduct may be unable to attend a fixture at the Racecourse or any other racecourse until further notice.

13th August 2020



13 LOCAL LOCKDOWN

In the event of a local lockdown being declared and based on the experience in Leicester we anticipate local Health Protection and the Director of Public Health will 'roll-back' restrictions to those in place at an earlier time during the pandemic.

Pre- June 1 st 2020	Racing will not take place
June 1 st to July 4 th 2020	Essential staff only on-site – 2m SD applies
27 th June 2020 Onwards	Overnight accommodation for racing staff in line with agreed protocols
July 4 th to 28 th July 2020	Essential staff and owners on-site [no hospitality and restricted numbers/duration on site] -2m SD applies
July 28 th – TBC	Essential staff and owners on-site with hospitality and numbers restricted to twice maximum stable capacity – optional 1m+ applies
TBC	Details of future arrangements to be added at the appropriate stages.

In the event of a lockdown racecourses should consider working towards a '2m+ standard' which includes the extra mitigations applied when moving from 2m to 1m+. Racecourses are recommended to consider not using any staff who live in the lockdown area wherever possible and bring in staff from further afield and require the use of face coverings at all times by all attendees unless specific dispensation has been given.



14 GLOSSARY

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



RACING WITH CROWDS RACECOURSE OPERATIONAL PLAN

ANNEX A –RISK ASSESSMENT AS ADVISED BY RACING’S GOVERNING BODIES TO ASSESS COVID-19 RISKS

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 and the welcoming of racegoers to the racecourse. Any new assessment should be carried out with a particular emphasis on safe practice in the COVID era; this should include examining the impact of required infection prevention and control measures, social distancing and the use of PPE.

Racecourses will already have risk assessments in place for all raceday roles and activities and racecourses should use these as the basis for review. It is suggested that racecourses include an additional column on their existing risk assessment form 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:

General

- Adherence to government guidance (refer to RCA weekly bulletin for links to current government guidance)
- Staff training and briefing
- Customer communications in advance and on the raceday
- Advice to all staff and racegoers 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
- 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
- Any medical declaration and/or screening processes identified by the racecourse

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 time for activities to be completed as appropriate. Where this may result in lone working, appropriate lone worker procedures to be in place.
- Discontinue any task which is not imperative if social distancing cannot be maintained or appropriate mitigations cannot be put in place
- Staggered break times using outside areas or individual vehicles where possible
- Limit activities which involve interaction to as short a period as possible.
- Use technological solutions to support social distancing where possible (e.g. e-mail rather than handwritten document)
- Physical contact only when essential
- One-way systems around key areas/the racecourse
- Maximum capacities to be identified for lifts, with alternative routes identified as necessary
- Signage and social distance markers
- Changes to configuration of key areas to maintain social distancing, especially, toilets, food outlets, queueing areas
- Using screens or barriers to separate workers from each other and workers from customers at points of service.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Zoned approach
- 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

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 for staff where appropriate
- Use of Perspex screens
- No blow hand dryers to be in use

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 relevant personnel (including cleaning and decontamination teams) who require higher-grade PPE. .
- Arrangement for removal and disposal of PPE
- Wearing of face coverings in line with current government guidance
- Consider potential issues regarding supply and counterfeit items, and how these can be mitigated



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. First Aid room, 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 assessment and Medical plan should provide a basis for review, with additional control measures specific to COVID-19 incorporated and a specific section on crowd provision. 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 and medical plan. 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 if possible 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 taking account of revised racecourse configuration and adapted operating practices.
- 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 and First Aid Room 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 (e.g., First Aid Room) 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.



RACING WITH CROWDS RACECOURSE OPERATIONAL PLAN

ANNEX B – EXAMPLE COMMUNICATION OF RESULTS OF RISK ASSESSMENT

We will put this on our website and social media platforms and place in various situations to reassure racegoers.



HEXHAM
RACECOURSE

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Signed on behalf of employer _____
Employer representative signature

Employer _____
Employer name Date _____

Who to contact: _____
Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)



RACECOURSE OPERATIONAL PLAN

ANNEX C – COVID-19 OFFICER ROLE DESCRIPTION

OVERVIEW

Each racecourse is required to appoint a COVID-19 officer and deputy.

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, but must ensure that the COVID-19 Officer and deputy must have no other responsibilities which will impact their effectiveness in 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 and welcoming racegoers 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. Ensure that racegoers are provided with clear and appropriate information and agree to the Racegoer Code of Conduct prior to ticket purchase and that all relevant information is further conveyed to racegoers on the raceday as appropriate.



11. 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.
12. 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 test and trace procedures if necessary.
13. To liaise with other members of the team as relevant to ensure:
 - That all defects resulting from and reported after the previous meeting have been rectified or action taken to secure personnel safety if repair is delayed;
 - That all life saving systems are checked and that all defects found are dealt with or action taken to secure safety if action is delayed;
 - That the racecourse has been checked and all procedures are in place to ensure that there are no hazards to participants upon opening.

BEFORE EVERY RACEDAY

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

1. The allocation of Social Distancing (SD) Officers to each section of the racecourse is known by all relevant parties;
2. Any matters relevant to safety of participants, staff and racegoers 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;
8. That racegoers are provided with clear and appropriate information and agree to the Racegoer Code of Conduct prior to ticket purchase

DURING RACING

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

1. Act as the Racecourse Liaison Officer with the 'Emergency Services' in the event of an unforeseen incident, ensuring the Racecourse Duty Holder/Head of Operations is kept fully informed of any developments.
2. Ensure that racegoers are provided with clear and appropriate information regarding Social distancing, hand hygiene and the Racegoer Code of Conduct throughout the raceday as appropriate



3. 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 test and trace/test and protect actions if required.
4. Be responsible for the standing down of the all SD and stewarding personnel.

AFTER EACH RACEDAY

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

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

CONTINGENCY PLANS

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

Matters to be covered should include emergency communication procedures, fire alarm procedures, fire fighting, evacuation of participants, staff and racegoers (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, rehearse their roles wherever possible, and are made aware of the following:

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

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

RECORDS

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

GENERAL

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



RACING WITH CROWDS RACECOURSE OPERATIONAL PLAN

ANNEX D – CAPACITY CALCULATION – HEXHAM RACECOURSE RED ZONE

In consultation with the Racecourse Management and Safety Officer and following guidance from the Green Guide and the RCA

- Hexham Racecourse is a small racecourse and does not have the capacity to operate a normal service because of the necessity to ensure social distancing with jockeys and associated racing staff. Restaurants will be closed for the duration of the COVID-19 regulations and free packed lunches will be offered to Stable Staff, Jockeys, Trainers, Officials and Owners. Fast food outlets outdoors will be available to the crowd.
- The Management, due to constrictions on space, have decided to make the Ramshaw Stand and lawn area in front solely for Owners.

The measurements for the Ramshaw Stand area as follows;

Lawned area in front of the Ramshaw Stand is	366 sq m	=	183 persons
Chase Bar ground floor	96 sq m	=	48
Curlew Bar first floor	90 sq m	=	45
Henderson Room first floor	151 sq m	=	75
Second floor boxes	171 sq m	=	85

Holding Capacity of Lawn in front of the Princess Anne Bar (coloured red on the plan)

Lawn	3960 sq m	=	1980 persons
Bookmakers and hard standing on steppings	445 sq m	=	224
<u>Princess Anne Bar including betting shop area</u>	60 sq m	=	30
Former Press Box shelter area	23 sq m	=	11
Porter Box	25 sq m	=	12

Capacity at 5 people to 10 sq m	
Ramshaw stand and area	436 persons
Undercover capacity	253
Princess Anne Bar and area	2245 persons
Undercover capacity	53



As the figures for the reduced number of spectators that are allowed in are considerably more than we would normally get we do not anticipate anywhere near these numbers. Hexham Racecourse can get very inclement weather in the winter and we have little undercover capacity. If the COVID-19 regulations continue into next year consideration will be given to erecting more cover in the Princess Anne Bar area.

Spectator Flow between Areas

There will be no spectator flow between the sub zones this will be reinforced with barriers and a security officer at all times.

There will be a one way system in the Ramshaw Stand with entry by one stairway and exit by another. Floor markings will emphasise. There are no corridors in this building.

The Princess Anne bar will have an entrance door and an exit door to facilitate a one-way system. There are no corridors in this building There will be floor/ground markings in the Bookmaker area and along the path to the toilets where there will be a one way system.



RACECOURSE OPERATIONAL PLAN ANNEX E – RACEGOER CODE OF CONDUCT

Hexham Racecourse is open and we are delighted to welcome back racegoers to enjoy top-class sporting action in-person.

We have put in place stringent hygiene and social distancing measures to ensure your safety and that of our team. It is imperative that we maintain these high standards and we thank you in advance for your co-operation.

All Attendees who enter the Racecourse (including all surrounding land, car parks and other facilities which are under the ownership and/or control of the Operator) shall be deemed to have accepted, and agree to comply with, this Code of Conduct. Our resumption with crowds is dependent on this Code being strictly adhered to.

When buying a ticket to attend one of our race meetings, you are acknowledging that you have taken all possible personal action to minimise the chances of contracting or transmitting Covid-19 and that you are in a state of health that will not put yourself or anybody else on the racecourse at risk.

We will provide you with the following to help minimise the risk of Covid-19:

- Division of the racecourse into zones and subzones to reduce the risk of infection
- Hand sanitizers at numerous points around the racecourse.
- COVID-19 officers and supervisors to ensure social distancing
- Announcements by PA and signage to reinforce the message to maintain hand cleaning and social distancing.
- Cleaners continuously going around the racecourse cleaning touch points and toilets.
- PPE for staff assisting you

To assist our team and to protect you and your fellow racegoers, we ask that you adhere to our Code of Conduct:

- Comply with current government guidance regarding the wearing of face coverings
- At all times and in all parts of the racecourse, please observe social distancing and avoid close contact with others not in your social bubble.
- Arrive at the racecourse in good time to go through all the necessary entry procedures.
- Familiarise yourself with your entry point and location of amenities within the racecourse—a map can be found on our website here. We are endeavouring to make all payments inside the ground contactless
- Only attempt to access those areas for which you are entitled under your ticket.
- Avoid close face to face contact with other racegoers outside of your social bubble.
- Familiarise yourself with the route to amenities.
- Maintain good hand hygiene—use the sanitiser dispensers provided and avoid touching your face, or touching handles, railings etc. where possible.
- Please observe good respiratory etiquette—always cover your mouth if needing to cough or sneeze.
- Avoid hugs, high-fives and any close contact with people who are not within your social bubble.
- Take care when shouting, singing or celebrating
- If you are attending with other members of your social bubble, please make sure they have read and understood these guidelines too.

Your behaviour is your responsibility. The above Code of Conduct will require co-operation from all in attendance and we ask that you remain aware of your surroundings and how your actions may affect yourself and others.



Any actions that put either yourself or others at risk will not be accepted by our team and you may be asked to leave the racecourse in this instance and may be prevented from entering any other British Racecourse for a period of time.

Thank you for your support and co-operation. We look forward to seeing you soon to once again enjoy our great sport.

