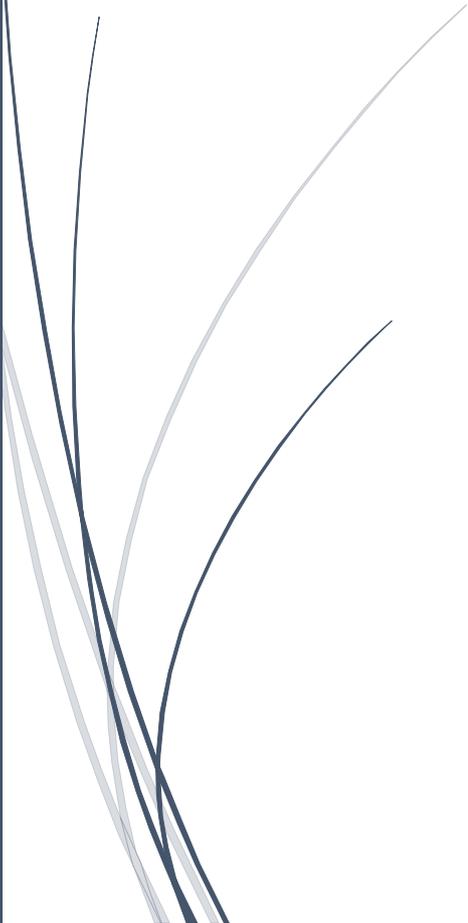




Irish Pony Club

Returning to Activity Plan

Frequently Asked Questions



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Can a Branch hold two activities in one venue at the same time?

A Branch must risk assess this situation and consider:

- Can the two activities be held completely separate?
- Is the venue big enough to accommodate two groups and maintain social distance?
- Is the parking area large enough to keep both groups separate at a social distance?
- What measures will need to be implemented to ensure the safety of all involved?

What types of Risk Assessment must be carried out in light of Covid-19?

An activity or discipline specific risk assessment form must be completed for every activity that takes place within the Irish Pony Club. This includes all Branch activities. The templates for these risk assessments may be downloaded from the Downloads page of the Irish Pony Club website, under the heading Health and Safety. <https://www.irishponyclub.ie/index.php/downloads>

In response to the Covid-19 pandemic and the guidelines for returning Irish Pony Club Branches to activity, the Irish Pony Club has created a Covid-19 Risk Assessment Form. This form must be completed before every activity within the Irish Pony Club including Branch activities, going forward. This Covid-19 Risk Assessment Form was distributed to each Branch by e-mail and it is available to download from the Downloads page of the Irish Pony Club website, under the headings Health and Safety and Covid-19 Supporting Documents.

<https://www.irishponyclub.ie/index.php/downloads>

Further details regarding the disclaimer notice for the Branch activity application forms.

The Irish Pony Club Training Protocol states that “A disclaimer must be signed in advance and returned with full payment.”

If a Branch uses Its Plain Sailing to take applications and bookings for an activity, then the disclaimer should be entered into the Terms and Conditions field on the application form. A member booking for an activity must tick that they have read and understood the Activity Terms and Conditions before they can proceed to payment. This method may be used by Branches to satisfy the above statement.

Branches who do not use Its Plain Sailing must ensure that a booking form for the activity be distributed to parents to include the disclaimer. This form should be signed and returned to the Branch. Branches using this method should take every precaution while handling any documents.

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. The Irish Pony Club (IPC) have put in place preventative measures to reduce the spread of COVID-19 at IPC events; however, the IPC cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the event could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending an IPC event and that such exposure or infection may result in personal injury, illness, permanent disability, or death. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at any IPC event. On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless the IPC,

it's employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the IPC, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any IPC event.

[Update on the Irish Pony Club Insurance.](#)

The Irish Pony Club insurance brokers, Howden have also updated the general insurance disclaimer that was distributed to Branches last week, in light of the publication of the Irish Pony Club Returning to Activity Plan. It states the following:

The insurance cover for the Irish Pony Club and its branches is unchanged by the Corona Virus situation, however Branches must adhere to the Corona Virus guidance put in place by the IPC when running events otherwise the organisers could find themselves personally liable. Whilst insurers would still pay a valid claim at a branch event that did not follow IPC guidance, if the guidance was wilfully not adhered to, insurers may look to recover their costs against the individual responsible for the event. It is therefore essential that all branches familiarise themselves with the new guidance in relation to the running of events and that you contact the IPC in the event of any queries.

[Referring to the Irish Pony Club Training Protocol, should members and parents or guardians be asked to physically sign in?](#)

The statement in the Irish Pony Club Training Protocol is as follows, “ALL attending the activity must sign in and be recorded as on site at entry.”

This statement refers to the fact that all persons attending an activity at a venue must log their presence and attendance on site with the person in charge of recording the log. This is essential for contact tracing and it must be accurate.

Members, parents, guardians, officials, instructors etc. do not need to physically sign an attendance log. The steward or official in charge of the log should record the names and contact details of everybody on site at the activity. This log can be partially prepared with the information collected through the booking forms. However, as people enter the site, the log should be ticked to note that they actually attended. The log must also account for the Branch officials, instructors etc. on site at the activity. This information would not have been collected through the booking forms.

Also, the person in charge of the log should be aware that people connected to the activity might enter late. This should be strongly discouraged but, in the event, that it does happen, these names must also be recorded on the log.

[Who is responsible for ensuring that the attendance log is completed, maintained and stored?](#)

The Covid-19 Compliance Officer is responsible for ensuring that a log of all people at an activity is recorded. They may assign the role of collecting the information to another official to assist them on the day of the activity. The Covid-19 Compliance Officer should check to ensure that the log is recorded correctly, capturing all of the required information for contact tracing. The Covid-19 Compliance Officer should file the log securely, ensuring that it is easily accessible in the event that contact tracing becomes necessary. The log should record the date, time, venue, type of activity, Covid-19 Compliance Officer in charge of the activity and the names and contact details of all persons on site for the activity. Branches may use the template available to download from the Downloads page of the Irish Pony Club website under the heading Covid-19 Supporting Documents if they may create their own template, as long as it captures all of the information listed above.

<https://www.irishponyclub.ie/index.php/downloads>

Can a Branch official assume multiple roles on the day of an activity?

The Irish Pony Club Returning to Activity Plan sets out guidelines which includes details for a large number of tasks which must be completed, especially on the day of the activity.

Initially, Branches should try to limit the number of people on site for the activity as much as possible. Branch officials and the Covid-19 Compliance Officer may assume multiple roles to accomplish this, where it is safe and possible to do so. Branches must assess their venue and the individual needs of their own situation to identify how to accomplish this. The Irish Pony Club Returning to Activity Plan sets out areas which must be checked and areas which require a person to manage them. As mentioned, one person may manage a number of areas but the Branch should ensure that the person can accomplish this successfully, safely and accurately.

Further details regarding payments for activities.

Where possible all payments for activities should be processed online. Its Plain Sailing will accomplish this for all Branches who have active Its Plain Sailing sites. For Branches who do not use Its Plain Sailing, members could process payments for activities through electronic fund transfers (EFT). If choosing to use this method, advise members and their parents or guardians to use the identifier fields to clearly identify the activity that they are processing a payment for.

In the event that payments cannot be processed online, Branches should take every precaution necessary when handling payments. Parents or guardians should be advised to put the exact payment for an activity in an envelope with the name of the member, their membership number and the details of the activity on the envelope. This should be completed in advance of the activity to limit contact between people and also to prevent queues developing. The parent or guardian should place the envelope down on a preassigned table or space and step away allowing the Branch official to collect the payment.

Should a Branch carry out temperature checks as people enter an activity?

Temperature checks are not mandatory for Branch activities. Branches may implement them if they wish but they should consult local health care experts to identify the correct equipment and procedures to implement the temperature checks. At all times Branch officials or the Covid-19 Compliance Officer should follow social distancing guidelines when completing temperature checks and wear the appropriate personal protective equipment (PPE).

How should equipment be sanitised?

A Branch or Instructor should assess the type of equipment and the materials involved. Where possible equipment should be sprayed down with antibacterial sprays. Single use Personal Protective Equipment should be disposed of safely.

Should hand washing facilities be available?

If there is hand sanitiser available on site, easily accessible, then hand washing facilities may not be necessary. Everyone should be advised to bring their own hand sanitiser as an additional precaution.

On returning home from an activity, all present should be encouraged to wash their hands immediately when they get home.

If there are hand washing facilities available, then this area must be maintained and sanitised regularly. Disposable paper towels should be available and there must also be a bin in place for the safe disposal of paper towels. Social distancing must be maintained if a hand washing facility is made available. Branches should assess the safety of setting up hand washing facilities versus the availability of hand sanitiser and hand sanitiser stations.

While on site at an activity, people should be reminded not to touch their face and also to follow good respiratory etiquette.