

 HARNESS RACING VICTORIA	<h1>RISK ASSESSMENT</h1>	OHS-FO-012 (1 Aug 2019)
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DETAILS					
Risk Assessment Title:				Risk Assessment No.	R A
	Limiting the contact and spread of Covid-19 for Employee & Participants	Reason for Risk Assessment	<input type="checkbox"/> New Site or Task	Revision No.	0
			<input type="checkbox"/> Incident Investigation	Assessment Date:	29/03/2020
Site Name:	All racing venues		<input checked="" type="checkbox"/> Hazard Identification	Review Date:	20/04/2020
Have there been any related incidents?	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES If YES consider incidents details as part of the risk assessment below.		<input type="checkbox"/> Regulated Risk <input type="checkbox"/> Other (specify)		
Are there any potential emergency situations which may arise?	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES If YES ensure it is addressed as part of the risk assessment below.	<b>References:</b> e.g. Acts, Regulations, Codes of Practice, SDS reference, Management System procedures, Industry standards, Incident/Hazard reference number etc.		Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 Australian Government – Department of Health website Department of Health and Human Services (DHHS) website	

	Inherent Risk Rating	Existing Controls Risk Rating	Residual Risk Rating
Likelihood	Almost Certain (5)	Possible (3)	Possible (3)
Consequence	Moderate (3)	Moderate (3)	Moderate (3)
Risk Rating	HIGH	MEDIUM	MEDIUM



# RISK ASSESSMENT

OHS-FO-012  
(1 Aug 2019)

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### STEP 1

### STEP 2

### STEP 3

### STEP 4

AREA / PLANT / PROCESS / IMPACT	HAZARD/IMPACT What could happen?	POTENTIAL RISKS How could this happen?	EXISTING CONTROLS What do we have in place to help minimise the risk?
1 Physical Health	People contracting Covid-19 from interaction with each other	Infected person allowed entry to race meeting resulting in spread of virus	<ol style="list-style-type: none"> <li>1. Racetrack Access and Operational Procedures which set the requirements and measures which all Country Clubs must follow in relation to COVID-19 mitigation.</li> <li>2. Restrictions at races/trails to essential persons (licenced participants and essential racing staff) with no crowds, to reduce footprint.</li> <li>3. Implementation of a regional racing model to reduce travel of participants to contain spread between regions and reduce footprint.</li> <li>4. Mandatory Declaration completed by all staff and participants prior to entry</li> <li>5. Anyone who has respiratory symptoms or is ill has been requested not to present for work/participation at a race meeting.</li> <li>6. Mandatory Temperature checking of all personnel prior to entry. Anyone presenting a temperature of 37.6 or above degrees to be denied entry.</li> <li>7. Training for HRV and club employees in procedures including entry requirements, use of PPE, hygiene, cleaning, social distancing strategies, limits of people in indoor and outdoor spaces</li> <li>8. Information provided to Country Clubs and participants via HRV website, signage and verbal instructions regarding procedures, hygiene measures and social distancing.</li> </ol>
2 Physical Health	Lack of infection control resulting in the spread of Covid-19	Person to person transmission of virus	<ol style="list-style-type: none"> <li>1. Adherence to government restrictions on mass gatherings and social distancing, including: <ul style="list-style-type: none"> <li>- Indoor areas 4sq metres for each person with a maximum of 100 persons</li> <li>- Maintain distance of 1.5m from others</li> <li>- No more than 500 people in outdoor areas</li> </ul> </li> <li>2. Calculate square meterage of rooms and display signage for the number of people allowed in each room at any one time, based in the 4sq metre per person allowance.</li> <li>3. Clubs to provide soap, hand sanitiser and disposable paper towel. Individuals to practise good hygiene procedures - wash hands frequently for at least 20 seconds using soap and water, use hand sanitiser and dry with disposable paper towel</li> <li>4. HRV and Club employees to wear PPE, including gloves and face masks</li> <li>5. Training for HRV and club employees in procedures including entry requirements, use of PPE, hygiene – washing hands and using hand sanitiser, cleaning, social distancing strategies, limits of people in indoor and outdoor spaces</li> <li>6. Information provided to Country Clubs and participants via HRV website, signage, posters and verbal</li> </ol>



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(1 Aug 2019)

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				instruction.
3	Physical Health	Lack of infection control	Cross contamination from surfaces where virus may be present Lack of infection control procedure implemented into regular cleaning practices	<ol style="list-style-type: none"> <li>1. Wash hands frequently, especially after touching surfaces</li> <li>2. Avoid touching face;</li> <li>3. Increase cleaning frequency from previous regimes to ensure surfaces are cleaned in 45-60 minute rotations. Careful attention especially paid to high touch areas such as door handles and light switches using anti-bacterial and chlorine (bleach) based solutions for cleaning.</li> <li>4. Water, soap, hand sanitiser and disposable paper towels provided for use of participants and officials.</li> <li>5. Cleaners practise good hygiene measures – wash hands frequently, wear gloves</li> <li>6. Training provided to employees regarding good hygiene and social distancing.</li> <li>7. Information provided to participants via HRV website, signage and verbal instruction.</li> </ol>
4	Physical Health	Lack of infection control	Cross contamination from racing items such as horse head numbers and horse numbers	<ol style="list-style-type: none"> <li>1. If possible, a different set of horse numbers will be used for each of the eight races OR Numbers are to be wiped down between each race with a disinfectant. Eg 70% isopropyl.</li> <li>2. At the end of the meeting they must be washed and thoroughly sanitised.</li> <li>3. .</li> <li>4. Horse head numbers will be sanitised with 70% isopropyl alcohol between races</li> </ol>
5	Mental Health	Depression, stress and other mental health issues	Worry about contraction of the disease on own health as well as friends and family. Especially the elderly, very young children and those with underlying health issues or with compromised immune systems that may live with the employee or participant	<ol style="list-style-type: none"> <li>1. Access to IAP/EAP resources and counselling services</li> <li>2. Information provided to employees and participants on how to access services for assistance. This may be via HRV website, email communications and verbal instruction</li> </ol>
6	Food	Transfer of virus via touching surfaces that others may have touched, eg platters, plates and drinking containers.  There is a low risk of the virus being transmitted in food.	Virus can live on some surfaces for 24-48 hours. Poor food handling processes, resulting in contamination to persons.	<ol style="list-style-type: none"> <li>1. Food should be individually plated or pre-packaged – no buffet or self-serve arrangements</li> <li>2. Use disposable items to package or serve food</li> <li>3. Do not share drink bottles or other implements or utensils.</li> <li>4. Social distancing practised around food outlets</li> <li>5. Employees and participants requested to bring own food.</li> <li>6. Food handlers must wear gloves when preparing ready to eat food</li> <li>7. Training on use of gloves, hand washing, hygiene and cleanliness provided to food service employees</li> <li>8. Information provided to participants via HRV website, signage and verbal instruction</li> </ol>



## RISK ASSESSMENT

OHS-FO-012  
(1 Aug 2019)

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7 Changerooms	Person to person transmission of covid-19. Cross contamination from surfaces to people	Touching contaminated surfaces Not maintaining at least 1.5 metres distance for other Not abiding by the requirements of 4sq metres per person	<ol style="list-style-type: none"> <li>1. Practise social distancing</li> <li>2. Follow restrictions regarding the number of people in a room at any one time.</li> <li>3. Training provided to employees on social distancing and number of people allows per room (based on 4sqm per person rule)</li> <li>4. Information provided to participants via HRV website, signage and verbal instruction</li> </ol>
8 Steward rostering	Person to person transmission of covid-19.	Person to person transmission of virus	<ol style="list-style-type: none"> <li>1. Rostering of stewards to a common group, rather than usual rotations</li> <li>2. Minimal number of stewards rostered for race meeting. Stewards allocated to 'IT' function work from home</li> </ol>
9 Steward duties-administration and paperwork	Person to person transmission of covid-19	Transmission of COVID-19 via direct communications with infected person	<ol style="list-style-type: none"> <li>1. Paperwork completion such as Authorised Representatives Sheet and Horse Bar Record (OD sheet) completed by stewards to prevent sharing of pens and limit the number of people and the time spent in the steward's room</li> <li>2. Stewards passing forms through the doorway to limit the number of people and the time spent in the steward's room</li> <li>3. Limiting the number of people permitted in the steward's room based on the 4 sqm per person rule.</li> </ol>
10 Steward interaction	Person to person transmission of covid-19	Transmission of COVID-19 via direct communications with infected person	<ol style="list-style-type: none"> <li>1. Electronic means such as email and telephone used for results verification and monitoring of wagering.</li> <li>2. Deferring matters that can be dealt with at a later time (eg interviews) or conducting them online.</li> <li>3. Training provided to employees with regard to tasks that can be performed electronically or deferred.</li> <li>4. Information provided to participants via HRV website, signage and verbal instruction</li> </ol>
11 Mobile barrier	Person to person transmission of covid-19	Person to person transmission of virus	<ol style="list-style-type: none"> <li>1. No persons travelling in the front of the mobile barrier with the driver</li> <li>2. There will be no persons travelling in the rear of the mobile barrier with the starter</li> <li>3. Steering wheel, gear stick and surfaces of mobile are to be wiped with disinfectant at the conclusion of the race meeting or if another person is required to take over duties.</li> </ol>
12. Track Attendants	Person to person transmission of covid-19	Person to person transmission of virus	<ol style="list-style-type: none"> <li>1. Only one track attendant per track ute</li> <li>2. Steering wheel, gear stick, door handles and surfaces of track ute/s are to be wiped with disinfectant after each use.</li> <li>3. Where it is necessary to wear the supplied track helmet, a hair net must be worn. Helmets should be wiped with disinfectant after each use.</li> <li>4. Track attendants will not ride with the medic.</li> <li>5. As track attendants cannot be in vehicles together, arrangements shall be made for them to be placed strategically around the track in case of an incident.</li> </ol>



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(1 Aug 2019)

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				6. Track attendant to drive winning horse back to stabling area, being led by the Clerk of Course
13.	Gate and Carpark attendants	Person to person transmission of covid-19	Person to person transmission of virus	<ol style="list-style-type: none"> <li>1. Do not lean onto or into vehicle windows.</li> <li>2. Stay an arms length away if items/documents need to be passed from the vehicle. (ie the person passing the item and the attendant must have full extension of the arms to maintain 1.5 metres apart)</li> <li>3. Shovel and wheelbarrow handles are to be sanitised at the conclusion of the race meeting or if another person is required to take over duties.</li> </ol>
14.	Numbers Room Attendant	Person to person transmission of covid-19	Person to person transmission of virus	<ol style="list-style-type: none"> <li>1. Refer #4 above regarding sanitising of horse numbers and horse head numbers</li> <li>2. Stay an an arm's length away when numbers are passed to/from participants. (ie the person passing the item and the attendant must have full extension of the arms to maintain 1.5 metres apart)</li> <li>3. Wear PPE when social distancing cannot be maintained, where it is personal preference to do so or when required to come in contact with multiple surfaces and are unable to wash hands frequently.</li> </ol>
15	Veterinary Practices – Vets and Swab attendants	Person to person transmission of covid-19	Person to person transmission of virus	<ol style="list-style-type: none"> <li>1. Maximum of 2 people in the Vet room at any one time</li> <li>2. PPE- masks and gloves to be worn</li> <li>3. Veterinary staff to regularly wash hands with soap and sanitise</li> <li>4. Participant observation, checking of packaging and blood vials as well as signoff of urine &amp; blood collection process should occur from outside the doorway to the swab box.</li> <li>5. Blood samples completed in or near the allocated race day stall to enable humans to maintain social distancing</li> <li>6. Blood samples to be taken before harness gear is fitted to horse</li> <li>7. Sanitise or dispose of pens that have been shared</li> <li>8. Swab attendants should enter the swab box only when assisting the vet.</li> <li>9. No endoscopic procedures to be performed</li> <li>10. Where a horse is injured and social distancing is not possible due to horse welfare issues appropriate PPE must be worn. Hands must be thoroughly washed at the end of treatment.</li> </ol>

	<h1>RISK ASSESSMENT</h1>	OHS-FO-012 (1 Aug 2019)
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16 Travel	Spread of covid-19 from one region to another	Participants travelling long distances bringing virus from their place of origin and transmitting to others at a race meeting. Participants at a race meeting becoming infected and transmitting the disease when they return to their place of origin	<ol style="list-style-type: none"> <li>1. Introduction of a regional model to reduce travel and limit the spread of covid-19</li> <li>2. Participants will only be able to race in their regions. Regions will be based on residential postcodes</li> <li>3. Stewards work in rostered groups (refer #8 above)</li> <li>4. Stewards to drive to meetings where possible, avoid airline travel</li> </ol>

CORRECTIVE ACTIONS			
Complete action plan below to implement additional control strategies needed to further minimise the risk.			
List the corrective actions	Priority (H, M, L)	By Whom	By When
1.			
2.			
3.			
etc.			
Transfer all HIGH Risk Corrective Actions (as a minimum) into Corrective Action Register			

Sign Off				
RA Team	Name	Job Title	Signature	Date
Team Leader	Nicole McCarthy	Senior OHS Advisor	Nicole McCarthy	30/03/2020
Team Member	Sawsan Issa	Manager Risk and Compliance	Sawsan Issa	30/03/2020
Team Member	John Briffa	General Manager Legal, Risk and Compliance	John Briffa	30/03/2020
I take responsibility for ensuring all corrective actions are completed and followed up to review effectiveness.				
<b>Club Manager:</b> Name, position and signature			<b>Date:</b>	



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OHS-FO-012  
(1 Aug 2019)



## RISK ASSESSMENT

OHS-FO-012  
(1 Aug 2019)

### Appendix 1: Likelihood and Consequence Rating

HRV's ERM Framework is centred on the concept of risk ratings, and the notion of assessing risks based on likelihood and consequence to obtain an overall assessment of the severity and priority weighting the risk has on the organisation. Likelihood is defined as the probability of the risk occurring. Consequence is defined as the impact the risk has should it occur (how will the organisation be effective). Each risk is assessed on their likelihood and consequence in order to achieve an overall risk rating of either, very high, high, medium or low.

#### Measures of Likelihood

Level	Likelihood	
5	<b>Almost certain</b>	Within a year (i.e. at least on an annual basis)
4	<b>Likely</b>	Within 1 – 3 years
3	<b>Possible</b>	Within 3 – 10 years
2	<b>Unlikely</b>	Within 10 – 20 years
1	<b>Rare</b>	Within 20+ years



	<h1 style="text-align: center;">RISK ASSESSMENT</h1>	<p>OHS-FO-012 (1 Aug 2019)</p>
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## Measures of Consequence

Level	Business management	Financial	Branding / Reputation	Regulatory and Political	Health and Safety	Animal Welfare	Operational
5 <b>Extreme</b>	Key business and strategic objectives unable to be achieved.	>\$500,000	Top headlines on media outlets, national public outcry. organisation.	Significant prosecution, litigation or class action threatening a licence to operate.	Fatality	Industry wide losses of lives or disease outbreak.	Suspension of business for > 5 days. System failure for > 48 hours.
4 <b>Major</b>	Major impact on achieving strategic objectives.	\$50,000 - \$500,000	Persistent adverse publicity.	Major breach involving prosecution or litigation.	Serious injury or permanent disability	Multiple losses of animal lives.	Suspension of business for 3-4 days. System failure for 24-48 hours.
3 <b>Moderate</b>	Moderate impact on achievement of strategic objectives.	\$20,000- \$50,000	Adverse publicity.	Serious breach, with regulator notified.	Reversible long term serious injury	Loss of life / tampering with horses due to breach of security / multiple failed swab tests.	Suspension of business for 2 days. System failure for 12-24 hours.
2 <b>Minor</b>	Minor impact on strategic objectives.	\$10, 000- \$20,000	Stakeholder complaints and/or instances of negative feedback, with some media coverage.	Minor breach with minor fines and penalties incurred.	Reversible short term injury	Injuries to an animal that require hospitalization/medical attention.	Suspension of business for 3 hours - 1 day System failure for 3-12 hours.
1 <b>Insignificant</b>	Minimal impact on strategic objectives. Consequences dealt with by routine operations.	< \$10,000	Stakeholder complaints and/or instances of negative feedback, with no media coverage.	Minor breach with no penalties.	Minor injuries – requiring medical attention	Injuries to an animal that require on the spot of no medical attention.	Suspension of business for < 3 hours System failure for <3 hours.



# RISK ASSESSMENT

OHS-FO-012  
(1 Aug 2019)

## Likelihood and Consequence Matrix

Once the risk’s likelihood and consequences are defined the risk is evaluated to determine its significance to the business. Risk evaluation allows us to make consistent decisions, based on which risks should be given priority for attention and require the development of proactive management

		Consequence				
		1	2	3	4	5
Likelihood	5	Medium	High	High	Extreme	Extreme
	4	Medium	Medium	High	High	Extreme
	3	Low	Medium	Medium	High	High
	2	Low	Low	Medium	Medium	High
	1	Low	Low	Low	Medium	Medium



## RISK ASSESSMENT

OHS-FO-012  
(1 Aug 2019)

### Management Response Table

Current Risk Rating	Management Response
<b>Extreme</b>	Immediate action is required: Risk treatment and contingency plans (including their related actions and controls) must be developed and implemented immediately and updated weekly until the risk has been eliminated or managed to an acceptable level.
<b>High</b>	Action is required: Risk treatment and contingency plans must be developed and be in place (including related actions and controls) and updated monthly until the risk has been eliminated or managed to an acceptable level.
<b>Medium</b>	A risk treatment plan must be developed and updated at least quarterly. If risk is acceptable then any controls must be confirmed to be in place and adhered to before commencement of the related activity/process.
<b>Low</b>	The risk must be reviewed on a regular basis (minimum 6 monthly) to ensure it is being well managed and not escalating.