

APPENDIX (8)K: CLERK OF THE COURSE BRIEFING CHECKLIST

Before racing commences the Clerk of the Course must carry out a briefing of everyone working on the racetrack. It should be conducted approximately one hour before racing commences.

The following persons must **be present**:

- Clerk of the Course
- Incident Controller (IC)
- (S)RMO and paramedic team
- (S)PVS and wider vet team to include ambulance and recovery drivers
- Course Repair Team
- Fence Attendants
- Local Inspector and BHA Inspector (if present)

The following must **be covered**:

- Duties of a Fence Attendant
- Incident Control
- Incident management involving injured jockey (SRMO)
- Incident management involving injured horse (SPVS)
- Incident management involving horse and jockey to include 'trapped jockey' scenario (SRMO and SPVS)
- Stop Race Procedure
- Vehicle positioning
- Screen availability and positioning
- Water availability

DUTIES OF A FENCE ATTENDANT

- Wear distinctive vest/armband
- Check you have right equipment: flags, whistle, fence paddle, screen if allocated
- Be aware of your personal safety at all times particularly around a recumbent horse
- Repair and maintain fence and ground around it
- Ensure Bypass areas are always kept clear (e.g. vehicles attending an incident)
- Be aware of the time taken to do a circuit and thus the available time to make a decision
- If a fence (or course within the vicinity) is broken or obstructed ensure:
 1. Direction markers placed in fence (pointing the correct way) placed directly opposite the jockey/horse to deter loose horses from jumping.
 2. Appropriate flag deployed i.e. vet/doctor/warning
 3. Radio information as appropriate
 4. If a fence or obstruction is to be bypassed then the chequered flag should be deployed on the approach at a distance of about 70 yards
 5. The attendant should stand on the opposite side of the fence/incident to the intended direction of bypass
 6. The flag must be held above the head and waved in such a way as to get the attention of the jockeys. A whistle must be blown in long sharp bursts
 7. Once bypass arrows are erected they should remain in place for the duration of the race
 8. Radio users should be aware that their comments may be overheard by members of the public so remain discreet at all times.
 9. Listen to the directions provided by the IC, (S)RMO and (S)PVS at major incidents involving injured jockeys and/or horses.
 10. If available assist with screen erection and holding. Screen erection must be rapid particularly in public areas. Be sure to follow any directions provided by the IC, (S)RMO or (S)PVS as to position of screens and distance from the injured party. Be sure to remain aware of what is happening behind the screens and communicate with other screen holders.

INCIDENT CONTROLLER (IC)

One person (usually a member of the Rapid Response Team) must be designated at the start of the meeting to take charge of control at a major incident involving injured jockeys and/or horses. The person is referred to as the Incident Controller (IC) and should be clearly identifiable and known to the racecourse team. Their role is to arrive promptly and to take charge at an incident and to ensure the safety of all those involved. They will ensure that screens are erected correctly where appropriate and liaise with the (S)RMO and (S)PVS in cases involving injured jockeys/horses to establish the situation and to make decisions regarding the management of the incident and the race itself. If not the Clerk of the Course, they will liaise with them to ensure they are fully informed and that appropriate decisions are made regarding the management of the race. They will also ensure that connections and bystanders do not enter the Danger Zone and interfere with the activities of the (S)RMO and (S)PVS.

SRMO: INCIDENT MANAGEMENT – INJURED JOCKEY

The SRMO will make it very clear at the briefing what is expected of everyone in the event of a jockey being injured. Invariably the job of the fence attendant/IC is to make the area safe and allow the (S)RMO to conduct their duties in a safe and private environment.

SPVS: INCIDENT MANAGEMENT – INJURED HORSE

As for the SRMO but in this scenario there is the added risk of persons being injured by the patient and the SPVS will describe and demonstrate the 'Danger Zone' around a recumbent horse and why it is important that no one enters that zone. Fence attendants and others should be made aware by clear instruction if a recumbent horse is about to be rolled or is likely to get up suddenly in order to ensure everyone's personal safety. The IC should liaise with the (S)PVS to transfer relevant information to those holding screens.

SRMO AND SPVS: INCIDENT MANAGEMENT – INJURED JOCKEY AND HORSE

The SRMO and SPVS will describe what the process will be if a jockey is down and in the Danger Zone or worse that the jockey is 'trapped' by a recumbent horse. In such scenarios the (S)RMO and (S)PVS will quickly liaise and determine the appropriate course of action. It is again the role of the IC to ensure that both are working in a safe and private environment.

STOP RACE PROCEDURE

A yellow and orange flag will be deployed in the event that a STOP RACE scenario needs to be implemented. Such flags are only held by those authorised to do so and the Clerk of the Course and/or IC will have control of such a decision and will have suitably briefed those who are responsible for implementing the procedure.

SCREENS

Everyone working as part of the racecourse team should be made aware of the position and availability of screens and how they should be erected to ensure the safety and privacy of those involved in dealing with incidents. On windy days it must be expected that further help may be required to hold screens and this must be prioritised as necessary once a race is over. Fence attendants should be made aware to position screens at least 2-3 meters away from a recumbent horse and follow the directions of the IC and (S)PVS as to any adjustments that need to be made. It is important that screens are rapidly erected particularly in public areas but there will be occasions when the (S)RMO or (S)PVS instruct they are happy that the incident does not require screening.

WATER AVAILABILITY

Large quantities of water and buckets must be available at the unsaddling area, winners enclosure, paddock, lorry park and between the pull up and unsaddling enclosure (at a site agreed with the SPVS). Also if possible between last two fences. Mobile water must always be available. All personnel should be aware of the positioning of water supplies and assist in ensuring that it is available to the veterinary team as required particularly on hot days and in the case of injured horses on the racecourse.