

## **BHA GENERAL INSTRUCTIONS**

**BHAGI 1.1**  
**Dtd 3 October 2016**

To: Managing Executives  
From: Chief Executive  
Subject: COMPLIANCE WITH GENERAL INSTRUCTIONS

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### **Compliance**

1. Under Rule (B)45 of the Rules of Racing Managing Executives must comply with all General Instructions notified to them by the BHA unless they have been waived in writing by the BHA.

2. This compliance is also a required declaration by the Managing Executive when applying for an annual racecourse licence. In addition, the granting of a racecourse licence is conditional upon the BHA having received a report from an Inspector of Courses to the effect that the Managing Executive has, in particular, complied with the General Instructions listed at Annex A. (The Inspectorate and their duties are listed at BHAOP 7.1).

75 High Holborn  
London WC1V 6LS

### **Circulation**

Stewards  
Assistant Stewards  
Clerks of the Scales  
Judges  
Starters  
Handicappers  
Inspectors of Courses  
Veterinary Officers  
Integrity Service Providers  
Racecourse Association  
Annex A

Licensing: BHAGIs which are the Subject of a Report  
from the Inspector of Courses

**Licensing: BHAGIs which are the Subject of a Report**  
**from the Inspector of Courses**

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## **BHA GENERAL INSTRUCTIONS**

**BHAGI 1.2**  
**Dtd 1 October 2019**

To: Managing Executives  
From: Chief Executive  
Subject: EMERGENCIES/PUBLIC ORDER

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### **Emergencies/Suspension or Abandonment of the Meeting**

1. Stewards are to be briefed on appropriate emergency and contingency plans for matters such as bomb alerts, fire outbreaks etc.
2. The Stewards are also to be informed of any recommendations from bodies such as the Police or emergency services for the suspension of racing or the abandonment of the meeting.

### **Reporting of Public Order Incidents**

3. The Integrity Services Department is to be notified of all serious incidents of public order which affect racing. The notification is to include the following information:
  - a) the time when the Managing Executive was notified of the incident;
  - b) whether the Police dealt with the matter and details of any injuries sustained and whether persons have been arrested and charged by the police;
  - c) any other action taken on the day or subsequently.

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London WC1V 6LS

**Circulation**  
Stewards  
Assistant Stewards  
Racecourse Association

## **BHA GENERAL INSTRUCTIONS**

**BHAGI 1.3**  
**Dtd 1 October 2019**

To: Managing Executives  
From: Chief Executive  
Subject: LEGISLATION AND GOVERNMENT GUIDANCE

### **Legislation and Government Guidance**

1. Compliance with legislation or any government guidance, e.g. Safety at Sports Ground Act 1975/Fire Safety and Safety of Places of Sport Act 1987/The Guide to Safety at Sports Grounds, is wholly the responsibility of the Managing Executive.
2. The Managing Executive shall report to the BHA any material failure to comply with such legislation or relevant government guidance within three (3) days of becoming aware of such a failure.
3. In the event of a failure to comply with such obligations, the BHA will consider the circumstances of the breach and may not only find the Managing Executive to be in breach of Rule (J)19 of the Rules of Racing, they may also exercise such of their powers as they think fit to ensure that such failures are remedied before further racing takes place at the racecourse in question.

75 High Holborn  
London WC1V 6LS

**Circulation**  
Stewards  
Assistant Stewards  
Racecourse Association

## **BHA GENERAL INSTRUCTIONS**

**BHAGI 1.4**  
**Dtd 27 March 2021**

To: Managing Executives  
From: Chief Executive  
Subject: DUTIES OF RACECOURSE MANAGING EXECUTIVES  
(previously in Rules of Racing)

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1. Subject to paragraph 2, the Racecourse Managing Executive must take all reasonably practicable steps to ensure that:

- a. all Persons who are employed at the racecourse, or who provide services in connection with it, act at all times in accordance with the Rules of Racing;
- b. the BHA is provided within a reasonable time with such information as it requires;
- c. the Inspector of Courses is permitted to carry out such inspections as he reasonably requires;
- d. the course and obstacles are maintained in good condition;
- e. the course is properly measured and marked;
- f. the course is fit for racing to take place on a raceday, to the reasonable satisfaction of the Stewards on the day, before racing commences and on a race-by-race basis thereafter. Such race-by-race checks should include ensuring that no obstructions are on the racing surface and that no one other than designated racecourse staff are on the course immediately before the race begins and whilst the race is running;
- g. Disqualified Persons are, at the request of the BHA or the Stewards, excluded or ejected from all stands, rooms, enclosures and other places used for the purposes of the meeting;
- h. such Persons as the BHA or the Stewards may request are, to the extent that a Racecourse Managing Executive has the right to do so, excluded or ejected from all stands, rooms, enclosures and other places used for the purposes of the meeting;
- i. Integrity Technical Services are provided at all race meetings run under these Rules in accordance with such standards as the BHA may specify;
- j. effect is given to any direction given by the BHA, in respect of controls on advertising and sponsorship, to modify or remove any of the conditions of a race; and
- k. effect is given to any decision to abandon any race or race meeting which is made by the BHA.

## **BHA GENERAL INSTRUCTIONS**

**BHAGI 1.4**  
**Dtd 27 March 2021**

NOTE: Integrity Technical Services include camera patrol and technical facilities for Stewards, photofinish, starting stalls, a radio communication network service approved by the BHA and a public address communication service.

2. The BHA may decide not to take Disciplinary Action against a Racecourse Managing Executive in respect of any contravention under paragraph 1 if the BHA is satisfied that:

- a. the circumstances of the contravention were wholly outside the control of:
  - a Racecourse Managing Executive or
  - its employees, servants and agents (including self-employed and professional Persons engaged to provide services), and
- b. a Racecourse Managing Executive has taken reasonable steps to arrange its affairs so as to minimise the adverse impact on racing of matters outside its control.

3. Where, on the day of a race meeting, a Racecourse Managing Executive proposes to abandon a day's racing or abandon any race as a result of:

- an emergency situation involving crowd safety or public order, or
- any direction given by the police or emergency services

the Executive must inform the Stewards before the decision to abandon is announced.

4. A Racecourse Managing Executive may abandon a day's racing or abandon any race under any of the following circumstances:

- there are exceptional circumstances
- there is adverse weather, or
- the ground conditions are such that the course (or any part thereof) is not safe.

5. Subject to paragraph 3, the decision to abandon a day's racing or abandon any races, may only be taken from noon 3 days prior to that on which the day's racing has been advertised until the conclusion of the first race.

6. If a Racecourse Managing Executive abandons a day's racing or races on the grounds other than in paragraph 3, a certificate must be drawn up stating the day and hour when the decision was arrived at and summarised reasons for doing so. The certificate must be signed by the Clerk of the Course and without delay despatched to the Racing Calendar Office.

7. A Racecourse Managing Executive may leave out or alter any obstacles in the circuit of the course if their retention would necessitate the abandonment of the day's racing or a race, but the original advertised distance of a race must not be decreased.

## **BHA GENERAL INSTRUCTIONS**

**BHAGI 1.4**  
**Dtd 27 March 2021**

8. For the purposes of paragraph 7, a decision to leave out or alter may only be taken up until the conclusion of the first race.

9. Any decision to implement the Stop Race Procedure shall be made by the Racecourse Managing Executive acting in good faith and believing there to be a good reason for doing so, but without further obligation.

10. A Racecourse Managing Executive must comply with the controls for sponsorship which are for the time being approved by the BHA.

11. The Stewards of a meeting or any other Person acting in an official capacity on behalf of the BHA at a meeting shall not be regarded as employed by or otherwise subject to the control or direction of a Racecourse Managing Executive.

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Racecourse Association

## **BHA GENERAL INSTRUCTIONS**

**BHAGI 1.5**  
**Dtd 3 October 2022**

To: Managing Executives  
From: Chief Executive  
Subject: SAFEGUARDING

### **Introduction**

1. The BHA Safeguarding requirements in relation to racecourses apply in relation to Industry personnel attending the racecourse in advance of, on, or following a race day, in connection with their race day duties.
2. This BHAGI has been written in two parts. This first part covers mandatory minimum requirements. Annex A has been developed in conjunction with the Racecourse Association and is provided for best practice guidance and to assist the Managing Executive in the development and implementation of policies relevant to their individual venue.
3. In this BHAGI, all references to a "child" or "children" are references to an individual or individuals under the age of 18.

### **Racecourse Policy**

4. Each Racecourse shall prepare, implement, and regularly review written policies and procedures for the safeguarding of children and adults at risk. As a minimum, the policy must include:
  - a) a statement setting out the Racecourse's commitment to protecting all children and adults at risk;
  - b) what the Racecourse will do to keep children and adults at risk safe and respond to concerns;
  - c) a list of the supporting procedures that accompany the policy; and
  - d) reference to the BHA Safeguarding Policy and reporting processes available from the BHA website – [click here\\*](#)

\*Note: Each racecourse policy must make reference to the BHA Safeguarding Policy. In the event of a conflict between the two policies the racecourse policy shall prevail.

### **Designated Safeguarding Lead**

5. Each Racecourse shall designate at least one senior member of staff with the necessary skills and expertise as its Designated Safeguarding Lead (DSL). The name of the Racecourse DSL shall be included as a named person on the licence when an application for a licence is made.
6. Where appropriate, the DSL may delegate any of their safeguarding responsibilities to one or more other members of staff (Deputy DSL). In such circumstances, the DSL must supervise the work of the Deputy DSL and ensure that they are properly trained, and supported

7. Each DSL and any Deputy DSL shall:
- a) be DBS checked (to the highest level of check for which they are eligible);
  - b) be trained in the safeguarding of children and adults at risk, such training to be refreshed as appropriate;
  - c) be given a job description that properly records their responsibilities\*.

\*Note: further details are provided at Annex A of areas that should be included within the relevant job description

8. The DSL and/or Deputy DSL shall be present and/or accessible for every race day, including when participants have booked to stay overnight ahead of the race day or for any other reason when participants may be required to stay overnight in relation racing activities.

9. In addition, clear signage providing the name and contact information should be displayed in the Overnight Accommodation, Stable Staff Canteen, Jockey Changing Rooms and Stewards Room.

10. Each DSL will maintain a training record with respect to safeguarding in line with applicable laws and government or local authority issued guidance.

### **Minimum Safeguarding Standards – Weighing Room**

#### Safeguarding risk assessment and risk mitigation measures

11. The DSL, Deputy DSL or another sufficiently informed member of staff must conduct a safeguarding risk assessment in respect of the weighing room and changing areas and identify and implement appropriate measures aimed at mitigating identified risks in order to create a safer environment for children (i.e., those under the age of 18) and adults. The risk assessment and any resulting measures should be documented and regularly reviewed to ensure that it is up to date with current safeguarding legislation, guidance and specific facility usage demands, including any necessary changes required, e.g., for specific meetings such as festivals or COVID-19 measures.

A copy of the risk assessment, and details of any resultant measures, must be sent to the Racecourse Department as soon as completed and a reviewed document by 1 October annually thereafter.

#### Minimum requirements in relation to children's changing area (under 18's)

12. The following safeguarding risk mitigation measures are required as a minimum from 4 January 2022 (others may be identified through the risk assessment process above):

- a) Within the male and female changing areas there must be a private changing area in which under 18's can change, such as a cubicle, screened off area, or a designated changing room.
- b) The under 18's changing area must not be visible to the public.

- c) There must be a private shower cubicle available to under 18's with a closing, lockable door in both male and female changing areas or a designated changing room.
- d) Under 18's must be advised to use the under 18's changing and shower area when showering or fully changing clothes.
- e) The use of cameras and other recording equipment is not permitted in the shower or changing areas.

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Best Practice Guidance For Safeguarding	Annex A

## **BEST PRACTICE GUIDANCE FOR SAFEGUARDING**

### **Key Principles**

1. The aim of the 'best practice' guidance is to provide further information on the mandatory requirements in BHAGI 1.4, including the Industry expectations. This is designed to assist the Managing Executive in the production and implementation of a safeguarding policy which reflects the needs and obligations of their individual racecourse and the aims of the British Horseracing Industry to provide high standards of care for all children and adults at risk.
2. These regulations apply when Industry personnel are attending a racecourse on or in advance of a race day as part of their race day duties. Racecourses will also need to consider their responsibilities for racing staff who stay overnight at accommodation arranged, but not provided, by the racecourse.
3. The legal responsibilities and duty of care of racecourses in relation to their own staff, members of the public, and in relation to non-racing events, fall outside the requirements of the BHAGI. However, racecourses should ensure that they consider these when developing and implementing their individual safeguarding policies, including the circumstances when referral should be made to BHA. Any Safeguarding concerns involving a member of the BHA Raceday team or the racecourse staff (including but not limited to raceday staff) should be notified to BHA in accordance with paragraphs 12 - 16 below.
4. In addition to this best practice guidance, Managing Executives must comply with applicable laws and government or local authority issued guidance.
5. This best practice guidance has been developed by the BHA and Racecourse Association based on research, experience and Industry feedback.
6. Any deviations from this guidance should be necessary and reasonable and should achieve an equal or higher standard. Such deviations should be recorded with written supporting material.
7. Further practical advice and guidance for racecourses is available from the Racecourse Association.

### **Designated Safeguarding Lead (DSL)**

8. BHAGI 1.4 requires each Racecourse to designate at least one senior member of staff as its Designated Safeguarding Lead (DSL), with appointed Deputy/Deputies as appropriate. Each DSL must have a clear job description that properly records their responsibilities. This should include:
  - a) leadership on safeguarding at the Racecourse;
  - b) ensure strict compliance with the Racecourse's policies and procedures for the safeguarding of children and adults at risk;
  - c) review and approve the safeguarding measures for all racing activities that take place at the Racecourse;

- d) Be the first point of contact for any report, suspicion of abuse or concern relating to the welfare of children or adult at risk engaged in racing activity at the Racecourse;
- e) Be the lead Racecourse Official in any investigation of allegations of abuse of children or adult at risk, or other safeguarding concerns;
- f) provide guidance to and support for any member of staff engaged in each activity who reports suspected abuse of children or adults at risk or concerns as to their welfare; and
- g) be responsible for maintaining clear, comprehensive and up-to-date records of all reported allegations of concerns for the safety and/or wellbeing of a child or adult at risk.

9. In addition, when undertaking their duties, the DSL should be guided by the advice of the relevant local and statutory authorities with regard to issues concerning the safeguarding of children and adults at risk.

### **Weighing Room**

10. The following guidance also applies in respect of the weighing room and changing areas more generally, i.e., irrespective of the age of those using weighing room and changing areas:

- a) Safeguarding material concerning appropriate use of the facilities should be displayed in the changing-area.
- b) Officials and anyone else other than Jockeys and Valets should not be accessing areas where Jockeys (of any age) are in a state of undress without careful consideration of these safeguarding standards. All Valets, Jockeys and anyone else requiring access to the weighing room and changing areas should have completed the BHA Introduction to Safeguarding in the Horseracing Industry online education programme.
- c) Jockeys have been informed (as outlined in BHA/RCA guidance) that they should wear, for example, shorts, or, top and shorts, or, other sports clothing to cover up in between getting changed. Any further requirements identified following the racecourse specific risk assessment should be communicated by the DSL or nominated person.
- d) Scales should be positioned so that Jockeys wishing to weigh themselves “stripped” can do so in private and away from others. If it is not possible to move the scales to a private area in the short term, then racecourses should provide a screen around the scales to allow jockeys privacy when requiring to weigh “stripped”.

### **Racecourse Staff**

11. Each member of staff employed directly by the racecourse should be informed of:
  - a. the Racecourse Safeguarding Policy and any accompanying guidance documents;
  - b. the contact details of the DSL and any Deputy DSL;
  - c. what constitutes poor safeguarding practice, abuse or unsuitable behaviour towards a child or adult at risk; and
  - d. the reporting process in the event of a safeguarding concern being witnessed or suspected by them or reported to them.
  
12. Racecourses must ensure that, in advance of a raceday, they confirm with any third party contractors that they have safeguarding policies and procedures in place where the activities of the third party contractors in question concern children or adults at risk in any way, or otherwise give rise to safeguarding considerations.

### **Notification of Referral to BHA**

13. On making any referral of concerns for the safety and/or wellbeing of child or adult at risk to any external agency (including, without limitation, the police, the local authority or the DBS), the DSL or other Official making the referral should consider whether it is appropriate to notify the BHA Lead Safeguarding Manager / Safeguarding Officer. This will ensure that the BHA Lead Safeguarding Manager / Safeguarding Officer is kept fully apprised of the progress of the referral and any subsequent investigation or action.
  
14. Where necessary, and if specified by the police or other external authority, referrals to the BHA can be made on a no names basis. However, if the identity is withheld by the racecourse, consideration should be given as to how harm may be mitigated if the concern relates to an individual who continues to be involved in racing activities. The BHA Lead Safeguarding Manager / Safeguarding Officer should be made aware as soon as reasonably practicable, and ideally within 24 hours of the relevant evidence, incident or investigation being referred to the external agency (where such a referral is made).