

## **BHA GENERAL INSTRUCTIONS**

**BHAGI 12.1**  
**Dtd 27 March 2021**

To: Managing Executives  
From: Chief Executive  
Subject: RACECOURSE VETERINARY AND SAMPLING UNIT PERSONNEL  
– REQUIREMENTS AND DUTIES/STANDING ORDERS

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### **Racecourse Veterinary Surgeons – requirements**

1. There is to be a minimum of two (and three in the case of a Jump meeting) Racecourse Veterinary Surgeons in attendance at every meeting before racing commences (see paragraph 8b)) and during racing. These Veterinary Surgeons are not to be licensed persons, and must be qualified in accordance with Annex A.

The Racecourse Veterinary Surgeons will, as necessary:

- provide veterinary care;
- arrange transport of injured horses to Centres of Excellence, where appropriate (see paragraph 8);
- euthanase animals on humane grounds.

2. Every course is to appoint a Senior Veterinary Surgeon (SVS), whose name and address is to be notified, in writing or electronically, to the Director of Equine Health and Welfare before the course's first meeting of the year.

3. In consultation with a nominated representative of the Managing Executive, the SVS must agree and appoint a panel of Racecourse Veterinary Surgeons, who will provide the necessary cover. A sufficient number should be appointed to ensure that all meetings are covered. A list of all the Veterinary Surgeons should be sent, via post or electronically, to the Director of Equine Health and Welfare before the course's first meeting of the year, and should be updated as changes occur. Where there is any doubt as to whether or not a Veterinary Surgeon intended for appointment meets the criteria laid down in Annex A, the advice of the Director of Equine Health and Welfare should be sought or, if they are unavailable, any other member of the Equine Health and Welfare Department (020 7152 0090 or [equine@britishhorseracing.com](mailto:equine@britishhorseracing.com)).

4. It is the responsibility of the Managing Executive to ensure the attendance of the required number of Veterinary Surgeons, who should normally be on the list sent to the Director of Equine Health and Welfare. However, in an emergency, a substitute may be used, provided that he has the qualifications listed in Annex A.

5. If the SVS is not attending a meeting in their appointed capacity, it must be ensured that an experienced member of the panel carries out their duties.

6. It is to be ensured at all race meetings that one of the Veterinary Surgeons is present at the Start of each race, and that a Veterinary Surgeon also attends any Starting Stalls test prior to racing. This Veterinary Surgeon is to respond rapidly to any incident at the Start, which is unlikely to be possible if the Veterinary Surgeon remains in a vehicle. Where the geography of the course makes it impracticable for a Veterinary

Surgeon routinely to attend all Jump Starts, the Managing Executive must notify the Director of Equine Health and Welfare in writing before the course's first meeting of the year, clearly stating the reason why this is so. The Director of Equine Health and Welfare may, at their discretion, grant dispensation.

Note: Horses which are withdrawn at the Start or at a Stalls Test for veterinary reasons must be restrained in a safe location until the start has been affected. After the start has been affected, the Veterinary Surgeon in consultation with the Starter will agree on the most appropriate method to return the horse safely to the stables. The Starter will advise the Stewards of the advised option. The options include the use of the horse ambulance, being led by hand mounted or unmounted, and walking or trotting mounted by the jockey alone. No horse withdrawn for veterinary reasons will be allowed to canter back from the start.

7. It is to be ensured that all Veterinary Surgeons are familiar with the correct use of the bypassing equipment at fences and attend a practical demonstration of the use of this equipment before the first Jump meeting of each season.

#### **Senior Veterinary Surgeon (SVS) – duties**

8. On every raceday, when reaching the racecourse the SVS, or his appointed deputy, will:

- a) report his attendance to the Clerk of the Course and make himself known to the Veterinary Officer;
- b) ensure that Veterinary Surgeons, the Horse Ambulance and the Recovery Vehicle (and their staff) are present for duty on the racecourse at least one hour before the advertised time of the first race, and that Veterinary Surgeons are deployed on the course to ensure the quickest attention to an injured horse, wearing tunics or identifying armbands during racing;
- c) report to the Clerk of the Course on the availability for duty of the required veterinary resources at least thirty minutes before the advertised time of the first race. In the event of Veterinary Surgeons or the Horse Ambulance and Recovery Vehicle not being present, advise the Clerk of the Course that the start of racing must be delayed;

Note: The Clerk of the Course must advise the Stewards immediately if (thirty minutes before the advertised time of the first race) he has not received confirmation from the SVS that all the veterinary resources are properly in attendance.

- d) ensure that Veterinary Surgeons have adequate equipment for the treatment of casualties and carrying out euthanasia. It is also recommended that oxygen should be available;
- e) arrange, whenever possible, for a Veterinary Surgeon to be in the Parade Ring before each race, until the horses leave for the Start;
- f) ensure that one of the Veterinary Surgeons is present at the Start of each race, unless the dispensation referred to in to paragraph 6 is applicable;

- g) ensure Veterinary Surgeons and the Horse Ambulance and Recovery Vehicle drivers are deployed in accordance with Standing Orders (all such drivers must remain with their vehicles or have immediate access to them throughout the meeting);
- h) ensure that the methods of communication are properly understood by Veterinary Surgeons and all veterinary vehicle drivers, and that such personnel collect and test their radios at least thirty minutes before the advertised time of the first race (see also BHAGI 4.6);
- i) ensure adequate access is available to all parts of the course, so that all equine casualties can be treated with the minimum of delay;

Note: Where a horse which is to be the subject of a routine dope test requires treatment after a race and this involves the administration of a drug, the Veterinary Officer should, if possible, be consulted before treatment is started. However, in an emergency and when immediate action is necessary, he can be informed after the event.

- j)
  - (i) ensure that sufficient screens and Attendants are provided so that when it is necessary to deal with an injured horse, screens are erected to keep the procedure out of sight of the public;
  - (ii) ensure that horses are euthanased by chemical means unless there are extenuating circumstances that preclude this;
  - (iii) ensure that horses being euthanased are screened on all sides where practically possible.
  - (iv) ensure that any horses that have been euthanased are reported to the BHA Veterinary Officer or the Stewards as soon as is reasonably practicable.

Note 1: If, in an emergency, a horse is euthanased without adequate screening, a written report stating the reasons for non-compliance should be given to the Clerk of the Course for onward transmission to the Director of Equine Health and Welfare.

Note 2: In the event that a horse is to be euthanased with a weapon rather than destroyed by chemical means, the weapon must be silenced and all precautions taken to ensure the safety of those in the surrounding area, particularly those holding the screens. The Veterinary Surgeon who performed the euthanasia must inform the Director of Equine Health and Welfare by telephone/text or email (07826 671535 [jgiven@britishhorseracing](mailto:jgiven@britishhorseracing)) as soon as possible after the event. and a written report stating the extenuating circumstances should be given to the Clerk of the Course for onward transmission to the Director of Equine Health and Welfare.

- k) see that a Racecourse Veterinary Consultation Form (VO19) is completed for all injuries and incidents, and that when it has been necessary to give veterinary treatment to a horse the top sheet is handed to the trainer or his representative. The SVS should retain a copy and a further copy must be given to the VO on duty.

- l) ensure that a Racecourse Veterinary Surgeon, or a Veterinary Surgeon of sufficient equine experience, is on call at night to deal with emergencies;

Note: The emergency telephone number of this Veterinary Surgeon should be prominently displayed.

- m) ensure that, when appropriate, injured horses are transported to Centres of Excellence in accordance with the Welfare of Animals (in Transport) Order 2006, and subsequent amendments, as implemented in England and Wales, and as implemented in Scotland;

- n) ensure that Veterinary Surgeons do not leave the racecourse until release by the SVS. Ensure that the Horse Ambulance and Recovery Vehicle Staff do not leave the racecourse for a minimum of 30 minutes after the last race, and until released by the SVS and the Veterinary Officer.

### **Vehicle Crews - requirements**

- 9. Competent vehicle crews are to be provided to man the Horse Ambulance and Recovery Vehicle. The detailed requirements listed in BHAGI 12.2 Annex A should be met.

### **Sampling Unit Security Assistant and the 'Catcher' - requirements**

- 10. A suitably competent and responsible person, familiar with the racecourse layout and its system of internal communications, is to be appointed by the racecourse as the Sampling Unit Security Assistant to attend at the Sampling Unit. He is to ensure that only authorised individuals are admitted to the Sampling Unit, and is to maintain the Sampling Unit Daily Record Book. His duties in relation to these procedures are detailed in Annex B.

- 11. A responsible, competent and suitably trained person (the 'Catcher') is to be appointed by the racecourse to ensure that the horse(s) selected for post-race testing is presented at the Sampling Unit (for racecourses listed at BHAGI 12.3 Annex A, two Catchers, in addition to the Sampling Unit Security Assistant, are to be provided). The duties of a Catcher are listed in Annex C.

### **Standing Orders**

- 12. Standing Orders are to be prepared for veterinary services on the racecourse, in consultation with the SVS, detailing:

- a) deployment of the Racecourse Veterinary Surgeons and other staff and their duties;
- b) deployment of the Horse Ambulance and Recovery Vehicle;
- c) veterinary communication systems;
- d) procedure for the euthanasia of injured horses;

- e) list of Veterinary Centres of Excellence capable of receiving and treating racecourse casualties;
- f) emergency management rehearsal procedures sufficient to ensure that all personnel involved in veterinary care are aware of their duties.
- g) preventative measures and contingency planning to manage equine warm weather/exercise related incidents.

13. Copies of the Standing Orders, signed by a nominated representative of the Managing Executive, are to be issued to the Veterinary Officer, the Veterinary Surgeons and the drivers of the Horse Ambulance and Recovery Vehicle. A further copy is to be available in the Weighing Room. A copy of the current Standing Orders should also be sent to the Director of Equine Health and Welfare before the course's first meeting of the year (or by 1<sup>st</sup> March at the latest).

Note: The copy of the Standing Orders forwarded to the Director of Equine Health and Welfare is filed as a record that such Standing Orders are in existence. For the avoidance of doubt, their receipt is not to be construed in any way as removing responsibility from the Managing Executive with regard to Standing Orders and their content. Any areas of concern regarding Standing Orders should always be notified in writing to the Director of Equine Health and Welfare.

14. The Managing Executive must ensure that the Standing Orders are complied with in all respects for every race meeting. In addition, a copy of this BHAGI is to be issued to the Racecourse Veterinary Surgeons.

Note: The Managing Executive, under the Rules of Racing and in signing the Racecourse Licence Application Form, is responsible at all times for ensuring its employee's, servants and agents (including self-employed and professional persons engaged to provide services) comply with and discharge their obligations and duties in accordance with the BHAGIs.

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London WC1V 6LS

Qualifications for Racecourse Veterinary Surgeons  
Sampling Unit Security Assistant (Duties)  
The 'Catcher' (Duties)

**Circulation**  
Stewards  
Assistant Stewards  
Inspectors of Courses  
Veterinary Officers  
Racecourse Association  
Annex A  
Annex B  
Annex C

**QUALIFICATIONS FOR RACECOURSE VETERINARY SURGEONS**

1. All Racecourse Veterinary Surgeons must reach the standards detailed in paragraph 2, below. Any Veterinary Surgeon not qualified as in paragraph 2 must be approved annually by the Chief Veterinary Officer.
2. Veterinary Surgeons who officiate on racecourses must:
  - a) be members of the Royal College of Veterinary Surgeons with current, valid professional indemnity insurance;
  - b) have a full-time clinical involvement which includes a significant amount of regular treatment of horses;
  - c) have been qualified for at least five years, with a broad experience of equine practice;
  - d) have attended an appropriate approved course in Equine Emergency Care within the last five years (see note below);
  - e) be physically and mentally capable of carrying out all the duties required of a Veterinary Surgeon on a racecourse.

Note: Courses in Equine Emergency Care approved by the Chief Veterinary Officer, will be advertised in the veterinary press, and notified to Managing Executives. They will cover such matters as the emergency assessment of fractures and their immobilisation, management of the recumbent horse, wound assessment and management, the transport of injured animals, and euthanasia. The Chief Veterinary Officer may, at her discretion, approve a similar Equine Emergency Care course run overseas. Advice on appropriate levels of clinical involvement for racecourse duties and further information on courses in Equine Emergency Care are obtainable on the Association of Racecourse Veterinary Surgeons website ([www.arvs.org.uk](http://www.arvs.org.uk)). The Equine Health and Welfare Department can be contacted on 020 7152 0090 or [equine@britishhorseracing.com](mailto:equine@britishhorseracing.com)

**SAMPLING UNIT SECURITY ASSISTANT(SUSA) –**  
**RESPONSIBILITIES AND DUTIES**

The Sampling Unit Security Assistant (SUSA) will:

1. Be directed by the Managing Executive, except when on duty at the Sampling Unit, when he will be directed by the relevant BHA Official.
2. Be required to undergo specific training with a BHA Veterinary Officer (VO) or Equine Welfare Integrity Officer (EWIO), reflecting the importance and responsibilities of the role, before acting on any raceday as a SUSA.
3. Be on duty at the Sampling Unit no later than fifteen minutes before the first scheduled race. It will be the responsibility of the SUSA to open the Sampling Unit if it has not been opened already by the relevant BHA Official.
4. Remain on duty until permission to leave has been given by the relevant BHA Official. While on duty the Sampling Unit is not to be left unattended. Permission to leave is only likely to be granted after the last sample has been sealed and labelled. The SUSA may be responsible for the secure locking of the Sampling Unit after it has been vacated.
5. Assist the relevant BHA Official in maintaining the integrity of the Sampling Unit as required and directed. This may include, but is not limited to, filling buckets for washing down, providing buckets of drinking water (changed for each horse), and disinfecting sponges and scrapers after each use.
6. Ensure that sampling kits are not handled at any stage by any person other than a VO or EWIO.
7. Ensure that only Trainers, their Representatives, or visitors authorised by BHA Officials enter the Sampling Unit.
8. Ensure that the visitor record component of the Sampling Unit Daily Record Book is completed and signed.
9. Ensure compliance with the policy prohibiting smoking, eating or drinking in the Sampling Unit.
10. Observe horses whilst they cool-off outside the Sampling Unit as required.
11. Notify the relevant BHA Official of anything that may affect any horse in the Sampling Unit or any report from the Catcher.

**THE 'CATCHER' –**  
**RESPONSIBILITIES AND DUTIES**

1. After each race, the Catcher will be notified, either directly or by radio, as to which horse(s) is to be tested.
2. The Catcher should be notified by being told the name and the racecard number of the horse(s) to be tested and must, on every occasion, repeat back the same information to the person notifying them.
3. As soon as is practicable after receiving notification, the Catcher will tell the person responsible for the horse that it has been selected for testing.
4. When the horse is ready to leave the unsaddling area (or otherwise), the Catcher is to escort the horse to the Sampling Unit, until handed over to the SUSA and EWIOs.
5. The Catcher must report to the relevant BHA Official or SUSA if anything unusual happens on the way to the Sampling Unit, for example:
  - a) if, having informed the person leading the horse selected for sampling that it has been selected, he is unable to keep the horse under observation prior to arriving at the Sampling Unit;
  - b) the horse eats or drinks anything between the point at which the person leading the horse is informed that it has been selected for sampling and arriving at the Sampling Unit;
  - c) the horse does not proceed directly to the Sampling Unit from the unsaddling area;
  - d) the horse is handled by any person other than its Trainer or his Representative.



## **BHA GENERAL INSTRUCTIONS**

**BHAGI 12.2**  
**Dtd 28 March 2020**

To: Managing Executives  
From: Chief Executive  
Subject: RACECOURSE VETERINARY FACILITIES & EQUIPMENT (OTHER THAN SAMPLING UNIT)

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### **Veterinary facilities and equipment**

1. The Managing Executive must ensure that the following are provided during racing:

- a) a Horse Ambulance having the specification listed at Annex A;
- b) a four-wheel drive towing vehicle (see also Annex A);

Note: In the exceptional circumstances where the above vehicles and their crews are not on the course for any reason, racing may only proceed if a suitable alternative is in place. This alternative must be selected from a list of vehicles with contact information previously specified in the Veterinary Standing Orders, be a trailer with ramps both front and back, be roadworthy such as to allow transport of horses to the designated referral centres, be acceptable to the Senior Veterinary Surgeon (SVS) as adequately staffed, be safe and effective for the purpose in the context of the specification in Annex A and be in place before racing can commence. The SVS shall inform the Veterinary Officer if such an alternative vehicle is to be used.

- c) a recovery vehicle, which is fully operational, with a winch, ropes, screens (see Annex B), tarpaulin and, if necessary, a separate four wheel drive towing vehicle;

Note: Racing may not commence unless the vehicles outlined at paragraphs 1b) and 1c), and their crews, are on the course.

- d) a suitably equipped Horse Treatment Box (see paragraph 2) in which equine casualties can be treated;
- e) additional sets of screens to shield equine casualties and allow examination and treatment to occur in privacy (for further detail, see Annex B);
- f) a vehicle in which a Veterinary Surgeon can follow races.

Note: This vehicle must be separate to that carrying the RMO unless prior dispensation has been received.

- g) an effective radio communication system for the Veterinary Surgeons, the Clerk of the Course, and the Horse Ambulance and Recovery Vehicle drivers (see BHAGI 4.6);
- h) orange flags (at meetings involving Steeple Chase and Hurdle races), to be waved by Fence Attendants when a Veterinary Surgeon is required;

- i) from 1<sup>st</sup> October 2020, a designated facility out of public view that is secure, lockable and fully enclosed from all sides, including a roof, to store any fatalities temporarily before further disposal. Access should allow for screening of horses which are winched in/out. Appropriate cleaning facilities must be available
2. The Horse Treatment Box must be large (preferably 15 feet x 15 feet) and preferably have an anteroom. It is to be clearly signed as the Veterinary First Aid Area. The exact location of the Box should be decided after discussions with the SVS but, where practicable, preference should be given to the area either in or adjacent to the Racecourse Stables. The Box and should be designed to allow the horse to be loaded and unloaded easily from the Horse Ambulance.
3. The Box must have a non-slip floor which:
- (i) has good drainage;
  - (ii) should be covered in a material which allows easy cleaning. Ideally the floor should be covered with a seamless rubber flooring, and this should be screed up the walls to a height of 9 inches;
  - (iii) adequate lighting, which is essential and should include:
    - fluorescent strip lights set into the roof;
    - additional light/lamps, one at each side of the Box, which can be swung in to illuminate injuries or left pushed to one side as circumstances dictate.
4. The Box must also contain:
- (i) a kitchen sink, with hot and cold running water and a hose extension;
  - (ii) a fold-up table or bench;
  - (iii) a 13 amp power point placed near to the door to the box;
  - (iv) a small refrigerator/freezer.

However, where an anteroom is provided, these items are to be contained therein.

5. Trainers, Trainers' Representatives and all horse attendants must be informed of the location of the Horse Treatment Box. It is essential that the Box is not used for any other purpose (such as storage or occupation by runners, etc.), and it must be thoroughly cleaned and disinfected after each meeting, in accordance with BHAGI 7.2.

75 High Holborn  
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Horse Ambulance specification and ancillaries  
Screens

**Circulation**  
Stipendiary Stewards  
Assistant Stewards  
Inspectors of Courses  
Veterinary Officers  
Racecourse Association  
Annex A  
Annex B

## **HORSE AMBULANCE SPECIFICATION AND ANCILLARIES**

### **Horse Ambulance - specification**

1. Low trailer with four low profile wide tyres and roadworthy.
2. Long shallow ramps, front and rear, to allow straight loading and unloading. Ramps should have a shallow gradient with a minimal 'lip'. The surface should be non-slip, with no obstructions on the ramp. There should be no gap between the ramp and trailer body.
3. Two easily moveable padded telescopic partitions extending to the floor. Partitions should contain access panels to allow access to the horse for attachments of slings, etc.
4. Slings with a winch attachment available to support and/or raise horses.
5. Padded drag mat with eyes at both ends and a winch to allow recumbent horses to be loaded and unloaded.
6. Padded roof with minimum headroom of seven feet.
7. Soft suspension to improve ride on rough terrain.
8. Adequate interior lighting and external lighting for both ramps, recessed into body of trailer for protection.
9. Screens must be carried.
10. Distinctive livery of white with a blue cross.
11. Adequate ventilation when used at appropriate speed on public roads.
12. An electric winch, capable of pulling 1 tonne onto the ambulance within two minutes.
13. CCTV enabling the injured horses to be observed from the towing vehicle, unless there are exceptional circumstances such as the provision of an alternative towing vehicle due to ground conditions.

### **Maintenance**

Ambulances should be adequately maintained and regularly serviced, with full records kept of such maintenance and servicing.

### **Towing Vehicle**

The Ambulance should be towed by a four wheel drive vehicle, with large footprint tyres, capable of operating on the racecourse without causing significant damage whilst also being capable of road use to transport an injured horse to a designated referral centre.

## **Personnel**

The Towing Vehicle and Ambulance should be attended by experienced personnel who:

- a) are familiar with the layout and access points on the racecourse;
- b) are familiar with the workings both of the ambulance and the towing vehicle;
- c) hold a full UK Driver's Licence;
- d) are capable of manoeuvring the towing vehicle and Ambulance;
- e) are experienced horse handlers, capable of assisting a Veterinary Surgeon at the site of an accident.

## **SCREENS**

1. Screens referred to in BHAGI 12.2 paragraph 1 of this Instruction must:
  - a) be deployed when dealing with any recumbent horse and, at the discretion of the attending Veterinary Surgeon, for any injured or lame horse;
  - b) be sited, or be quickly available, in high profile areas such as the Winners'/Unsaddling Enclosures, the Parade Ring, horsewalks and the finishing straight. For Jump racing, a set of screens should be in situ at every obstacle sited in close proximity to the public enclosures;
  - c) be of a design agreed by the Director of Equine Health and Welfare or the Inspector of Courses. At least one set of screens must be made of lightweight material, a minimum of eight feet in height and with a total length of 48 feet in length, preferably as two screens, so that a horse can be effectively screened on all sides;
  - d) be of sufficient number that more than one equine casualty can be attended to simultaneously.
2. On and after 1 January 2018 any newly purchased screens must have a viewing window to allow the person holding the screen sight of the horse, to allow that person to move in the event that the horse goes down towards that person.
3. Sufficient screens must be available when dealing with incidents that can be seen from public enclosures on both sides of the track, so that a horse can be effectively screened on all sides.
4. Screening practice sessions involving relevant personnel must be performed at the racecourse before the Flat and Jump seasons commence, to ensure that a rapid and effective deployment of screens will occur in all likely scenarios.

## **BHA GENERAL INSTRUCTIONS**

**BHAGI 12.3**  
**Dtd 15 October 2018**

To: Managing Executives  
From: Chief Executive  
Subject: THE SAMPLING UNIT

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### **Sampling Unit**

1. A Sampling Unit is to be provided, and is to consist of the following (the details in brackets apply to those racecourses listed at Annex A):
  - a) two (four) loose boxes, preferably not less than 12 feet x 12 feet. All Sampling Unit boxes built after 31<sup>st</sup> March 2012 must measure at least 15 feet x 11 feet 8 inches. In the case of rebuilds on footprints where space is at a premium, the size of the boxes may be varied with the permission of the Racecourse Department;
  - b) a room for Office and Service Area between them, or along the rear, with direct access to both loose boxes (a room for Office and Service Area along the rear with direct access to all four boxes, or the room may be in the middle of the line of boxes with direct access to two adjacent boxes and indirect access to the outer boxes through the adjacent ones);
  - c) for all Sampling Units constructed after 1<sup>st</sup> January 2001, a separate wash-down, with hot and cold water supply and a non-slip floor.

### **Loose Boxes**

2. Each Loose Box is to have:
  - a) a standard stable door with bolts on the inside;
  - b) a hinged or sliding door, giving access to the service area, with a peep hole to enable the sampling procedure to be observed;
  - c) good natural lighting and good artificial lighting contained in wall fittings out of a horse's reach. By 31 July 2018 all artificial lighting must have a dimmer switch to control the lighting level;
  - d) adequate ventilation;
  - e) windows high enough to be beyond a horse's reach or fitted with shutters on the inside;
  - f) non-slip flooring, of concrete or other approved material;
  - g) one, and preferably two, tie-rings at least 5 feet 6 inches from the floor;

- h) padding over unavoidable projections;
- i) absence of mangers, pendant lights, protruding hooks, fasteners, nails, removable drain covers, etc.;
- j) any beams or pipes high enough not to be a risk to a horse's safety.

### **Office and Service Area**

3. The Office and Service area, which is to be not less than 120 feet square, is to have:
- a) fasteners fixed to the doors from the loose boxes;
  - b) good locks to the outside door;
  - c) good natural and artificial lighting;
  - d) an impervious and easily cleaned floor;
  - e) a sink, preferably of stainless steel, with good supplies of hot and cold water and drainers (a double drainer stainless steel sink with hot and cold water supply);
  - f) separate hot and cold water taps for filling stable buckets;
  - g) at least a twelve feet run of working top (minimum of an 18 feet run of working top flanking the double drainer stainless steel sink) not less than 15 inches wide, with shelving below part of the working top and shelving above part of it;
  - h) at least twelve (20) corrosion resistant and wall mounted coat hooks for the hanging up of tack and coats, etc.;
  - i) a table and two chairs, or extra (or 6 feet run of) working top for documentation and stools;
  - j) a space heater;
  - k) a suitable fire extinguisher;
  - l) fridge freezer (a separate refrigerator and freezer unit), with suitable locking padlocks. If it is totally impossible to install a refrigerator in this area, one must be installed in a secure building as close as possible to the Sampling Unit, to which the Veterinary Officer, his staff and the Sampling Unit Security Assistant can have access. The fridge freezer must be kept securely locked at all times;
  - m) four (six) brackets, screwed to the wall to hold urine collectors.



### **Equipment for Sampling Unit**

4. Each Sampling Unit is to have the following equipment:
  - a) one urine collector with telescopic handle;
  - b) three (four) large sponges and three (four) sweat scrapers;
  - c) soap and clean towels;
  - d) disinfectant approved by the Department of Environment, Food and Rural Affairs (DEFRA) (see BHAGI 7.2), and a watering can or other applicator for spraying it around;
  - e) plastic waterproof container (such as a small plastic dustbin), labelled 'Disinfectant', in which sponges, scrapers etc. can be disinfected;
  - f) three (four) nylon head collars with rope or nylon shanks;
  - g) four (six) stable buckets;
  - h) three (four) approved pattern wooden stable forks;
  - i) one watertight rubbish bin.
  - j) fork, broom and manure waste disposal container for the removal of soiled bedding after each use;

### **Maintenance of Sampling Unit**

5. The Sampling Unit is to be used solely for the collection of biological samples at the direction of the Stewards, and is not to be used for other purposes between meetings. The Loose Boxes are not to be used for treating or housing injured or sick horses, and are not to be used for saddling horses, except with the permission of the Veterinary Officer.

6. The Sampling Unit, its equipment and Loose Boxes are to be kept scrupulously clean, hygienic and in good condition. Leather headcollars are to receive attention, and horse sheets washed between meetings. One (three) loose box(es) is (are) to be bedded with paper and the second (the fourth) with wood shavings free from contaminants. An adequate reserve of papers and shavings is to be available for each meeting.

### **Disinfection**

7. The disinfection (in accordance with BHAGI 7.2) of the Loose Boxes of the Sampling Unit will usually only be required after each day's racing. The Veterinary Officer will inform you when additional disinfection is necessary.

8.

**Security**

9. Access to the Sampling Unit is subject to strict control. Each Sampling Unit is to have a sign prominently displayed outside, not on the door, which states 'No Entry to Unauthorised Personnel'. The Sampling Unit must be kept securely locked at all times when not in use, particularly when samples are stored inside.

75 High Holborn  
London WC1V 6LS

Racecourses at which enhanced arrangements  
are required

**Circulation**

Stewards  
Assistant Stewards  
Inspectors of Courses  
Veterinary Officers  
Racecourse Association  
Annex A

**RACECOURSES AT WHICH ENHANCED ARRANGEMENTS ARE REQUIRED**

(details for which within the Instruction are shown throughout in brackets)

- Aintree
- Ascot
- Ayr
- Cheltenham
- Doncaster
- Epsom Downs
- Goodwood
- Haydock Park
- Kempton Park
- Newbury
- Newmarket
- Sandown Park
- York

## BHA GENERAL INSTRUCTION

**BHAGI 12.4**  
**Dtd 31 March 2012**

To: Managing Executives  
From: Chief Executive  
Subject: DISPATCH OF SAMPLES BY PARCELFORCE

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### **Delivery of sample collection kits from Horseracing Forensic Laboratory (HFL) to the racecourse**

1. Before a meeting Parcelforce will deliver sample collection kits to each racecourse. The sample bags will contain sufficient kits for the forthcoming meeting/meetings in accordance with the sampling policy. Should the kits not arrive by noon on the day before racing, and none are stored in the Sampling Unit (SU), then the representative of the Managing Executive should immediately contact the Logistics Unit (LU) at the Horseracing Forensics Laboratory (HFL) by telephone (see paragraph 7 for contact details) to arrange an urgent delivery.

### **Samples collected from the racecourse for delivery to HFL**

2. Parcelforce will collect the samples for each day's racing during normal office hours (9am – 5pm) on the next working day. Parcelforce do not collect on Saturdays, Sundays or public holidays, and therefore samples obtained on a Friday will normally be collected on a Monday.

3. A collection 'job' is logged with Parcelforce by the LU. For meetings that take place over several days, a Parcelforce collection for a single 'Blue Bag' will be ordered for each working day after the day's racing.

Example 1 – Meeting with races on Monday and Tuesday:

- collection ordered for Monday samples (1 bag) on Tuesday and for collection of Tuesday samples (1 bag) on Wednesday.

Example 2 – Meeting with races on Thursday, Friday and Saturday:

- collection ordered for Thursday samples (1 bag) on Friday and for collection of Friday and Saturday samples (2 bags) on the following Monday.

### **Non-collection of samples**

4. If, on the second working day after the day of racing, the racecourse is still awaiting collection of the samples, the representative of the Managing Executive should contact the LU or the BHA Veterinary Administrator.

### **Abandonment of racing**

5. If a day's racing is abandoned, the representative of the Managing Executive should ensure that the empty sample collection kits are retained for the next meeting. If this is the last meeting of the season, collection of the unused kits will be automatically arranged by LU.

### **Storage of samples**

6. Samples must be kept in the refrigerator in the locked SU (or other locked building) until dispatch.

### **Contact Details**

7. The LU has given a contact name and telephone number for each racecourse to Parcelforce. If this information needs to be checked or amended, the representative of the Managing Executive should contact the LU supervisor. The LU supervisor should also be contacted if any special arrangements are considered necessary which might be helpful for the smooth operation of Parcelforce arrangements.

Telephone number: 01638 724406

Fax number: 01638 724407

Email: [logistics@hfl.co.uk](mailto:logistics@hfl.co.uk)  
(mark message for attention of: LU Supervisor)

Veterinary Administrator: 020 7152 0083

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