Riding for the Disabled Association of Australia Limited	
Program Delivery Policies	Sunsmart Policy
Version 1 – March 18	

Sunsmart Policy

1. INTRODUCTION

Riding for the Disabled Association of Australia will ensure that all members who participate in RDA activities are both informed and protected against the harmful effects of the sun's ultraviolet radiation (UR) and heat protection whenever there are outdoor activities. The following policy is acknowledged as minimum standards for the organisation and State and Centre Associations may develop additional protections aligned with this policy to suit local conditions.

2. EVENT SCHEDULES

Where possible, training, activity sessions, events and competitions are scheduled to minimise exposure to high UV levels and avoid high temperatures. RDA Centres and Competition Organisers to develop a cancellation policy that meets local needs for when high risk conditions may be forecast.

Steps can be taken to minimise the risk of overexposure to UV and heat illness by:

- Limiting the duration and intensity of warm up activities.
- Reducing the duration of the activity.
- Starting activities earlier in the morning or later in the evening.
- Providing rest breaks to seek shade and hydration.
- Rotating volunteers and officials out of the sun more frequently than usual.
- Hold the activity at an alternative venue.
- Officials, coaches and volunteers to act as role models by wearing sun protective clothing and hats, applying sunscreen and seeking shade wherever possible.

3. SHADE AND SHELTER

Each venue assessment will consider the availability of shade and shelter from trees, buildings and other structures. When not actively involved in activities, participants, spectators and volunteers are able to rest in shaded areas.

For competitions, marshalling, interchange and presentation ceremony areas are protected by shade and officials and volunteers can rotate to cooler, shaded areas. Where there is insufficient natural or built shade, temporary shade structures are provided or participants are notified to bring their own temporary shade (e.g. tents or umbrellas).

4. PROTECTIVE CLOTHING

Most RDA activities occur during the day and outdoors. RDA volunteers and participants are encouraged to wear clothing that is appropriate to the weather and for their safety. This includes

- wide brimmed, well fitting hats (so they don't blow off) that provide protection to the face and neck.
- long sleeved shirts and long trousers for protection from the sun and from accidental injuries such as scratches or abrasions,
- closed, flat, comfortable footwear (preferably elastic sided or lace up work/hiking boots),
- wrap-around sunglasses that meet Australian standards.

5. SUNSCREEN

A broad-spectrum, water-resistant sunscreen (SPF30 or higher) is recommended for use by all participants, coaches, staff and volunteers for outdoor activities and wherever possible is provided on site at activities where high UV radiation is forecast. Sunscreen provided is stored below 30°c and replaced once it is past its use-by date.

Participants are encouraged to apply sunscreen 20 minutes before activities and to reapply every two hours.

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Version 1 – March 18	

5. HYDRATION

Cool water is available close to working areas for all participants, including volunteers and coaches with flexible drink breaks built into activity programs. Individuals may drink between breaks at their own discretion and may supply their own drink bottle.

6. HORSE WELFARE

Hot weather policies also extend to the welfare of horses in RDA programs. Horses, especially white horses, those with pink noses or bare patches of hair can suffer from sunburn. Apply the procedures in this policy by ensuring that horses have access to shade in the form of trees or man-made shelters, fresh, clean drinking water, limit the duration and intensity of activities, provide more rest breaks and move activities to a cooler part of the day. Apply sunscreen to small, vulnerable areas or use flyveils with nose protection. Horses can be especially susceptible to heat stress during transport in trailers and floats on warm days.

7. EDUCATION AND INFORMATION

- Volunteers will be informed of appropriate clothing, hot weather policies and procedures including cancellation procedures as a part of their RDA training and induction processes.
- Volunteers will be advised of the availability of cool drinking water and sunscreen on site, first aid procedures, break times and work rotations as a part of their RDA induction.
- Participants will be informed of the availability of drinking water, shade and shelter and hot
 weather policies including cancellation procedures at or before commencement of
 activities and reminded on a regular basis.
- The RDA Centre Accreditation Policy requires that RDA Centres maintain a quality standard for service delivery which includes items under this policy. Centres are quality audited on a regular basis which includes:
 - venue facilities that include access to cool drinking water, up-to-date first aid kits, provision of sunscreen, shade and shelter,
 - volunteers are trained and inducted regarding safe workplace practices and adherence to hot weather policies and procedures,
 - o coaches are accredited including current first aid qualifications,
 - o participants are suitably attired for the activity they are involved in
 - record keeping including participants' medical conditions is collected and stored according to privacy legislation,
 - emergency contact details including the closest medical assistance is prominently displayed,
 - incidents and accidents are recorded (including heat related incidents) according to RDA policies and procedures.
- RDA Coaches are required to maintain their First Aid training including detection and management of heat related illness. A First Aid qualified RDA Coach is required at all sessions and activities.
- RDA volunteers and coaches are encouraged through training and induction to present as good role models for "Sunsmart" behaviours.

DELEGATION	AUTHORITY
RDA Limited Board	Ratify RDA procedures
RDA EO's and State Managers	Implement policy

STATUS

Version 1: March 2018 Consultation commenced.

21 Mar 18 Ratified by RDAA Board