

Document 1d Risk Assessment Considerations

BHS Approved Equestrian Facility Centre - Operating under Covid-19 Restrictions

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The purpose of this guidance is to help advise Centres through factors for consideration as they embark upon reopening hire of their facilities.

Success will depend upon ability to adapt previous working practices where required. Implementation of sustainable and practicable measures that assure clients of your ability to do so will enhance and promote reduction in risk of spread of Covid-19 whilst enabling all stakeholders to acknowledge their responsibilities throughout.

Proactive communication with all stakeholders such as staff, clients, contractors and suppliers, combined with demonstration of consistent and effective compliance within Covid-19 social distancing guidance will provide assurance upon your ability to operate safely.

All Centres will need to prioritise safe keeping of their families, staff and clients during these measures and ask that all attending a Centre are respectful of measures an individual Centre has chosen to implement

Enabling successful transition to reopening facility hire may be more easily done if approached through a series of stages, for example, considering the differing aspects available for hire and their purpose for use at a Centre. It is recommended that initially you give consideration to starting with aspects of your facilities that may have less risk attached to them, such as outdoor arena hire.

Across the nations advice and requirements will differ. To ensure compliance with any Government regulations and remain informed when ascertaining risk levels, it is important that you remain current in both your understanding and knowledge – we have provided the below links to help you do so.

<http://www.bhs.org.uk/advice-and-information/coronavirus-covid-19/the-nations>

The below links will provide you with access to each Government's website.

The UK Government have provided information here:

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

<https://www.hse.gov.uk/>

https://www.gov.uk/government/news/groups-of-up-to-six-from-different-households-can-exercise-outside-under-new-rules?utm_source=f3c5392c-9b8d-4372-9c9d-e2f48a041b85&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

The Welsh Government have provided information here:

<https://gov.wales/guidance-changes-coronavirus-regulations-1-june>

<https://gov.wales/coronavirus-covid-19-advice-livestock-and-equine-owners>

<https://www.hse.gov.uk/welsh/index.htm>

The **Scottish Government** have provided information here:

Scottish Government published their route map through and out of the crisis on May 21 and moved into phase 1 on May 28.

<https://www.gov.scot/publications/coronavirus-covid-19-staying-at-home-and-away-from-others/pages/exercise/>

<https://www.gov.scot/coronavirus-covid-19/>

<https://www.hse.gov.uk/scotland/>

The **Northern Ireland Government** have provided information here:

NI Direct Government Services

<https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

<https://www.daera-ni.gov.uk/landing-pages/daera-covid-19-news-centre>

The Northern Ireland Executive has published a five point plan which you can read here:

<https://www.executiveoffice-ni.gov.uk/publications/coronavirus-executive-approach-decision-making>

Health & Safety Executive Northern Ireland

<https://www.hseni.gov.uk/>

The **Republic of Ireland Government** have provided information here:

The Irish Government has produced a Roadmap for Reopening of Society & Business in the Republic of Ireland.

<https://www.gov.ie/en/news/58bc8b-taoiseach-announces-roadmap-for-reopening-society-and-business-and-u/?referrer=/roadmap/>

Health and Safety Authority in Republic of Ireland

<https://www.hsa.ie/eng/>

Horse Sport Ireland

<https://www.horsesportireland.ie/covid-19/>

<https://www.horsesportireland.ie/northern-ireland-coronavirus-recovery-plan/>

The **Isle Of Man Government** have provided information here

<https://covid19.gov.im/general-information/advice-for-keepers-of-stock/>

<https://covid19.gov.im/businesses/business-closure-information/>

For **First Aid Covid-19** Updates

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

For **RIDDOR** Covid-19 specific reporting guidance follow the below link

<https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

The guidance throughout this document is offered in an advisory capacity under the following headings

- **General Business**

- **Nominating a 'Covid-19 Officer'**
- **Preparations**
- **Staffing**
- **PPE**
- **Booking Arrangements**
- **Parking**
- **The Facility/Hired Areas**
- **Maintaining Social Distance**
- **Reducing Transmission**
- **Cleaning to minimise transmission**
- **First Aid**
- **Accident Reporting - Riddor**
- **Client departure from the Centre**

General Business

Every business has a responsibility to ensure safe systems of work are in place for all stakeholders. Maintaining currency and understanding of the Government requirements for businesses will help to support effective communications to and between differing stakeholders. Systems should be put in place to minimise transmission risk of Covid-19 and understanding Government specific advice will help in prioritisation of any required adaptations to your normal working practices.

Consider each aspect of your business, premises and facilities that staff and stakeholders would ordinarily access and determine essential and non-essential reasons for access for both.

Review your customer base and consider any adaptations that may need to be made to previously used contractual obligation and arrangements, for example, sole user arrangements may differ greatly between now and when applicable to group user situations.

Contractors normally used by you may be affected by regulatory requirements. We advise that discussions are held with them to understand any required adaptations for their provision of services to continue – it maybe that there is need for adaptation from both perspectives.

Competitive disciplines/affiliations may provide information upon specific requirements for their membership body, from both participant/competitor perspective through to their requirements/stipulations for participating/hosting venues. We advise checking with each discipline/affiliation to fully understand their requirements.

We advise that should any uncertainty exist, that you contact your insurance company for advice and guidance upon the assessment you have undertaken and the provisions you intend to put in place.

Nominating a 'Covid Officer' - who should this be?

It is recommended that Centres should nominate a 'Covid Officer'.

Their role at the Centre will simply involve managing implementation of the procedures that a Centre puts in place, such as supervising/undertaking the risk assessments and ensuring staff and clients attending the centre are able to do so within the Government guidance.

They would be the person who would be accountable for ensuring that there is a scheduled system in place for practical checks that can monitor and evidence that your preventative systems are working. Examples of this could be checking and restocking supplies such as sanitiser, taking regular unannounced 'walk arounds' the premises to ensure all stakeholders are complying to your recommended procedures.

It is important that the person you choose to nominate has appropriate authority, confidence, and knowledge of your systems. There should be a route for them to report any concerns or breaches they observe/encounter within your business. This could be you - for you to then act accordingly.

Currently, in this context, there is no legal requirement for such person to attend any Covid-19 specific training, but ensuring they will maintain their currency with Government guidance must be a key consideration when choosing who should take on this role. This role may be suited to the person who would normally undertake risk assessments at a Centre.

It will be important to recognise that any duties, responsibility and tasks undertaken by staff will differ to volunteers, so ensure that staff have authority and competence to undertake such roles.

Preparations

Update and share your risk assessments with relevant stakeholders

Close or restrict access to areas that you cannot confidently assure ability to adhere to Covid-19 Guidance, for example restricting spectators or closing a viewing gallery

Where access to any indoor facilities, such as toilets must remain accessible, consider the route, impose restrictions as required but importantly increase frequency of routine cleaning.

Re-design access/egress routes for clients to minimise risk or temptation for them to socialise

If possible, re-design footfall traffic to implement a one-way system for entering and leaving.

Erect signage to advise and remind both staff and clients in key visible places (remembering to check daily for misplacement)

Consider marking physical distancing spaces on the ground that are clearly seen, for example outside the toilets or adjacent to hand sanitiser 'stations'

Include in your assessment every area being accessed by stakeholders to ensure sufficient coverage, it may help to simply start with a list, such as the areas identified below.

Staffing

Protection of staff considered high risk and/or who live with those at high risk

- Any with suspected or confirmed COVID-19 should be self-isolating and not attend
- Briefings and regular updates to include
 - Social distance training and supervision
 - Provision of PPE equipment to include correct fit, use and application
 - Training/advice on contamination e.g. ensuring all know how to minimise risk, e.g. washing hands with soap and water for at least 20 secs, avoiding touching their face, identifying key 'touch contact' points
 - Washing hands after shared equipment use and frequent cleaning and disinfecting of equipment

- Regular checks on the health status of each to ensure symptomatic workers are not working
- Display and issue of notices reminding of preventative measures being taken and advising upon the practices all should adhere to
- Daily checks to confirm individuals are managing with implements adaptations to working practices

Staff Rest Areas

Staff may feel 'off-duty' and may unintentionally relax their approach – these areas must also operate within the 2m guidance

- keep shared equipment use to minimum
- identify and disinfect key 'touch contact' points regularly, e.g. kettle, fridge, door handles, vending machines or keypads
- supply bins for disposal of used paper towels / tissues – avoid use of cloth towels
- stagger breaks to reduce gathering
- keep non-fire doors open to reduce contamination
- where possible, designate separate toilet facilities

Personal Protective Equipment (PPE)

Use of routine PPE should continue as per normal activities, e.g. riding hats/gloves

For further advice upon PPE follow relevant Government advice

Face coverings

Non-medical face coverings could be considered on a precautionary basis. Whilst the evidence is limited, this may provide some level of protection against transmission to other people in close proximity

Face coverings if used should

- supplement precautions and support hygiene
- only be used in accordance with manufacturer's guidelines
- correct training - incorrect use e.g. sharing, applying with dirty hands or when dirty will increase risk
- be disinfected thoroughly (as applicable) between use

Gloves

Use of PPE gloves will help keep hands clean and minimise risk of transmission but only if worn and used correctly. They should be correctly disposed of after use.

A variety of PPE disposable gloves are available online, but supply of Nitrile gloves should eliminate risk for those who may have reaction to latex

For further advice upon Staffing refer to relevant Government guidance

Booking arrangements

Ensure all forms of communications, including social media platforms that are used to promote your venue are aligned and remain current with all adaptations that you need to put in place as the situation evolves. Provide information in advance to fully inform and to help in managing expectations for both clients and supervisory staff.

- a. Confirm customer awareness of Covid-19 symptoms and request that they cancel if they
 - have need to self-isolate
 - are in a household that is self-isolating
 - are feeling unwell
 - update and inform them of any changes to your normal cancellation policy (due to Covid-19)
 - informing them re nominated 'Covid Officer' role may offer assurance of the measures you are implementing

- b. PPE – *(this may determine your initial client intake)*
 - clarify expectations - confirm situation for both Centre and client responsibility for provision/use of and correct application for PPE
 - Covid-19 specific requirements
 - routine PPE working practice requirements/stipulations
 - centre supplied equipment eg gloves and/or request client wears clean gloves
 - utilise other means of informing upon correct hat fitting – eg BETA
<https://www.youtube.com/watch?v=v75wzuRPhk0> - video
<https://www.beta-uk.org/media/links/37701-BETA%20Guide%20to%20Riding%20Hats%20V11.pdf> – download a guide
 - utilise other means of informing upon correct fitting or body protectors/– eg BETA
<http://www.beta-uk.org/pages/safety-equipment/body-protectors.php>

- c. Keep an accurate list of all attending the venue – this will help should there be need to (at a later stage) supply contact details of attendees to the relevant Government authorities if requested by them to do so.

- d. Participants
 - By attending a venue all should agree that they will follow all current government guidelines relating to both those accompanying them and the format of the session they are attending eg solo schooling of a horse or joining in a clinic
 - **In England** any maximum limits upon 'household' attendance should include the coach and any assistants to the coach or rider. For example, if the maximum is 6, then the maximum client number should be 5 assuming all clients can ride independently

- e. Spectator/accompanied attendance–considerations
 - must align with relevant Government guidance and restrictions
 - continually review access areas to help inform decisions and supervisions
 - recommend keep to a maximum of 1 for 'junior' (U18's)/vulnerable riders
 - confirm those attending understand and will adhere to social distancing systems in place
 - consider designated areas that can still enable social distancing

- f. Explain access routes upon arrival and leaving
 - use of a one-way system, ideally enabling separate entrance/exits
 - clarify 'on the day' communications eg text notifications
 - advise of adapted procedures e.g. toilet and hand washing/sanitising facilities (use upon arrival/departure and their location)
 - advise of altered facilities e.g. any restricted or closed areas such as office/ tea-room

- reiterate the need to go direct to their area/arena and to resist the temptation for socialising or lingering to observe other training
 - mark out social distancing areas (similar to supermarkets)
 - tape/cordon off any restricted areas
- g. Signpost them to your booking system. Utilise as an opportunity to update both yourself and them upon the required information such as below. *This list is non-exhaustive and will need adaptation to individual business/customer needs*
- user contact details
 - user emergency contact details/relationship
 - user medical information as necessary
 - supervisions re attendance of U18's
 - all information sourced must meet GDPR compliance requirements
- h. Utilise online completion and submission of forms (prior to arrival) to minimise paper based/handling transactions
- terms and conditions of hire
 - disclaimers/declarations etc
 - Coach code of conduct/evidencing of insurance etc
 - reporting procedures eg for accidents
- i. Payments
- online contactless- ideally in advance
 - consider voucher paid in advance to limit transactions
 - where above are not possible, nominated staff to deal with – request client supplies in sealed envelope with client name and date/time annotated
- j. Scheduling bookings
- allowance of additional time between bookings to reduce risk of congregation that allow for unplanned delays
 - division of arenas (subject to size)– utilising one-way systems if entrance/exit permits will create need for revision to current risk assessments
 - staggering start/close time of lessons subject to arena/staffing availability
 - shortening duration of lesson during this period
- k. Pre lesson and 'on the day' notifications to consider
- contingency/communication plan should need arise to cancel/adapt bookings
 - email or text to inform re any specifics, such as access to arena/area to minimise crossing paths with others unnecessarily
 - requesting text notification that they have arrived (to help monitor/control who is actually on site and when)

Parking - considerations

- if in situ, display additional signage advising/informing of CCTV coverage (*may help self-policing*)
- schedule visit/activity time slots (with a maximum attendance allowance) to ensure temptation to socialise is kept to a minimum and avoid congestion
- maybe insist on text announcement on their arrival/departure to minimise need for staff interactions
- if space allows consider one-way system

- erect clear signage that is checked not just at the beginning of each day but during 'walk arounds'
- signage considerations
 - are emergency contact details legible, current, and sufficient in their positioning and availability?
- Include coverage for 'in the event of' situations, for example availability/access to
 - your location eg full address, postcode etc
 - phone accessibility
 - consider use of 'What3words'
 - <https://what3words.com/news/emergency/three-words-for-a-faster-emergency-response/>
 - first aid provision
 - accident reporting
 - emergency veterinary provision
- space availability for parking
 - restriction may be needed - consider distance between lorries/trailers – provide allowance for side/rear loading combinations/handler competence and the unpredictability of some horses when loading/unloading
 - where space is limited, restrict car parking to another area (*this could also help to minimise temptation to socialise eg an attending coach*)
 - mark out using cones or ground paint spray areas if clients try to move cones (*taping sections may present other safety issues eg young horse on a windy day!*)
- horse welfare
 - can water be safely accessed? Provide clear signage if yes, and advise in advance (at booking stages) if there is need to bring and supply their own
- consider provision of
 - additional hand sanitiser stations
 - disposable gloves (to capture those that may 'forget' to bring gloves or be tempted to ignore)
 - additional bins for waste (to be routinely emptied)

The Facility/Hired Area

Previous risk assessments for use should be updated to include preventative measures for transmission of Covid-19. Consider provision for your current and future client base. Include accessibility for disabled access in your assessment upon being able to adhere to Covid-19 guidance,

For further information <https://www.rda.org.uk/>

- a. user profile
 - accessibility to cater for all eg participants with additional requirements
 - adaptations to available size/area (if split arena)
 - spectator/attendance restrictions (as per earlier guidance)
 - PPE provisions
- b. Equipment
 - shared use situations
 - limiting key contact points
 - maybe restrict eg any re-siting of SJ course fences, but allowing height adjustments

Maintaining Social Distance

Whereby occasional risk to maintaining 2m working distance may occur, greater additional precautionary measures are advised

- altered working patterns
- maintaining consistency in cohorts e.g. set staff allocations to client groups etc
- face coverings/screens
- increased use of and access to hygiene
- ensuring good ventilation
- increased disinfecting of key contact surfaces

Reducing Transmission

- Increase provision for handwashing e.g. hand sanitisers at key locations
- PPE should be kept clean, disinfected between use and free of contamination
- Effectiveness of PPE is reduced if reused either without adequate disinfection (if reusable) or when intended to be single use and disposable.
- Increasing access to hygiene/sanitiser stations
- Regular and thorough hand washing for at least 20 seconds
- All refraining from touching their faces
- Regularly disinfecting surfaces
- Review used of shared equipment e.g. answering phone, all transactions done online

Cleaning to minimise transmission

- Clean hard surfaces with warm soapy water (disposable cloths) followed by disinfectant or normal cleaning products
- Household bleach and other potent oxidisers are also known to kill similar viruses and can be effective for up to 24 hours.
- Alcohol hand sanitizer must contain at least 70% alcohol but is more effective on visibly clean hands. Handwipes should precede sanitiser use to clean visibly dirty hands if no there is access to soap and water. Hand washing must follow as soon as there is access to soap and water
- For all cleaning products and sanitising solutions check and understand data sheets so you are aware of correct purposes for use – some have corrosive properties that could present further problems or be a skin irritant.
- Disinfectants or cleaning products suitable for hard surfaces may not be suitable for use without gloves and may be harmful e.g. if used to wipe down reins

First Aid

When determining coverage avoid shortfall in qualified First Aider provision and include Covid-19 specific updates upon procedures for all staff/volunteers

Check supplies and access e.g. gloves/hand sanitiser/wipes/CPR and face coverings

For further Covid-19 specific advice and information

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

Accident Reporting

Ensure staff and users are fully informed upon required procedures to be followed in the event of an accident, such as

- Completion and submission of accident reports
- Communication and follow up with relevant parties (in line with GDPR)
- Meeting RIDDOR compliance
- Allowance for Covid-19 stipulations

For Covid-19 specific reporting guidance follow the below link

<https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

Client departure from Centre

- a. Staff/CCTV observation upon car parking area
 - gently reminding clients to not socialise if required (eases social distancing management of the area)
 - utilising external PA system as required
 - text notification client to Centre to confirm departure (helps to keep staff informed)