

**Document 2 – BHS Risk Assessment Guidance Considerations - Covid-19 UPDATE V3
1.06.2020**

An essential requirement of being able to adapt working practices is implementation of sustainable and practicable measures that not only assure clients of your ability to enhance and promote reduction in risk of spread of Covid-19, but to enable them to acknowledge their responsibilities in enabling you to do so. Proactive communication with all stakeholders, clients, suppliers and staff and an ability to demonstrate consistent and effective working within social distancing guidance will provide assurance upon your ability to operate safely.

Across the nations every situation will differ in need to adapt procedures to ensure compliance with any Government regulations upon restrictions

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>

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

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.

Centres should nominate a 'Covid Officer'.

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.

Employers

Every business has a responsibility to ensure safe systems of work are in place for employees, volunteers and clients that are supported by effective communications to minimise risk. Maintaining currency and understanding upon Government medical advice will help in prioritisation of any required adaptations.

Where duties, responsibilities and tasks undertaken by Staff will differ to volunteers, ensure staff have authority and competence to undertake them.

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.

Your Premises

Consider each area of your premises that staff and clients would ordinarily access and determine essential and non-essential reasons for access for both.

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

Re-design access routes for clients to minimise risk or temptation for them to 'go see the ponies' on route to the meeting point for their lesson/activity

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

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

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

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

For further advice upon Staffing refer to relevant Government guidance

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 clients 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

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 but it is supply of Nitrile gloves should eliminate risk for those who may have reaction to latex

First Aid

When determining staffing needs avoid shortfall in qualified First Aider provision and include updates upon procedures for all staff/volunteers

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

For further information on First Aid:

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

Clients

Consider provision for your current client base, e.g., 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/>

Updating client records

This provides good opportunity for updating client details, ensuring all contact details and any relevant medical information that can help everyone safe and relevant people informed

Client equipment

Minimise need to supply PPE by advising and signposting clients to reputable local suppliers who may be keen to offer discounts where possible