

Document 1a Risk Assessment Considerations

BHS Approved Riding Schools operating under COVID-19 Restrictions – UPDATE V3 1.06.2020

The BHS has considered how to ensure the safe management of clients attending for sessions at a Centre when the government COVID-19 restrictions are eased. Across the nations, every Centre's 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 has provided information here:

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

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>

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.

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.

Maintaining an accurate account of who is on site will help inform re traceability should a client/staff member be diagnosed with Covid-19 after attending the centre. It is recommended that Centres should nominate a 'Covid Officer'.

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

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.

The information provided within this guidance offers areas for consideration including reviewing ability to operate within Government Covid-19 guidance and preparations for clients arriving through to their departure from the Centre. The continuing safety of staff should be considered throughout (*refer to Risk Assessment Guidance Considerations – Covid-19v3*)

- Arranging lessons
- Client arrival
- Lesson format and content
- Client departure

Arranging lessons/riding out

- a. Confirm client 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 normal cancellation policy
 - utilise as an opportunity to update contact details including medical information as necessary
- b. Consider provision/location of where your client will be based for their session
 - 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/>
- c. Scheduling lessons – considerations
 - allowance of additional 10-15 min between lessons to reduce risk of clients congregating
 - division of arenas subject to size– utilising one-way systems if entrance/exit permits
 - staggering start/close time of lessons subject to arena/staffing availability
 - shortening duration of lessons
- d. PPE – considerations for clients
 - confirm situation re client's ability to use own equipment (*this may determine your initial client intake*)
 - 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
- e. Client registration - considerations
 - when positioned to be taking new clients, request online completion and submission of forms
 - provide advance information to fully inform and manage expectations

- f. Determining horse/client allocation - considerations
 - allow for fitness/ability of both
 - can rider independently adjust own and horse equipment e.g. stirrups/girth consider shortened/adapted format
- g. Payments
 - online contactless- if possible
 - voucher paid in advance to limit transactions
 - where above are not possible, nominated staff to deal with - request supplied in sealed envelope with client name and date annotated
- h. Explain access routes upon arrival and leaving
 - use of a one-way system, ideally enabling separate entrance/exits
 - advise of adapted procedures e.g. toilet and hand washing/sanitising facilities (use upon arrival/departure)
 - advise of altered facilities e.g. any restricted or closed areas such as office/ tea room
 - reiterate the need to go direct to their lesson, to resist the patting of other horses or watching other lessons
- i. Spectator attendance–considerations
 - review areas and provision
 - keep to a maximum of 1 for 'junior'/vulnerable riders
 - mark out social distancing areas (similar to supermarkets)
 - tape off restricted areas
- j. Pre lesson notifications to consider
 - email or text on to inform who lesson is with and where to meet e.g. specific arena to minimise crossing paths with others unnecessarily

Client arrival

- a. Ensure signage is legible and up to date
 - directional arrows are correctly placed
 - request clients arriving early remain in car rather than enter Centre early
 - sanitiser 'stations' are full and ready for use
- b. Staff briefed and supported with re-directing clients as needed
- c. Staff PPE needs are being met
 - gloves
 - face coverings
 - office situations – social distancing requirements marked with tape or temporary barriers

Lesson type

- a. Only offer lessons that can be done safely – refer to relevant Government advice
- b. Base upon knowledge of client competence
- c. Considerations

- **When able to as directed by your nation Government**
- individual one-to-one lessons
- semi-private for more experienced riders from within the same family/household group (enabling maximum space between each other)
- lunge lessons for more competent riders where able to further ensure social distancing, for example, riders working upon positional development as opposed to beginners working on positional security
- lead rein lessons where able to further ensure social distancing, for example, following induction and supervision training, the use of a competent family member/household group to lead the pony and employing use of visual demonstration as required
- group lessons in accordance with Government guidance;
In England any maximum limits upon 'household' attendance should include the coach and any assistants to the coach for example, if the maximum is 6, then the maximum client number should be 5 assuming all clients can ride independently

Lesson format and content

- a. Social distancing implemented throughout, including unridden sessions
- b. Modify and adapt content as required based upon individual rider
- c. Considerations during all ridden sessions
 - limiting close contact with everyone
 - adapting content/duration in view of fitness levels for both horse and rider
 - advise minimise risk – gradual re-introduction work without stirrups
 - advise minimise risk – gradual re-introduction to polework/jumping etc
- d. At close of lesson client
 - either secures horse of staff place away
 - washes/sanitises hands
 - is politely requested/reminded to wash gloves, clothes etc as soon as home
 - leaves Centre by the specific route etc
- e. At close of lesson equipment is cleaned between client use
 - reins/stirrup leathers/girth tabs as appropriate

Riding Out

Any group sizes to be in accordance with Government guidance with social distancing implemented throughout;

- a. **In England** any maximum limits upon 'household' attendance should include the coach and any assistants to the coach, for example, if the maximum group size allowed is 6, then the maximum client number should be 5 (assuming all clients can ride independently)
- b. Remain using routes/areas that have no government restrictions that are suitable for rider competence.
- c. First Aid/PPE
 - Ensure portable supply of additional PPE/First Aid equipment as required, for example spare nitrile gloves etc
- d. Considerations during all ridden sessions

- limiting close contact with everyone
- adapting content/duration in view of fitness levels for both horse and rider

- e. At close of ride client
 - either secures horse or staff place away
 - clients deemed competent, eg have been inducted, may help with interim sanitising of equipment under supervision
 - washes/sanitises hands
 - is politely requested/reminded to wash gloves, clothes etc as soon as home
 - leaves Centre by the specific route etc

- f. At close of ride equipment is cleaned between client use
 - reins/stirrup leathers/girth tabs as appropriate

Client departure from Centre

- a. Staff observation upon car parking area
 - Gently reminding clients to not socialise if required (eases social distancing management of the area)