

Document 1b Risk Assessment Considerations

BHS Approved Livery Centres operating under COVID-19 Restrictions - UPDATE V3 1.06.2020

The BHS has considered how to ensure the safe management of livery clients attending to care for their horse at a Centre can be further promoted or introduced if allowing client access for the first time when 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** have 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.

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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*)

- **Agreeing Access** (for releasing or reviewing lockdown restrictions)
- **Communicating Arrangements**
- **Client Arrival**
- **Client Departure**
- **Allowance of Coaching**

Agreeing Access

- a. Agreed decisions upon access allowances for all clients will help in keeping all safe – considerations:
 - informing that all agreements will be regularly reviewed in line with Government guidance upon social distancing
 - venue restrictions (*refer to Risk Assessment Guidance Considerations – Covid-19v3*)
 - horse welfare needs (based upon livery arrangement e.g. DIY through to Full)
 - number of clients that could be safely allowed on site at one time
 - client age e.g. U18's and parental/guardian supervision may add to numbers
 - b. Frequency and duration of visits
 - horse welfare needs (based upon livery arrangement e.g. DIY through to Full)
 - daily where required
 - consider restriction to either once/twice a day
 - duration dependent upon essential activities
 - c. Implementing a rota for visits
 - maintaining safety of staff
 - allowance for owners whose work commitments may have altered
 - requesting knowledge/input upon any pre-agreed 'buddy-systems'
 - scheduling to include staggering system to reduce risk of 'over-run' or unnecessary congregation of liveries
- Facilities – limiting access to essential areas only *refer to Risk Assessment Guidance Considerations – Covid-19v3*)

- tack room/feed room– maybe prohibit to one person at a time
- restricted access – e.g. minimal cleaning of tack time
- shared yard equipment – include in cleaning regimen
- colour code/label to yard areas to minimise risk
- advise gloves worn by all

Communicating Arrangements

- a. Confirm client awareness of Covid-19 symptoms and request that they inform you and do not visit 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. Scheduling riding– considerations
 - allowance of additional 10-15 min between single arena use to reduce risk of clients congregating
 - division of arenas subject to size– utilising one-way systems if entrance/exit permits
 - staggering start/close times for arena use subject to arena/staffing availability
 - shortening duration for use
- c. PPE – considerations for clients
 - confirm situation re client’s ability to use own equipment
 - confirm need for them to continue with use of regular PPE
 - request client wears clean gloves (washing between visits)
- d. 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 horse, to resist chatting to other clients, patting of other horses or watching other activities
- e. Shared attendance–considerations
 - review areas and provision
 - keep to a maximum of 1 for ‘junior’/vulnerable riders/U18’s or within small family group
 - mark out social distancing areas (similar to supermarkets)
 - tape off areas as required
- f. **When able to as directed by your nations Government** – considerations when riding out
 - **In England** any maximum limits upon ‘household’ attendance should include all riding eg for example , if the maximum is 6 and the ride is being escorted by a member of staff, then the maximum client number should be 5 (assuming all clients can ride independently)

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

Client departure

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

Allowance of Coaching

- a. Only allowing Coaching when can be done so safely, within 2m social distancing
- b. Recommend basing your allowance upon satisfaction of your current knowledge of client/coach relationships
- c. All Coaches to agree their attendance based upon request that they assure they will not attend if they:
 - have need to self-isolate
 - are in a household that is self-isolating
 - are feeling unwell
- d. All Coaches must agree to operate under adherence to Government social distancing guidance of 2m
- e. All Coaches to have valid insurance to undertake coaching
- f. All Coaches to have up to date First Aid qualification and knowledge upon adapted First Aid Procedures (in light of Covid-19) For further advice <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- g. All Coaches to utilise Personal Protective Equipment (PPE) as required
 - Use of routine PPE should continue as per normal activities, e.g. riding hats/gloves
 - For further advice upon PPE - refer to relevant Government guidance
- h. Pre lesson notifications to consider
 - email or text on to confirm who lesson is with and where to meet e.g. specific arena to minimise crossing paths with others unnecessarily

- i. Lesson Types - considerations to ensure Coaches are offering lessons that can be done so safely – refer to relevant Government advice
- **When able to as directed by 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 sessions in accordance with your nation Government guidance
 - **In England** any maximum limits upon 'household' attendance should include all riding eg for example, if the maximum is 6 and they are being either escorted by a member of staff, or taught by a coach, then the maximum client number should be 5 (assuming all clients can ride independently)
- j. The Coach has responsibility for
- adapting content/duration in view of fitness levels for both horse and rider
 - keeping risk minimal - gradual re introduction to work without stirrups
 - keeping risk minimal - gradual re introduction to poles/jumps etc
 - adhering to Covid-19 protocols implemented by the centre
 - sanitising/washing hands as required
 - arriving/leave the centre by specific route etc