



# **British Dressage**

## **Standard Operating Procedures**

### **COVID-19: returning to restricted activity safely**

#### **Covering:**

**Participants**

**Organisers and venues**

**Judges**

**Coaches**

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# British Dressage Standard Operating Procedures

## *Protecting our stakeholders during Coronavirus (Covid-19)*

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#### 1 – Introduction

These are exceptional circumstances that have affected the whole of the equestrian community, including all of our stakeholders, and we are working together to mitigate the impact that this has had on our sport, business and livelihoods. We must all comply with the latest Government advice on COVID 19, so this document is designed to help provide help and guidance on how to manage the sport as we go through this crisis together. These Standard Operating Procedures (SOP) are correct at the time of printing but need to be reviewed regularly in accordance with the official advice given. These SOP are based on [Public Health England \(PHE\) guidance](#); other restrictions may apply in Scotland, Wales and Northern Ireland. **You should refer to the relevant websites for the devolved governments for guidance relating to any other country other than England.**

**The Health and Safety Executive (HSE) is the relevant enforcing authority for the PHE guidelines. These are what this Standard Operating Procedures document is based on.**

During the Covid-19 pandemic, all stakeholder groups need to ensure that they protect themselves and others, minimising the risk of spreading the infection. This may mean we have to alter and change the way we manage activity, including travel to and from venues for competitions, coaching and training, planning visits in advance, how to ride, train and teach on site, food and drink provisions and additional facilities that may be required. This guidance is intended to provide consistent measures for all stakeholders to consider, within the government's recommendations on social distancing, public health and hygiene.

It is everyone's responsibility under the Health and Safety at Work Act to make every effort to comply with these regulations. Failure to do so by clients may mean that activities cease to continue at that site until after the pandemic, or the time at which government restrictions are removed.

PHE guidance states: "where it is not possible to follow social distancing guidance in full, in relation to particular activity, you should consider whether the activity needs to continue and if so, take mitigating actions possible to reduce the risk of transmission." This would be in the form of additional PPE or taking other appropriate actions as detailed in this SOP.

The health and safety requirements of any venue should be complied with as standard, with any additional measures applied over and above normal procedures. Emergency services are also under great pressure and may not be able to respond as quickly as usual; this should be taken into account in the planning of any activities, including first aid and emergency response, with appropriate measures to minimise risk.

These Standard Operating Procedures are aimed at protecting everyone involved in our sport; venue owners, organisers, riders, coaches, trainers, owners, officials, staff, clients, families and the wider UK population.

## 2 – Basic principles

- All activity should be consistent with the government [guidance](#) regarding health, social distancing and hygiene.
- All participants should maintain a distance of two metres (six foot) apart at all times to reduce the risk of coronavirus transmission.
- Regular handwashing with soap and water should be practised, or use of a 60% alcohol hand sanitiser if washing facilities are not available.
- Frequent cleaning with disinfectant, paying close attention to common touchpoints like door handles, gates, counters etc. and any shared equipment, such as pens, clipboards etc.
- Anyone who is symptomatic or suspects they have been exposed to the virus should not take part in any activities and remain at home.
- Any measures that organisations or individuals put in place to enable a return to activity needs to be capable of being adapted to follow all government guidelines on social distancing.
- Any activity should be done either individually, with members of your household or with one other person from another household, which could be a coach or other participant.
- All activity should be outdoors at present.

## 3 – Maintaining hygiene: hand washing and toilet facilities

- Hand washing facilities, with soap and hot water, should be made available at all venues whenever possible for visitors/participants. Hands should be washed upon arrival and before leaving the venue.
- If this is not possible at the venue, hand sanitiser should be supplied or carried and used appropriately.
- Hand sanitiser with a minimum of 60% alcohol content should be used to ensure that it is effective.
- The client/coach/venue has a responsibility to ensure that there are always adequate supplies of soap and hot water whilst individuals are on site and that the area is kept clean at all times.
- By agreeing to hold a training session or venue hire, the client/coach/venue has a responsibility to supply hand sanitation facilities.
- Hands should be washed/sanitised before and after using the toilet facilities.
- Avoid using portable toilets whenever possible.
- Areas that are frequented commonly should be cleaned regularly
- Toilets should be clearly signposted and managed to avoid crossover points in/out if possible

## 4 – General travel and transporting horses

The Secretary of State for Business stated on 31 March 2020 "*whenever possible, people should work from home, however, we recognise that there are many people working in jobs that are required to travel to their place of work and they can continue to do so, as this is consistent with the Chief Medical Officer's advice*".

On 11 May, updated UK government advice encouraged general exercise without limit in England, including allowing travel to exercise, which means that people and horses can be transported to venues for lessons, facility hire or exercise. It is important that everyone understands and follows the following guidelines:

<b>Social distancing</b>	Clients, trainers, coaches and venues must observe the social distancing advice at all times and additional measures should be put into action to manage this effectively. Travel in any vehicle should be on your own, or with members of your own household only. Exercise should be as individuals, with members from the same household or with one other person from outside a household (such as coach or other participant), as long as social distancing of two metres is adhered to throughout.
<b>Self-isolation</b>	Anyone displaying any of the following symptoms, or within 14 days of a member of their household showing the symptoms, should not engage in any activity and follow <a href="#">self-isolation guidance</a> : <ul style="list-style-type: none"> <li>→ Unusual tiredness/fatigue</li> <li>→ Fever or high temperature</li> <li>→ Dry cough</li> <li>→ Aches</li> <li>→ Pains</li> <li>→ Nasal congestion</li> <li>→ Runny nose</li> <li>→ Sore throat</li> <li>→ Diarrhoea</li> </ul>
<b>Persons at increased risk</b>	Anyone who has been advised by the doctor that they are at an increased risk should not go to work/travel for exercise. It is also not advisable that any members in this category attend lessons/venues.
<b>Persons defined on medical grounds as extremely vulnerable</b>	Anyone identified in this category has been advised by the doctor and must follow the guidance on self-isolation. All others should follow the guidance on <a href="#">shielding and protecting extremely vulnerable people</a> . These vulnerable people should not attempt to attend any lesson or travel to venues until clearance is given from the government that all restrictions are lifted.
<b>Residing with a person in one of the above groups</b>	Anyone residing with anyone in either of the above groups is at increased risk and should stringently follow the guidance on social distancing, minimising contact outside of the home. It is recommended they take do not take part in any activity or attend a lesson/venue at this time.
<b>If someone falls ill</b>	If anybody is to fall ill, or display any of the symptoms above they should: <ul style="list-style-type: none"> <li>→ Return home immediately</li> <li>→ Avoid touching anything</li> <li>→ Follow <a href="#">guidance on self-isolation</a> before returning to work / attending a venue.</li> </ul>

## Important points to remember:

- Where riders are travelling to venues with their horses, they should travel alone, or with members of their household and make no other stops on route.
- The vehicle should be cleaned regularly, using gloves and standard-cleaning products, paying attention to the wheel, handles and any areas that others could have had contact with.
- Limit or minimise the number of clients/visitors in one day and number of yards/venues attended.
- Plan for additional time to allow for hand washing and applying protective measures to yourself.
- Visits should only be made to familiar or known venues, as close to home as possible, where you are aware of the set up and can ensure that social distancing takes place.
- Any new clients/coaches requesting a visit should only be agreed to during this time after an individual risk assessment of the yard/venue has taken place.
- Plan the journey to minimise travel time on the road, stay in the vehicle whenever possible.
- When refuelling your vehicle, where possible use the same service station each time. Hygiene practices should be followed, including the use of gloves and wipes, disposed of appropriately.
- All visits should be recorded, including clients, yards and venues visited, to allow for tracking and tracing if this is necessary in future. A sample record sheet is available [here](#).
- Adequate parking should be provided for cars, horseboxes and trailers to allow for social distancing to be observed, including additional space for the loading/unloading of horses.
- Anyone visiting a venue/yard should minimise unnecessary contact with other individuals, including considering access for other vehicles that may arrive during your visit.
- In the case of break down or other issues, please observe social distancing measures with any rescue operatives.
- Public transport should be avoided if possible.

## 5 – Food and Drink

- It is preferable that you take your own food and drinks from home where possible.
- It is advisable that you provide your own mug/flask/drinks bottle to refill if necessary.
- Disposable cups, crockery and utensils are also recommended as suitable alternatives.
- Any food or drink outlets on site should be takeaway only and should be consumed outdoors.
- All waste should be disposed of immediately using bins provided and regularly emptied.

## 6 – Work/event/session planning

Social distancing must be observed at all times, where possible, or additional measures taken including the use of PPE. COVID-19 specific risk assessments should be completed alongside standard risk assessments.

<b>Eliminate</b>	<ul style="list-style-type: none"> <li>➔ Trainers/coaches/clients/proprietors who are not well, or displaying any symptoms relating to the virus, should not travel, attend work or visit yards/venues.</li> <li>➔ All lessons/clinics must take place in an open outdoor facility.</li> <li>➔ Maintain social distancing, with a minimum of two metres apart, at all times.</li> <li>➔ Client to bring horse tacked up and mounted to the training arena, ready to work in.</li> <li>➔ If the client usually wears an earpiece, it is advisable that this is not used currently.</li> <li>➔ All bookings/payments should be taken in advance, using online methods.</li> </ul>
<b>Reduce</b>	<ul style="list-style-type: none"> <li>➔ The trainer/coach should maintain social distancing at all times throughout the session, keeping to a minimum distance of two metres apart.</li> <li>➔ When social distancing cannot be adhered to, the coach/trainer should take additional measures to provide protection; i.e. mask and gloves to be worn.</li> <li>➔ Feedback can be recorded and emailed to the client after the lesson, if required, should this not be clear during/after the lesson.</li> </ul>
<b>Isolate</b>	<ul style="list-style-type: none"> <li>➔ Ensure visits to yards/venues are not at the same time as other service providers (such as feed merchants/farriers/vets), if at all possible.</li> <li>➔ Limit the number of sessions to a sensible amount to ensure that there is very minimal crossover between horses and riders as they arrive and depart.</li> <li>➔ Only the horse and rider should attend the individual clinic/lesson/arena hire, with other member of the same household permitted to attend, at a safe distance.</li> <li>➔ Where possible, one member from the rider's household should be encouraged to accompany them to complete safety checks, assist from the ground and provide first aid in case of emergency – provided that social distancing is adhered to at all times.</li> </ul>
<b>Control</b>	<ul style="list-style-type: none"> <li>➔ If circumstances mean that social distancing is not possible, PPE should be used, although it is strongly recommended that any contact is limited.</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>➔ Recommended to carry and use PPE as appropriate, if required for any reason, supplied by the individual for their own use only.</li> <li>➔ Single use PPE should be disposed of appropriately and not reused.</li> <li>➔ It is recommended that the coach/trainer/venue/first aider carry surgical gloves and a face mask on their person at all times, in the case of the need to administer first aid, should a family member not be available to do so.</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>➔ Measures to minimise the risk of the spread of infection must be observed by everyone. We are all responsible for our own actions in the fight against Covid-19.</li> <li>➔ Infection is spread through droplets of nasal discharge, coughing and on contact with any surfaces, so all participants should be vigilant and mindful of this at all times.</li> <li>➔ It is important that all participants are open and honest, follow the guidelines and take a collaborative approach in the fight against this virus. Any issues must be openly discussed and addressed appropriately.</li> </ul>

## 7 – Bookings and payments

- All bookings should be taken in advance online or by phone.
- Payments should be made online electronically, such as using BACS, PayPal or by pre-paid bank transfer. Handling of cash should be avoided to minimise risk of contamination.

## 8 – First aid and emergency service response

The primary responsibility of first aid is to preserve life. If you are required to do so, first aid should be administered until the emergency services attend.

- Should first aid be required, it would be preferable that this is administered by a member from the same household, under guidance from the coach/trainer/venue to maintain social distancing.
- If for any reason the coach/trainer/venue is required to administer the first aid, PPE should be worn in order to protect themselves where possible.
- Consideration should be given to the fact there may be potential delays in emergency responses due to the current climate.