**British Dressage Organiser/Venue Risk Assessment Template – COVID-19**

**To be used in conjunction with current government guidance and usual risk assessment protocol**

|  |  |  |
| --- | --- | --- |
| **Date** | **Individual Completing Risk Assessment** | **Comments** |
|  |  |  |

**Risks Identified:**

* Infection through lack of social distancing (minimum of two metres)
* Infection through inhalation of droplets from infected individuals
* Infection through the touching of a surface, object or hand of an infected person that has been contaminated with respiratory secretions
* Vulnerable or ‘at risk’ individuals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment for judges providing test riding during Covid-19 outbreak** *This risk assessment should be used in addition to and in conjunction with usual risk assessment protocols and not in isolation.* | | | | |
| **Observations, hazards and consequences** | **Affected persons** | **Control measures – used to mitigate risk Immediate and long term** | **Mitigation score COMPLETED (2)  IN PROGRESS (1)  NOT IN PLACE (0)** | **Comments** |
| **Environment** | Staff, members, and visitors to venue | * Risk of contracting the virus from contact with surfaces or droplets in confined areas/sneezing/droplets in saliva/nasal discharge – always maintain social distancing whilst on the yard and avoid contact with surfaces. * Test riding/lessons/arena hire to take place in an outdoor arena/space. Please note that only outdoor activity is currently permitted. * Handling of paper test sheets should be kept to a minimum and where possible feedback should be provided electronically (such as via email). * Hand washing protocol to be followed upon arrival and departure at the venue. Where necessary disinfecting procedures may need to be followed on departure. * Always provide disposable gloves and a face mask for staff in case of emergency (i.e. providing first aid where a family member is not present to assist the injured party). * Venue to be prepared for the lesson/clinic at a quiet time or on a day where the venue traffic is minimal and no other service providers (i.e. vets/farriers/feed merchants) are in the vicinity, where possible. |  |  |
| **Arena hire** | Staff, members, and visitors to venue | * Horse and riders to be prepared for the lesson and in the arena awaiting the arrival of the judge/trainer. * Judge/trainer to avoid entering areas of the yard other than the arena where possible. * Feedback at the end of the test / lesson can be given in writing and submitted to the client digitally (i.e. by text or email). * It may be necessary for a member of the rider’s household to assist with mounting and to complete safety checks for the judge/trainer to see, whilst maintaining social distancing. Otherwise the rider should complete these themselves, where possible. * If first aid is necessary, this should be administered until the emergency services attend. * If a member of the injured party’s household is present, they should administer the first aid under the guidance of the suitably qualified professional, whilst the judge maintains social distancing. * Activity should remain within the client’s capabilities and not present unnecessary risk of injury. * Sharing of equipment should be avoided and all equipment should be cleaned sufficiently between uses, using standard cleaning products |  |  |
| **Payment** | Staff, members, and visitors to venue | * Payments, entries and bookings to be taken by electronic means, such as BACS, PayPal or pre-paid bank transfer. Handling of cash to be avoided to minimise risk. |  |  |
| **Eating/drinking** | Staff, members, and visitors to venue | * Client/judge/trainer to supply their own food and drink for the whole day, where possible. * It is advisable for the visitors to supply own drinks bottle/flask/container if necessary, to refill or accept drinks whilst on the yard during the day. * If other food/drink is accepted, use disposable items where possible. |  |  |
| **Toilets/hand washing facilities** | Staff, members, and visitors to venue | * The venue should provide toilet and hand washing facilities for the visitors, should they be required whilst on site, and cleaned thoroughly following use. * A cleaning record should be visible in the facilities, detailing all areas which should be cleaned. * Hand washing should be completed in accordance with government guidelines. * Where soap and water are not available, hand sanitisers (of at least 60% alcohol content) should be provided/carried. * At the point of arranging lessons/clinics, the yard must be made aware of intentions to comply with government guidelines and changes to procedures whilst on site. Both parties should agree this new procedure. |  |  |
| **Communication** | Staff, members, and visitors to venue | * Communication (posters/signage etc.) should be clearly displayed to detail the danger of Covid-19 and the relevant guidance e.g. symptoms, social distancing measures, health and hygiene requirements etc. |  |  |
| **Infection** | Staff, members, and visitors to your venue | * If the judge, client, staff member or a member of either household is feeling unwell and has any of the following symptoms, or feel they may have contracted Covid-19, the test riding/hire session must be cancelled/postponed for a minimum of 14 days. * Symptoms include, but are not limited to: - Tiredness - Fever - Dry cough - Aches - Pains - Nasal congestion - Runny nose - Sore throat - Diarrhoea |  |  |

**Summary**

This is not an exhaustive list and we highly recommend that you complete a full risk assessment for your venue. This resource provides guidance and does not constitute formal professional advice. This information in this resource is based on advice provided by the Health and Safety Executive, but British Dressage recommends venues/organisers seek relevant expert advice in this subject area when required. HSE Risk Assessment guidance can be found [here.](https://www.hse.gov.uk/pubns/indg163.htm)

Whilst we must all ensure that we comply with the government’s guidelines in order to fight Covid-19 and safeguard the health services, we must also attend to the welfare of animals and the needs of riders. Every effort should be made to minimise risk and this risk assessment should provide evidence of a considered, practical approach to returning to provide training and lessons for horses and riders in a safe manner.

Similarly, we are aware that emergency services are under great pressure at this current time and therefore riding activity should be contained within the limits of what is comfortable and safe to do.

**Main Points:**

* All activity must be conducted outdoors, and social distancing guidelines must always be adhered to.
* Yard/venue must have a limited amount of traffic and service providers on site at any one time.
* Longer time should be allocated to the planning of each session, allowing for the departure of one rider and arrival of the next to avoid contact
* Allow sufficient additional time between sessions for handwashing and cleaning procedures where necessary.
* Clients should be given enough time on arrival and departure to prevent overlapping of sessions and contact with other groups.
* Where possible, consideration should be paid to the interaction of multiple clients attending the venue at the same time.
* Clients having sessions around the same time should not have horses stabled next to each other, to allow for social distancing.
* Due consideration should be paid to parking arrangements, as well as the loading/unloading of horses to maintain social distancing and avoid unnecessary contact.
* Where practicable it may be advised that riders attend with another member of their household who is able to complete safety checks, assist from the ground and provide emergency first aid (should this be necessary), in order to maintain social distancing. No other person(s) should be in attendance.
* All payments should be made electronically prior to attending the venue, to avoid any unnecessary delay to departure at the end of the session.
* Any visitor who displays any symptoms or suspects they may have contracted Covid-19 must inform the venue immediately.
* Clients should only travel short distances to their closest venue and should travel on their own, or with a member of their own household.
* Clients should avoid making any unnecessary stops on route, other than for fuel if required.
* Clients should only be permitted access to the riding areas and car/lorry parking, minimising contact to all other areas.
* Clients should ensure that designated arrival and departure times are adhered to and they do not come into contact with any other visitors on site.
* Toilet and handwashing facilities to be provided at venues for clients, in accordance with recommended hygiene measures, and cleaned fully after every use.