**British Dressage Coach/Trainer Risk Assessment Template - COVID-19**

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

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| **Date** | **Individual completing risk assessment** | **Comments** |
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**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

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| **Risk Assessment for coaches/trainers 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 riskImmediate and long term** | **Mitigation score COMPLETED (2) IN PROGRESS (1) NOT IN PLACE (0)** | **Comments** |
| **Travel**  | Trainer/coach | * Limit/minimise the volume of clients visited in one day to allow sufficient time for comfort breaks, hand washing and cleaning practices etc.
* Plan journeys and limit visits to known or previously visited yards or facilities. Any new yards to be subject to separate risk assessments. Take into account the ability for social distancing to be adhered to at all times.
* Travel alone in the vehicle, or only with a member of the same household and avoid public transport wherever possible.
* Minimise the number of times refuelling where possible and use the same service station most local to home. Ensure gloves are worn at services, use wipes/spray on areas touched on outside of the vehicle and dispose of all items appropriately after use.
* Record a log of all areas visited including clients, service stations, food purchased away from home etc. This may be useful in case of tracing and tracking to manage the virus.
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| **Environment** | Trainer/coach | * Risk of contracting the virus from contact with surfaces or droplets in confined areas/sneezing/droplets in saliva/nasal discharge – maintain social distancing at all times whilst on the yard and avoid contact with surfaces.
* Clinic/lesson to take place in an outdoor arena/space. Please note that only outdoor activity is currently permitted.
* Avoid the use of earpieces and headsets for training.
* Hand washing protocol to be followed upon arrival and departure at the venue. Where necessary disinfecting procedures may need to be followed on departure.
* Carry disposable gloves and a face mask for personal use at all time in case of emergency (i.e. providing first aid where a family member is not present to assist the injured party).
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| **Clinic/Lessons** | Trainer/coach/ clients | * Yard to be prepared for the lesson/clinic at a quiet time or on a day where the yard traffic is minimal and no other service providers (i.e. vets/farriers/feed merchants) are in the vicinity, where possible.
* Horse and riders to be prepared for the lesson and in the arena awaiting the coach’s arrival. Coach to avoid entering areas of the yard other than the arena, where possible.
* Feedback at the end of the lesson can be given in writing and submitted to the client digitally if required (i.e. by text or email) and / or feedback isn’t clear due to social distancing.
* It may be necessary for a member of the client’s household to assist with mounting and to complete safety checks for the coach to see, whilst maintaining social distancing. Otherwise the client 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 coach whilst the coach 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.
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| **Payment** | Trainer/coach | * Payments 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 of contamination.

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| **Eating/drinking** | Trainer/coach | * Coach/trainer to supply their own food and drink for the whole day wherever possible.
* It is advisable for the coach/trainer to supply their 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.
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| **Toilets/hand washing facilities** | Trainer/coach | * The client should provide toilet and hand washing facilities for the trainer/coach, should they be required whilst on site. Where possible these facilities should be designated for the coach’s use and/or 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 is not available, hand sanitisers (of at least 60% alcohol content) should be provided/carried.
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| **Procedure and communication** | Client/yard | * 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 (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.
* Procedures should include:- Observing social distancing at all times- What additional measures the lessons/clinics are taking, i.e. limits to the numbers of clients, gaps between lessons/clinics, no passing of arrival/departures, parking arrangements, time slots for arrivals and departures and toilet/handwashing facilities.- No entry to areas of the yard other than the arena/riding area.- Clients only to be accompanied by member(s) of the same household.- Any additional measures expected to be supplied at the yard, including handwashing facilities and/or hand sanitisers. Facilities should be regularly and thoroughly cleaned.- Yard traffic to be restricted and not to be busy with staff/other providers.- Outdoor arena or riding area to be used wherever possible and safe to do so.
* Where clients are required to travel horses to the venue, they should only do so alone or with members of the same household.
* Where clients are attending a venue, the timings for lessons should be sufficiently spaced to ensure that that no two groups mix at any time. If internal and external clients have lessons, the internal client should be scheduled first.
* Parking area should be designated for clients attending a venue, ensuring that no contact is made and they not access any yard facilities, other than the riding areas.
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| **Infection** | Client to trainer/coach | * If the coach/trainer, client 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 lesson/clinic 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
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**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:**

* PPE to be carried and used by coaches and clients as appropriate and necessary.
* All activity must be conducted outdoors and social distancing guidelines must be adhered to at all times.
* Yard/training venue must have a limited amount of traffic and service providers on site at any one time.
* Toilet and handwashing facilities to be provided and designated for the use of the coach/trainer and/or cleaned down fully after every use.
* Longer time should be allocated to the planning of each lesson, allowing for the departure of a client and arrival of the next to avoid contact
* Allow sufficient additional time between lessons for handwashing and cleaning procedures where necessary.
* Where possible, consideration should be paid to the interaction of multiple clients on one yard. Clients having lessons around the same time should not have horses stabled next to each other, to allow for social distancing on the yard.
* Where practicable it may be advised that clients 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), whilst the coach/trainer maintains social distancing. No other person(s) should be in attendance.
* Trainer/coach to travel alone or with member(s) of their household only, travelling the shortest distance possible and making no unnecessary stops on route.
* Trainer/coach to maintain a log of all places visited, including yards, venues, service stations and other stops, to allow for tracking and tracing should it be required.
* Trainer/coach to provide their own food/drink and supplies required for the day and/or their own receptacles for any drinks provided.
* Trainer/coach to carry their own PPE (surgical gloves/face mask) in case of emergency and replace these items once used.
* Trainer/coach and clients not to use earpieces or headsets for training.
* Clients should be given enough time on arrival and departure to prevent overlapping of sessions and contact with other groups.
* Due consideration paid to parking arrangements, as well as the loading and unloading of horses to maintain social distancing and avoid contact with others.
* All payments should be made electronically prior to the clinic/lesson to avoid any unnecessary delay to departure at the end of the session.
* Any coach, trainer or client who displays any symptoms or suspects they may have contracted Covid-19 must inform the trainer/coach/client immediately.
* Any coach/trainer/client who resides with somebody who is showing symptoms or suspects they may have contracted Covid-19 must inform the trainer/coach/client immediately.
* Clients should only travel short distances for lessons/clinics 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.
* In situations where there are both external and internal clients, the internal clients’ lessons should all be scheduled first to reduce the risk of the two groups being exposed to one another.
* External clients should only be permitted access to the riding areas and car/lorry parking, minimising contact to all other areas.
* Clients visiting venues should ensure that designated arrival and departure times are adhered to and they do not come into contact with any other clients.
* Toilet and handwashing facilities to be provided at venues for clients, in accordance with recommended hygiene measures, and cleaned fully after every use.