**British Dressage Organiser/Venue Competition 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 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 riskImmediate 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 and avoid unnecessary contact with common touchpoints and surfaces.
* Number of people on site at any one time and groupings of individuals must be restricted in accordance with government guidelines.
* Warm up, competition and warm down to take place in an outdoor arena/space. Please note that only outdoor activity is currently permitted. Indoor facilities should be closed.
* Handling of paper test sheets should be kept to a minimum, in line with protocols.
* 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).
* Public health and hygiene signage must be clearly displayed throughout the venue.
* Clear signage displayed for emergency contacts (including COVID officer / vet / farrier)
* No spectators permitted. Indoor areas should be closed to the public, including viewing areas, galleries and verandas.
* Venue to be prepared for competition to be scheduled during a quieter period or time of day where traffic is minimal and no other service providers (i.e. vets/farriers/feed merchants) are on site, where possible.
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| **Competition (warm up, competition and cool down)** | Staff, members, and visitors to venue | * Horse and riders arrive, tack up, warm up, compete, warm down, untack and depart with minimal interaction.
* Competitors and officials should minimise face to face contact with venue staff and volunteers, using mobile phones to contact as necessary.
* Warm up area monitored at all times to ensure maximum numbers are not exceeded.
* Clear signage on requirements displayed prominently in appropriate locations.
* Competitors and officials to avoid entering areas of the venue, other than competition related areas, where possible.
* Minimise numbers on site, in accordance with restrictions: rider plus one additional person per horse. There may be an increased requirement for Para and U18 competitors.
* Minimal staffing levels operational in each area, wearing appropriate PPE.
* 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.
* Judges / officials fully briefed on format of competition, provision of facilities and procedures for their class.
* Judging process to be agreed ahead of the show with all involved.
* Minimise handling of test sheets – packs should be prepared the day before in a paper envelope, with the judge collecting before the class and returning only on completion.
* Minimise opportunity for groups to congregate – no score boards or prize givings.
* Organiser should provide a detailed map of the venue for visitors to plan their routes to the arena, toilets, etc.
* All activity should remain within an individual’s capabilities to minimise risk of injury.
* Sharing of equipment should be avoided and all equipment should be cleaned sufficiently between uses, using standard cleaning products.
* Organiser should keep a contact sheet to record all visitors during the course of the day.
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| **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.
* Prize money to be paid via BACS
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| **Eating/drinking** | Staff, members, and visitors to venue | * Any food outlets should operate on a take away basis, with appropriate social distancing measures in place; no more than two indoors at a time, screen and signage in place etc.)
* Competitors and officials should provide their own food and drink for the day, where possible. If food/drink is provided on site, use disposable items where possible.
* All food/drink should be consumed outdoors; indoor facilities must remain closed.
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| **Sanitisation and hygiene** | Staff, members, and visitors to venue | * The venue should provide toilet and hand washing facilities for visitors to use, should they be required whilst on site, and cleaned thoroughly after use.
* Cleaning record should be visible in facilities, detailing when all areas were last 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 competitions, the venue must confirm that they are able to comply with government guidelines and changes to protocols and procedures.
* All parties attending competitions should agree to adhere to procedures while on site.
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| **Communication** | Staff, members, and visitors to venue | * Communication (posters/signage etc.) should be clearly displayed to detail the relevant guidance relating to COVID-19 and measures put in place to manage social distancing public health and hygiene requirements.
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| **Infection** | Staff, members, and visitors to your venue | * If any competitor, official or staff member has displayed any of the following symptoms relating to COVID-19, they must not take part in any activity and should self-isolate for a minimum of 14 days.
* Contact tracking and tracing should be in place to inform others that may have been affected, with activity suspended if necessary
* 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 minimise the risk of spreading Covid-19, we must also attend to the welfare of animals and the needs of riders. Every effort should be made to minimise risk at your venue and this risk assessment should provide evidence of a considered, practical approach to returning to training and competition activity in a safe manner. All riding activity should be conducted within the limits of what is within an individual’s abilities and safe to do, without risking injury or harm to any participants.

**Main Points:**

* All activity must be conducted outdoors and social distancing restrictions must be adhered to at all times.
* Venue must limit the amount of traffic and people on site, including suppliers and service providers, at any one time.
* Three additional minutes should be allocated at the end of each test, to allow extra time for riders to enter/exit the arena and avoid contact (see revised test times)
* Allow sufficient additional time between sessions for handwashing and cleaning procedures where necessary.
* Where possible, consideration should be paid to the interaction of multiple visitors 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.
* Visitors should only travel short distances to their closest venue and should travel on their own, or with a member of their own household.
* Visitors should avoid making any unnecessary stops on route, other than for fuel if required.
* Visitors should only be permitted access to the riding areas and car/lorry parking, minimising contact to all other areas.
* Toilet and handwashing facilities to be provided at venues for clients, in accordance with recommended hygiene measures, and cleaned fully after every use.