

## Covid-19 Additional Risk assessments / actions

### Note:

- BRC will ensure it monitors and implements the everchanging Covid-19 government advice. It will follow guidance from the BHS.
- When directed BRC will close to the general public but ensure sufficient staff are available for horse welfare & exercise and facility management

Area	New risks	To whom?	Risk Mitigation	Status		
Office	Overcrowding in the office	Clients and Staff	Limiting the number of clients present in office including staff to 6 (or less if so directed) Also creating a one-way system to control the footfall. Limiting chairs in the office (6) / none around desk New clients – email client registration at time of booking Implement on line booking system to minimise contact (EcPro) Masks to be used in office	Implemented Signage on doors Implemented. Signage in place.  Implemented  Implemented  Implemented 2021  Communicated and signage in place		
	Contamination from handling cash	Clients and staff	Encourage payment by card/ online Sanitise card machine between use.  Alternative to cash for vending machines	Card machine / EC Pro in use Supply of sanitiser wipes (Dettol)  Machines converted to take cards/ phone payment		
	Staff crowding office during Breaks	Staff	Breaks to be taken in Groomery SD to be respected Briefings & signage	Implemented		

	Receptionist over exposed	Clients and Staff	Implement 2 m role around reception desk Remove chairs Place screen on one side	Implemented Implemented Perspex screen on desk Supply of Perspex face masks given to each receptionist		
	Contamination from Refreshments		Disposable cups for clients. Staff own mugs	Implemented and expanded to water machine as well as tea etc		
<b>Clients general</b>	Clients (client family) have symptoms of Covid 19	Clients & Staff	All clients to be asked at time of booking either in person, or via a prompt on EcPro not to book if they or someone in their household is displaying symptoms of Covid-19.	Implemented		
	Client not knowing about Covid-19 procedures	Clients	Procedures to be communicated in multiple formats: Before arrival: - On website/ Face book - Email briefing when booking by EcPro  - Verbal briefing -booking by phone/in person On Arrival: - New notice board in car park before entry - appropriate signage	Implemented Implemented as a note before booking can commence Implemented  Implemented Implemented		
	Excessive numbers	Clients & staff	Only one non-riding visitor per client To leave once lesson has finished			
	Lack of clarity on use of PPE	clients	Clients to wear gloves throughout their visit – both when riding and before/ after.	In briefing		

			<p>Disposable gloves to be supplied</p> <p>Wearing of masks optional, client to supply (except in office where mandatory)</p> <p>Clients ideally to use own hats. If yard hats used, disposable hair nets to be used and hat to be disinfected before and after usage</p>	<p>Additional supplies purchased, available at reception implmented</p> <p>Disposable hair nets &amp; Dettol disinfectant spray available in hat cupboard</p>		
<b>Lessons offered</b>	Consistency with government advice on what can be done and SD		<p>Lessons to be given: private – assessment, 30 min, 45 min, lead rein, stable management groups – up to 5 in a group plus instructor (per government instructions)</p>	Communicated to all clients when booking, either in person or online on EcPro		
<b>Effective implementation of SD</b>	SD not implemented in practice	Clients & Staff	<p>Revised procedures at arrival and at end of lesson (see below). Lessons staggered so a minimum of 15 minutes between lessons Full use of all arenas and cross country fields to ensure SD New signage at entry and key points in yard</p>	<p>Booking system adjusted</p> <p>implemented</p>		
<b>Arrivals</b>	Early arrivers clog up yard/ office	clients	Wait in car until 5 minutes before lesson – not in office	In briefing		
	Clients do not know where to go	Clients	<p>New notice board installed car park side Daily lesson sheet showing name, horse, time, and arena lesson to be held Copy of new procedures</p>	<p>Implemented Modified daily sheet with arena to be used included implemented</p>		
	Clients incorrectly go to	Clients & staff	Clients are to be divided in to restricted and non-restricted.	To be indicated on daily sheet		

	stable to receive horse		Those non-restricted can tack up & collect their horses & take them to the arena indicated. Restricted clients go to the arena, their horse will be collected for them and brought out by a member of staff.	Tack will be left outside the stable  In stable procedures		
<b>Lessons - procedure</b>	All lessons	Clients & staff	Always maintain SD Instructors are advised to instruct from a distance. To verbally advise the rider of adjustment of tack etc	Staff briefed		
	Group Lessons		Group Lessons- maximum 5 in a group plus instructor per government instructions	Staff / clients briefed		
	Assessment		Client registration form delivered electronically Strict adherence to 2 m rule, with guardian support in case of children	Implemented  Staff briefed signage		
	Lead rein lessons		Instructors are asked to observe SD.			
	Stable Management lessons		Instructors implement from distance e.g. observe from outside the stable. Strictly follow SD if a need to enter the stable	Staff briefed		
	Private lessons		No additional remarks			
	Jumping		Jumping will not begin straight away. Clients should work on flat to begin to bring self-back to fitness. Instructors to make judgement on the lesson depending on the ability of the rider.	Staff briefed  Staff briefed		
<b>Lessons - afterwards</b>	Risk of breaking social distancing		All clients asked to take horse back to its stable.	New procedures		

	rules after a lesson		<p>Authorised clients can untack horse and replace tack</p> <p>Restricted clients not to enter the tack room, to leave tack on horse</p> <p>All clients to make <b>next booking</b> online, in person after the lesson or by phone.</p> <p>Client to leave after lesson</p>			
<b>Yard</b>	Risk that inexperienced riders will need help getting horse ready, so will break SD. Risk that the virus could be left on tack	Clients & staff	<p>Staff are asked to tack up all restricted riders' horses.</p> <p>Tack to be sanitised both before and after use, with saddle soap and water and allowed to dry.</p> <p>Cleaning solution available and ready throughout the day to clean tack.</p>	briefed		
	Risk that the virus could be left on door handles/ frequently touched surfaces	Clients & staff	Handles and stable doors will be cleaned throughout the day with antibacterial spray. This should be available for both clients and staff.	briefed		
	No need for access		The barn is just for livery clients- No other clients should enter the barn.	New procedures signage		
<b>First Aid</b>	Risks associated with Covid-19 require changed first Aid practice	Clients & staff	<p>All staff first aiders to give agreement to acting as first aiders in current environment.</p> <p>Follow HSC / BHS advice</p> <p>First Aid bag containing first aid items and PPE</p>	<p>Implemented</p> <p>No mouth to mouth, Cover client mouth Wear PPE – mask, visor, gloves, apron Partial available, other items being sourced</p>		

<p><b>Lesson, content &amp; location</b></p>	<p>Unfit &amp; anxious riders. Fresh horses, out of work Need to SD Demanding parents</p>	<p>All clients: Special needs, autistic, deaf, mature, physical disabilities, mental needs, shielded clients &amp; family groups</p>	<p>Horses schooled by staff during lock down All when, on horses, must maintain a 3m safety bubble (as normal) Staff - BHS qualified &amp; know their client set Instructors to a) assess on day, b) match horse to need and pre-prepare if needed e.g. lunge &amp; c) use headset audio system if needed – disposable mic covers / sanitise after each use. Give additional breaks if needed, start simple and then build Resist pressure from parents to raise difficulty if beyond rider (current) capability Spaced out away from other lessons Nervous riders' lessons in play pen. Arena choice based on lesson content / ability Double check tack used, sanitise and fitted Only one guest with each rider</p>	<p>Implemented Staff / clients briefed</p>		
<p><b>Assessment lesson / first ride</b></p>	<p>New clients, unknown &amp; probably limited equestrian knowledge</p>	<p>New clients</p>	<p>Complete registration form, ideally before arrival Instructor to read, discuss with client and adjust chosen horse if necessary Start on lead rein, check ability to mount &amp; verbal knowledge Assess balance, co-ordination, fitness – mental &amp; physical on lead rein On lunge check - seat, aids, trot, stop &amp; start Only then come off lunge line, and progress</p>	<p>Available website or by email Instructors briefed Standard operating procedure Standard operating procedure Standard operating procedure</p>		

