**UNICORN CENTRE RISK ASSESSMENT AND PROCEDURES COVID-19**, **updated 30 th July 2020**

The Unicorn Centre’s general site and session/activity risk assessments also refer, but this risk assessment relates specifically to COVID-19.

# Introduction

COVID-19 is an illness that can affect the lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Public health activity is aimed at reducing the spread of coronavirus, which causes COVID-19 infection. The two main methods of preventing the spread of infection are hygiene measures and social distancing.To date, work at the Unicorn Centre site has been taking place on the basis of essential work only, primarily to maintain the health and welfare of the horses and ponies, to deliver the Diploma programmes remotely and carry out any necessary supporting admin functions. All activity on site stopped from 19 March 2020, a number of staff were furloughed from 1 April 2020 and some staff have worked periods from home where practicably possible. Following the Government announcement of 10May 2020 it was recognised that a return to work and the re-starting of some activities may be possible, provided this happens in a controlled and safe manner. The hygiene measures and social distancing adopted to date will continue into the future and will remain the basis of the measures to deal with reducing the risk of infection. Although the Centre has been promoting and practicing such measures since lockdown this risk assessment is being updated to reflect recent advice. It is being published now because the Centre recognises that as more staff, and in future visitors, return to site, measures need to be clearly understood and communicated to all persons attending to help promote a safe environment and a culture that will reduce risks wherever possible. This risk assessment will continue to be updated in line with changing Government and governing body advice.The structure of this risk assessment is as follows:what is COVID-19, how the virus is spread, symptoms and your response, risk assessment review and risk assessment.

# What is COVID-19

COVID-19 is an illness that can affect the lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems such as cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness. The best way to prevent and slow down transmission is being well informed about the COVID-19 virus and how it spreads. You can protect yourself and others from infection by washing your hands or using an alcohol based rub frequently, not touching your face and practicing social distancing <https://www.gov.uk/coronavirus>

**How the virus is spread**

It is important to understand how this virus is transmitted as this is vital in understanding what control measures need to be put in place to control the risks to everyone who attends the Unicorn Centre site. The World Health Organisation has identified that COVID-19 is not an airborne virus, unless in a crowded environment. According to current evidence, COVID-19 virus is primarily transmitted between people through respiratory droplets and contact routes including touch points. This means the droplets are of a weight that they will fall to the ground or hard surface within 1 metre, hence the 2 metre social distancing rule. They can also remain on surfaces for some time depending on the type of material. The COVID-19 virus therefore primarily spreads through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that everyone practices good respiratory hygiene e.g. by coughing into a flexed elbow or covering their mouth and nose with a tissue (not hands), which should be thrown away immediately into to a lidded bin. It is vitally important too that everyone washes their hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing their nose, or after being in public areas where other people are doing so. Hand sanitiser can be used (preferably with an alcohol content of over 60%) if soap and water is not available. At this time, there are no specific vaccines or treatments for COVID-19.

**Symptoms and your response**

Since lockdown started the Centre has provided updates to the retained staff team on what they should do if concerned they may have COVID-19 based upon Government guidance. A summary of this information is set out below, but as this area is changing please ensure you follow the most recent Government guidance and communications at the time of developing any potential symptoms. <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>The most common symptoms of coronavirus (COVID-19) are: recent onset of a new continuous cough, a high temperature (above 37.5 C), loss or change to your sense of smell or taste. If you have these symptoms, however mild, stay at home and self-isolate and do not leave your house or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate. You mustget a test to check if you have coronavirus as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms too. For a medical emergency dial 999. In all cases the Centre’s usual sickness absence notification procedure applies; you should contact the Duty Manager by telephone before your expected start time to confirm your absence and the reason for it. If anyone develops symptoms whilst at the Centre they should immediately follow the procedure for this and inform the Duty Manager, who will send the person directly home (their emergency contact will be advised in the case of being unable to travel alone). Those unable to travel alone will have to wait in an isolated room/area outside, away from anyone else until they are collected by a member of their household.

As autumn approaches illnesses such as a common cold/cough could be confused with the coronavirus. It is therefore important that all staff take responsibility and inform the Duty Manager of any days they need to be away from site for sickness purposes whether directly linked to the virus or not; the usual sickness notification procedure applies.

# Risk assessment review

Reviewing this Covid-19 risk assessment will be a frequent task for some activities going forward. The types of trigger for a review will include: each time the Government guidance on Coronavirus and working practices change; if there is a second peak, or local outbreak of coronavirus; if a significant portion of staff are off sick, disrupting normal operational staffing levels; and/or when the Centre re-starts any RDA or other activities involving persons attending site, or every two weeks in the absence of any triggers. The assessment below covers the key risks and outlines mitigating actions in response to COVID-19. All staff should consider how the required controls will impact upon day to day working and any existing risk assessments already in place. These may in turn alter how an activity is conducted under current circumstances or potentially stopped altogether if it increases risk but is deemed not essential. If you have any concerns about the measures in place, please speak to the Centre Manager.

# Risk Assessment

The Unicorn Centre’s approach is based upon Government guidelines to be COVID-19 secure <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> The following risk assessment is therefore based on the key principles of hygiene measures and social distancingto support the Centre’s response to health and safety in the workplace following COVID-19. Where staff are practicably able to work from home they should do so. For the purposes of this risk assessment the following activities are currently not being undertaken and therefore do not currently feature in the template below: RDA activities, competitions (except BD dressage for which we have completed its own risk assessment) and site is not open to the general public. When these activities are close to recommencing the risk assessment will be updated accordingly or additional specific assessments will be undertaken. As the assessment is purely associated with the COVID-19 spread and transmission as a hazard, the usual column which would identify hazards within the risk assessment template has been removed. Likewise the usual column identifying who might be harmed and how has also been removed as throughout this gives consideration to the following groups who may transmit virus to others, primarily by droplet transmission of virus due to coughing, sneezing etc but also by touching contaminated surfaces: Staff, Trustees, Coaches, Learners, Volunteers, Supported Volunteers, Participants and their parents/carers, competitors, contractors, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions), delivery drivers and any other visitors to site. The pre-control risk rating associated with the spread of COVID-19 has been assessed as ‘High’ throughout the risk assessment and so these columns have also been removed. This is based upon a severity rating of ‘Major’ and a likelihood rating of ‘Occasional’ (matrices below refer). Text is colour coded to indicate control ‘in place’ (green) or ‘not yet in place’ (amber).

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| --- | --- | --- | --- | --- |
| Likelihood (L) | Frequent | Medium | High | Severe |
| Occasional | Low | Medium | High |
| Remote | Insignificant | Low | Medium |
|  |  | Minor (Mi) | Serious (S) | Major (Ma) |
|  |  | Severity (S) | | |

|  |  |
| --- | --- |
| **DEFINITIONS OF RISK RATINGS** | |
| Insignificant | So low that further reduction of risk need not be considered. |
| Low | Considered tolerable. No additional controls are required, but risk should still be reduced to the lowest level that is reasonably practicable. |
| Medium | Efforts should be made to reduce the risk, until the resources involved in implementing and maintaining any further control measures are grossly disproportionate to the benefits in any further risk reduction. |
| High | Must be improved through risk reduction measures. Work must not be started until the risk has been reduced to an acceptable level. Considerable resources may need to be allocated to reduce the risk. Where the risk involves 'work in progress', urgent action must be taken. Controls that are solely reliant on manual action are not acceptable. |
| Severe | Cannot be tolerated under any circumstances. Work must not be started or continued until the risk has been reduced to an acceptable level. If the risk cannot be reduced, the work is prohibited. |

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| **Risk Assessment ID: COVID-19** | **Venue: Unicorn Centre** |
| **Completed by: Claire Pitt, Centre Manager** | **Venue Address: Unicorn Centre, Stainton Way, Hemlington, Middlesbrough, TS8 9LX** |
| **Date of issue:**  **4 July 2020** | **Reviewed / Approved by: *Jackie Rubin, Chair of Trustees – tbc as approved*** |
| **Nobody is expected to carry out any tasks that they are not trained for, or that they cannot carry out safely. If anyone has any concerns or suggestions related to the content of this Risk Assessment please report these to the Centre Manager immediately.** | |

| **Activity** | **Current control measures or safeguards in place**  **Identified measures to eliminate, contain, reduce or control hazard**  **Note : Severity unlikely to reduce post control** | **Residual Risk of Harm**  **(Risk Rating)** | | | **Observations and recommendations to improve safety and manage this risk** | **Person/s Responsible for Control** |
| --- | --- | --- | --- | --- | --- | --- |
| **S** | **L** | **Risk** |
| **PRIORITY ACTIVITY 1 - SOCIAL**  **DISTANCING**  Coronavirus is transmitted in droplets which fall to the ground within 1 metre, therefore maintaining a distance of 2 metres apart will significantly reduce or eliminate becoming infected through this  transmission route. This control needs to be implemented stringently in order to be effective, together with good hygiene practices noted below in priority activity 2 | Social distancing applied at all times. It is recognised that with the work the Centre undertakes there may be certain activities where this is not possible. Any activity where a 2 metre distance cannot be maintained will require adherence to a further risk assessment which has been compiled for such activities. Firstly it must be determined why the task needs to continue and whether the task can be abandoned or postponed. If the activity is to continue the further risk assessment will highlight the control measures allowing the activity to continue but be carried out in a manner so as to minimise risk as much as is practicably possible, for example, mitigations such as undertaking it outdoors and/or with people not facing one another or by using PPE (masks and eye protection/visors). A safe system of work is to be produced and agreement sought from Trustees for approval of any such activity.  Easily read and understood signage installed to remind everyone attending the Centre to observe minimum distance of 2 metres.  Any bulletins and updates to remind of social distancing policy.  All persons attending the Centre informed that social distancing is the key measure within the Centre and to remind all retained staff to ensure this is followed.  Social Distancing floor stickers to be installed as visual reminder.  Maximum room occupancy signage installed and observed by all.  All returning staff to complete RDA consent forms thereby agreeing to follow social distancing rules whilst on site wherever possible. | Ma | R | Med. | All returning trustees, volunteers and participants to complete RDA consents prior to returning, thereby agreeing to follow social distancing rules whilst on site wherever possible.  Volunteer and participant induction videos prepared to include social distancing reminders.  All persons attending site reminded that any wilful disregard of social distancing rules will result in them being requested to leave site immediately. | Centre manager, duty managers and all staff.  Also volunteers . |
| **PRIORITY ACTIVITY 2 – HYGIENE**  **MEASURES**    Everyone to be reminded on a regular basis to wash their hands for 20 seconds with soap and water and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – follow NHS ‘Catch it, Bin it, Kill it’ advice and to avoid touching face, eyes, nose or mouth with unclean hands. | All persons attending to wash hands on arrival at site and regularly throughout the day using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.  Posters to remind of need to wash hands and technique.  Reminders to avoid touching face/eyes/nose/mouth with unwashed hands and cover coughs or sneezes with a tissue then throw it in the bin and wash hands. These bins will be emptied regularly.  Hand sanitising facilities provided at entrance/exit to Centre and at strategic points around Centre.  Staff member (or volunteer) to be identified for each day to regularly clean the hand washing facilities and check soap and sanitiser levels and complete the cleaning checklist. Duty Manager responsible for ensuring cleaning checklist is completed , signed and filed.  Remove activities which may encourage transfer of COVID-19, for example this will include signing in requirements by visitors where multiple persons would use the same pen/equipment.    Duty staff will be responsible for completing the visitor contact log instead of the normal signing in procedure  Duty Manager to be responsible during this period for any “sweep” during fire evacuations.  All returning staff to complete RDA consent forms thereby agreeing to follow the specified hygiene rules whilst on site wherever possible.  Update stocklist of PPE, sanitising and disinfectant materials as received and required. Staff to update log of the above used and admin staff to update spreadsheet accordingly. | Ma | R | Med. | All returning trustees, volunteers, students and participants to complete RDA consents prior to returning, thereby agreeing to follow the specified hygiene rules whilst on site wherever possible.  Hazard data sheets requested for all new donated sanitising products and COSHH risk assessment to be updated accordingly. All sanitizer bottles to be labelled with the contents  Consider extra hand wash station in reception area.  Purchase/request donations of extra supplies of soap, hand sanitiser, disinfectant and paper towels. Provide suitable and sufficient pedal bins for hand towels with regular removal (at least daily) and disposal by identified staff member (or volunteer).  Three replacement pedal bins to be put into use.  Five further paper towel dispensers to be installed as alternative to hand driers. | Centre manager, duty managers and all duty staff.  Also volunteers |
| **All persons attending the site** | Named duty staff will be responsible for completing the visitor / staff contact log. All persons will have a health checks recorded and temperature to be taken for all persons attending the site and to verbally confirm they are symptom free and from a symptom free household | Ma | R | Med | Training required for duty staff to use contact free temperature gun | Centre manager , duty managers and all staff and volunteers |
| **GENERAL – WEARING OF PPE**    PPE requirements for day to day work have already been identified through other risk assessments. The requirement to wear usual PPE for daily activities remains in place.    The Centre’s stance on PPE for the prevention of the spread of COVID-19 is not to utilise PPE unless an identified activity specifically requires it or a person requests it. | Priority is to use social distancing and hygiene measures to prevent the spread and risk of COVID-19. Studies have shown that using facemasks and/or disposable gloves create false sense of reassurance and do not offer additional protection beyond that offered by the above measures.  Staff therefore to be reminded that wearing of facemasks/visors or gloves is not a substitute for good hand washing or social distancing. Poor, ill-fitting or incorrectly used PPE potentially increases the risk.  Stock of PPE, including disposable gloves, face masks and visors available if required and requested.  Staff to use own riding hat and riding gloves and not the Centre’s riding hats if possible. If a hat needs to be shared then a hat liner must be used and the strap disinfected . | Ma | R | Med. | Review the use of PPE based upon Government based advice should wearing become compulsory/the Centre cannot maintain social distancing of 2 metres for some activities.    Should tasks be approved which cannot follow social distancing and/or hygiene measures the use of PPE to be considered as part of a specific risk assessment for that task. PPE then to be provided if required and guidance for its use also provided.  Hat liners to be made available . | Centre Manager duty managers, staff and all volunteers |
| **TRAVEL TO/FROM UNICORN CENTRE**  Travelling to and from work via public transport has the potential to increase exposure to people outside of the workplace. This needs to be limited where possible to reduce risks. | Advise to avoid public transport and only use if there is no choice, in which case wearing a face covering is mandatory (with certain exemptions).  Recommend travel alone in own transport if this is available. Car sharing only to be recommended if living in the same household or with those in support bubble.  Travel to Centre alone in own transport will reduce the risk to low. | Ma | R | Med. |  | All staff and persons travelling to the Centre to attend for planned activity |
| **USE OF VEHICLES FOR WORK**  **PURPOSES**    Unicorn Centre Landrover and Kubota tractor give rise to potential cross infection given different drivers. | Unicorn Centre vehicles (Landrover and Kubota tractor) should be occupied by only one person at a time. Where practical, vehicle allocated to one individual on a daily basis where feasible. Sanitiser/wipes provided to be used to clean all areas subject to touch before and after use. This includes handles, steering wheels, switches, keys and levers. Vehicle checks to be undertaken as usual.  Landrover use to be restricted wherever practicable and only for essential journeys.  Communal keys to be disinfected before and after use.  No passengers to ride in vehicles with driver. Only exception will be to assist in emergency situation for example travel to hospital in Landrover for emergency first aid purposes in which case social distancing mitigations to be put in place. | Ma | R | Med. | Update Vehicle Policy and Kubota procedures to reflect control measures | All drivers & Duty Managers |
| **ACTIVITIES OFF-SITE**    Engaging with the general public away from the Centre site poses a greater risk given unknown and uncontrolled environments and situations. | All off-site activity other than monthly banking trips and essential trips, such as the post-office, vets and suppliers who do not deliver, are currently ceased given the increased risk of external visits.  Future planning requires specific risk assessment to facilitate social distancing.  Trustee decision pending on when activity will resume. | Ma | R | Med. | Explore possibility of banking cheques electronically and printing own postage labels via account.  Explore more online/social media marketing of Centre and its services. | Trustees, Centre Manager & all staff carrying out off-site activity |
| **CAR PARKING**    Potential for mass arrival at the Centre at the same time placing pressure on the ability to maintain social distancing.    As the first daily touch-point with persons arriving at the Centre this should provide the first reminder of social distancing measures through appropriate signage. | Communicate parking guidance to all persons with pre-planned visit to site, before they arrive. Inform everyone where to park and the need to space parking where possible and follow social distancing in the carpark areas, where possible this must be maintained in excess of 2 metres and in excess of 3 metres apart for any horse box/trailer to allow space for unloading.  Drivers to allow those parked first to exit their vehicles at the point of parking and maintain social distancing measures.  Introduce staggered start and finish times for activities to reduce congestion and contact possibilities at all times.  Requirement to wash/sanitise hands at point of entering/ leaving the Centre building from car parks. Hand sanitiser to be provided.  Hand sanitiser also to be used by staff if opening, closing and/or locking gates when opening up or locking up site.  Easily read and understood weatherproof signage displayed to advise on spaced parking and social distancing including walkways to/from car park. | Ma | R | Med. | Regular checks of signs to replace damaged, misplaced or misinterpreted signs as needed.  Car park marshall for any competition activity. | All drivers & Duty Managers |
| **VISITORS (INCLUDING**  **CONTRACTORS AND DELIVERY DRIVERS)**    External contact with the Centre poses an increased risk that visitors may not be aware of Centre procedures. This also increases potential transfer risk by inviting a greater number of people onto site.    Visitors need to be protected in the same way as any Centre personnel. | Contractors and other visitors to be discouraged from attending site unless absolutely necessary.  Ensure staggered start/finish times for visitors and contractors to minimise congestion.  All staff and visitors must be logged in on attendance at the centre. Verbal health checks and temperature check to be taken and recorded  All to be informed of social distancing measures in place. Inductions and registering of visitors will be completed by staff (including the visitor contact log) and to take place outside weather permitting.  Forward planning of any contract work to allow for social distancing considerations. Potential to carry out work out of hours to limit contact. | Ma | R | Med. | Temperature gun to be used for all accessing the Centre building by staff/coach with appropriate PPE to mitigate less than 2 metre social distancing for this process.  Update contractors safety policy to reflect Covid-19 restrictions and issue as required.  Update procedures for deliveries and issue to all staff electronically. | Centre Manager & Duty Managers |
| **POST/DELIVERIES**    Post/deliveries handled by multiple personnel prior to arriving with unknown time for virus to be degraded. Therefore personal hygiene for those handling and processing post and also when staff receiving mail is essential. | Hand washing encouraged for all staff handling and sorting post/deliveries.  Wash hands immediately after task is complete.  Post sorted and left in an area where staff can collect with social distancing possible. Deliveries collected from main doors following social distancing rules.  Staff receiving post should read and dispose or file promptly. After this hands to be washed immediately.  Labelled tray in office for post to be left.  Deliveries to be stored under table in reception area for prompt dealing by relevant staff member and all deliveries to be logged. . Care that sanitising station and notices are not blocked | Ma | R | Med. | Electronic communication to retained staff team to remind of procedures. | All staff handling post |
| **ACCESS & USE OF MAIN CENTRE BUILDING INCLUDING GALLERY AREAS** | Review of essential and non-essential access needs. Access restricted for essential needs only whilst in lockdown.  Sign on main doors advising to ring Centre Duty mobile if requiring access.  Access to gallery not permitted to visitors under current restrictions.  Review of premises completed to find suitable places for additional signs, sanitisers etc  Process for attending the Centre already covered | Ma | R | Med. | Inform all attending for essential access what the working practices will be during Covid-19 and RDA consents completed prior as appropriate.  Temperature gun used for all accessing the Centre building by staff/coach with appropriate PPE to mitigate less than 2 metre social distancing for this process.  Venue ‘zoned’ with agreed max numbers in each zone and site plan produced. | Centre Manager, All Staff & Duty Managers |
| **TOILETS**  Communal facilities used by multiple staff and persons attending site increasing risk to the spread of COVID-19. Limit occupancy to allow for social distancing and encourage personal hygiene backed up by regular cleaning of contact surfaces. | Toilets to be used by only one person at any one time so as to maintain social distancing, unless from same household/bubble if child/disabled person needs assistance.  Promote washing hands before and after using the toilets with signage on how to wash hands to NHS guidelines.  Sanitising wipes available for everyone to wipe down the facility after use  Enhanced cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush by identified staff member (or volunteer) responsible for completing the cleaning checklist each day.  Ensure soap is readily available and kept topped up at all times.  Provide hand sanitiser where hand washing facilities are unavailable.  Maximum occupancy signs displayed.  Staff replenishing supplies to record usage on stock sheet in office. Admin staff to then update spreadsheet/electronic record. Staff member identified to be responsible for stock levels/re-ordering to ensure sufficient supplies maintained. | Ma | R | Med. | Provide suitable and sufficient pedal rubbish bins for hand towels with regular removal and disposal by staff member allocated (or volunteer) as responsible for this each day.  Three replacement pedal bins to be put into use.  Five further paper towel dispensers to be installed as alternative to hand driers.  Purchase or acquire donations of extra supplies of soap, hand sanitiser and paper towels (and towel dispensers). | Centre Manager, all Staff & Duty Managers & Volunteers (as appropriate) |
| **GENERAL CLEANING AND**  **WASTE DISPOSAL**  Frequent cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, tack and equipment etc using appropriate cleaning products and methods.  Rigorous checks will be carried out by the Duty Manager to ensure that the necessary procedures are being followed and the daily cleaning checklist will be completed. | Regular cleaning across all areas of the Centre utilising approved cleaning products including all building touch points with completion of daily cleaning checklist and procedures.  At the end of each day Duty Manager to sign off Covid 19 cleaning checklist  Duty Manager to ensure enhanced and regular cleaning of all high-contact areas including: taps and washing facilities, toilet flush and seats, door handles, push plates and entry key pads, hand rails on ramps, equipment including handles and controls, yard tack and equipment, desks and chair handles, telephones, key boards, photocopiers and other office equipment  Rubbish to be emptied regularly and at the end of each day and disposed of in Veolia bins as appropriate. | Ma | R | Med. | Review and update cleaning checklist and procedures.  Set up system for electronic storing of recorded and signed cleaning checklists.  Review list of approved products and request any new Hazard Data Sheets, updating COSHH risk assessment as appropriate.  Following review of log of PPE, sanitisers and disinfectants log, request or purchase donations of extra supplies of soap, hand sanitiser and paper towels (and towel dispensers). | Staff member (or Volunteer) identified as responsible for cleaning duties each day & Duty Managers |
| **CATERING CAFÉ & VENDING MACHINES**  Unable to follow social distancing measures and increased risk of transmission through high contact touch points on vending machines. | This activity is currently ceased given the increased risk.  Future planning requires specific risk assessment to facilitate social distancing, one way systems, screens to protect Trustees and staff etc. Trustee decision on when catering café will resume.  Vending machine currently put out of order. |  |  |  | High risk so these activities are currently ceased to reduce the risk. | Trustees & Centre Manager |
| **REST ROOMS FOR MEAL BREAKS & LOCKER ROOM**  Provision of spaces for breaks will encourage congregation, therefore measures are required to change the culture on the use of such spaces and limit interactions. | Social distancing to be maintained at all times and maximum building/room occupancy levels to be observed.  If required break times staggered to reduce congestion, 2 metre rule followed or 1 metre plus where seating can be arranged back to back.  Dedicated eating areas identified.  All areas used for eating must be thoroughly cleaned following each use by users, including tables, work surfaces, chairs, door handles, cupboard handles and fridge handles. Likewise lockers. Personal access to own locker only. All personal items stored in locker, not left lying around.  All rubbish to be put straight in the pedal bin and not left for someone else to clear up.  Encourage breaks to be taken outdoors, weather permitting or in cars (staff assuming supervision duties not required). Staff encouraged to stay on-site and not use local shops to obtain lunch during the day. This will minimise contact with others and reduce risks accordingly.    Entry and exit to facilities to allow time for users to remove boots/work wear whilst maintaining social distancing. | Ma | R | Med. | In the locker room signage reminding staff of this requirement given it is a communal area and housing lockers.  Maximum occupancy signs and floor marking put in place to remind of social distancing and ‘one in, one out’ rule.  Signs erected for dedicated eating areas, break times and user sanitising protocol. | Centre Manager, Duty Managers & staff & users |
| **FOOD/DRINK PREPARATION**  **AND USE OF STAFF ROOM (KITCHEN)**  Increased risk area with multiple persons all using the same space small and equipment. | Kitchen area used for food and drink preparation only. No seating provided in staff room at present time.  Social distancing to be observed (as above). Maximum occupancy signs in place.  If required break times should be staggered to reduce congestion, 2 metre rule.  Hand cleaning or hand sanitiser to be used when entering and leaving room.    Users to keep equipment clean after use, kettles, microwaves etc and staff member (or volunteer) identified to be responsible for cleaning that day to complete cleaning checklist in respect of this room.  Ask everyone to bring pre-prepared meals and refillable drinking bottles/cups from home. All cups, cutlery or general utensils  to be provided from home. | Ma | R | Med. | Floor marking put in place to remind of social distancing and ‘one in, one out’ rule.  Signs erected for dedicated eating areas, break times and user sanitising protocol. | Staff and Duty Manager |
| **WORKING ON**  **YARD & SITE**    Work environment for main yard staff. Risks generally reduced in outside areas but social distancing to be maintained and consideration to how this will work in more confined spaces such as stables, feed room, tack room etc. | Stables to be occupied by no more than one person at a time maintaining a full 2m social distancing. \*It is recognised that under certain circumstances staff may be required to work less than 2 metres, for example when Vet is in attendance. Where this is the case alternative risk assessment will take place and be subject to control measures as outlined in the section above PRIORITY ACTIVITY 1 - SOCIAL DISTANCING.    Feed room/tack room to observe maximum building/room occupancy limits. Maximum occupancy signs in place for all rooms accessed from yard.  Staff to wash hands after using any equipment or preparing feed.  Where practical, equipment used to be wiped down following use by the user if touched by hand in preparation for next user.    Extra hand sanitising station erected on yard and rear of Centre.  Hands should be washed/sanitised after using any equipment and regularly throughout the working day.  Work to be undertaken outdoors wherever possible. Social distancing to be observed at all times unless prior agreement for specific activities where this is not possible.\* | Ma | R | Med. | Temperature gun used for all accessing the Centre building by staff/coach with appropriate PPE to mitigate less than 2 metre social distancing for this process.  Floor marking put in place to remind of social distancing and ‘one in, one out’ rule.  Risk assessment for Vet visit/treatment recorded.  Indoor arena can be used from 4 July 2020 in line with updated Government guidance. | Centre Manager and all stafft participating in yard/horse care tasks |
| **USE OF TACK & OTHER YARD/EQUINE EQUIPMENT**  Various and numerous pieces of tack and equipment which will be touched and used potentially by multiple staff providing potential for COVID-19 transfer. Need to limit what equipment is available to users and improve cleaning regimes for such equipment on a daily basis. | Any tack and equipment used to be cleaned between users.  Staff wash hands after handling tack/equipment and frequently through day.  Limit the number of people touching tack and equipment. | Ma | R | Med. | Signage displayed to remind need for frequent cleaning of tack/equipment.  Yard Manager (Equine) to add this requirement to daily yard lists/tasks.  Remove any unnecessary tack/equipment out of circulation.  Suitable equine/leather friendly anti-bac to be purchased for all equipment.  Where possible and practicable allocate tack and equipment to specific users. | All Yard Staff, Equine Yard Manager & Duty Managers |
| **VOLUNTEERS RETURNING TO ACTIVITY ON SITE**  Proportion of volunteers in more vulnerable groups potentially and increased transfer risk given knowledge of activity outside of workplace is not controlled. | All volunteers contacted via phone to check availability and desire to return to Centre and RDA Volunteer Availability Spreadsheet populated accordingly.  All volunteers wanting to return asked to complete and return RDA Volunteer Consent Form prior to any agreed return.  All volunteers to be given a copy of the risk assessment    Use of volunteers to be pre-approved and all volunteer attendance to be by arrangement only with Volunteer Co-ordinator in order to maintain control of numbers on site/appropriate volunteers attending for particular task/activity. No ‘drop in’ volunteering permitted during current restrictions. | Ma | R | Med. | Volunteers inducted regarding changes and new working practices by completing Covid-19 induction and must follow same rules and procedures as staff. Staff and Duty Managers to ensure volunteers read and agree to same guidance as staff.  Temperature gun used for all accessing the Centre building by staff/coach with appropriate PPE to mitigate less than 2 metre social distancing for this process.  Create video clips for volunteer inductions, consider Zoom inductions to support site Covid-19 inductions and minimise need for more lengthy face-to-face inductions.  Enough sanitisers, soap, paper towels, pedal bins on site to support effective hygiene amongst volunteers.  No volunteers in clinically extremely vulnerable/vulnerable/shielding categories to attend site, in line with Government guidance given increased risk to these groups. | Centre Manager, Volunteer Co-ordinator, Yard Staff & Duty Managers |
| **MEETINGS**    Naturally bringing people together often in confined space which challenges social distancing measures. Need to restrict need for face-to-face meetings. | Face-to-face meetings not take place if at all practicably possible.  Use telephone or video conferencing based facilities (for example Zoom) to hold necessary meetings.  If in-person meetings are required current social distancing must be practiced. Ideally hold meetings outdoors if weather permits. | Ma | R | Med. | Inductions for volunteers, supported volunteers, participants to be carried out remotely via video clips and sent electronically in the first instance. | All Trustees & Staff |
| **WORKING IN OFFICES**    Confined spaces which challenge social distancing abilities due to circulation, number of persons, spaces and location of desks and shared equipment. Surfaces and equipment controls required to reduce risks**.** | Staff to work from home where possible and appropriate to their roles.  Workstations to be assigned to specific staff members, no hot desking when practicable. Stringent sanitising procedures before and after use if workstations/equipment needs to be shared.  To aid the swift cleaning of work spaces and desks, personal items are no longer permitted on any desk surfaces. Sanitising kits stationed by each workstation.  At the point of finishing work desks/workstations should be cleared of all movable items, including all cups, stationary and equipment (staplers etc). These should be placed in a drawer specific to that member of staff.  Social distancing must be observed at all times in the offices.  Maximum room occupancy rates should be observed at all times. Maximum room occupancy rates displayed on doors.  Staff should ideally not face one another but sit side to side or back to back although this is permitted so long as social distance is maintained. Work areas/zones marked out with tape.  Work times to be staggered to allow for social distancing.  Weather/activity permitting staff should open windows/doors to provide ventilation. | Ma | R | Med. | Regular reminders to staff to follow cleaning procedures through electronic and verbal communication.  Door opening device for office door to mitigate high frequency contact.  Progress installing Sage ‘in the cloud’. | All Staff & Trustees working in offices, Centre Manager & Duty Managers |
| **USE OF**  **COMPUTERS/WORKSTATIONS**  **AND HAND HELD DEVICES**    Various and numerous equipment which will be touched and used potentially by multiple staff providing potential for COVID-19 transfer. Need to limit users and improve cleaning regimes for such equipment on a daily basis. | Computer equipment and phones allocated to one individual wherever practicably possible.    Staff should clean all their equipment using wipes on a regular basis and before and after use. This extends beyond just computer keyboards to tablets, pens, desks etc.  Limit staff to particular devices and to have their own personal use equipment wherever practicable.  Keep items personal to self to limit possible transfer of COVID-19.  Work areas/zones, social distancing reminders marked out on floor with tape | Ma | R | Med. | Regular reminders to staff to follow cleaning procedures and protocols through electronic and verbal communication.  Signage to remind staff to wash hands/use sanitiser after use of such equipment.  . | All Staff & Trustees working in offices, Centre Manager & Duty Managers |
| **USE OF PHOTCOPIER**    Shared, high frequency contact equipment such as photocopier/printer and other communal use equipment in all locations provide opportunity for increased transfer risk. | Staff to observe social distancing around communal equipment such as photocopier/printer.  Sanitiser provided in photocopier location.  Wipe touch screens/key pads after use or after servicing.  Work areas/zones, social distancing reminders marked out on floor with tape. | Ma | R | Med. | Regular reminders to staff to follow cleaning procedures and protocols through electronic and verbal communication  Signage to remind staff to wash hands/use sanitiser after use of such equipment. | All Staff & Trustees working in offices , Centre Manager & Duty Managers |
| **PAYMENTS**  Confined space and face-to-face nature of office reception window which challenge social distancing abilities due to proximity, circulation, space and location of shared equipment. Surfaces and equipment controls required to reduce risks. | Payments made by card over the phone (via square device), bank transfer or cheques sent in post. | Ma | R | Med. | Centre bank details made available to all staff via update on office wall.  Screen required for office window once card payments able to be taken again.  Sign in office window to inform reception facility currently closed. | All Duty Staff & Centre Manager |
| **FIRST AID/EMERGENCY PROCEDURES**  Need to be able to provide first aid in case of emergency but in a safe and controlled manner wherever possible. | First aid box contents to be monitored , to ensure adequate supplies remain including face coverings and gloves  First aider certificates checked for validity.  Attempt to provide first aid on a socially distanced basis, for example, person may be able to apply own plaster. For emergency cases of threat to life takes priority over social distancing.  Plans communicated so all staff understand what action to take in the event of a suspected or confirmed case of COVID-19.  Reporting system established in order to rectify any raised issues or incidents in a timely manner.  Avoid high risk activities where possible. | Ma | R | Med. | .  First aid and cover arrangements to be reviewed before any activity resumes.  Prior to any activity resuming all first aiders to be made aware of updates to procedures during Covid-19, including enhanced PPE and resuscitation guidance (CPR to include chest compressions only): <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>  Training (via video) for all first aiders on correct use of enhanced PPE and the hygiene controls required afterwards. | All First Aiders, Coaches & Duty Managers |
| **EMERGENCY PROCEDURE FOR PERSONS COVID-19 SYMPTOMATIC ON SITE**  Need to ensure all staff on site are able to respond immediately to this situation to limit further spread. | All retained staff have completed RDA consent form and made aware of symptoms and procedure if they develop symptoms and the need let Duty Manager know straight away if any are experienced.  All persons attending site to verbally confirm as symptom free and from a symptom free household on each visit.  Staff aware of sick leave policy under COVID-19 and procedures.  Anyone developing symptoms at work to be sent directly home immediately (emergency contact advised in case unable to travel alone). Those unable to travel alone to wait in an isolated room/area outside, away from anyone else until they are collected by a member of their household.Any person waiting with the symptomatic person should maintain social distancing. Under these circumstances PPE can be considered (face mask, eye protection, gloves) if risk of splashing from coughing or spitting. If symptomatic person uses the toilet, to be put out of order and not to be used by others for at least 72 hours. If this is not possible and regardless, it will be thoroughly disinfected afterwards, in accordance with government guidance – the person cleaning will then carry out thorough handwashing afterwards All areas to be cleaned thoroughly in accordance with guidelines: [https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcaresettings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcaresettings%20)  Contaminated waste to be disposed of within local guidelines (from areas where symptomatic persons have been). Waste to be double-bagged and labelled, and disposed of within 72 hours if test results positive. If necessary, make arrangements for collection of clinical waste.  Rigorous handwashing protocols in place, with soap and water or sanitiser (PRIORITY ACTIVITY 2 – HYGIENE MEASURES section above refers).  In addition to contact records, records kept of those isolating or who develop symptoms either on or off site. | Ma | R | Med. | Re-issue procedure to all retained staff for procedures for dealing with persons displaying symptoms.  All first aiders to be made aware of updates to procedures during Covid-19, including enhanced PPE and resuscitation guidance:  <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>  Seek local Public Health guidance in the event of positive test cases confirmed from site.  Notify staff members on site who have been in contact with symptomatic person. | All staff , Centre Manager & Duty Managers |
| **PROCEDURE FOR RETURN TO CENTRE FOLLOWING SELF-ISOLATION**  Impact upon physical and mental health for those having had Coronavirus. | All staff, trustees, participants, learners, volunteers and supported volunteers to re-complete the relevant RDA consent form prior to returning to site after Covid-19 symptoms or self-isolation, whereby confirming they will only attend if symptom-free and not if anyone in their household is symptomatic or isolating.  Return to Centre discussion with appropriate Line Manager.  Normal entry procedures including health checks and temperature to be taken on return |  |  |  |  | Trustees, Centre Manager & all staff |
| **MENTAL HEALTH/STAFF WELLBEING**  Impact of those who personally suffer with COVID-19, know friends or relatives who have or may be experiencing mental health issues as a result of lockdown, furlough or other COVID-19 related effects. | Trustees and Centre Manager to keep in touch on a regular basis with staff to ensure wellness and overall welfare, including those still furloughed.  Staff to be provided with support as required.  Regular contact to be made with remote workers to ensure that arrangements are adequate for supporting their physical and mental wellbeing.  Lone working procedure followed for those working on site alone and allocated lone working contact to follow up if procedure not adhered to. If working alone in the office, staff should inform the Duty Manager when arriving and leaving site.  Staff working form home have appropriate equipment to perform their role (laptop etc). | Ma | R | Med. | Online Mental Health course for all to raise awareness.  Support to staff from Trustee JN re-communicated to staff on a regular basis.  Communicate all current guidance clearly to each staff member via email, as they return from furlough.  Ensure any vulnerable employees are proactively supported and protected. Where employees are at increased risk from COVID-19 and its associated complications, each case will be assessed individually to ensure they adequately protected and supported. To include BAME employees, pregnant women, older people and those with underlying health conditions. Appropriate individual RA’s will be completed where required. Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed. | Trustees, Centre Manager & Yard Managers |
| **OUTDOOR ARENA HIRE**  Risks generally reduced in outside areas but social distancing to be maintained and limits on numbers attending in line with Government guidance. | Available slots to be offered with half-hour swop over periods between booking to minimise contact. All persons hiring to complete consent form (with hire procedures listed) as condition of making booking and return by email prior. This will assist with contact tracing. All payments to be made as bank transfer and bookings confirmed by email.  Easily understood weatherproof signage erected advising of social distancing in carparks.  Consider no access to toilets and making this clear at time of booking to minimise risk and opportunity for increased transfer on surfaces.  Limit numbers in 20m x 40m indoor arena to 4 horses at one time to allow easier social distancing.  Sanitiser dispenser erected on outdoor mounting ramp.  Allocated horsebox/trailer parking spaces in outer carpark.  Hirer to contact duty staff member on works mobile on arrival and staff to open/close access gates, following social distancing guidance. Likewise at conclusion of hire session.  Centre staff to remove droppings afterwards to minimise contact with equipment.  Centre staff complete cleaning and disinfecting of area after hire in line with cleaning procedure, to also accommodate equine influenza bio-security requirements. | Ma | R | Med. | Explore setting up arena hire slots on Horse Monkey to facilitate contactless bookings.  All first aiders to be made aware of updates to procedures during Covid-19, including enhanced PPE and resuscitation guidance:  <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/> | Centre Manager & Duty Managers |
| **INDOOR ARENA HIRE**  Indoor arenas able to be used from 4 July 2020 but in line with Government guidance. Greater risk than outdoor arena usage and communal use areas (mounting block) in location providing opportunity for increased transfer risk. | Available slots to be offered with half-hour swop over periods between booking to minimise contact. All persons hiring to complete consent form (with hire procedures listed) as condition of making booking and return by email prior. This will assist with contact tracing. All payments to be made as bank transfer and bookings confirmed by email.  Limit numbers in 20m x 40m indoor arena to 4 horses at one time to allow easier social distancing.  Consider no access to toilets and making this clear at time of booking to minimise risk.  Strictly no access to gallery or Centre yard and signage to reflect this.  Allocated horsebox/trailer parking spaces in outer carpark.  Hirer to contact duty staff member on works mobile on arrival and Centre staff to open/close access gates, following social distancing guidance. Likewise at conclusion of hire session.  Centre staff to remove droppings afterwards to minimise contact with equipment.  Centre staff complete cleaning and disinfecting of area after hire in line with cleaning procedure, to also accommodate equine influenza bio-security requirements. | Ma | R | Med. | Temperature gun used for all accessing the Centre building by staff/coach with appropriate PPE to mitigate less than 2 metre social distancing for this process.  Explore setting up arena hire slots on Horse Monkey to facilitate contactless bookings.  Outer green doors to be left open wherever possible to increase ventilation.  All first aiders to be made aware of updates to procedures during Covid-19, including enhanced PPE and resuscitation guidance:  <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/> | Centre Manager & Duty Managers |

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next review date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_