



Coronavirus Policy and Continuity Management Plan

Infectious Disease Procedures

Where it is recognised by the World Health Organisation or the Government that an infectious disease creates a public health emergency, Equine Learning / Centaurus will assess the risk posed to its workforce, students and participants by the disease. These procedures apply to the current COVID-19 outbreak.

At all times, Government advice will be taken on managing our employees and services in relation to infection control, isolation periods, overseas travel and other relevant matters.

With regard to the severity of the risk, we may decide to:

- stagger start and finish times so that fewer people are together at once;
- run sessions on an individual basis and cancel or reduce group activities;
- ask suppliers to deliver goods to areas free from visitors, or outside of usual operating hours;
- cancel non-essential overseas travel to affected areas across the world;
- cancel non-essential training sessions;
- work with students by phone, email, skype and provide home learning activities;
- if face to face meetings and sessions take place, ensure that facilities are suitable to minimise the spread of infection e.g. allowing a distance of two metres between employees and participants and running sessions on an individual basis;
- ensure that we have suitable infection control procedures in place, including hand washing, cleaning equipment, use of PPE with appropriate staff training in place;
- deploy greater levels of flexibility including permitting employees who are usually site based to work from home where possible.

Employees and clients (including participants / students & their parents / guardians, schools and any other commissioning organisations) have a role to play in ensuring that the risk of infection is kept at an absolute minimum, and must themselves stick to Government guidance in relation to following infection control advice, self-isolation and overseas travel etc. The latest Government advice can be found on their website:

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

Business Continuity Management Plan

1. Introduction

This plan outlines how Equine Learning CIC and The Centaurus Trust will implement procedures and contingency measures to try and reduce risk in the workplace / learning environment. The aims of this plan are:

- To minimise the risk of infection to employees, students, participants and any visitors to our Wootton Park site;

Coronavirus Policy and Continuity Management Plan

- To consider safety first above all else, and ensure our responsibilities for reducing group activities and unnecessary contact are considered in all activity planning and daily work;
- To ensure that we are still able to care for our animals appropriately in line with our policies and procedures.

2. Roles and Responsibilities

Nicola Hepburn is responsible for:

- development of the plans
- operation and testing of the plans and
- activating and escalating the plan.

The Equine Learning Team are responsible for:

- implementing and following the plan
- providing feedback as to the effectiveness of the plan
- contributing to the development of the plan
- adapting the plan where necessary to meet the needs of our participants

Clients, participants and visitors are responsible for:

- following our plans and guidelines
- providing feedback to help shape the plan
- following government advice first
- informing and updating Equine Learning on any important information relating to their or their family's health in relation to the virus.

3. Contact Details

The following contact details can be used to discuss this plan, ask questions or to inform us of any absences or health information that we need to know which is relevant to this plan:

- Nicola Hepburn – Director – 07913 818489 / info@equinelearning.org.uk
- Erica Evans – Operations Manager – 01564 332400 hello@equinelearning.org.uk
- General contact details – 01564 642101 / hello@equinelearning.org.uk
- please note - there is a voicemail on this general number which is checked regularly. If you are unable to contact anyone please leave a message on this number.



Coronavirus Policy and Continuity Management Plan

4. Other Contacts

This information is for all participants (including parents / guardians), employees, volunteers and visitors to Equine Learning / Centaurus:

If you are feeling very unwell, you are unsure if you have contracted COVID-19 or you need medical attention please check the NHS website to check your symptoms and follow their advice, call 111 or speak to your GP for clarification. Please only dial 999 in the case of an emergency.

Clients - If you access our services through a school or the Flexible Learning Team you may also need to keep them up to date with any health issues. Please ensure you have their contact details.

5. Risk Assessment

Equine Learning / Centaurus will carry out a risk assessment which will outline the risks, who is at risk, how the risks are being minimised and detail relevant procedures / controls which have been put in place. All employees will receive training relevant to the risk assessment.

6. Transport

Please can all participants who arrive via a taxi service ensure that the driver remains in the vehicle when on the Equine Learning / Centaurus site. Please sit in the back of the vehicle and wash your hand immediately upon arrival and before leaving. Please avoid touching your face while you are in the vehicle.

If you are attending a private session or visiting the stables, please remain in your vehicle until an Equine Learning team member comes to collect you. We are asking for participants to let any previous clients or visitors to get into their car, before you get out of your car, to minimise any unnecessary contact.

All clients are advised to park by the Wake Park as usual, unless you usually drive up to the stables for accessibility or safety reasons, in which case you may continue to do so.

7. Attendance and Capacity

With the Government advice for education to remain open for children and young people with an EHCP, we will be prioritising participants and students in the following order:

1. Students and participants with an EHCP
2. Participants with autism who would become distressed if they are unable to attend their sessions

Coronavirus Policy and Continuity Management Plan

3. Participants who need to be in an outdoor / animal assisted environment for their mental health and wellbeing
4. Participants who attend therapeutic sessions on a regular basis for their wellbeing
5. Horse- riding (lessons and trail ride) clients and participants

Students with an EHCP, who attend our education programmes, will be able to continue to attend subject to the following conditions:

- The students and their families remain healthy with no signs of the virus
- The students and their families are cautious and follow all government guidelines regarding unnecessary contact and all other preventative measures to minimise their risk of contracting the virus where possible
- The Equine Learning Education Programme team and their families remain healthy and able to attend work
- The students are **not** in a very high-risk category with underlying health conditions which would make continuing to attend Equine Learning too great a risk to their health
- Students understand the infection control procedures in place at the stables and will agree to follow them
- Students agree to keep a safe distance (2 metres) from any other participants who may be attending the stables and understand that they may need to study in the office or learning area if another participant needs to be on the yard to minimise contact.
- We will have a maximum of 5 students present per day.

Participants from points 2-4 above will be able to continue to attend individual sessions subject to the following conditions:

- The participants and their families remain healthy with no signs of the virus
- The participants and their families are cautious and follow all government guidelines regarding unnecessary contact and all other preventative measures to minimise their risk of contracting the virus where possible
- The Equine Learning team and their families remain healthy and able to attend work
- The participants are **not** in a very high-risk category with underlying health conditions which would make continuing to attend Equine Learning too great a risk to their health
- Participants who require support will only bring one family member or support staff with them to the stables
- We would prefer participants to wear masks on site if possible, however they may take them off when riding
- Participants and their families / support staff understand the infection control procedures in place at the stables and will agree to follow them
- Participants and their families / support staff agree to keep two metres away from any other participants who may be attending the stables.

Coronavirus Policy and Continuity Management Plan

- Participants who have underlying health conditions which are a concern, but are not considered to be high risk, may be offered ground work / grooming sessions supported by a parent or support staff where an Equine Learning team member can supervise the session from a safe distance.
- Participants will not enter the barn; they will wait in their vehicle until a member of the Equine Learning team collects them. They will then walk around to the arena where they will sanitise their hands before mounting the horse or starting their session.
- Parents will need to assist children to mount, pick up the reins and adjust stirrups where they are unable to do this themselves.
- Where staff have to assist with mounting, adjusting girths and stirrups, leading and dismounting they will wear masks, a face shield and sanitise their hands afterwards.
- Riders who are able to will be expected to mount, dismount and adjust their stirrups and girths themselves when riding.

Participants from point 5 above will be able to continue to attend individual sessions subject to the following conditions:

- The participants and their families remain healthy with no signs of the virus
- The participants and their families are cautious and follow all government guidelines regarding unnecessary contact and all other preventative measures to minimise their risk of contracting the virus where possible
- The Equine Learning team and their families remain healthy and able to attend work
- The participants are **not** in a very high-risk category with underlying health conditions which would make continuing to attend Equine Learning too great a risk to their health
- Participants who require support will only bring one family member or support staff with them to the stables
- We would prefer participants to wear masks if possible
- Participants and their families / support staff understand the infection control procedures in place at the stables and will agree to follow them
- Participants and their families / support staff agree to keep a two-metre distance from any other participants who may be attending the stables.
- Participants who have underlying health conditions which are a concern, but are not considered to be high risk, may be offered ground work / grooming sessions supported by a parent or support staff where an Equine Learning team member can supervise the session from a safe distance.
- Participants will not enter the barn; they will wait in their vehicle until a member of the Equine Learning team collects them. They will then walk around to the arena where they will sanitise their hands before mounting the horse.
- Parents will need to assist children to mount, pick up the reins and adjust stirrups where they are unable to do this themselves.
- Where staff have to assist with mounting, adjusting girths and stirrups, leading and dismounting they will wear masks, a face shield and sanitise their hands afterwards.

Coronavirus Policy and Continuity Management Plan

- Riders who can will be expected to mount, dismount and adjust their stirrups and girths themselves.
- After the lesson or trail ride participants will be asked to sanitise their hands and return straight to their vehicle.

8. Activity Safety Procedures

During ground work and riding activities the following procedures will be put in place to minimise risk to participants, employees / volunteers and any visitors.

- Participants will be asked to wash or sanitise their hands when they arrive, when they leave the stables, and between activities. Participants are encouraged not to touch their faces.
- If participants need to cough or sneeze, they need to use a tissue or sneeze into their elbow and wash their hands afterwards
- Participants are encouraged to purchase and wear their own current standard riding hat. Current standards are: PAS 015:1998 or 2011* with BSI Kitemark.
- We can order hats from our suppliers which cost between £65 and £75 depending on the size and design.
- If participants borrow our riding hats or boots, they will be cleaned after use with an anti-bacterial cleaner
- A small number of brushes will be provided to each participant to use for grooming. The brushes will be cleaned after each use, participants are not to use any brushes other than the ones they have been given.
- Where participants have their own grooming kit, they are not to share their equipment with any other participant.
- Participants will be asked to wash or sanitise their hands before and after touching any equipment.
- Horse tack including bridles, saddles and any training aids will be cleaned down with an anti-bacterial cleaner after each use, with particular attention paid to the reins and the front of the saddle.
- When participants are mounting and dismounting, they will be encouraged to do so on their own, or for a parent or support worker to assist if necessary.
- Participants are to avoid bringing anyone with them onto the stable yard unless necessary. Parents / partners (unless required to support the participant) are encouraged to stay in their vehicles or sit on the benches at the side of the arena. Please see Transport (point 6) for further details.

9. Booking and Payment

We are asking all participants who book and pay for their lessons and sessions themselves to book and pay online through our website or booking system. We will not be accepting cheques or cash during this time. Only sessions booked and paid for in advance will go ahead. We will send an invoice and ask for payment by bank transfer for any services or



Coronavirus Policy and Continuity Management Plan

purchases which cannot be paid for through our website. The daily schedule will change to accommodate individual lessons and sessions and the website will be updated to reflect this.

10. Distance Learning Sessions

We will be run pony club, dressage club and our groundwork / horse agility club online at any point when we are not able to provide group sessions. Details of how to join the online learning will be posted on social media and our website and sent to parents / students / participants via email where necessary. During any period of lockdown Inspiring Riders group sessions will be cancelled until restrictions are lifted.

Students who attend our education programme will also have the opportunity to learn at home if they have to self-isolate or if an on-site lockdown situation occurs.

11. Recovery Plan

Anyone, including employees, volunteers, students, participants and visitors who have been self-isolating or have recovered from the virus must contact us to arrange a suitable time to return to the stables. This will be decided in line with Government advice and procedures.

12. Charity Funding and Sessions

Individual funded or part-funded sessions will be able to go ahead subject to points 7 & 8 of this plan. We may look at fundraising to offer more funded work during this difficult time. Please see details of how to apply for funding through the Centaurus Trust on our website: www.equinelearning.org.uk/learning-therapy