

RDA COVID-19 RISK ASSESSMENT



Name of RDA Group: WENLO RDA Association

Bowleys Barn Farm
Normanton on Soar,
Leics LE12 5ER

Venue Address: _____

Name of Person Completing Assessment: Jane Barton (Chair)

Before starting up post lockdown, all RDA Groups must ensure their venue and session risk assessments are up-to-date, but in addition conduct a Risk Assessment specifically around the risks relating to COVID-19 which is evident for ALL, and how to mitigate these risks.

We have started off the risk assessment for you by including some suggested common hazards to illustrate what is expected. If they are not applicable, please just state N/A and complete the table to suit, including moving actions across to what has been done from what needs to be done. The hazards listed are not exhaustive so take time to consider if your venue has other aspects that need to be risk assessed and add them to the table.

Key to action by whom: JB Jane Barton (Chair)
 DWK Dawn Whitmore-Kirby (coach)
 CM Claire Maden (Trustee and Treasurer)
 JC Jane Corral (Trustee)
 MH Maria Holdaway (Trustee)

What are the hazards?	Overall risk	What are you already doing or have done?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done (Date and initial)	Updated (Date and initial)
General	Medium	The Covid-19 pandemic is a developing situation and therefore advice may change on a daily basis. The virus affects the lungs and breathing and is spread by contact – either directly from coughing/sneezing within 2m range or indirectly from touching a surface where infected droplets have landed and then reaching the mouth, nose or eye of another person. Any person attending WENLO RDA Association's activities may be affected, depending upon the proximity and time spent with other persons, whether they touch an infected surface and whether they are part of a vulnerable group	Assess info from UK Gov, RDA National and local info regarding the R rate, local lockdown and update the risk assessment accordingly, without delay. Remind visitors of social distancing, hand washing and personal responsibility.	JB, DWK, CM, JC, MH	As necessary	15.06.20 JB	
Assessment of riders	Low	Riders asked to give health info relating to Covid-19 ie whether clinically vulnerable, severely clinically vulnerable, underlying health conditions, vulnerable household members, timescale of availability and other relevant	Keep records up to date. Note any changes.	CM	15.06.20	15.06.20	

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Access and use of venue	High	<p>All visitors must enter via the pedestrian gate and go immediately to the cabin. Signs in place on gate and cabin. The cabin is an enclosed space of 6m² and labelled zone 1. See Zones section below.</p> <p>All persons sign in</p> <p>Only persons working on the yard and livery owners will be permitted in the stable block areas. Signs and chain are in place to remind people.</p> <p>Riders or their household may use the toilet in the stable block area but will be escorted to ensure they do not visit other areas of the yard</p> <p>Posters are in place to remind people of 2m social distancing</p>	Regular checks of signs to replace misplaced or misinterpreted signs	DWK	15.06.20	15.06.20 JB	
Washing hands	High	<p>Hand washing station installed in cabin. For persons working in the yard there are additional hand washing facilities for interim handwashing. These are located in the toilet and noshery. Areas and surfaces are cleaned at regular intervals and stock is replenished when required</p> <p>Posters instructing all persons to wash hands for 20 seconds on entering and leaving premises are in place in the cabin, noshery, toilet and indoor school</p>	Cleaned at the end of each day. Products available for individuals to use. Clean door handles and frames, light switch/pull cord, taps and surfaces. Soap, paper towels anti-bac spray topped up each day. Clean washable flannels available, single use, put into a separate container and washed at 60° daily	DWK	15.06.20	15.06.20 JB	
Toilet	high	<p>Toilet and surrounding cubicle deep cleaned.</p> <p>Signs and hand washing protocol in place</p> <p>Riders escorted to and from toilet to prevent access to stable area</p>	<p>Toilet and key areas to have suitable supply of soap, paper towels and cleaning products, with cleaning at start and end of day, and products available for everyone to clean when used. (key areas = door handles in /out, light switch, taps and toilet flush)</p> <p>At the start of each day supplies in the toilet are re-stocked to have soap, paper towels and clean washable flannels which are single use, put into a separate container and washed at 60° daily</p>	DWK	15.05.20	15.06.20 JB	
Riders waiting to ride	Low	All riders and accompanying household member(s)/carer will wait outside the cabin in the designated waiting areas (zone 2) which has shade and seating, or in their own car. Once called for their ride there is further waiting area outside the outdoor school (zone 3)	Clean waiting area seating at the beginning and end of each day.	DWK	15.06.20	15.06.20 JB	
Zones	Low	The premises has been divided into the following areas:	Regular checks of chains and signs. Note: part of zone 3 & zone 4 are out	DWK	15.06.20	15.06.20	

What are the hazards?	Overall risk	What are you already doing or have done?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done (Date and initial)	Updated (Date and initial)
		<p>Unzoned: stable block. Access only for livery owners, volunteers, coach and authorised essential service providers eg farrier, vet by arrangement with DWK</p> <p>Zone 1: Ramp and cabin 6m² Zone 2: Waiting area outside cabin</p> <p>Zone 3: Waiting area in open air adjacent to outdoor school. Mounting area. Waiting area outside indoor school (15.06.20 out of bounds). Permitted use wef 04.07.20</p> <p>Zone 4: Indoor school 800m². 15.06.20 out of bounds. Permitted use wef 04.07.20</p> <p>Only 1 rider + any other household member (or more than 1 rider if they are from the same household) may be in a Zone at any time, apart from Zone 2 where 2 household members may wait whilst maintaining a 2m social distance</p>	<p>of bounds for WENLO RDA (indoor school and waiting area)15.06.20</p> <p>Visual check to make sure people are in the correct zone</p>		<p>04.07.20</p> <p>04.07.20</p>	JB	
Pooled equipment: hats, boots and fluorescent jackets borrowed by riders and volunteers	High	Any equipment (eg hats, boots, fluorescent jackets) borrowed by riders and volunteers must be placed in the meeting room off the cabin without touching any other surface. The equipment is then sanitised before being replaced on the shelves/hooks in the cabin.	Ensure sufficient time between riders to sanitise equipment effectively if the item is re-used	DWK	15.06.20	15.06.20 JB	
Hand sanitising	Low	Alcohol gel available for all persons working on the yard in the stable block and in the outdoor school. Persons are encouraged to use it frequently	Regular checks to ensure supply topped up	DWK	15.06.20	15.06.20 JB	
Tack and equipment		Suitable equine friendly anti-bac purchased for all equipment. All tack and equipment cleaned down after each sessions	Any tack and equipment used to be cleaned between users Limit the number of people touching tack	DWK	15.06.20	15.06.20 JB	
Time between sessions	Low	To minimise social contact sessions will have 15min clear time between sessions	Review as necessary following re-start	DWK	15.06.20	15.06.20 JB	
Preparation of ponies	Low	Ponies will be prepared and tacked up by a volunteer in the stable yard. Volunteers have signed consent forms and completed induction on Covid19 protocols. Stirrup length adjusted and girth tightened	Keep consent forms and induction forms on file	JB	15.06.20	15.06.20	

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		<p>Ponies will be brought to the outdoor school or mounting area and transferred to coach, while maintaining 2m range. The coach will sanitise reins/neckstrap using equine friendly anti-bac cleaner. Riders are asked to wear their own clean riding gloves.</p> <p>Only independent riders to be coached whilst social distancing of 2m range maintained</p> <p>At the end of the RDA session the coach will oversee the rider dismount, re-sanitise the reins/neckstrap and then transfer the pony to a volunteer who will take the pony back to the stable block. Riders are not permitted to take ponies back to the stables</p> <p>Riders are not permitted to assist with stable management and must leave the premises as soon as practically possible</p>	<p>Ask volunteers to confirm they are not displaying signs of Covid19 (including others in their household)</p> <p>Review criteria as lockdown restrictions lifted or imposed</p> <p>Ensure supply of anti-bac</p>	<p>DWK</p> <p>DWK</p> <p>DKW</p> <p>DWK</p>	<p>15.06.20</p> <p>As necessary</p> <p>15.06.20</p> <p>15.06.20</p>	<p>JB</p> <p>15.06.20 JB</p> <p>15.06.20 JB</p> <p>15.06.20 JB</p> <p>15.06.20 JB</p>	
Meadow School of Riding Sessions	Low	<p>Currently, only 1:1 lessons and hacks up to 6 riders are taking place on the same premises, using the same equipment and ponies. The MSR risk assessment can be found in the noshery. It follows similar protocols.</p> <p>Both organisations use the same coach and information between both organisations is well co-ordinated</p>	<p>Ensure similar risk assessment adhered to</p> <p>Communicate effectively</p>	<p>DWK</p> <p>DWK</p>	<p>As necessary</p> <p>15.06.20</p>	<p>15.06.20 JB</p> <p>15.06.20 JB</p>	
Volunteers, Staff and Participants transmitting infection	Low	<p>Enough sanitisers, soap, paper towels, washable hand drying flannels, pedal bins on site to support effective hygiene</p> <p>Volunteers/Staff/Participants inducted on changes and new working practices</p> <p>Volunteers can join a designated WhatsApp group "keepcalmandcarryon" to receive urgent messages</p>	<p>Maintain sufficient supply levels and regular checks for possible misuse and faults</p> <p>All to sign Covid-19 consent forms No refreshments served onsite – if needed, all to bring their own Only independent riders to be coached whilst social distancing requirements restrict numbers involved</p> <p>Update regularly</p>	<p>DWK</p> <p>JB</p> <p>DWK</p>	<p>15.06.20</p> <p>15.06.20</p> <p>15.06.20</p>	<p>15.06.20 JB</p> <p>15.06.20 JB</p> <p>15.06.20</p>	

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						JB	
Payments	Low	Payments to be made by card or bank transfer where possible. Where not practical, the correct amount of cash should be placed in an envelope		DWK	15.06.20	15.06.20 JB	
Emergency procedures	High	Coach is a first aider. Other volunteers may be first aiders. All of whom are aware of updates to procedures during Covid-19, including resuscitation guidance	Ensure training and info updated	DWK	As necessary	15.06.20 JB	
		First aid kit checked to ensure stocks at right level and face coverings and gloves supplied in case first aid is required	Ensure checked 6 monthly	DWK	15.06.20	15.06.20 JB	
Emergency lockdown following outbreak	Med	Notify all riders and volunteers should sessions be stopped following a second wave or a notified case deemed to constitute a risk of infection to others. Guidance in line with UK Gov advice	Ensure WhatsApp group and list of phone numbers/email addresses are available at short notice	JB & DWK	As necessary	15.06.20 JB	
		Ensure records of all visitors kept for 21 days	Ensure records kept securely, see data protection below	DWK	15.06.20	15.06.20 JB	
	High	Emergency care of ponies in the event of emergency lockdown due to track and trace requiring carers of ponies to self-isolate. Identify a separate group of 3 volunteers on standby to step in	Ensure standby team kept up to date with stable routine	DWK	15.06.20	15.06.20 JB	
	Low	Leicester city lockdown wef 29.06.20	Ensure no visitors permitted on site from the designated lockdown area until restrictions lifted. Review due 13.07.20	DKW	01.07.20	01.07.20 JB	
Data protection	Low	Ensure all consent forms and personal details given to DKW and kept securely by same	Chair of Trustees to check procedure 6 monthly	DWK & JB	15.06.20	15.06.20 JB	

Signed by person completing Risk Assessment:

Jane Barton

Signature:



Signed, on behalf of the Group Trustees/Directors:

Jane Barton (Chair)

Date: 01.07.20
