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**RDA COVID-19 RISK ASSESSMENT**

Name of RDA Group:

Venue Address: Name of Person Completing Assessment:

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.

| **What are the hazards?** | **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)** |
| --- | --- | --- | --- | --- | --- |
| Car parking | Inform everyone where to park and the need to space parking where possible / social distancing Produce and display signage | Regular checks of signs to replace misplaced or misinterpreted signs |  |  |  |
| Access and use of venue | Review of premises to find suitable places for signs, sanitisers etcVenue “zoned” with agreed max numbers in each zoneInform everyone attending what the working practices will be during Covid.Set up phased access / phased sessions | Regular checks of signs to replace misplaced or misinterpreted signs |  |  |  |
| Waiting and viewing areas | Only essential supporters to attend – max one per participant, with waiting area agreed - suitable separate area or in car. | Toilet(s) 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 = door handles in /out, light switch, taps and toilet flush) |  |  |  |
| Tack and equipment | Suitable equine friendly anti-bac purchased for all equipment.All tack and equipment cleaned down before sessions startWhere possible allocate tack and equipment to specific participants | Any tack and equipment used to be cleaned between usersLimit the number of people touching tack |  |  |  |
| Mounting and dismounting | Only suitably trained volunteers/staff to be used – with adapted process practiced to maintain social distancing.If household member to “volunteer” they must complete suitable training, training record sheet and consent form. | Equine to be ready and tacked up, including girth check, before participant approachesAll stirrups hole number noted for each participant and pre-adjusted prior to mount |  |  |  |
| Volunteers, Staff and Participants transmitting infection | Enough sanitisers, soap, paper towels, pedal bins on site to support effective hygieneVolunteers/Staff/Participants inducted on changes and new working practices | Maintain sufficient supply levels and regular checks for possible misuse and faultsAll to sign Covid-19 consent formsNo refreshments served onsite – if needed, all to bring their ownOnly independent riders to be coached whilst social distancing requirements restrict numbers involved |  |  |  |
| Payments | Arrange for payments to be made by card or bank transfer where possible |  |  |  |  |
| Emergency procedures | Session first aiders aware of updates to procedures during Covid-19, including resuscitation guidanceFirst aid kit checked to ensure stocks at right level and face coverings and gloves supplied in case first aid is required |  |  |  |  |
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Signed by person completing Risk Assessment: Signature:

Signed, on behalf of the Group Trustees/Directors: Date: