

# ROAD TO RESTART

## RDA COVID-19 RISK ASSESSMENT



Name of RDA Group: ..... RDA Region: .....

Venue Address: ..... Postcode.....

Name of Person Completing Assessment: ..... Role/ Position at Group: .....

Before restarting post-lockdown, all RDA Groups must ensure their venue and session risk assessments are up-to-date, but in addition they are required conduct an additional risk assessment specifically around the hazards relating to the potential transmission of COVID-19, and show how the risk has been controlled/ mitigated in each case.

We have started off the risk assessment for you by including some suggested common transmission hazard areas to illustrate what is expected. If they are not applicable, please just state N/A or delete, and complete the table to suit - including moving actions across to what has been done from what needs to be done. **The hazards and controls listed are not exhaustive** and so you must take time to consider if your own venue has other areas that need to be risk assessed, and then add those to the table as necessary. Please ensure that both 'Action' columns have been clearly completed before sending the risk assessment to RDA National Office, for approval.

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?	Completed (Date and initial)
<b>Car parking areas</b>	Inform everyone where to park and the need to allow adequate parking space for social distancing between vehicles.  Produce and clearly display COVID signage.	Regular checks of signs to replace lost, damaged or misinterpreted signs.			
<b>Access and use of venue</b>	Review of premises to find suitable places for signs, sanitisers etc.  Venue "zoned" with agreed max numbers in each zone.  Set up phased access / phased sessions. Inform everyone attending what the working practices will be during COVID.	Regular checks of signs to replace lost, damaged or misinterpreted signs.			
<b>Volunteers, Staff and Participants transmitting infection</b>	Enough sanitisers, soap, paper towels, pedal bins on site to support effective hygiene.  Volunteers/ Staff/ Participants inducted and trained in changes and new working practices.	Maintain sufficient supply levels and regular checks for possible misuse and faults in any dispensers etc.  Discuss additional risk factors (e.g. specific risks to those aged 60+) with volunteers/staff.			

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<b>Volunteers, Staff and Participants transmitting infection</b>	<p>No refreshments served onsite – if needed, all to bring their own</p> <p><b>Volunteer vaccination:</b> Not required, but volunteers may feel more comfortable taking part in direct activity if they have received a COVID vaccination.</p> <p><b>Participant vaccinations:</b> Not required, but participants may feel more comfortable taking part in activity if they have received a COVID vaccination.</p>	<p>All to sign and return relevant COVID-19 consent forms <u>before</u> arriving on-site</p> <p>Discussions with new and existing volunteers on preferences and personal risks</p> <p>Discussions with new and existing participant/ parents/carer/ guardians on preferences and personal risks</p>			
<b>Waiting and viewing areas</b>	<p>Only essential supporters to attend, with waiting area agreed (suitable separate area or in car)</p>	<p>Ensure that social distancing is maintained at all times between those waiting</p> <p>Check and maintain any COVID signage in this area</p>			
<b>Toilets/ hand-washing areas</b>	<p>Toilet(s) and sink areas have suitable supply of soap, paper towels and cleaning/ sanitising products</p>	<p>Cleaning at start and end of day, and products available for everyone to sanitise when used.</p> <p>(common touch-point areas = door handles in / out, light switch, taps and toilet flush)</p>			
<b>Tack and equipment</b>	<p>Suitable equine friendly sanitiser purchased for all equipment.</p> <p>All tack and equipment thoroughly cleaned before sessions start</p> <p>Where possible allocate tack and equipment to specific participants</p>	<p>Any tack and equipment used to be cleaned between users</p> <p>Limit the number of people touching tack</p>			
<b>Riding Hats</b>	<p>Riders to bring own (approved to current standards) hats</p> <p>Hats allocated one per rider, per day, and sanitised between use.</p> <p>NB - Volunteers may wish to wear own approved hats for safety, when working with/ around horses coming back in to work after lockdown.</p>	<p>Communicate hat protocols to participants and volunteers in advance of activity.</p> <p>Ensure no harsh detergents or sanitisers used to cleanse hats (potential damage). Only use recommended sanitisers.</p> <p>Hats stored carefully away after use, to minimise contact</p>			

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<b>Mounting and dismounting</b>	Only suitably trained volunteers/ staff to be used – with adapted processes practiced, to maintain social distancing, following current rules and guidance.  If household members are to ‘volunteer’, they must complete suitable training, Basic Training record sheet and appropriate consent form.	Equines are to be ready and tacked up, including girth check, before participant approaches.  All stirrups’ hole numbers noted for each participant and pre-adjusted prior to mount, where possible.			
<b>Payments</b>	Arrange for payments to be made by card or bank transfer where possible (avoiding cash handling)	<i>Clearly communicate adjusted payment arrangements to clients before arrival.</i>			
<b>Emergency procedures</b>	Session first aiders are aware of updates to procedures during Covid-19, including current resuscitation guidance  First aiders are aware of where first aid kit is kept on site. Kits have been checked to ensure stocks are at right level. Face coverings and gloves supplied in case first aid is required	<i>Ensure changing first aid needs have been assessed and the appropriate personnel are present for each session</i>  <i>Ensure first aid kit contents and PPE are kept replenished at all times</i>			
<b>Test &amp; Trace</b>	Those attending have been advised that names and contact phone numbers will be kept for 21 days, in line with government policy	<i>Consider installing a QR code at the venue, to support those using the NHS app.</i>			

Signature of person completing Risk Assessment\* ..... Date: .....

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

*Please note that signatures above must not be from the same person - if a trustee is completing the assessment, a further trustee/director signature should be obtained*

*\*Scotland – a COVID Officer is a mandatory requirement. The COVID Officer should sign off this risk assessment. A designated COVID Officer is best practice elsewhere in the UK.*