**TEA WITH A PONY**

**RDA ACTIVITY RISK ASSESSMENT**

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

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

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

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We have started off this **session** 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?** | **Who might be harmed and how?** | **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)** |
| --- | --- | --- | --- | --- | --- | --- |
| **Access and use of venue** | Volunteers  Staff  Participants  Family members/ Carers | Review of premises to find suitable places for signs, sanitisers etc.  Venue “zoned” with agreed max numbers in each zone. | Regular checks of signs to replace lost, damaged or misinterpreted signs. |  |  |  |
| Arrival, waiting and viewing areas | Risk of injury to participants, family members and carers by unsupervised proximity to horses  Risk of infections to all attending session | All arrivals to park in designated, spaced areas on car park (allowing for social distancing when exiting vehicles)  All participants and parents/carers to wait at XXXX prior to session start  All participants to return to XXXXX at the end of the session  Participants will view and interact with the horses with the barrier fence between them to prevent injury.  To ensure arrival at allocated time and in line with instructions.  All areas to be thoroughly cleaned and checked prior to arrival of participants and maintained throughout and end of the day.  Sanitisers available by waiting area and gallery | Regular checks to replace lost, damaged or misinterpreted signage  Allocate cleaning and checking supplies to member of the team on the day of each session. |  |  |  |
| **Toilets/ hand-washing areas** | Volunteers  Staff  Participants  Family members/ Carers | Toilet(s) and sink areas have suitable supply of soap, paper towels and cleaning/ sanitising products | Cleaning at start and end of day, and products available for everyone to sanitise when used.  (common touch-point areas = door handles in / out, light switch, taps and toilet flush) |  |  |  |
| **Payments** | Volunteers  Staff  Participants  Family members/ Carers | Arrange for payments to be made by card or bank transfer where possible (avoiding cash handling) | *Clearly communicate adjusted payment arrangements to clients before arrival.* |  |  |  |
| **Weather Conditions** | Volunteers  Staff  Participants  Family members/ Carers  Increased risk of injury due to unpredictable behaviour of horse in inclement weather conditions | State of the ground surface and weather conditions to be considered when deciding to run this session, if outdoors  Sessions will be cancelled if the weather is not suitable for this type of session. | Check current contact details of participants | Group coach | Ongoing |  |
| **Slips trips and falls  (**due to poor mobility, disorientation in a new environment, sensory difficulties and frailty.) | Participants | Refer to venue risk assessment.  Refer to clothing and footwear check.  Ensure carers are the appropriate one (i.e. suitably trained/confident) to support in the required manner.  Ensure that the appropriate mobility aids have been brought along.  Ensure signage is dementia friendly. | Carers, RDA staff and Volunteers | First aiders | Before first session |  |
| **Emergency Procedures** | Risk of increased injury to riders and volunteers if procedures not followed  Risk of infection through Covid 19 to all attending session  Volunteers  Staff  Participants  Family members/ Carers | Accident procedures discussed and reviewed on a regular basis  Trained and qualified First Aider present during session  First Aider and emergency Information displayed  Session first aiders aware of updates to procedures during Covid-19, including resuscitation guidance.  First aid kit checked to ensure stocks at right level and face coverings and gloves supplied in case first aid is required. | Current first aiders to discuss latest updates on first aid procedures or monitor changes within HSE | First aiders | Before first session |  |
| **Physical comfort** | Participants – welfare, overheating/becoming cold | Appropriate seating/space for wheelchairs.  Temperature – blankets on hand or fans in the summer? | RDA staff and volunteers | Group Coach | Before first session |  |
| **Horse suitability** | Unsuitable horse increases risk of injury to volunteer and participant  Volunteers  Staff  Participants | Take horse to area to allow for settling time prior to session  Remove horse from session if it becomes agitated or unsettled  Volunteers to receive training in horse handling specific for this session  Horse to wear a correctly fitted head collar or bridle to provide the appropriate level of control  Social distancing to be maintained | Reassess regularly taking input from volunteers and other coaches | Group Coach | Ongoing |  |
| **Tack and equipment** | Volunteers  Staff  Participants  Family members/ Carers | Suitable equine friendly sanitiser purchased for all equipment.  Close supervision, ensuring no parts of tack (bridle / head collar / bit) which may become attached to clothing or hands caught etc.  Hand sanitiser to be freely available during session.  Where possible allocate tack and equipment to specific participants | Any tack and equipment used to be cleaned between users  Limit the number of people touching tack | Group Coach to supervise | Before session  During sessions  After sessions |  |
| **Activity not meaningful to that person.** | Participants | Clarifying that horse-related activity is meaningful to the person in advance. Otherwise allergies and fear could make this an inappropriate, potentially distressing or even dangerous experience. |  | Carers, RDA staff. |  |  |
| **Eating and drinking** difficulties often associated with dementia – choking, food allergies etc. | Participants | Dietary and eating requirements to be checked prior to the activity.  Food to be served in a dementia friendly way. This may require specialist equipment which the carer should provide. (For example, a lighter cup, or one with a spout from home.) | Carers, RDA staff and volunteers. | Group Coach | Ongoing |  |
| **Post activity effects** tiredness/emotion/confusion. | Participants | Tend to physical comfort needs, keep the activity to an appropriate time. Carers to be aware. | Carers to be aware and Advise group if require | Carers |  |  |

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*