

**HODGEMOOR RIDING ASSOCIATION**

**COVID 19**

**Risk Assessment**

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| Event: |  |
| Date of Event: |  |
| Organiser: |  |
| Responsible Committee Member: |  |
| This Covid 19 Risk Assessment has been carried out by: |  |
| This Covid 19 Risk Assessment has been carried out on: |  |
| Day to day responsibility for ensuring this Risk Assessment is put into practice is delegated to: |  |
| You should review your risk assessment if you think it might no longer be valid (e.g. a change in government or industry guidance for running events and activities) |
| **What are the hazards:** | **Who might be harmed?** | **How might they be harmed?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Date completed?** |
| Number of people on site | Riders and Associates, Officials and Volunteers | By the spread of COVID-19 through airborne or droplet transmission | Requiring all attendees to follow Covid 19 precautions in advance and during competition. Limiting number of competitors.Only allowing each rider to bring one helper | Monitor arrivals on the day to ensure only expected number of people enter the site. | Responsible Committee Member / Steward |  |  |
| Communal Areas & Equipment | Riders and Associates, Officials and Volunteers | By the spread of COVID-19 via touching infected surfaces | Wiping down surfaces & equipmentHand gel available | Purchase hand gel and surface cleaner | Committee |  |  |
| Vulnerable Groups | Children and older riders, associates, officials and volunteers | By the increased health risk if infected | Limiting number of competitors.Only allowing each rider to bring one helperHand gel availableWiping down surfaces & equipment | Keep to the numbers. Limited access to viewing area to ensure no gathering of spectators. | Steward |  |  |
| Infected person attending | Riders and Associates, Officials and Volunteers | By the increased risk of transmission | Entry form requirement to withdraw if unwell. | Ask people to declare their health status when arriving. | Secretary |  |  |
| Level of activity | Riders | Due to being un-fit or out of practice after lockdown | Stewards to assist with queries.One helper allowed per competitor. Additional time between competitors | Steward to be available. | Steward |  |  |
| Event money and paperwork  | Riders and Associates, Officials and Volunteers | Due to an increased risk of transmission by handling physical items | Wiping down surfaces & equipmentHand gel available | Entries prepaidKeep paperwork to a minimum Purchase hand gel and surface cleaner | Secretary |  |  |
| Non-Compliance with H&S protocols | Riders and Associates, Officials and Volunteers | By people ignoring or being un-aware the events control measures | Steward and officials to ‘police’ the control measures put in place. | Display Covid 19 policy document Display H & S policy | Responsible Committee Member / Organiser / Steward |  |  |
| Methods of communication | Officials and Volunteers | By sharing paperwork etc amongst different people or by face-to-face contact | Paperwork restricted only to those necessary to receive it. Masks to be worn in close contact areas. | Supply face masks if necessaryPurchase hand gel and surface cleaner | Committee |  |  |
| Busy areas of the site | Riders and Associates, Officials and Volunteers | Due to increased proximity of people in a smaller area | Masks to be worn in close contact areas.Longer times between entries. | Purchase hand gel and surface cleanerKeep to the advertised times.Keep scoreboards in an open area | Committee/Secretary/Steward |  |  |
| Secretary’s area | Riders and Associates, Officials and Volunteers | Due to increased proximity of people and transfer of equipment | Masks to be worn in close contact areas.Longer times between entries.No prize giving | Keep lots of space around secretary’s area.Keep to the advertised times.Minimise contact by good advance organisation and written instructions. | Secretary/Steward |  |  |
| Catering facilities | Riders and Associates, Officials and Volunteers | Due to increased proximity of people using one service | No catering  | N/A |  |  |  |
| Scoreboards | Riders and Associates, Officials and Volunteers | Due to increased proximity of people wanting to see scores | Masks to be worn in close contact areas.Longer times between entries. | Keep scoreboards in an open areaKeep to the advertised times |  |  |  |
| Presentations | Riders and Associates, Officials and Volunteers | Due to increased proximity of people and transfer of rosettes | No grouped prize giving | Use gloves/hand gel when giving out scoresheets and rosettes. Post if possible | Secretary |  |  |
| Groups of officials – scorers, control box, judges | Officials and Volunteers | Due to close proximity of people in a small area  | Masks to be worn in close contact areas.Hand gel available | Supply face masks if necessaryPurchase hand gel and surface cleaner | Committee |  |  |
| Official Photographer | Riders and Associates, Officials and Volunteers | Due to a small area being used for viewing of pictures | No official photographer | N/A |  |  |  |
| Stables | Riders and Associates, Officials and Volunteers | Due to enclosed area with high footfall | No entry to stable yard | Ensure there are signs to confirm no entry to the stable yard | Committee |  |  |
| PPE | Riders and Associates, Officials and Volunteers | Due to allergies or ineffective PPE | Personal supply of PPE by Riders, Associates, Officials and Volunteers |  |  |  |  |
| Chemicals used for disinfecting / sanitising | Riders and Associates, Officials and Volunteers | Due to incorrect use, storage or disposal | Only pre mixed disinfectant / wipes and hand gel to be used | Supply face masks if necessaryPurchase hand gel and surface cleaner | Committee |  |  |
| Event Paperwork | Riders and Associates, Officials and Volunteers | Due to contact by multiple people | Keep contact to an absolute minimum | Supply face masks if necessaryPurchase hand gel and surface cleanerMinimise contact by good advance organisation and written instructions. | Committee |  |  |
| Numbers in an arena / warm-up | Riders and Associates, Officials and Volunteers | Due to increased transmission in an enclosed area | Warm up is individual in the main arena, there is no separate warm up area. | Ensure only Associate of rider is watching test | Steward |  |  |
| Jump course walks | Riders and Associates, Officials and Volunteers | Due to small, specific route for many people to access | This is not a jumping competition so no course walk | N/A |  |  |  |
| Lorry / car park | Riders and Associates, Officials and Volunteers | Increased activity in a defined area, especially when preparing horses | No lorry / car parking available, there is a requirement to hack to the event only. | Keep horse spaced out with their riders and Associates.  | Steward |  |  |
| Fence judges | Officials and Volunteers | Due to the need to be in pairs at a set location | No fences as this is a dressage competition | N/A |  |  |  |
| Meetings | Officials and Volunteers | Due to multiple people in a small confined area | Hold meetings in open environment, use hand gel and do not hand out paperwork unless absolutely necessary | Supply face masks if necessaryPurchase hand gel and surface cleanerMinimise contact by good advance organisation and written instructions. | Committee |  |  |
| Vet cover | Riders and Associates, Officials and Volunteers | Due to procedure necessary for treating horses | No vet on call | N/A |  |  |  |
| Medical cover | Riders and Associates, Officials and Volunteers | Due to procedure necessary for administering treatment | No doctor on call | N/A |  |  |  |
| Farrier | Riders and Associates, Officials and Volunteers | Due to procedure necessary for carrying out the role | No farrier on call | N/A |  |  |  |
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It is important you discuss your assessment and proposed actions with club officials / Official Steward / Volunteers / Contractors and anyone involved in your activities or their representatives.

**Hodgemoor Riding Association Covid 19 Risk Assessment**

Completed by: ………………………………………………………………………. (Signature)