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| --- | --- | --- | --- | --- |
| Likelihood (L) | Frequent | Medium | High | Severe |
| Occasional | Low | Medium | High |
| Remote | Insignificant | Low | Medium |
|  |  | Minor (Mi) | Serious (S) | Major (Ma) |
|  |  | Severity (S) | | |

|  |  |
| --- | --- |
| **DEFINITIONS OF RISK RATINGS** | |
| Insignificant | So low that further reduction of risk need not be considered. |
| Low | Considered tolerable. No additional controls are required, but risk should still be reduced to the lowest level that is reasonably practicable. |
| Medium | Efforts should be made to reduce the risk, until the resources involved in implementing and maintaining any further control measures are grossly disproportionate to the benefits in any further risk reduction. |
| High | Must be improved through risk reduction measures. Work must not be started until the risk has been reduced to an acceptable level. Considerable resources may need to be allocated to reduce the risk. Where the risk involves 'work in progress', urgent action must be taken. Controls that are solely reliant on manual action are not acceptable. |
| Severe | Cannot be tolerated under any circumstances. Work must not be started or continued until the risk has been reduced to an acceptable level. If the risk cannot be reduced, the work is prohibited. |

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| **Risk Assessment ID: COVID-19 Use of Blackberry for RDA Participants** | **Venue: Unicorn Centre** |
| **Completed by: Judy Preston** | **Venue Address: Unicorn Centre, Stainton Way, Hemlington, Middlesbrough, TS8 9LX** |
| **Date of issue:**  **19/07/20** | **Reviewed / Approved by: Reviewed by Claire Pitt (27/07/20) *to be approved by J Rubin*** |
| **Nobody is expected to carry out any tasks that they are not trained for, or that they cannot carry out safely. If anyone has any concerns or suggestions related to the content of this Risk Assessment please report these to the Centre Manager immediately.** | |

| **Activity** | **Current control measures or safeguards in place**  **Identified measures to eliminate, contain, reduce or control hazard**  **Note : Severity unlikely to reduce post control** | **Residual Risk of Harm**  **(Risk Rating)** | | | **Observations and recommendations to improve safety and manage this risk** | **Person/s Responsible for Control** |
| --- | --- | --- | --- | --- | --- | --- |
| **S** | **L** | **Risk** |
| **ACTIVITY – USE OF**  **BLACKBERRY FOR RDA PARTICIPANTS**  The Government’s announcement that indoor sports facilities may open from 25 July means that the use of a mechanical horse, like Blackberry, for off-horse activities in enclosed spaces will be permitted. <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities> | **THE PAUL CONWAY ROOM**  **VENTILATION -** Blackberry is situated in the purpose-built Paul Conway Room, The room dimensions are 9x 18 feet. it has 3 access points with a permanently open hoist access hole,( 6 feet by 4 feet )above the rider. The 3 access doors (entrance door, rear double doors and mounting ramp double doors) must remain fully open during the use of Blackberry to increase ventilation.  **SURFACE CLEANING** – the Paul Conway Room is constructed of wood with painted walls and ceiling, the floor is rubber tiled. Twice daily prior to the days coaching and at the end the floor will be washed with a recommended cleaner and the walls sprayed with recommended cleaner. Both will then be sanitised.  **EQUIPMENT** - all equipment will be cleaned and sanitised with a recommended cleaner/sanitiser prior and after use by participants, this includes Blackberry, saddle, stirrups, leathers, reins and sling.  For hoisted participants the sling will be cleaned with a recommended cleaner/sanitiser as recommended by the manufacturer prior and after a riding session .  Sling supports will be covered where necessary.  Lessons will be booked with appropriate gaps between to enable the correct wipe down procedures to be carried out  Racewood recommend antibacterial wipes and the occasional use of window cleaner but not near the working parts  If possible riders to use their own hats. If a Centre hat is used , then a hat liner must be used and disposed of after the lesson when the strap will also be disinfected.  SOCIAL DISTANCING (Centre general Covid-19 risk assessment and procedures also refers, see **PRIORITY ACTIVITY 1 - SOCIAL**  **DISTANCING)** Coronavirus is transmitted in droplets which fall to the ground within around 1 metre, therefore maintaining a distance of 2 metres apart will significantly reduce or eliminate becoming infected through this transmission route. This control needs to be implemented stringently in order to be effective, together with good hygiene practices noted below in priority activity 2. Where 2 metre distance is not possible, a distance of 1 metre plus other mitigations must be observed.  **EXTERNAL PROCEDURES**  **SAFEGUARDING ATTENDANT** – Any participants under 18 years old must have an additional person attend as the nominated parent, guardian or carer. Due to the Centre being closed and therefore minimal staff present on the yard, it is recommended for safeguarding purposes that another person is present for all RDA participants, following social distancing guidance at all times. Thereafter this other person will be referred to as the safeguarding attendant. Only one person can be this attendant and no other persons can be present. For participants with a safeguarding attendant present a chair will be supplied for them to use if required, positioned opposite the open double rear doors giving full view and access to the participant. This chair will be on a marked spot for social distancing purposes. A further safeguarding area will be available on the mounting ramp with the double hoisting doors open and giving full view and access to the participant. The indoor arena will not be in use during any session on Blackberry to accommodate these required access areas. Outdoor arena will be used at these times instead.  **ARRIVAL AND DEPARTURE PROCEDURES FOR AMBULATORY** **PARTICIPANTS** - Participants and their attendant will remain in their vehicle in the car park until the Coach comes out to indicate they can come out. The Coach will then complete the temperature checks and verbal health checks, and complete the Contact log. They will then be escorted (socially distanced) to the hand sanitising/washing facilities and once completed this procedure they will be escorted to the rear access to the Paul Conway Room, where the participant will access the room and mounting block. The safeguarding attendant also access the room at this point to assist with mounting Blackberry if necessary. On completing the lesson the participant exits the Paul Conway Room via the double rear doors and is escorted from the building, sanitising their hands on leaving.  **ARRIVAL AND DEPARTURE PROCEDURES FOR NON AMBULATORY PARTICITIPANTS**.- Participants and their attendant will remain in their vehicle in the car park until the Coach comes out to indicate they can come out. The Coach will then complete the temperature checks and verbal health checks and complete the Contact log . They will then be escorted (socially distanced) to the hand sanitising facilities and once completed escorted up the ramp to the mounting area next to the grandstand. Areas in the gallery not open for access will be marked accordingly and cordoned off. Once on the mounting ramp the participant or safeguarding attendant will take the hoist sling waiting for them on the shelf (cleaned ready for use) and fit the sling to the participant. The coach who is inside the Paul Conway Room will operate the hoist once the sling is correctly fitted. The safeguarding attendant may have to help remove the sling when the participant is mounted. On completion of the lesson the safeguarding attendant may be required to enter the Paul Conway Room to assist the participant to fit the sling for dismounting, once this is completed they will return to the mounting ramp to receive the participant who will be hoisted from Blackberry to the mounting ramp. The participant, with or without the help of their safeguarding attendant will remove the sling and leave in a marked tub for cleaning/sanitising by the Coach. The participant and attendant will be escorted from the building by the Coach, sanitising their hands on leaving.  **LESSON PROCEDURE**.- The coach will wear a face visor whilst coaching a participant on Blackberry and wear riding gloves. A 2 metres social distance will be maintained from marked areas on the floor and they will use the Racewood control panel on its roaming lead by standing primarily at the room access door or from behind the participant or can move with the controls for brief periods around the room within 2 metres to facilitate instruction. The participant will control the direction, halting and speed from Blackberry’s sensors but if the participant is unable to use the leg sensors to control the speed the coach can step within the 2 metres to use the speed control buttons on Blackberry’s near side with the participant turning their head away from the coach during this procedure, however a training session should be incorporated early in lessons to teach participants to use the speed control buttons themselves or if unable to do this themselves, for their safeguarding attendant to do so. H | Ma | R | Med. | Maximum occupancy rates to be displayed on room door. Social distancing floor signage and markings to be put in place including 2 metre mark for coach, areas for particpants/attendants also marked and arrows showing route.  Sanitiser available in room.  Any participant needing a fully enclosed and secure room will not be able to use Blackberry.  All participants to have completed RDA rider application form with medical consent and this reviewed as satisfactory by Coach prior to session.  All Coaches, participants and their safeguarding attendants to complete RDA consent form prior to returning, thereby agreeing to follow the specified covid-secure rules whilst on site wherever possible. The coach must be happy that the safeguarding attendant understands their responsibilities  The participant and safeguarding attendant will be required to answer the COVID19 questions and checks regarding their health and that of their household etc so the Coach can complete the Centre’s Covid-19 contact record on each attendance.  Temperature gun used for all accessing the Centre building by Coach with appropriate PPE to mitigate less than 2 metre social distancing for this process.  Controlled access/egress to the Paul Conway room for participants. They will have access to only 2 square feet of floor and 7 feet of one wall. They arrive and retain their riding boots and clothes at all times.  Participants advised to ride with gloves to provide extra barrier against transmission of the virus. No ancillary equipment will be used i.e. toys, whip.  A one way system is in place in reception area and the only risk is an untimed meeting in the stable area and entrance area, careful observation and awareness by the Coach will prevent that from happening.  All bookings for Blackberry will be made in advance by bank transfer to avoid face-to-face contact at office reception window and minimise any transmission risk.  Bookings to have half-hour changeover between to avoid cross-overs and allow for enhanced cleaning between particpants.  Procedure for particpants and their attendant to be issued electronically prior to session (at time of booking) to assist with understanding the process. Video clip produced to support the above.  On occasions it may be necessary to assist the participant to be fully seated in the saddle and the same procedure will be taken as for ambulatory participants where the safeguarding attendant will render assistance.  Blackberry provides a safe way for teaching horse riding in a controlled environment with minimal contact but on rare occasions it may be necessary to use the emergency stop button and then the coach has to step inside the 2 metre distance without the rider turning their head away. The Coach will be wearing a visor to mitigate the risk and in this situation the coach will need to turn their head away from the participant whilst they use the emergency stop button.  The coach may find that using riding gloves when using the control panel may create problems for them in that case may prefer to use latex/polypropylene gloves. These will be changed after use and between each particIpant.  Prior to any activity resuming Coach/all first aiders to be made aware of updates to procedures during Covid-19, including enhanced PPE and resuscitation guidance (CPR to include chest compressions only): <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/> | Coach and admin staff |