

Margaret Haes Riding Centre
Moor Road, Holcombe, Bury BL8 4NX

Guidance for Staff, Volunteers and all Visitors

The following must be followed to help prevent exposure to COVID-19 and to ensure all riders, staff and other visitors remain safe.

To be read in conjunction with the 'COVID-19 Risk Assessment' and the 'Code of Conduct for Riders for COVID-19'.

Government Guidance:

This is changing all the time. At the moment the guidance is as follows.

As volunteers and staff providing the Charity's services you are allowed to meet in groups of more than 6. However, when on site you must keep spread out and when going in to indoor areas such as the brew room/office or when having to approach a rider or other person closer than 2 metres, please wear a face mask.

The Government's rule of 6 means the maximum group booking for a lesson on a certain day and time is 6 riders. The British Equestrian Federation's latest guidance is one coach can teach 5 riders. However, for now we are staying at one coach can teach 3 riders in a group (4 if two from the same household).

We are allowed to provide horse riding outside and inside for a disabled rider of all ages. For our riders without disability, we are allowed to provide horse riding outside and inside for all under 18 year olds. For over 18 years we are allowed to provide horse riding outside. (We are conforming again that our indoor arena is an 'outside space' with Bury MBC)

When using the indoor arena, please keep the main doors open and use a barrier.

Health:

Temperature checks will be made should there be a concern or requested.

If you have symptoms

If you have symptoms (cough, temperature or lack of taste/smell) then please do not come to the Riding Centre for 14 days. Please stay home and seek help. Members of your household must also self isolate and not attend the Riding Centre. If you have symptoms and get a test which is negative then you and your household members can stop self isolating and come back to the Riding Centre.

If a member of your household has the COVID virus..

If a member your household has tested positive for the COVID virus then please stay away from the Riding Centre for 14 days and then only return if you feel well and have no symptoms.

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If you feel well and no symptoms..

If you have been in contact with someone from outside your household who is tested positive for COVID, then please do not come to the Riding Centre for 14 days even if you feel well and have no symptoms. Members of your household including sisters or brothers, can still come to the Riding Centre. Even if you have a test and it is negative you must still stay away from the Riding Centre. This is because you may still have the virus but not yet detectable by the test.

If sent home from school/college with classmates..

We have had recent questions about schools sending home classes or whole years as someone has tested positive for the COVID virus. If one of our riders is sent home from school with many of his/her classmates but has no symptoms they must stay away from the Riding Centre for 14 days. That's even if they feel well and even if they get tested and it is negative. However, members of their household who also ride or support us, can come to the Riding Centre.

If you are vulnerable ...

Please advise the Riding Centre if you are pregnant, over 70 years or under 70 years with an underlying health condition identified by the Government, such as diabetes, asthma, weakened immune etc.

If you need to bring other children from your household then you are responsible for making sure all follow the social distancing kept to 2m .

Cleaning:

All to use sanitiser when first arriving on site. If first on site, then locate dispensers on block by Brew Room.

All to increase frequency of own handwashing during time on site.

All to wear clean clothes and you are advised to wash clothes on returning home.

We will have a special disinfectant mix (a high and a low percentage mix), ready for use in sprays.

By area the cleaning required is as follows:

- Toilet – This can be used by anyone on site. Toilet has normal clean in the morning and then all handles, taps, grab rails etc. wiped with disinfectant mixture (will be available in spray gun) using J cloths. During day spray disinfectant mix on surfaces after each use and also wipe down after any clients or visitors have used. When cleaning use disposable gloves (or own rubber gloves which only your use) and mask . Final clean end of day. Use paper disposable towels to dry hands .

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- Brew Room - Only staff and only one person in the Brew Room at any one time. Ideally, keep spare clothing, bags, personal belongings, drinks and food etc in your car if on site or drop in Brew room away from other people's belongings. Surfaces cleaned as normal daily in morning and then wipe down with the low % disinfectant mix during the day. Please ensure the hot water urn is full and switched on for cleaning and hand washing .
- Yard Equipment – Only used by staff and volunteers. Wipe down handles with disinfectant low % mix.
- Grooming Kits – Only staff and volunteer use and keep a kit for your use only – named users on kit
- Gate handle and stable door handles - Wiped daily with disinfectant low % mix at start and end of day.
- Waste - Bag and removed daily from Brew Room and Toilet .
- Riding Hats – when used wipe with disinfectant on outside using low %mix and store with a label showing date used. All used hats to be stored for 72 hours before re use.
- Tack – all to be washed down after use with mix of fairy soap and hot water. At the end of the day apply tack cleaner/cream.

Prevention of Exposure to COVID-19:

When on site all to comply with the 2 metre social distancing or if not possible to spread out then wear a face mask if need to be closer.

To keep safe, we need to work and stay in different areas in the Riding Centre and keep 2 m social distancing if moving from one area to the next. A typical set up might be :

- Outdoor arena and Car park: 1 x Instructor, 3 x Rider (or 4 if from same household) and up to 3 x accompanying adults for a rider (possibly very young child if no child care) or lead rein – experienced volunteers may lead as well as parents/support we have assessed as capable
- Brew Room, Indoor Arena and Tack Room: 1 x Ops Support (with 1 x Family member if required) no more than 3 in this room if at all possible
- Stables and Hay Loft: 2 or 3 volunteers (to be reviewed)

Please note no more than 5 volunteers allowed on site at the same time. Insurance only covers us for 5.

The intention is to limit the total number of people (riders, families and support, volunteers, and staff) to 15 at any one time.

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Try to keep to roles as follows: Instructors teaching, Volunteers limited to stable duties – muck out, hay nets and water and Ops Support to tack disinfecting. No tack to be handle by volunteers unless already cleaned. Mainy Ops Support will clean tack and be responsible for removing tack.

Also same team (Instructor, Ops support and Volunteers) allocated to same day each week as far as possible –and same riders . Reduces the number of people each person has contact (so each person works with only a few others).

Where the social distancing guidelines cannot be followed in full for example a rider struggling with girth check then - keep the activity time involved as short as possible and wear a mask (see separate advice on mask wearing) and wash hands or sanitise.

No one is obliged to work in an unsafe work environment. If anyone does not feel it is safe to work they can alert the Instructor or Operations Manager.

If anyone is in the Government’s vulnerable group then please make Operations Manager aware. It may be possible to stagger times on site altered to avoid contact with anyone.

Other visitors such as farrier and feed deliveries booked for Friday and Mondays if possible i.e. when nobody or few on site.

Site Layout:

We will be using screens and barriers to separate people from each other e.g. where the riders walk through to the outdoor arena.

The wooden pole will be in placed from Room to Outdoor Arena making a barrier to that area although access to the toilet is allowed for any one. No spectating in this area and ideally any accompanying adult stays in their car unless the child riding is in need.

Other:

Avoid sharing pens

Use own masks –names on masks

No sharing of mugs. Bring own food and supplies rather than share.

Breaks taken outdoor and if not wherever possible use indoor arena respecting social distancing

First Aid and Other Emergencies

In an emergency, for example, an accident, fire or break-in - people do not have to stay 2metre apart if it would be unsafe.

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If helping others then pay particular attention to sanitation measures immediately afterwards including washing hands.

Need new equipment for CPR and first aid box will be provided.

Tracking:

We are legally required to log details of all riders and those accompanying, as well as volunteers, staff and other visitors on site at the Riding Centre. You can check in to the Riding Centre using the NHS QR Posters now on display and the NHS Covid-19 app. If you do not use the app, we will rely on our rider sheets as to which riders attended and will ask for the number accompanying the rider. Everyone else needs to record their details including a contact telephone number in the Red Diary in the Office.

Those accompanying our younger riders will be allowed to watch a lesson by keeping spread out on the site and no more than six at any time. Preferably, accompanying adults will remain in their vehicle. Other than that, spectators are not encouraged.

Log details of all visitors such as farrier, vet, feed merchants, tradesmen, etc.

Masks:

The Government advice is that 'Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited.'

We have identified the need for a mask when cleaning the toilet and brew room, and when you are unable to maintain social distancing eg a rider struggling with a girth or giving first aid.

In these situations or if you choose to wear a mask, it is important to use face coverings properly and wash your hands before putting them on and taking them off. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. Change your face covering if it becomes damp.

Finally, we will seek specific advice on what to do if anyone who has been on site recently then develops symptoms of COVID-19.

DB September 2020

References:

Cabinet Office Meeting with Others Safely (social distancing)

<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

File: Guidance for Staff, Volunteers and Visitors 1.1 Sept 2020 Review - on going

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updated 22 September.

Press Release - Venues required to enforce rule of 6. 18 Sept 2020

<https://www.gov.uk/government/news/venues-required-to-enforce-rule-of-6-nhs-qr-code-posters-and-contact-logs>

NHS Test and Trace Guidance 23 September 2020

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-2-people-who-have-had-close-contact-with-someone-who-has-coronavirus>

Cabinet Office Guidance

Coronavirus outbreak FAQs: what you can and can't do

Updated 11 May 2020

Working safely during coronavirus (COVID-19)

Dept Business Energy Industrial Strategy