

The Horse Trust COVID-19 Risk Assessment	RISK ASSESSMENT NO:	3	DATE:	20.07.2021
----------------------------------------------------	----------------------------	---	--------------	------------

TASK BEING PERFORMED	Management of Coronavirus (COVID-19) Opening the site to visitors	COMPLETED BY:	Carolyn Madgwick
-----------------------------	--------------------------------------------------------------------------	----------------------	------------------

COVID-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Public health activity is aimed at reducing the spread of coronavirus, which causes COVID-19 infection. The two main methods of preventing the spread of infection are hygiene measures and social distancing.

The World Health Organisation has identified that COVID-19 is not an airborne virus. Respiratory infections can be transmitted through droplets of different sizes. According to current evidence, COVID-19 virus is primarily transmitted between people through respiratory droplets and contact routes including touch points. What this means in practice is, the droplets are of a weight that they will fall to the ground at around 1 metre, thus the 2-metre social distancing rule. They can also remain on surfaces for some time depending on type of material. The COVID-19 virus therefore primarily spreads through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

The Horse Trust's approach is based upon Government guidelines to be COVID-19 secure. The following risk assessment therefore utilises the key principles of hygiene measures and social distancing to support the charity's response to health and safety in the workplace following COVID-19

What are the hazards?	CONTROL MEASURES (How is the risk controlled, what measures are required to reduce risk)	What further action do you need to consider to control the risks?	Who needs to carry out the action and when?
Spreading of Coronavirus (general)	<ul style="list-style-type: none"> • Tickets only available in advance via online system and allocated a visitor time to reduce the number of visitors on site at any time • Written instructions issued before the event reminding visitors that they must not attend if they need to self-isolate, or they or anyone they live with are showing any symptoms 	<ul style="list-style-type: none"> • Management Team will monitor Government guidance and update the requirements of this risk assessment when appropriate • HT team members to replenish PPE and cleaning supplies when running low 	All

What are the hazards?	CONTROL MEASURES (How is the risk controlled, what measures are required to reduce risk)	What further action do you need to consider to control the risks?	Who needs to carry out the action and when?
	<p>of COVID-19</p> <ul style="list-style-type: none"> • The written guidance will advise visitors of the precautions that are in place at The Horse Trust – one way system, sanitiser etc. • All team members are fully aware of the requirements of The Horse Trust’s Risk Assessment – Management of Coronavirus at Work which is reviewed regularly and amended accordingly • The Horse Trust team members are provided with lateral flow tests and strongly encouraged to test twice a week • Hand washing facilities or hand sanitiser, face masks (available for visitors on request) and surface cleaner available • Advisory posters clearly displayed • Accessible areas for visitors will be clearly signposted • Test and Trace system in operation in accordance with current government requirements (QR Code displayed) and temporary record of visitors kept for 21 days (from online ticket sales) in accordance with GDPR legislation • If a visitor presents with symptoms or The Horse Trust become aware of a positive case of COVID- 19 on-site, the Director of Fundraising and Marketing will ensure that the local authority public health team are notified. 		
<p>Social distancing – Maintaining a distance of 2-meters will significantly reduce the risk</p>	<ul style="list-style-type: none"> • Written instructions issued before the event reminding visitors that they must not attend if showing any symptoms of COVID-19 and advising visitors of the precautions that are in place at The Horse Trust • Clear signage reminding visitors of social distancing recommendations • One-way system for access to stable areas clearly signposted and 		<p>All</p>

What are the hazards?	CONTROL MEASURES (How is the risk controlled, what measures are required to reduce risk)	What further action do you need to consider to control the risks?	Who needs to carry out the action and when?
of infection	<p>use encouraged</p> <ul style="list-style-type: none"> • Number of visitors limited, time slots provided through advance booking system • Where seating is available is will be positioned to encourage outside use and well-spaced • The use of face coverings is encouraged in indoor spaces, particularly when purchasing food and drink from the Black Beauty Tea Room to protect both visitors and team members • Ensure hand washing facilities well stocked • Hand sanitiser available at multiple points and use encouraged on entering and leaving the site from the car park • Ventilation with external air must be maximised in all buildings where people are gathering - the door to the Tea Room must be left open to provide ventilation 		
Car Parking – increased risk of transmission by contact during travel or car parking	<ul style="list-style-type: none"> • Car Park attendant(s) provided with face shield/mask • Visitors requested to use sanitiser on entry and departure and to follow the one way system • Gates where public access is allowed will be kept open where it is safe to do so 		HT Organiser; Car Park Attendant
Catering facilities – increased risk of transmission of virus during	<ul style="list-style-type: none"> • Limited team members in kitchen area (face masks available) • Reduced number of tables in Black Beauty Tea Room and increased number provided outside • Clear markers on ground to encourage 2 meter distance when queuing for food/drink 	<ul style="list-style-type: none"> • To be reviewed as further guidance is provided 	All

What are the hazards?	CONTROL MEASURES (How is the risk controlled, what measures are required to reduce risk)	What further action do you need to consider to control the risks?	Who needs to carry out the action and when?
breaks			
Toilets - Infection from virus through use of toilet facilities	<ul style="list-style-type: none"> • Ensure hand washing facilities well stocked • Windows left open to provide ventilation • Hand sanitiser available at multiple points • Extra cleaning 		HT Organiser
Cleaning - Infection from virus transferred by not cleaning surfaces and equipment	<ul style="list-style-type: none"> • Identify surfaces that are frequently touched e.g handrails, door handles, shared equipment • Where appropriate leave doors open that are not fire doors • Identify areas that will require cleaning to prevent spread of coronavirus both before and after the event and provide clear instructions to cleaning provider • Sanitiser available for use before entering Sefton’s Barn and within the building • Cleaning products provided for use on tops of stable doors 		HT Organiser
First Aid - Infection from virus transferred by contact between people when administering first aid.	<ul style="list-style-type: none"> • Normal first aid hygiene and contamination control practices should be followed • Disposable gloves, disposable masks and apron should be used if available • Clean hands thoroughly with soap and water or alcohol sanitiser before and after administering first aid • It is recommended to avoid mouth to mouth breaths in a non-breathing adult casualty, only administer chest compressions 		All
PREPARED BY	Carolyn Madgwick	CHECKED BY	