



Task or activity being assessed: COVID-19 Risk Assessment – Working Practices

Workplace/Service: Sirona Therapeutic Horsemanship CIO - Equine-Assisted Learning & Equine-Assisted Therapy.

Date of this assessment: 6th January 2021

People consulted: Government Guidance, BHS Approved Riding Schools Risk Assessment Considerations, Senior Leadership & Trustees, Torbay Council.

Finalised by: Hannah Burgon CEO

Assessment to be reviewed on: 11/02/2021

Previous Revisions: rev 1: 02/04/20, rev 2: 13/05/20, rev 3: 03/06/20, rev 4: 08/09/20, rev 5: 23/10/20, rev 6 28/10/20, rev 7 09/11/2020, rev 8 03/12/20, rev 9 31/12/20

Risk Benefit Analysis – Does this function / task / activity need to be provided?

Benefit of continuing the function / task / activity (tick all that apply)

- Statutory requirement
- Public Safety
- Health & Care
- Safeguarding

Essential business function: EOTAS and Therapeutic provision for vulnerable young people

Level of benefit in continuing

Low: Medium: High:

Local Alert Level

Tier 4 – Stay at home

| | What are the significant hazards? | Who might be harmed and how? | What is being done to control this risk now? | Can you do anything else to lower the risk further? | If so who will action this? | By when? | Completed on? |
|----|--------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------|---------------|
| 1. | Virus Transmission through airborne transmission | Staff and young people, and any visitors, along with their households, may be infected. | ✦ Restrictions on visitors to Sirona, including numbers of visitors and staff at any one time in areas of the facilities. | <ul style="list-style-type: none"> ✦ Remind all visitors and staff of restrictions and precautions in place ✦ Ensure we adhere to the guidelines set. | All staff/ Leadership and visitors | Ongoing | Ongoing |

| | | | | | | |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| | | <ul style="list-style-type: none"> ✦ <i>Operating a reduced timetable to limit the number of participants on site.</i> ✦ <i>Provide / make available the Sirona Covid-19 risk statement, policies and procedures to participants, carers, referrers, staff and volunteers.</i> ✦ <i>Visitors & participants requested to wait in their vehicles until greeted by a member of staff. Delivery drivers asked to wait at gate.</i> ✦ <i>Staggering session start and finish times. Staggering staff / volunteer start and finish times.</i> ✦ <i>Adhering to social distancing measures.</i> ✦ <i>Cancellation of courses, events, meetings and presentations in the short to medium term. Suspension of further bookings for courses and events in the long term, until further notice.</i> ✦ <i>Provision of facemasks – must be worn if grooming is an activity or social distancing cannot be managed. Discretionary in other circumstances.</i> ✦ <i>Limiting the number of people in the office to 3 at a time.</i> ✦ <i>Utilising the tiny home as an additional office space.</i> ✦ <i>Additional refreshment facilities in the portacabin to limit the necessity to come to the office.</i> ✦ <i>Team meetings held by zoom or in an outdoor space with social distancing measures in place.</i> ✦ <i>Trustee meetings held by zoom or with social distancing measures in place and adequate ventilation.</i> | <ul style="list-style-type: none"> ✦ <i>Follow PHE guidance for staff / children with suspected / confirmed COVID-19.</i> ✦ <i>Provide additional building / classroom space and over cover area to assist with social distancing during poor weather in winter months.</i> ✦ <i>Admin staff to work from home where possible.</i> ✦ <i>Equine workers to use portacabin facilities and practitioners new building facilities.</i> | <p><i>All staff</i></p> <p><i>Trustees / CEO</i></p> <p><i>CEO / admin staff</i></p> <p><i>All staff</i></p> | <p><i>As required</i></p> <p><i>Start of term 04.01.21</i></p> <p><i>03.11.20</i></p> <p><i>04.01.21</i></p> | <p><i>Available from 23/06/20</i></p> <p><i>30.12.20</i></p> <p><i>Ongoing</i></p> <p><i>Ongoing</i></p> |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|

| | | | | | | | |
|----|-----------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------|----------------|
| | | | <ul style="list-style-type: none"> ✦ <i>Windows and doors open as much as possible in all buildings.</i> ✦ <i>Support of government track and trace scheme – notices and app QR code displayed.</i> | | | | |
| 2. | <i>Virus transmission through touch of surfaces</i> | <i>Staff and young people, and any visitors, along with their households, may be infected.</i> | <ul style="list-style-type: none"> ✦ <i>Restrictions on visitors to Sirona, including numbers of visitors and staff at any one time in areas of the facilities.</i> ✦ <i>Visitors & participants requested to wait in their vehicles until greeted by a member of staff.</i> ✦ <i>Records kept of any person on site at any one day.</i> ✦ <i>People who arrive at Sirona are requested to wash their hands upon arrival, and advised of the precautions, including not touching face and regular hand washing throughout the day. Antibacterial gel provided.</i> ✦ <i>Everyone to wash their hands before leaving Sirona and in between all activities.</i> ✦ <i>Everyone to wash their hands after handling the horses, dogs or cat.</i> ✦ <i>Regular cleaning of all surfaces, particularly door handles in high traffic areas such as main use cabins and toilets. Cleaning to be monitored and recorded by staff daily on the cleaning record sheets.</i> ✦ <i>PPE for staff to have access to as appropriate.</i> ✦ <i>Prominent signs displayed relating to local area tier guidance, social distancing, hand washing and PPE.</i> ✦ <i>Tack cleaned after use.</i> | <ul style="list-style-type: none"> ✦ <i>Remind all visitors and staff of restrictions and precautions in place</i> ✦ <i>Ensure we adhere to the guidelines set</i> ✦ <i>Cancellation of non-essential deliveries.</i> ✦ <i>Staff using their own mugs and making their own drinks.</i> ✦ <i>Admin staff to work from home where possible.</i> <p>✦ <i>Guidance for use of PPE displayed.</i></p> | <i>All staff/ Leadership And visitors</i> | <i>Ongoing</i> | <i>Ongoing</i> |
| | | | | | <i>CEO</i> | <i>03.11.20</i> | <i>Ongoing</i> |

- | | | | | | | | |
|--|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| | | | <ul style="list-style-type: none">✦ <i>Equipment used by participants cleaned after session by practitioner.</i>✦ <i>Observational monitoring of participants to vehicle when leaving premises.</i> | | | | |
|--|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|

| | | | | | | | |
|----|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------|----------------|
| 3. | <i>Staff Wellbeing</i> | <i>Staff may feel anxious, concerned about possible infection, and any potential implications on employment</i> | <ul style="list-style-type: none"> ★ <i>Regular communication between Sirona leadership team and staff including morning meetings and monthly team meetings.</i> ★ <i>Staff to speak to CEO with any concerns</i> ★ <i>Government support and guidelines for statutory sick pay (if self- isolating). Staff to read Government guidelines for employees for reassurance.</i> ★ <i>Clinical group supervision with our Child Psychotherapist.</i> ★ <i>Guidance information displayed and guidance available in Covid-19 file.</i> | <i>Sirona leadership team to increase and update own awareness, including taking further advice from various support organisations and the government as this becomes more available.</i> | <i>All staff/ Sirona CEO</i> | <i>Ongoing</i> | <i>Ongoing</i> |
| 4. | <i>Participant Wellbeing</i> | <i>Participant wellbeing and mental health affected by changes to service and by fear of infection. This includes the negative implication of the reduction of service as a protective factor.</i> | <ul style="list-style-type: none"> ★ <i>Sirona staff / team to keep in regular contact with participants, parents / carers and referrers.</i> ★ <i>Individual risk assessments conducted on young people / participants where required.</i> ★ <i>Sirona staff / team / trustees to think of new and creative ways along the way if services are reduced or changed.</i> ★ <i>Participants are supported by the minimum number of staff / volunteers / horse handlers required.</i> ★ <i>Staff/team / trustees to work towards keeping the service as consistent and robust as possible.</i> | <i>Staff / team to set up assigned tasks and responsibilities with regards to contact and rota/virtual work as needed. Staff / team / trustees to make plans for various eventualities, keeping participant wellbeing at the forefront</i> | <i>All staff/team / trustees</i> | <i>Ongoing.</i> | <i>Ongoing</i> |