

**Moreton Equestrian Centre**  
**Standard Operating Procedures COVID-19: returning to restricted activity safely**  
24 June 2020

Covering Participants, Organisers, Judges and Coaches  
Protecting our clients and staff during Coronavirus (Covid-19)

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## 1 Introduction

We must all comply with the latest Government advice on COVID 19, so this document is designed to help provide help and guidance on how to manage the enjoyment of your sport as we go through this crisis.

These Standard Operating Procedures (SOP) are correct at the time of printing but need to be reviewed regularly in accordance with the official advice given. These SOP are based on Public Health England(PHE) guidance and British Dressage.

The Health and Safety Executive (HSE) is the relevant enforcing authority for the PHE guidelines. These are what this Standard Operating Procedures document is based on.

During the Covid-19 pandemic, everyone need to ensure that they protect themselves and others, minimising the risk of spreading the infection. This may mean we have to change the way we manage activity, including travel to and from MEC for competitions, coaching, competing and training, planning visits in advance, how to ride, train and teach on site.

It is everyone's responsibility under the Health and Safety at Work Act to make every effort to comply with these regulations.

## MEC COVID-19 Standard Operating Procedures

PHE guidance states: "where it is not possible to follow social distancing guidance in full, in relation to particular activity, you should consider whether the activity needs to continue and if so, take mitigating actions possible to reduce the risk of transmission." This would be in the form of additional PPE or taking other appropriate actions as detailed in this SOP.

The health and safety requirements of this venue should be complied with as standard, with any additional measures applied over and above normal procedures. Emergency services are also under great pressure and may not be able to respond as quickly as usual; this should be taken into account in the planning of any activities, including first aid and emergency response, with appropriate measures to minimise risk.

These Standard Operating Procedures are aimed at protecting everyone involved: in our sport; the venue, organisers, riders, coaches, trainers, owners, officials, staff, clients, families and the wider UK population.

## 2 Basic principles

All participants should maintain the current stipulated distance apart at all times to reduce the risk of coronavirus transmission.

Regular handwashing with soap and water should be practised, or use of a 60% alcohol hand sanitiser if washing facilities are not available.

Frequent cleaning with disinfectant, paying close attention to common touchpoints like door handles, gates, counters etc. and any shared equipment, such as pens, clipboards etc.

### **3 Maintaining hygiene: hand washing and toilet facilities**

All activity should be consistent with the government guidance regarding health, social distancing and hygiene.

Anyone who is symptomatic or suspects they have been exposed to the virus should not take part in any activities and remain at home.

Any activity should be done either individually, with members of your household or with one other person from another household, which could be a coach or other participant.

All activity will be outdoors.

#### **Persons at increased risk:**

##### **The following must not attend any activity at MEC:**

Anyone who has been advised by the doctor that they are at an increased risk should not go to work/travel for exercise.

Persons defined on medical grounds as extremely vulnerable

Anyone identified in this category has been advised by the doctor and must follow the guidance on self-isolation.

All others should follow the guidance on shielding and protecting extremely vulnerable people. These vulnerable people must not attempt to attend any lesson or travel to MEC until clearance is given from the government that all restrictions are lifted.

Anyone residing with anyone in either of the above groups is at increased risk and should stringently follow the guidance on social distancing, minimising contact outside of the home. They must not take part in any activity or attend a lesson at MEC.

#### **If someone falls ill**

If anybody is to fall ill, or display any of the symptoms above they should:

Return home immediately

Avoid touching anything

Follow guidance on self-isolation before returning to work / attending a venue.

### **4. Travel**

Important points to remember:

Where riders are travelling to MEC with their horses, they should travel alone, or with members of their household and make no other stops on route.

The vehicle should be cleaned regularly, using gloves and standard-cleaning products, paying attention to the wheel, handles and any areas that others could have had contact with.

Plan for additional time to allow for hand washing and applying protective measures to yourself.

Visits should only be made to familiar or known venues, as close to home as possible, where you are aware of the set up and can ensure that social distancing takes place.

Any new clients/coaches requesting a visit should only be agreed to during this time after an individual risk assessment of MEC has taken place.

Plan the journey to minimise travel time on the road, stay in the vehicle whenever possible.

When refuelling your vehicle, where possible use the same service station each time. Hygiene practices should be followed, including the use of gloves and wipes, disposed of appropriately.

All visits should be recorded, including clients, yards and venues visited, to allow for tracking and tracing if this is necessary in future.

Adequate parking is provided for cars, horseboxes and trailers to allow for social distancing to be observed, including additional space for the loading/unloading of horses.

Anyone visiting MEC should minimise unnecessary contact with other individuals, including considering access for other vehicles that may arrive during their visit.

In the case of break down or other issues, please observe social distancing measures with any rescue operatives.

## **5 Food and Drink**

It is advisable that you provide your own mug/flask/drinks bottle to refill if necessary.

Disposable cups, crockery and utensils are available.

The onsite catering wagon is takeaway only and outdoors.

All waste is to be disposed of immediately using bins provided which are regularly emptied.

## **6 Work/event/session planning**

Social distancing must be observed at all times, where possible, or additional measures taken including the use of PPE. COVID-19 specific risk assessments are completed alongside standard risk assessments.

### **Eliminating risk:**

Trainers/coaches/clients/proprietors who are not well, or displaying any symptoms relating to the virus, should not travel to MEC.

All lessons/clinics/events take place in an open outdoor facility.

Maintain social distancing, with the current stipulated minimum distance, at all times.

All bookings/payments should be taken in advance, using online methods.

### **Reducing Risk:**

The trainer/coach/staff/competitor will maintain social distancing at all times throughout the session, keeping to a minimum distance of two metres apart.

When social distancing cannot be adhered to, the coach/trainer should take additional measures to provide protection; i.e. mask and gloves to be worn. This is likely in the case of accident.

Feedback can be recorded and emailed after the lesson, if required, should this not be clear during/after the lesson.

### **Isolate:**

Ensure visits to yards/venues are not at the same time as other service providers (such as feed merchants/farriers/vets), if at all possible.

Limit the number of sessions to a sensible amount to ensure that there is very minimal crossover between horses and riders as they arrive and depart.

Only members of a single household or one additional person from outside the household are allowed to attend with a rider. This should be restricted to one person per horse & rider.

Where possible, one member from the rider's household should be encouraged to accompany them to complete safety checks, assist from the ground and provide first aid in case of emergency – provided that social distancing is adhered to at all times.

### **Control:**

If circumstances mean that social distancing is not possible, PPE should be used, although it is strongly recommended that any contact is limited.

### **PPE:**

Recommended to carry and use PPE as appropriate, if required for any reason, supplied by the individual for their own use only.

Single use PPE should be disposed of appropriately and not reused.

It is recommended that the coach/trainer/venue/first aider carry surgical gloves and a face mask on their person at all times, in the case of the need to administer first aid, should a family member not be available to do so.

### **Behaviours:**

Measures to minimise the risk of the spread of infection must be observed by everyone. We are all responsible for our own actions in the fight against Covid-19.

Infection is spread through droplets of nasal discharge, coughing and on contact with any surfaces, so all participants should be vigilant and mindful of this at all times.

It is important that all participants are open and honest, follow the guidelines and take a collaborative approach in the fight against this virus. Any issues must be openly discussed and addressed appropriately.

## **7 Bookings and payments**

All bookings should be taken in advance online or by phone.

Payments should be made online electronically, such as using BACS, PayPal or by pre-paid bank transfer. Handling of cash should be avoided to minimise risk of contamination.

## **8 First aid and emergency service response**

The primary responsibility of first aid is to preserve life. If you are required to do so, first aid should be administered until the emergency services attend.

