



PONY PARTNERSHIPS

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Registered Member **147427**
MBACP (Accred)

LEAP
SENIOR PRACTITIONER 2021

THE HERD INSTITUTE
EQUINE BEHAVIOUR
MENTAL AND PERSONAL DEVELOPMENT

Name of Organisation: Pony Partnerships
 Venue Address for which RA applies: All
 Date of last review: 23rd May 2021
 Date of next review: Ongoing
 Name of Risk Assessor: Danielle Mills

| HAZARD | WHO MAY BE HARMED? | WHAT ARE WE DOING TO MINIMISE RISK? | ADDITIONAL CONTROLS |
|--------------------------------|--|--|--|
| Spread of Covid-19 Coronavirus | <p>Staff</p> <p>Visitors to premises</p> <p>Anyone else who physically comes in contact with staff in relation to the business</p> <p>Members of the public using public footpaths adjacent to field</p> | <p>Hand Washing</p> <p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> | <p>Staff and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> |

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| | | <p>Drying of hands with single use towels.</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/</p> <p>Gel sanitisers in any area where washing facilities not readily available. Staff and visitors encouraged to wash hands / use hand gel before and after each session.</p> | <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice.</p> |
| | | <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Resources washed each night or at the end of each session if possible,</p> <p>Sessions planned so resources are individual and not shared.</p> | <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>If unsure all staff to destroy any materials (including pens) if they feel they are</p> <ul style="list-style-type: none"> - Not clean - Not suitable - Been used by someone who has the coronavirus <p>*this should be done in PPE kit, bagged by staff and completed by site staff</p> |

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| | <p><u>Social Distancing</u> Avoid unnecessary close contact and observe government guidance regarding social distancing where possible.</p> <p>Remove any unnecessary furniture.</p> <p>Ensuring sufficient rest breaks for staff.</p> | <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Staff may be provided with extra PPE kit (if appropriate and required)</p> |
| | <p><u>Wearing of Gloves/PPE</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> | <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> |
| | <p><u>Symptoms of Covid-19</u> Any member of staff/clients who have symptoms of COVID-19 should self-isolate for 10 days and will not be allowed on the premises. All other household members who remain well must stay at home and not leave the house for 14 days. The period starts from the day when the first person in the household became ill. Individuals should book a coronavirus test or order by phone via NHS 119 (new number). If the test is positive, then test and trace will be instigated.</p> <p>Must follow current Foreign and Commonwealth Office (FCO) guidance on</p> | <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support staff in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>If someone becomes ill on site, the area around the unwell person must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people (refer to cleaning section). If positive result/out-break, the site</p> |

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| <p>foreign travel and returning to the UK. .</p> <p>Once we are notified of the results appropriate action can be taken. If it is negative the person can return to site, unless they are unwell with other symptoms. If positive they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.’</p> <p>The site doesn’t need to close, wait for the result if positive, seek advice from health protection/ track and trace will also be in contact.</p> | <p>must contact the local health protection team for advice and guidance. Client must leave the site and will be encouraged to undertake a COVID-19 test.</p> |
| <p><u>Vulnerable staff and clients</u></p> <p>Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable should continue to follow government guidance and have an individual risk assessment where appropriate.</p> <p>Those living with those that are clinically vulnerable can attend sessions, work with students or adults adhering to this and other re-opening risk assessments.</p> | |

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| | <p>Close contact Risk of spreading virus due to close contact with clients – 1:1 and restraint: Remove from site and contact with parents or police and review of individual risk assessment.</p> <p>Providing first aid requires that social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p> <p>A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John's ambulance guidance.</p> <p>If a client presents symptoms of COVID-19 they will be isolated ideally in a separate room or where this is not possible 2m away from people and someone called to collect them.</p> <p>The first aider will wash their hands for at least 20 seconds with liquid soap and water.</p> <p>The first aider will cover any cuts on their</p> | <p>Staff may be provided with extra PPE kit (if appropriate and required)</p> |
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| | <p>hands with waterproof plasters.</p> <p>The first aider will avoid putting their fingers in their mouth and touching their face.</p> <p>The first aider will avoid touching any part of a dressing that will come in contact with a wound</p> <p>After each first aid treatment is given all equipment and surfaces, including goggles used will be cleaned down</p> <p>After using the face masks, aprons and gloves they will be correctly doffed and placed straight into the waste bags and Bio Waste bins that are provided</p> <p>Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid.</p> <p>First aiders have been given information on how to correctly don and doff their PPE.</p> | |
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| | <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Staff meetings to discuss concerns and shared control measures.</p> <p>Sharing of support helplines.</p> <p>Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible.</p> <p>Vulnerable staff – those subject to strict social distancing – working at home or in school with strict 2 metre distancing measures in place</p> <p>All staff have to be sensitive to individual needs this includes planning for those staff who have been shielding/class as vulnerable or have any other issue which may make them anxious.</p> | <p>Regular communication of mental health information and open door policy for those who need additional support.</p> |
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| | <p><u>Emergency procedures</u></p> <p>Changes to emergency evacuation procedures are communicated to all persons on site.</p> <p>Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence).</p> <p>Staff, and visitors to social distance at assembly areas as far as is reasonably practicable.</p> | |
| | <p><u>Failing to follow controls</u></p> <p>Implement monitoring (inspection/audit) measures and record all findings.</p> <p>Deal with the breaches immediately.</p> <p>Provide feedback to colleagues.</p> | <p>Update your assessments and controls in line with findings from monitoring.</p> |

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