

EPSOM RIDING FOR THE DISABLED ASSOCIATION

St Ebba's Farm Hook Road Epsom Surrey KT19 8QW

www.epsomrda.org.uk

Email: epsomrda@outlook.com



EPSOM RDA

Covid-19 - Business Continuity Plan

Version 1 – Issued 15 March 2020

This plan is intended to help Epsom RDA decide the steps we need to take in light of the spread of the Covid-19 virus. We'll keep this information up to date. This page was last updated on **15 March 2020**

What is the coronavirus?

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. This strain, covid-19, is a new strain of coronavirus first identified in Wuhan City, China in Jan 2020.

What are the symptoms?

The following symptoms may develop in the 14 days after exposure to someone who has covid-19 infection:

- A cough
- A high temperature
- Shortness of breath

Anyone worried about symptoms should go to the NHS 111 [coronavirus advice website](#). They must not go directly to their GP or other healthcare environment. [The latest advice on the Covid-19 situation can be found on the GOV.UK website.](#)

What's the best way to prevent the spread of Covid-19?

- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser. This is particularly important after taking public transport.
- Use an alcohol-based hand sanitiser.
- Cover your cough or sneeze with a tissue, then throw the tissue in a bin.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

What do we need to do to protect volunteers, riders and visitors ?

- Information: Provide information using comms channels including posters and email.
- Handwashing facilities: Check handwashing facilities are available and well supplied. More regular hand washing may require more supplies. Provide soap and cleaning products around the buildings for volunteers, riders and visitors. Insist that volunteers, riders and visitors wash their hands upon arrival and any other relevant time such as after dismount.

Epsom Riding for the Disabled Association is a Charitable Incorporated Organisation. Registered charity number 1180061

St Ebba's Farm, Hook Road, Epsom, Surrey, KT19 8QW. Tel No. 01372 743690

A member of the Riding for the Disabled Association incorporating Carriage Driving

Registered Company No 5010395 01372 Registered Charity No 244108

- **Cleaning regimes:** Viruses can live on hard surfaces for up to eight hours. Every session should clean the following; coffee room and toilet door handles, indoor taps, coffee room work surfaces, etc. with antibacterial cleaner and j cloth not paper towels (public health advice) at the beginning of each session.
- **Volunteers or Riders unwell:** If they are showing a high temperature or have a new continuous cough – this means they've started coughing repeatedly, they must not come to the yard. Trustees will support Session Leaders who make the decision to instruct a volunteer, rider, or visitor to leave the yard.

Should we cancel our events?

- Currently the advice is for most people to continue to go to work, school and other public places and therefore we operate as normal.
- If we are planning an event for large numbers of people, we will need to keep the event plans under review. Be aware some volunteers may prefer to stay home in this event.

Hierarchy of activities

If the virus continues to spread then the following hierarchy of activities should be followed:

1. Inform and prevent

This is the phase we are following with advice going to Session Leaders and volunteers

2. Assess who may be vulnerable to the effects of Covid-19 and advise against them attending

This step will take place should the Government or Health Services escalate the warnings. It would apply to riders and volunteers and would be assessed by session leaders.

3. Loss of sessions

It may come to the point where sessions do not have enough volunteers to safely run a session at which point the session should be cancelled for the foreseeable future. Session Leaders are encouraged to use the session leaders WhatsApp group to seek coach cover from other sessions if needed. Many coaches are already on the Session Leaders group but if any other coaches want to join please contact Jo on the group chat. If sessions do close we will still need to take care of the herd and premises. See Pony Care below.

4. Epsom RDA closure

This step would take place if the government closes schools or if we have insufficient volunteers to safely run sessions.

Pony Care

If sessions shut down or we get to the stage of closing the whole of Epsom RDA then arrangements need to be made for the feeding and care of the ponies. The following rules will apply:

1. Each session is responsible for feeding and care in their sessions
2. Each session must poo pick!
3. Horses should be exercised regularly as appropriate. Mo and Jo to decide what is meant by appropriate.
4. Numbers of volunteers should be kept to a minimum and everyone should leave the site as soon as the work with the ponies has finished. Debriefings should be kept to a minimum. There is to be no

staying at the yard for social gatherings after the work with the ponies is finished. This is to minimise the risk to volunteers.

If you get to the point that some or all of these jobs cannot be completed please let Jo and Gill know on jo.lee@epsomrda.org.uk and gill.mcpherson@epsomrda.org.uk respectively and we will work with the next session to avoid it becoming a burden.

Fund Raising

The closure of a session or the whole Group will mean a loss in income which will have a significant effect on EDRA's finances. Therefore, bearing in mind that this may also be a difficult financial time for some of our parents and carers we will need to seek donations such as asking those on Direct Debit etc. to maintain their payments.

Liveries and Hirers

Any liveries or hirers have to follow the rules above specifically

- Cleaning regimes - All liveries and hirers must clean the areas they touch, for example the toilet door handles, indoor taps, coffee room work surfaces, etc. with antibacterial cleaner and j cloth not paper towels (public health advice) at the beginning of each hire / visit.
- Handwashing – You, your colleagues or visitors must wash your hands upon arrival and any other relevant time
- Health - If you, your colleagues or visitors are showing a high temperature or have a new continuous cough – this means you've started coughing repeatedly, you cannot come to the yard.

Recovery

Sessions can resume as soon as the schools are allowed to return or there are sufficient volunteers available to safely run sessions.

References:

www.gov.uk

www.nhs.uk

Zurich International

National Council for Voluntary Organisations

RDA National