



Nottingham Trent
University

Brackenhurst Equestrian Centre

- Covid-19 FACILITY HIRE AGREEMENT FOR NTU EQUESTRIAN FACILITIES
- Covid-19 RISK ASSESSMENT
- GENERAL RIDING RISK ASESMENT

Version: 1
Date: 11.03.2021

1. Covid-19 Terms Pre Arrival

- 1) One off client bookings must be processed, terms agreed to and paid for in advance no later than 48 hrs before intended booking time.
- 2) Regular client bookings must be processed and terms agreed to no later than 48 hrs before intended booking time. Payment is to be made by card payment or invoice at the end of each month.
- 3) Booking client and any other attendees must ensure that they have NO symptoms of Covid-19 before entering a school. They must not be self-isolating or live with anyone who is self-isolating.
- 4) Booking client acknowledges that there is to be a maximum of 6 people in a group including any parents/helpers/coaches etc. in each section of a school at any time.
- 5) Booking client acknowledges that there is to be a maximum of 30 people on site at any one time.
- 6) All facility hire booking terms and conditions including Covid-19 protocols to be abided by at all times.
- 7) All terms and conditions inc. the Covid -19 Risk Assessment will be made available to the booking client.
- 8) Horses to be fully vaccinated against equine influenza (most recent booster to have been given within 12 months) before being brought on site. Booking client agrees to ensure that all horses attending have up to date vaccinations.

2. Covid-19 Terms On Arrival

- 9) All vehicles to be parked in the equestrian centre bottom parking areas opposite the outdoor school and school grass paddock. Vehicles to be parked at least 5 metres away from each other.
- 10) There is a Maximum of 2 people + rider per horse for support and to deal with any emergency; these people must all be from the same household or support bubble.
- 11) No horses to be left unattended outside vehicles.
- 12) Access to the indoor school for all attendees will be via the footpath at the side of the indoor school accessed at the top of the middle school grass paddock at the centre.
- 13) Access to the outdoor school for all attendees will be via the gate directly into the outdoor school accessed from the parking area.
- 14) Hand sanitising stations shall be situated by all the access gates.
- 15) All attendees to sanitise or wash hands before proceeding or touching any equipment, gates or handles.
- 16) Toilets – the equine centre locker room will be open and available to use but room capacity must be adhered to at all times.
- 17) There is no access to any other part of the campus.

3. Covid -19 Terms During and At the End of the Booked Session

- 18) The Maximum capacity in schools as per building/room signs to be adhered to at all times. Groups shall be a maximum of 6 including riders/coach/helpers in each area of the schools at any time.
- 19) Spectators can access the seating gallery but can only sit on seats that are NOT taped up. No more than 24 people in the indoor school and 30 people are allowed on site including schools/parking/toilets in total at any time.
- 20) Hands must be sanitised before entering the seating gallery.
- 21) All persons to remain 2m apart for the duration of booked session.
- 22) Horses to be ridden at least 3 horse lengths from each other.
- 23) Hand sanitiser station or disinfectant wipes shall be situated near to and used before and after using any equipment particularly the dropping clearing equipment.
- 24) At the end of the booked session all attendees to sanitise hands on leaving the arenas.

4. Covid-19 Terms General and in an Emergency

- 25) No dogs to be brought onto the centre.
- 26) In the event of an incident or accident or if you require help or to report suspicious activity, **please call the duty officer on 07786 112005 to inform them of the incident.**
- 27) In the event of an incident or accident whereby you need to call the emergency services (**call 999**) please quote the following what3words to the emergency control centre during the call: Brackenhurst Equestrian Centre – **smile.dolphin.infringe**.
- 28) All gates to the schools (including access routes) must be kept closed at all times other than when a horse/rider is entering or exiting an area.
- 29) The use of mobile phones is not permitted whilst mounted or working horses from the ground.
- 30) The schools MUST be skipped out immediately. Please use hand sanitiser before and after handling equipment.
- 31) Lights (if used) must be turned off immediately after use by the last person. Please use hand sanitiser before and after turning the lights on or off.

5. General Terms and Conditions of Facility Hire

- 1) The facilities specified in this Hire Agreement shall be provided for use only by the Hirer and (where applicable) Participants supervised by the Hirer. "Participants" means persons invited or permitted by the Hirer to participate in the Event or activities for which the University's facilities have been hired under this Agreement and includes the Hirer him/herself.

- 2) The Hirer shall not sub-let or otherwise give over control of the University's facilities to any other party without the explicit written consent of the University.
- 3) The Hirer accepts responsibility for the safety and proper supervision of all Participants and agrees to indemnify the University against any and all claims from Participants or other 3rd parties arising out of the Hirer's use of the University's facilities under this Agreement.
- 4) The Hirer must ensure that all Participants wear appropriate clothing and equipment during the Event, to the following minimum standards:
 - a) When working a horse from the ground - headwear to PAS 015, ASTM F1163, SNELL E2001, AS/NZS 3838 1998 or AS/NZS 3838 2003 standard with either a Kite mark or S.E.I. and suitable footwear with heels;
 - b) When riding – headwear to the same standard as specified above and when jumping, it is highly recommended that a BETA Class 3 2009 level body protector is worn.
- 5) The Hirer shall, and will ensure that any Participant under the Hirer's supervision, shall:
 - a) comply with all licensing, health and safety and other statutory requirements relating to the University's premises;
 - b) not bring any dangerous or hazardous items to the University's premises and remove any such items promptly when requested to do so by an employee or any other authorised person of the University;
 - c) comply with the University's reasonable regulations and instructions in respect of its premises and not act in any improper or disorderly manner.
- 6) The Hirer shall ensure that:
 - a) Their use of the University's facilities begins and ends strictly at the times booked only;
 - b) All horses attending are fully vaccinated against the flu virus as per current NTU policy;
 - c) Participants and their horses access the University's facilities only via the permitted routes and that Participant's horses do not enter any pedestrian-only areas;
 - d) Participants do not use any University facilities or services that are not provided as part of this Hire Agreement;
 - e) Participants place all waste, refuse and litter in the appropriate receptacles;
 - f) All droppings occurring during the Hirer's use of the facilities are immediately cleared from facility surfaces, walkways and parking areas; Participants' vehicles are parked only in permitted areas and do not block any building entrances, emergency entrances/exits or other campus access routes;
 - g) Participants observe the University's no-smoking policy;
 - h) at the end of the Event all University equipment used for the Event is put away tidily and promptly and that lighting is switched off.
- 7) The University shall be entitled to apply a surcharge of up to 25% of the value of the Hire Charges for clearing of droppings, litter waste or refuse which is not properly disposed of by the Hirer or Participants.
- 8) The University shall be entitled to eject from its premises any person who behaves in a threatening, abusive or otherwise unreasonable manner.
- 9) The University shall be entitled to immediately terminate the Event if, in the University's reasonable opinion, the Event is not being conducted in a safe manner, or does not comply with these terms & conditions or the conduct of organisers or participants causes a genuine concern for public order.
- 10) If, after signing this Agreement, the Hirer wishes to make and the University agrees to a variation in the facilities required, the University shall be entitled but not obliged to revise the Hire Charges accordingly.
- 11) Force Majeure - If, by reason of any occurrence beyond the reasonable control of the University (including but not limited to industrial action, civil commotion, pandemic, war, fire, explosion, or service failure by a Utility provider) the University is unable to fulfil its obligations under this Agreement, the University shall ensure that the Hirer is notified of the occurrence at the earliest opportunity and the University shall be entitled to cancel this Agreement by notice in writing to the Hirer and shall have no financial or other liability to the Hirer as a result of such cancellation.
- 12) In the event that the Hirer wishes to cancel the booking without being liable for payment of the specified hire charges, he/she must notify the University's nominated contact at the Brackenhurst campus in writing at least 48 hours in advance of the Hire Date. Cancellation by the Hirer at shorter notice will render the Hirer liable for full payment of the Hire Charges.
- 13) The University shall be entitled to cancel the booking by giving to the Hirer at least 48 hours written notice in advance of the Hire Date, in which case the University shall have no liability whatsoever to the Hirer. In the event that the University cancels the booking at shorter notice, its maximum liability to the Hirer shall be in the form of compensation equivalent to the value of the Hire Charges, and the University shall not be liable in any way for any other costs or expenses incurred by the Hirer or Participants as a consequence of the cancellation.
- 14) The University shall not at any time have any liability whatsoever to any Participant (other than the Hirer) or any other third party as a consequence of this Agreement.
- 15) The University highly recommends that the hirer/participant does not attend, work or ride alone when using the equestrian centre facilities. Those doing so, do this at their own risk.
- 16) The University shall be entitled to refuse future bookings with the participant if any of the above rules, general terms and conditions are not adhered to.

RISK ASSESSMENTS

Risk Assessor's Name:	Zoe Cobb	Accountable Managers Name:	Cat Sanderson	Planned Review Date	Weekly from 01.09.2020
Task or Activity Description			Location:	Indoor & Outdoor Schools @ Brackenhurst Equestrian Centre, Brackenhurst Campus.	
Covid-19 RA for NTU Equine Commercial – General School Hire for external clients			Persons at Risk - Affected Groups:		
The terms and conditions of booking including this RA will be available to the client when booking and they must agree to these before the booking is confirmed.			A - Riders	B - Instructors/Coaches	
			C - Spectators	D - Parents of rider	
			E - NTU Staff	F -	

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date
Prevention of catching COVID-19	<ul style="list-style-type: none"> Employees/Clients are not to attend site and are to follow current UK NHS guidance where they are exhibiting any symptoms of the virus; where they live with anyone who has symptoms of the virus or have been told to isolate for 12 weeks. Employees/Clients in any of the extremely vulnerable at-risk categories, are not to undertake activities on site as noted in this Government guidance Employees/Clients to observe social distancing at all times (maintain 2m away from other people) including in toilets and kitchens. 	Low	<p>Clients will have to agree to the Covid-19 RA and terms and conditions when making their booking online.</p> <p>Maximum of 2 people + rider per horse for support and to deal with any emergency; these people must all be from the same household or support bubble.</p> <p>No horses to be tied up and left unattended outside vehicles.</p> <p>Access to the indoor school for all attendees will be via the footpath at the side of the indoor school accessed at the top of the middle grass paddock at the centre.</p>

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date
	<ul style="list-style-type: none"> Employees to observe good hand hygiene techniques at all times. Hands should be washed frequently. All employees to use hand sanitiser that is available from contactless dispensers, upon arrival to site and before leaving. Activity time to be kept to an absolute minimum. Do not leave any rubbish in the waste bins, take all rubbish and personal belongings home with you. Current UK Government guidance (11/05/20) on the use of PPE to be followed including, "When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE." (Gov, 2020). Face coverings are a personal choice in the workplace and are not the same as PPE, if you choose to wear them please ensure you follow the face covering guidance Face coverings must be worn on public transport from 15 June 2020 		<p>Access to the outdoor school for all attendees will be via the gate directly into the outdoor school accessed from the parking area.</p> <p>Access to be signposted as required.</p> <p>Hand sanitising stations to be situated by all the access gates and equipment areas.</p> <p>All attendees to sanitise hands before proceeding or touching any equipment, gates or handles.</p> <p>Maximum of 6 in a group inc. riders/people including any parents/helpers/coaches etc. in in each section of a school at any time.</p> <p>Any other extra people can access the seating gallery but can only sit on seats that are NOT taped up with no more than 30 people on site at any time.</p> <p>All persons to remain 2m apart for duration of booked session.</p> <p>Horses to be ridden at least 3 horses length from each other.</p> <p>Toilets – equine centre locker room. Only two people allowed in the equine toilet/locker room at a time.</p>

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date
	<ul style="list-style-type: none"> You must practice social distancing and wash your hands frequently, even if you wear a face covering Prior to undertaking any work, employees/clients are required stay alert to the situation to identify any obvious issues or changes that could increase the risk of coming contact with the COVID-19 Virus. Employees/clients are to report any issues identified to their line manager/booking contact prior to commencing work. 		<p>Toilets to be cleaned at regular intervals – cleaning services will be notified that bookings are taking place.</p> <p>Times are as booked via clients online or via Zoe Cobb but access to bookings will be from 08:00 – 20:00 only.</p> <p>No access to any other part of the campus is permitted.</p>
EQUIPMENT/ MACHINERY	<ul style="list-style-type: none"> Only equipment listed is permitted to be used – no other equipment should be used without prior permission All equipment pre use checks should be completed prior to use and any statutory checks should be complete – any equipment that has not been checked should be removed from use. Any equipment used must be cleaned after use following manufacturers guidelines. Use of food preparation equipment e.g. toasters is prohibited. 	Low	<p>Hand sanitiser station to be situated near to and used before and after using/touching any of the equipment available (see below) and gate handles.</p> <p>Dropping Clearing rake and shovel, Mounting Blocks, dressage boards, dressage markers, show jump wings, poles and cups.</p> <p>Mounting Blocks to be used for mounting only and only moved by the rider.</p> <p>Equipment and gate handles will be disinfected at regular intervals by NTU technical staff to help prevent virus spread but this will not be after each school hire session so it is ESSENTIAL that hand sanitiser is used before using gates and equipment.</p>
TRAVEL	<ul style="list-style-type: none"> Use of public transport should be minimised where possible. 	Low	<p>Travel by public transport unlikely as most will travel with the horse in horse vehicles.</p>

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date
	<ul style="list-style-type: none"> Employees/Clients should follow Government and transport company guidance if travelling by public transport Face coverings must be worn on public transport from 15 June 2020. Park as close to the building as possible 		<p>Clients, attendees and coaches are advised to travel to and from the site in private vehicles only.</p> <p>All vehicles to be parked in the equestrian centre bottom parking area opposite the outdoor school. Vehicles to be parked at least 5 metres away from each other. No tying up of horses outside vehicles.</p>

This risk level has been reduced as low as is reasonably practicable

Assessor's Signature:		Date:	02.09.2020
Manager's Signature		Date:	4 th September 2020

	1 st Review	2 nd Review	3 rd Review	4 th Review	5 th Review
Assessors Name:	Zoe Cobb				
Managers Name:	Cat Sanderson				
Date of Review:	01.03.2021				





Task or Activity Description Rick Assessment for: General Riding in the indoor & outdoor schools – for school hire clients.	Location: Indoor & Outdoor schools, Brackenhurst EC
	Persons at Risk - Affected Groups:
	A - Riders
	C - Support person of rider
	B - Instructors/Coaches
	D - Parents of rider
	E -
	F -

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date
Fall from horse.	<p>Hats – An approved riding hat must be worn at all times when mounted or when working a horse from the ground and with the chin strap fastened at all times. The hat must carry the BSI Kite mark; this complies with the recommendation indicated by the BHS. The standard indicated on the riding hat should read; PAS 015:1998 or 2010, SNELL E2001, AS/NZS 3838 1998 or S/NZS 3838 2003.</p> <p>Body Protectors – If worn must conform to BETA 2009 Level 3 (purple label). Body protectors are advised for all riding and in particular for jumping but are not mandatory for school hire clients.</p> <p>Footwear – Riding boots with a smooth sole and small heel must be worn at all times whilst mounted.</p> <p>Gloves – are advised when riding horses.</p>	Medium	

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date
	<p>Close supervision at all times of all horses and riders by coach or lead school hire client. If any horse or rider is deemed unsafe the horse and rider should be stopped immediately by coach or lead school hire client. If a coach deems it necessary, a visual check that tack is safe and in a good state of use with the required 2 m social distancing in place can be done before the rider mounts or the session starts if applicable (such as at Pony Club rallies/clinics). Otherwise, riders should check and adjust their own tack as necessary. The correct mounting and dismounting technique and adjustment of equipment should be followed at all times as per British Horse Society guidelines.</p>		
Sprain or strain.	<p>Riders should stay within comfortable limits of physical exertion and warm up and cool down before and after riding if applicable. Manual handling training advised for anyone moving jumps and dressage equipment around during the session. Lighter weight plastic dressage and show jump equipment is provided for use.</p>	Low	
Bitten, trod on, barged, kicked, crush.	<p>Correct handling technique used and enforced around horses by lead hirer/instructor. Helpers/parents to be positioned outside the perimeter fence of the school.</p>	Low	
Fall onto equipment.	<p>All equipment well maintained. Designated mounting block used. Plastic smooth edged show jump poles and wings provided.</p>	Medium	

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date
	Once everyone mounted, it is advisable for the mounting block to be moved outside of the riding arena and any other equipment not in use be removed from inside the arena.		
Horse trips and falls on rider	Horses should be well shod/trimmed and the arena surface well maintained – visual inspection of area before start of session is advised. Any concerns to be reported to a member of NTU technical staff.	Low	
Covid-19 spread prevention - First Aid	There will be NO first aid provision by Nottingham Trent University. If someone requires First Aid treatment and there is a first aider present willing to provide first aid, they must wash their hands before and after with soap and water or alcohol gel and must wear gloves. If a casualty is unresponsive and not breathing and requires CPR the First Aider must not put their face close to the casualty's face to check for breathing and should dial 999 and start CPR straight away. Guidance during the COVID 19 outbreak is that you should not perform any rescue breaths and you should place a towel or something similar over the casualty's mouth and nose Click on the link below for detailed advice regarding First Aid during Covid-19 pandemic: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm	Low	On date of hire: If a coach is present they MUST have an in date first aid certificate and their own first aid kit with relevant PPE for administering first aid as necessary. PPE to be taken home with them and disposed of safely. In the event of an emergency requiring first aid with no first aider present; Emergency services must be called by dialling 999. Emergency Services Co-ordinates: Grid Reference Indoor School - SK701520 what3words indoor school – stealing.firewall.begin Latitude: 53.061524 Longitude: -0.95533633 Grid Reference Outdoor School - SK701522 what3words outdoor school – afternoon.covers.mammals Latitude: 53.062456 Longitude: -0.95526123

Potential Hazard	Existing Controls	Risk level with controls	Additional Controls or Required Action & Date
This risk level has been reduced as low as is reasonably practicable			
Assessor's Signature:		Date:	01 June 2020
Manager's Signature:		Date:	04 September 2020

	1 st Review	2 nd Review	3 rd Review	4 th Review	5 th Review
Assessors Name:	Zoe Cobb				
Managers Name:	Cat Sanderson				
Date of Review:	01.03.2021				