



Risk Assessment for Open Show

Effective Planning is concerned with prevention through identifying, eliminating and controlling hazards and risks.

A risk assessment is a careful examination of what could cause harm to people on the showground. The risk assessment enables organisers to determine whether there are sufficient precautions in place, or if more needs to be done to prevent harm being realised.

The five step approach:

1. Look for the hazards
2. Decide who may be harmed and how
3. Evaluate the risks
4. Record the finds
5. Review the assessment

Show Manager:	Peter Barnaby
Safety Officer:	Peter Barnaby
COVID Officer:	Alison Finlay

Date of Show:	15/11/2020	Location:	Tomlinson's Boarding Kennels and Canine Centre, Markfield, LE679JR
Date of Assessment:	22/08/2020		
Time Reviewed: a:	15/09/2020		
b:	06/10/2020		
c:	15/10/2020		

Activity	Hazard	Severity	Probability	Action	Notes on the day
GENERAL RISK ASSESMENT					
External vehicle access and car parks	Injury to pedestrians and/or dogs	High	Low	Adhere to standard road safety following direction signs. Only park in designated areas	
Disabled access				Designated disabled parking is marked in venue car park. If required additional parking will be arranged outside the front of the building subject to space for access of exhibitors and emergency vehicles	
Access for emergency vehicles shall be kept clear at all times				Allocated no parking space at the front of the building	
Dogs left in cars	Injury to dogs	High	Medium	Welfare of dogs notice printed in schedule, catalogue and posters around the show	
Hazards inside the building	Injury to all	High	Medium	Steps to be clearly marked	

					Loose floor mats to be securely tapped down	
					Rubbish and dog waste bags provided around and outside the venue	
					Cleaning equipment including sawdust, mop and bucket with non-toxic cleaner. Paper towels and sanitiser for hands and equipment provided.	
	Fire in the buildings and/or around the building	Injury to all	High	Low	Venue fire procedures will be followed	
					All fire escapes to be marked and kept clear	
					When forming rings / cage areas then access routes should be formed and marked - see COVID specific section below	
					Area around fire extinguishers should be kept clear. Only members trained in use of an extinguisher should attempt to tackle a fire	
	Fire in kitchen	Injury to kitchen staff	High	Medium	Only appointed caterers to be allowed access to the kitchen/servery area. Expectation they are trained in kitchen fire fighting	
	Kitchen hygiene				Responsibility of kitchen staff to risk assess and adhere to procedures.	
	First Aid				The Club will maintain a First Aid box and bodily fluid spillage box including appropriate personal protection equipment (PPE)	
					A Committee Member or Club Member will be a First Aid appointed person	
	Vet on call				A veterinary surgeon will be appointed for each show and named in the catalogue and on secretaries table	

	Children at the show				The adult responsible for the young person(s) shall be responsible for the protection of and actions of that young person(s)	
	Committee and helpers	Personal safety			Everyone shall be responsible for their own safety and ensure that their actions do not put others at risk	
	Interaction with dogs	Judges			Judges shall follow The Kennel Club procedures for judging	
		Committee, helpers and exhibitors			All shall follow the Club's Code of Conduct (member or otherwise). Dogs shall be kept on leads at all times.	
		General public			Although rare at shows the general public may attend if interested in the breed or showing. Such visitors to be welcomed and accompanied if necessary	
	Exercise Area	Bio hazard to everyone	High	Medium	Exercise area to be sectioned off and exhibitors made aware of location. Bin bags to be provided and reminder to exhibitors to clean up after their dogs. No dogs off lead.	
	Trade Stands				If trade stands and/or Club supplies are in attendance then sufficient space should be given around them to allow viewing without causing an obstruction	
	Exhibitor awareness				All the above will be available in the form of signs, documents and announcements on the day to ensure the safety of everyone	
COVID SPECIFIC						
	Entry to the show	Persons from Very High Risk areas			Under no circumstances will exhibitors residing in an area under Very High Risk be admitted to the show. Exhibitors from these areas will be contacted prior to the show to remind them not to travel.	

	Entering and exiting the building	Any person			On entering and leaving the building everyone will be required to wash their hands for 20 seconds using hand sanitiser which will be available at designated entry and exit points. Everyone must follow social distancing guidance and no loitering to ensure entrance/exit points are kept clear	
	Entering the building - face coverings	Any person age 11 or above			On entering the building, any person aged 11 or above will be required to wear a face covering and keep it on at all times, unless covered under a 'reasonable excuse' - such as a health or disability reason to not wear one. See published Government guidance on wearing face coverings. Face coverings must be used properly – hands must be thoroughly washed before putting them on and taking them off. Face coverings should be disposed of carefully.	
	Entering the building - trace and trace	Any person			Contact details will be recorded and stored for 21 days. QR Code for use with the NHS COVID-19 App will be prominently displayed.	
	Social Distancing - anywhere in venue	Any person			No one should mix in a group of greater than 6. Attendees should: <ul style="list-style-type: none"> •follow the limits on the number of other people you should meet with as a group - no more than six people unless you all live together (or are in the same support bubble) •avoid social interaction with anyone outside the group you are with, even if you see other people you know •provide your contact details to the organiser so that you can be contacted if needed by the NHS Test and Trace programme 	

	Social Distancing - Circulation around rings and walkways	Any person			Walkways adequately sized to allow strict adherence to social distancing of 2 metres or 1 metre with risk mitigation. No loitering to ensure walkways kept clear. One way system around rings	
	Social Distancing - In the ring	Any person			A maximum group size of 6 individual dogs and handlers will be allowed in the rings whilst not being judged. Exhibitors must adhere to minimum social distancing (2 metres where available or 1 metre plus appropriate protection) in the ring at all times. Whilst in the ring the judges must wear a mask at all times. A judge may also wear a face shield if they wish. Steward(s) and exhibitors must wear a face mask unless exempt save for any medical reason as per Government guideline)	
	Social Distancing - Queuing for class and entry/exit of rings.	Any person			<p>Strict adherence to social distancing of 2 metres distance between exhibitors with markings (tape on floor).</p> <p>Maximum number of dogs and exhibitors in queue will be 6. Numbers to be strictly managed by Steward and exhibitors to comply with social distancing of 2 meters with markings on the floor to assist. Stricter running orders. Classes may have to be limited or split if entries exceed 6.</p> <p>Ring to have a separate entry and exit as part of the one way system. This system must be strictly adhered to by exhibitors and enforced by stewards.</p>	

	Social Distancing - Secretaries area	Any person			Only essential people to be in area whilst maintaining social distancing, Local Government regulation minimum gap between exhibitors and committee/helpers in area to be in place, if possible separate entrance and exit available or a one way route in and out, designated walkways. Sanitisers to be available.	
	Social Distancing - Car Parking	Any person			Leave larger gaps between vehicles. Use alternate spaces to aid unloading	
	Social Distancing - Exercise Area	Any person			Maintain social distance especially if exercise area is small. Limit number of people at any one time. Only three dogs at a time a rule.	
	Social Distancing - First Aid	Any person			Face masks, gloves to be worn when dealing with normal incidents, if incident involves severe bleeding, respiratory issues/ heart attacks/strokes etc then face visors and aprons should be made available. Exhibitors to deal with small cuts, minor bumps themselves to avoid unnecessary contact with first aiders. All incidents to be noted with the show secretary. A spills kit with appropriate PPE will be available for bodily fluids.	
	Social Distancing Watching classes	Any person			Minimise numbers around the rings. Signage reminding competitors and public to maintain Local Government regulation minimum distances at all times to be regularly placed around the venue. No chairs to be provided by venue	
	Ring Procedure - Dogs in rotation	Any person			Where class sizes are deemed too large to be in the ring at once dogs shall be examined on rotation.	

	Ring Procedure - Dog examination	Judge / Exhibitor			The judge must hand sanitise after assessing each dog. Any additional assessment should be kept to a minimum. The handler will show the dog's teeth as requested by the judge.	
	Handling - Show setup	Any person			Personnel involved in setting up the show eg marking out rings, setting up of equipment shall maintain social distance where possible / face coverings are to be worn. Equipment to be sanitised at the end of the day.	
	Handling - Show Equipment	Committee, Judges and Stewards			All equipment to be sanitised before, during (changing over of person) and after use. Everyone should use own pens, clipboards etc . Separate tables and chairs for judges / stewards. No sharing of equipment. Only the judge should handle the judge's book and is responsible for updating it accordingly, including noting any absentees. Stewards must not handle any of the judge's items such as glasses, pens etc	
	Handling - Booking In	Any person			Social distancing to be maintained at all times when booking in exhibitors. Catalogues and ring numbers to be available for collection in sealed envelopes (sanitised) to minimise cross contamination.	

	Handling - Presentation of trophies, rosettes and awards	Any person			All results online after the show, no award board to be used at the venue. Rosettes and place cards will be available for collection by winners from a table on the exit of the ring. These will be placed here in class order by a steward wearing suitable PPE. Class trophies will not be awarded at the show to prevent risk between households. Main award trophies will be available (should winner wish to take) but will be sanitised on receipt from previous winner and then sealed in a bag. It is recommended the bag stays sealed at the winners home for at least 72 hours.	
	Handling - Rubbish and dog waste bins	Any person			Provide open top or hand free waste systems where possible. If bins are to be touched sanitiser to be provided.	
	Catering - Judges and helper's meals	Any person			Helpers meals to be either packed lunches or vouchers for catering . If judges are seated social distancing to be maintained and staggered lunch times to be in place. If meals are being served masks and gloves to be worn by those serving. Tables and chairs to be sanitised after use.	
	Catering - Exhibitors catering chairs and tables	Any person			Social distancing to be maintained whilst queuing for food. No chairs and tables to be provided.	
	Catering - Caterers risk assessment	Any person			Caterers to have their own Risk Assessment available and social distancing to be maintained whilst queuing for food.	

	Catering - Consumption of food and drink	Any person			Any food and drink consumed on the premises must be done so whilst seated. Masks may not be removed for the consumption of food or drink whilst standing. If exhibitors do not have their own chairs they should consume food and drink in their vehicles.	
	Catering - Alcohol	Any person			Under no circumstances should alcohol be consumed within the confines of the show.	
	Toilets - Sanitise in and out	Any person			Hand sanitiser outside each cubicle. Toilet cubicles to be sanitised and thoroughly cleaned on a regular basis.	
	Toilets - General Hygiene	Any person			Monitor levels of sanitiser regularly. If stocks run out toilets will have to be closed.	
	Toilets - Maximum Capacity	Any person			Adhere to maximum capacity of toilets set out in venue's Risk Assessment	
	General - Children	Any person			Children to be supervised, social distancing to be maintained.	
	General - Loose Dogs	Any person			Any leads used to be sanitised before being used again. Social distancing to be maintained when handing dogs over.	
	General - Exhibiting COVID symptoms	Any person			Person or group to be immediately isolated and show secretary to be notified. Person or group to leave the show immediately.	
VENUE SPECIFIC						
	General - Site Safety	Any person			The venue has safety guidance in place and should be adhered to. This includes car park areas and buildings.	
	General - Trip Hazards	Any person			The hall floor is non-slip under most circumstances. However wet weather or unsuitable footwear could raise the risk of trips and falls.	

	Covid - Social distancing	Any person			Any persons using the venue should adhere to social distancing. This is especially important around entry/exit points or in the café where a build up of persons may occur.	
	Covid - Risk Assessment	Any person			The venue risk assessment will be available on the day and enforced by the owners of the venue.	

Guidance

- 1 It's important to understand that a risk assessment isn't a 'one time only' exercise. The Assessment needs to be regularly reviewed throughout the show organisation period leading upto the show
- 2 The process of carrying out a risk assessment involves identifying the hazards, deciding who might be harmed and how, and evaluating the risks and taking necessary precautions
- 3 The technique of profiling risk can assist in the prioritisation and will help focus on risk identification, reduction and aid decisions on what control measures need further action
- 4 General risk control advice is for general guidance as suggested methods that could be implemented
- 5 Show specific risk control needs to be completed by the organising show and details HOW measures are to be specifically put in place
- 6 Some risks cannot be totally eliminated but can be reduced with specific measures in place
- 7 Any additional show specific risks need to be added, ie ponds on site, adjacent to busy road, other events on site etc.
- 8 It would be considered good practice for societies to make their Covid-19 specific risk assessment available to potential competitors, this can be undertaken by providing a link to a website or social