

South Eastern Welsh Springer Spaniel Club

Open Show 31st January 2020

Bletchingley Village Hall

Risk Assessment

This risk assessment assumes that Bletchingley Village Hall is in a Tier 2 alert area with regard to Covid-19 and therefore is based on the guidelines pertaining at the time. This may change if Government guidelines or the alert area is altered between the time of writing and the event.

Activity	Hazard	Control Measures	Additional Covid-19 controls
Car Park- exhibitors and dogs moving amongst cars Disabled Parking	People and dogs being struck by moving vehicles	Marshalls with high viz jackets to direct traffic. There is no disabled parking marked in the car park. Marshalls will attempt to park disabled exhibitors in spaces as near to the ring/hall as possible	Park cars with sufficient distance between them to enable social distancing
Car Park	Slips, trips and falls due to uneven ground, wet and slippery conditions	Car Park inspected prior to show. Show manger to include this as warning as part of opening speech	

Car Park – vehicles exiting	People and dogs being struck by moving vehicles close to entrance to hall	Ensure people queue on side next to hall while waiting to go into the hall. Car park marshalls to indicate to drivers when it will be safe to exit car park	Maintain 2 metre social distancing when queuing.
Car Park	Dogs out of control. Owners letting dogs off lead	All dogs to be kept on leads. Warning signs to be erected. Part of Show Manager opening speech	
Car Park	Biohazard – dog excrement	Owners to use marked exercise area and dispose of in bags provided	Bags to be positioned to enable owners to place excrement in the bag without a need for owners to touch the bag. Hand sanitiser to be available or owners to be encouraged to use own
Car Park	Cages by ringside		Exhibitors to be reminded of the need to social distance
Car Park	Gazebos – unstable	Weights to be used to ensure stability	
Car Park	Ring	Ring to be marked out by tape on ground anchored by bricks	Exhibitors around ringside to be aware of trip hazard and to socially distance

Car Park	Ring	Only 6 exhibitors to be allowed in the ring at any time. Separate entrance and exit to ring	2 metre social distancing between exhibitors and masks to be worn unless exempt for any medical reason, exhibitor may be required to provide proof of exemption
Car Park	Ring- Judge and steward	Judge & steward should follow KC procedures for judging	Judge & steward to follow KC procedures/guidelines for judging ie sanitising between handling exhibits, mask, exhibitor to show dog's teeth. All equipment to be sanitised on changeover of judges. No sharing of pens, paper etc.
Car Park	Visitors	Only one helper permitted per exhibitor	No more than six people to mix in a group outside. No interchanging of groups. Marshalls to remind people of need to socially distance , masks and sanitise. Notices reminding people of " Hands, Face, Space"

Venue	Exhibitors/visitors		Exhibitors may leave after their class(es) in order to keep numbers at venue limited (see above re exiting in vehicles)
Hall	Cleanliness prior to use		Committee to wipe down and sanitise all surfaces and equipment prior to show. Windows to be opened.
Hall	Entering Hall		Masks to be worn at all times in the hall and sanitiser to be used.
Hall	Booking in		Social distancing to be maintained at all times. Catalogues and ring numbers available in sealed plastic envelopes

Hall	Exhibitors and crates/cages	Limited space available – limited to no more than 15 people in the hall at any time	Exhibitors permitted to set up crate/cages in hall. Marshalls will indicate where crate may be set up maintaining 2 m distance between exhibitors. Exhibitors to provide own chairs. Hall chairs not be used as these are material covered and difficult to sanitise.
Hall	Toilet facilities		Number of people using toilets at any time to be limited in order to maintain social distancing. Cubicle to be cleaned after use (wipes available which must be disposed of after use in the bin provided). Hand sanitiser to be available.

Hall	Exhibitors/ helpers		One way system will operate when moving through the hall. Gangway will be marked out by “duck tape” on the floor in order to ensure no damage to the floor. Marshalls in hall at all times to ensure that social distance is maintained and that Tier 2 rules are adhered to – no mixing of households indoors.
Hall	Exhibitors	Awards/Cups	Cards and rosettes will be available on a separate table for exhibitors to collect. No cups will be awarded
Hall	Exhibitors	Catering	No catering will be available. Exhibitors should bring own food and drink. No consuming of food and drink in the hall.
Hall	Judge/Steward	Catering	Packed lunch will be provided.

Hall (end of show)	Committee/helpers	Cleaning	All surfaces to be wiped and cleaned, windows shut etc as per hall management risk assessment
General	Any person	First Aid – see next box	First Aider appointed. First Aid box, bodily spillage box and PPE available. All incidents to be logged
General	Any person falling ill with Covid-19 symptoms		Move to safe area, obtain details of contacts, follow hall procedure, inform hall management
General	Any person		Secretary to maintain list and contact details of persons attending for 21 days. NHS QR code will be displayed for use with NHS Covid-19 App. Secretary to inform hall management if anyone should become ill in 7 days following the show. Attendees will contact NHS Test, Track & Trace
General	Fire Risk	The Club undertakes a fire risk assessment	