**COVID-19 SPECIFIC - HEALTH & SAFETY RISK ASSESSMENT – [INSERT SHOW NAME AND VENUE]**

|  |  |  |
| --- | --- | --- |
| **Assessor: [INSERT ASSESSOR}** | **[INSERT ASSESSOR SIGNATURE}** |  |
| **Assessment Date: [INSERT Date]** | **Revision No: [INSERT]** | **Revision Date: [INSERT Date]** |

|  |
| --- |
| HEALTH AND SAFETY OFFICER: [INSERT NAME] |
| COVID OFFICER: [INSERT NAME] |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Severity | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 5 | 5 | 10 | 15 | 20 | 25 | | 4 | 4 | 8 | 12 | 16 | 20 | | 3 | 3 | 6 | 9 | 12 | 15 | | 2 | 2 | 4 | 6 | 8 | 10 | | 1 | 1 | 2 | 3 | 4 | 5 | |  | 1 | 2 | 3 | 4 | 5 | |   Likelihood | LIKELIHOOD  RATING 1 = Very Unlikely  RATING 2 = Unlikely  RATING 3 = Likely  RATING 4 = Very Likely  RATING 4 = Almost Certain | SEVERITY  RATING 1 = No injury  RATING 2 = Minor injury or illness  RATING 3 = “7 day injury or illness”  RATING 4 = Major injury or illness  RATING 4 = Fatality, disabling injury. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Risk = Likelihood X Severity |  | Acceptable |  | Further controls |  | Unacceptable Risk |

|  |
| --- |
| **NOTES:**  **The ranking of the risk is arrived at by multiplying the hazard severity number by the likelihood of occurrence number (see table below).**  **The Committee are responsible to ensure that the relevant people are aware of these risk assessments and that the control measures are carried out.**  **UK Government COVID 19 Guidelines to be followed at all times and**[**all reasonable measures to manage risk and maintain physical distancing**](https://gov.wales/taking-all-reasonable-measures-minimise-risk-exposure-coronavirus-workplaces-and-premises-open) **will be in place.**  **Kennel Club guidelines for staging shows to be followed.**  **This Risk Assessment to work in conjunction and enhance any guidelines provided by the [VENUE].**  **The risk assessment is meant to help protect the Exhibitors, Committee members, Judges, Stewards, General Public and Buildings. This covers the areas of: -** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Hazard** | **Consequences** | **Existing controls** | **Original Risk** | | | **Additional Controls [SELECT AS REQUIRED]** | **By [SELECT AS RELEVANT]** | **Residual Risk** | | |
|  |  |  |  | **L** | **S** | **R** |  |  | **L** | **S** | **R** |
| 1 | **Potential for exposure to COVID-19 through asymptomatic or symptomatic individuals** | Exhibitors contracting COVID-19 | UK Government COVID 19 Rules **MUST** be followed:   * Wash hands regularly * Face mask to be worn at all times by all individuals over the age of eleven unless covered under “reasonable excuse” covered in government guidelines. * Make space at least 2 metres apart or minimise distance with other precautions. * People should remain physically distanced from others outside of their household * Contact information to be collected from each exhibitor if different from show entry form. * Avoid sharing a car journey with anyone outside your household bubble if this is not possible all persons should wear a face mask.   Current COVID 19 made publicly available through website links or printed.  Clinically vulnerable participants should not attend.  Social distancing wherever possible at all times where not possible then additional controls should be in place.  Number of exhibitors capped as per Kennel Club Guidelines  Participants asked prior to booking whether they have had COVID-19 or they are showing signs of the symptoms or anyone in their close family.  Participants to provide their own PPE.  Participants are **NOT** to travel from areas currently under lockdown.  Venue for show MUST be in an area not under any national or local restrictions.  NHS COVID 19 App will be prominently displayed | 3 | 4 | 12 | Building one-way system in place for access egress to avoid pinch points and no loitering at these points.  Hand sanitizer available at building entry point and all persons entering and leaving the venue will be required to wash hands  Walkways adequately sized to allow strict adherence to social distancing.  Judge to keep contact with dog to a minimum  Judge to sanitise his hands after going over each dog.  Grooming table to be sanitised after each time it is used.  Handlers will be asked to show their own dogs’ teeth.  Floor mats to be disinfected before and after show  Handlers whilst exhibiting their dog must adhered to social distancing guidelines  No Exhibitor showing COVID-19 symptoms to be allowed to participate in the show and will be asked to leave.  Exhibitors are requested to advise [INSERT SHOW] Secretary if they develop any symptoms after the leaving so other exhibitors can be informed.  No seating within one metre at ringside.  Exhibitors advised to bring their own chairs if required.  Ring to have two points for access and egress clearly marked  Ring numbers to be laid out and collected from table before entering ring  Exhibitors will be advised to only collect their own number and not to touch any other number on the table  Exhibitors to wait until their class has been called before entering the ring and not to congregate outside ring entry point.    Ring to be cleared by the Stewards before the next class is called into the ring.    Stewards to call class number both inside the venue and outside to ensure exhibitors wishing to stay in their vehicles should not miss their classes.  If ring is not large enough to accommodate all exhibits in one go to allow social distancing then it may be necessary to have dogs in on rotation.    Area designated for crates with at least one metre between each designated area.  Exhibitors will be requested to keep movement around venue to minimum.  Exhibitors to familiarise themselves with venue layout to locate their rings. No loitering around other rings.  Exhibitors will be advised to only bring additional family members who are part of their bubble.  Depending on entry numbers exhibitors may be told to stagger their attendance at the show. Not before times to be posted prior to the show.  Dedicated parking attended in place to ensure vehicles are parked 1 metre apart in designated areas.  Exhibitors bringing their own food and drink should litter home with them.  Exhibitors should not allow another exhibitor to use their cages or grooming table. | Secretary  COVID Officer  Health and Safety Officer  Chief Steward  Steward  Show Committee  Venue Contact  Exhibitor | 1 | 4 | 4 |
| 2 | **Potential for exposure to COVID-19 through asymptomatic or symptomatic individuals** | Committee or Officers contracting COVID-19 | UK Government COVID 19 Rules **MUST** be followed:   * Wash hands regularly * Face mask to be worn at all times by all individuals over the age of eleven unless covered under “reasonable excuse” covered in government guidelines. * Make space at least 2 metres apart or minimise distance with other precautions. * People should remain physically distanced from others outside of their household * Contact information to be collected from each committee member * Avoid sharing a car journey with anyone outside your household bubble if this is not possible all persons should wear a face mask   Clinically vulnerable committee members should not attend the show.  No committee member showing COVID-19 symptoms to be allowed to enter the show.  Catalogues will be pre-order only.  Entries via online either Fosse, Higham or similar providers | 3 | 4 | 12 | Building one-way system in place for access egress to avoid pinch points and no loitering at these points.  Hand sanitizer available at building entry point and all persons entering the venue will be required to wash hands  No raffle prizes to be allowed from exhibitor’s homes. Any raffle prizes should be untouched for 72 hours prior to the show.  Perspex shield to be installed on table used by Secretary and Treasurer or keep suitable distance.  Catalogues to be collected from adjacent to secretaries’ table. Exhibitors to collect only their own catalogue. | Secretary  Show Manager  COVID Officer  Health and Safety Officer  Chief Steward  Steward  Show Committee | 1 | 4 | 4 |
| 3 | **Potential for exposure to COVID-19 through asymptomatic or symptomatic individuals** | Judges contracting COVID-19 | UK Government COVID 19 Rules **MUST** be followed:   * Wash hands regularly * Face mask to be worn at all times by all individuals unless covered under “reasonable excuse” covered in government guidelines. * Make space at least 2 metres apart or minimise distance with other precautions. * People should remain physically distanced from others outside of their household * Contact information to be collected from each judge * Avoid sharing a car journey with anyone outside your household bubble if this is not possible all persons should wear a face mask   Clinically vulnerable judges should not attend the show.  Kennel Club guidelines for Judges followed by all Judges | 3 | 4 | 12 | Building one-way system in place for access egress to avoid pinch points and no loitering at these points.  Hand sanitizer available at building entry point and all persons entering the venue will be required to wash hands  Judge to keep contact with dog to a minimum.  Judges are requested to keep the re-examination of any exhibits to a minimum.  Judge to sanitise his hands after going over each dog.  Grooming table to be sanitised after each time it is used.  Handlers will be asked to show their own dogs’ teeth.  Handlers whilst exhibiting their dog must adhered to social distancing guidelines  Ring to be cleared by the Stewards before the next class is called into the ring.  The judge will have a separate table to the Steward if social distancing not possible.  Only the Judge to handle the judge’s book and update it accordingly.  Judge should pass results sheet directly to the Secretary after completion of judging.  Judges shall not weight or measure any exhibits. However, if necessary, the Steward should clean equipment after each dog.  Judge to award CC’s in the normal way as per KC rules but at a social distance.  Judges tables, chairs and any shared equipment to be sanitised prior to judges handover in a ring. | Secretary  Show Manager  COVID Officer  Health and Safety Officer  Chief Steward  Steward  Show Committee  Venue Contact  Exhibitor | 1 | 4 | 4 |
| 4 | **Potential for exposure to COVID-19 through asymptomatic or symptomatic individuals** | Stewards contracting COVID-19 | UK Government COVID 19 Rules **MUST** be followed:   * Wash hands regularly * Face mask to be worn at all times by all individuals over the age of eleven unless covered under “reasonable excuse” covered in government guidelines. * Make space at least 2 metres apart or minimise distance with other precautions. * People should remain physically distanced from others outside of their household * Contact information to be collected from each steward * Avoid sharing a car journey with anyone outside your household bubble if this is not possible all persons should wear a face mask   Clinically vulnerable stewards should not attend the show.  KC Instructions as to the duties of Stewards | 3 | 4 | 12 | Building one-way system in place for access egress to avoid pinch points and no loitering at these points.  Hand sanitizer available at building entry point  Grooming table to be sanitised after each time it is used.  Stewards to remain in the same ring performing the same task(s) throughout judging.  Handling of any paperwork to be kept to a minimum  Stewards must not handle any of the judge’s possessions including the judge book.  No award boards to be used.  Stewards will not distribute award cards or prize money to exhibitors.  Rosettes/ certificates should be laid out on a separate table and the exhibitors should collect them after each class. | Secretary  Show Manager  COVID Officer  Health and Safety Officer  Chief Steward  Steward  Show Committee  Venue Contact  Exhibitor | 1 | 4 | 4 |
| 5 | **Potential for exposure to COVID-19 through asymptomatic or symptomatic individuals** | Catering staff contracting COVID-19 | UK Government COVID 19 Rules **MUST** be followed:   * Wash hands regularly * Face mask to be worn at all times by all individuals over the age of eleven unless covered under “reasonable excuse” covered in government guidelines. * Make space at least 2 metres apart or minimise distance with other precautions. * People should remain physically distanced from others outside of their household * Contact information to be collected from each catering team member * Avoid sharing a car journey with anyone outside your household bubble if this is not possible all persons should wear a face mask   UK Government COVID 19 guidance for Restaurants, pubs, bars and takeaways to be followed.  Health and Safety Guidance for Catering and Hospitality.  Local Council Food Safety and Hygiene requirements.  Appropriate foodservice and food retailing COVID 19 guidance.  Catering team to all be Hygiene trained. | 3 | 4 | 12 | Building one-way system in place for access egress to avoid pinch points and no loitering at these points.  Hand sanitizer available at building entry point  Seating areas to be well spaced out to insure social distancing.  Disposable cutlery to be used.  Table service or takeaway only.  One-way system in place with social distancing stickers if a dedicated seating area is in place.  Table and chairs to be sanitized after each use.  Perspex screen to protect staff members when serving from counter | Catering Team  Show Manager  COVID Officer  Health and Safety Officer | 1 | 4 | 4 |
| 6. | **Potential for exposure to COVID-19 through asymptomatic or symptomatic individuals** | Trade stand staff contracting COVID-19 | UK Government COVID 19 Rules **MUST** be followed:   * Wash hands regularly * Face mask to be worn at all times by all individuals over the age of eleven unless covered under “reasonable excuse” covered in government guidelines. * Make space at least 2 metres apart or minimise distance with other precautions. * People should remain physically distanced from others outside of their household * Contact information to be collected from each staff member * Avoid sharing a car journey with anyone outside your household bubble if this is not possible all persons should wear a face mask.   Working Safely during COVID 19 for Shops and branches guidance. | 3 | 4 | 12 | Building one-way system in place for access egress to avoid pinch points and no loitering at these points.  Designated are for trade stand  Social distancing markings on the floor in front of stand  Trade stand to be set up before exhibitors are allowed entry to the venue  Perspex screen around payment area  Discourage public from touching merchandise unless intending to purchase. |  | 1 | 4 | 4 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |