**COVID-19 SPECIFIC - HEALTH AND SAFETY RISK ASSESSMENT**

**For: [INSERT SHOW NAME] To be held on: [INSERT DATE] At: [INSERT VENUE]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessor Name:** | **[INSERT NAME]** | **Assessor Signature:** |  |
| **Assessment Date:** | **[INSERT DATE]** |
| **Revision Date:** | **[INSERT DATE]** | **Revision Number:** | **[INSERT NUMBER]** |
|  |  |  |  |
| **Health & Safety Officer:** | **[INSERT NAME]** | **COVID Safety Officer:** | **[INSERT NAME]** |

|  |  |
| --- | --- |
| **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 | **This COVID specific Risk Assessment is designed to mitigate the risk of potential for exposure**  **to COVID-19 through asymptomatic or symptomatic individuals**  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.  Severity and probability of potential incidents are marked VERY HIGH, HIGH, MEDIUM and LOW – prior to actions being implemented which if followed lower the risk of probability by a minimum of one level. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Person(s) Affected** | **Severity** | **Probability** | **Action** | **Notes** |
| Social Distancing - General | All Attendees | VERY HIGH | **HIGH** | Follow latest government guidelines.  No one should mix in a group of greater than 6. Attendees should:  •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 | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| Social Distancing - Circulation around rings and walkways | All Attendees | VERY HIGH | **VERY HIGH** | Walkways adequately sized to allow minimum social distancing.  No loitering to ensure walkways kept clear.  One-way system around venue and rings.  Whilst in the venue all attendees must wear a face mask (or face shield) save for any medical reason as per Government guideline). | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| Social Distancing - In the ring | Exhibitors, Judges, Show Management and Stewards | VERY HIGH | **VERY HIGH** | Social distancing must be maintained within the ring.  Whilst in the ring the judge, steward(s) and exhibitors must wear a face mask (or face shield) save for any medical reason as per Government guideline). | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| Social Distancing - Queuing for class and entry/exit of rings. | Exhibitors, Judges, Show Management and Stewards | VERY HIGH | **VERY HIGH** | Social distancing must be maintained when queuing for or entering/exiting the ring.  Rings to have separate entry and exit points as part of the one-way system. This system must be strictly adhered to by exhibitors and enforced by stewards and show management.  Whilst in the venue all attendees must wear a face mask (or face shield) save for any medical reason as per Government guideline). | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| Social Distancing - Secretaries/Officials area | All Attendees | VERY HIGH | **HIGH** | Only essential people to be in the area whilst maintaining social distancing.  Officials behind the table should be part of a social bubble or maintain standard distancing.  The use of Perspex screens will reduce the risk further at this close contact point.  Whilst in the venue all attendees must wear a face mask (or face shield) save for any medical reason as per Government guideline). | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| Social Distancing - Car parks | All Attendees | VERY HIGH | MEDIUM | Larger gaps should be left between vehicles to maintain social distancing whilst loading and unloading.  If possible, a dedicated parking steward should direct cars to alternate spaces around the car park.  Whilst in the venue all attendees must wear a face mask (or face shield) save for any medical reason as per Government guideline). | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| Social Distancing – Exercise area | All Attendees | VERY HIGH | MEDIUM | Social distancing must be maintained in the exercise area at all times.  Limit number of people and dog’s dependant on the size of the exercise area.  Maintain a separate entry and exit point for the exercise area.  Whilst in the venue all attendees must wear a face mask (or face shield) save for any medical reason as per Government guideline). | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| Social Distancing – First Aid | All Attendees | VERY HIGH | VERY HIGH | 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 | All Attendees | VERY HIGH | VERY HIGH | A minimum of 1m must be maintained from the ring.  Social distancing to be maintained at all times.  No chairs to be made available by the venue. Attendees should use their own equipment and not share with anyone outside their bubble. | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| Handling – Show Setup | Show Management, Committee and Helpers | VERY HIGH | HIGH | 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. | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| Handling – Show Equipment | Show Management, Committee and Helpers | VERY HIGH | HIGH | 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 | Show Management, Committee and Helpers | VERY HIGH | VERY HIGH | Social distancing to be maintained at all times when booking in exhibitors.  Catalogues and ring numbers to be available for collection in sealed envelopes (santised) to minimise cross contamination. | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| Handling – Prize Presentation | Exhibitors, Judges, Show Management and Stewards | VERY HIGH | HIGH | 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 santitised 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 – Refuse and Dog Waste | All Attendees | VERY HIGH | MEDIUM | Provide open top or hand free waste systems where possible.  If bins are to be touched sanitiser to be provided. |  |
| Catering – Judges and Helpers | Show Management, Committee, Judges, Stewards and Helpers | VERY HIGH | HIGH | 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. | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| Catering - Exhibitors | All Attendees | VERY HIGH | HIGH | Social distancing to be maintained whilst queuing for food.  No chairs and tables to be provided. | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| Catering – Risk Assessment | Catering Staff | VERY HIGH | HIGH | Caterers to have their own Risk Assessement available.  Social distancing to be maintained whilst queuing for food. | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| Catering – Consumption of food and drink | All Attendees | VERY HIGH | HIGH | 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 | All Attendees | VERY HIGH | HIGH | Under no circumstances should alcohol be consumed within the confines of the show. |  |
| Toilets - Sanitising | All Attendees | VERY HIGH | HIGH | Hand sanitiser outside each cubicle.  Toilet cubicles to be sanitised and thoroughly cleaned on a regular basis. |  |
| Toilets – General Hygiene | All Attendees | VERY HIGH | HIGH | Monitor levels of sanitiser regularly. If stocks run out toilets will have to be closed. |  |
| Toilets – Maximum Capacity | All Attendees | VERY HIGH | VERY HIGH | Adhere to maximum capacity of toilets set out in venue's Risk Assessment |  |
| General – Children | All Attendees | VERY HIGH | VERY HIGH | Children to be supervised, social distancing to be maintained. | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| General – Loose Dogs | All Attendees | VERY HIGH | HIGH | Any leads used to be sanitised before being used again. Social distancing to be maintained when handing dogs over. | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| Admission – Exhibiting COVID Symptoms | All Attendees | VERY HIGH | VERY HIGH | Person or group to be immediately isolated and show secretary to be notified.  Person or group to leave the show immediately.  Thoroughly sanitise any touch points accessed by affect person or group. |  |
| Admission – Face Coverings | All Attendees | VERY HIGH | VERY HIGH | Follow latest government guidelines:  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. |  |
| Admission - Test and Trace | All Attendees | VERY HIGH | VERY HIGH | Follow latest government guidelines:  Contact details will be recorded and stored for 21 days. QR Code for use with the NHS COVID-19 App will be prominently displayed. |  |
| Admission – Restricted person or area | All Attendees | VERY HIGH | VERY HIGH | 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. |  |
| Admission - General | All Attendees | VERY HIGH | HIGH | 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 | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| Ring Procedure – Entry and Exit | Exhibitors, Judges, Show Management and Stewards | VERY HIGH | VERY HIGH | Follow one-way system and only enter the ring once instructed to do so by the steward.  Maintain social distance from the next exhibitor at all times. | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. |
| Ring Procedure – Ring Changeover | Exhibitors, Judges, Show Management and Stewards | VERY HIGH | VERY HIGH | On change over between breeds or judges all equipment, tables, chairs etc.. needs to be sanitised.  The ring must be clear during change over.  Stewards to remain in same ring all day. |  |
| Ring Procedure – Exhibiting in multiple rings | Exhibitors | VERY HIGH | HIGH | Where an exhibitor is exhibiting multiple breeds in different rings they should pay close attention to ring numbers and not before times.  No loitering allowed around ring whilst another breed is being judged.  The one way system must be adhered to at all times in the venue. |  |
| Ring Procedure – Class Rotation | Exhibitors, Judges, Show Management and Stewards | VERY HIGH | HIGH | 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 and Exhibitor | VERY HIGH | HIGH | 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. |  |
| Venue – Site Safety | All Attendees | VERY HIGH | HIGH | See site plan |  |
| Venue – Social Distancing | All Attendees | VERY HIGH | HIGH | See site plan |  |
| Venue – Risk Assessment | All Attendees | VERY HIGH | HIGH | See Venue Risk Assessment |  |
| Venue - Capacity | All Attendees | VERY HIGH | HIGH | See Site Plan |  |