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

**For: Central & Southern GSP Society To be held on: 3rd July 2021 At: The Kennel Club Building - Stoneleigh**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessor Name:** | **Hugh Donovan** | **Assessor Signature:** |  |
| **Assessment Date:** | **14th June 2021** |
| **Revision Date:** |  | **COVID Safety Officer:** | **Hugh Donovan** |

|  |  |
| --- | --- |
| **The five-step approach:**1.    Look for the hazards2.    Decide who may be harmed and how3.    Evaluate the risks4.    Record the finds5.    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** | **Risk** | **Prob’y** | **Action** | **Notes** | Check list  |
| Social Distancing - General | All Attendees | VERY HIGH | **HIGH** | Follow latest government guidelines.No one should mix in a group of greater than 6 indoors 30 outdoors . 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 inside 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. | References to social distancing mean 2 metres apart or 1 m with protection. Unless otherwise updated by the UK Government. Entry & exit cards |  |
| 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.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. A dedicated parking steward to 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 incidentsExhibitors to deal with small cuts, minor bumps themselves to avoid unnecessary contact with first aiders. All incidents to be noted with the show secretary.  |  |  |
| 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 will be 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 etcSeparate 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 wil be sanitised before collection  | 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 separate table on the exit of the ring. Trophies will not be awarded at the show to prevent risk between households.  |  |  |
| 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 | 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 & consumption of 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. |  |
| Toilets – General Hygiene | All Attendees | VERY HIGH | HIGH | Monitor levels of sanitiser regularly.  |  |  |
| 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. | Anyone showing signs before the event should not attend |  |
| 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. | Registry via QR code or on entry forms available |  |
| 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 judges all equipment, tables, chairs etc.. needs to be sanitised. The ring must be clear during change over. |  |  |
| Ring Procedure – Exhibiting in multiple rings | Exhibitors | VERY HIGH | HIGH | Where an exhibitor is exhibiting in different rings they should pay close attention to ring numbers.No loitering allowed around ring whilst another class 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. Steward to organise |  |  |
| 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 – Risk Assessment | All Attendees | VERY HIGH | HIGH | See Venue /society Risk Assessment |  |  |