

# RISK ASSESSMENT

## National Working & Pastoral Breeds Society

				<b>Office Use</b>
Event Name: National Working & Pastoral Breeds Society Championship Show - Saturday 17th July 2021  Organiser's Name: Lucy Mottram/Richard Kinsey		Assessors: Richard Kinsey (Show Manager) Lucy Mottram (Secretary) Clive Evans (Fire, Safety & COVID Officer)		Date Rec:  File No.
<b>HAZARD</b>	<b>THOSE AT RISK</b>	<b>CONTROLS</b>	<b>RESIDUAL RISK</b>	<b>FURTHER ACTIONS</b>
<i>List hazards here</i>	<i>List groups of people at risk from hazards here</i>	<i>List existing controls or where relevant information can be found</i>	<i>High Medium Low</i>	<i>List actions proposed where it is reasonably practical to further reduce the risk</i>

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<p>Exposure to COVID19 through contact with contaminated surfaces or through close social contact with an infected person</p>	<p>Exhibitors Judges Stewards Officials Spectators</p>	<p>1) Before the show:</p> <ul style="list-style-type: none"> <li>a) Show to be held at Three Counties Showground.</li> <li>b) The area used by NW&amp;PB will allow ample space for social distancing to be achieved. All judging will take place outside if the weather allows.</li> <li>c) Exhibitors, judges, show officials and spectators will be advised by signage/notices in relation to social distancing.</li> <li>d) In particular all exhibitors, judges, show officials and spectators will be advised that if they, or anyone in their household, have Covid-19 related symptoms, have tested positive for Covid-19 or have been contacted by NHS track and trace they must not attend the event and should self isolate in line with Government guidelines.</li> <li>e) All individuals planning to attend must familiarise themselves with any guidance which applies to them at the time of the show and adhere to the latest Government guidance</li> <li>f) Stewards will officiate in each ring to enable division of the steward's normal and additional COVID duties, to avoid any close social contact or any cross contamination of surfaces</li> <li>g) The rings will be large enough to enable all exhibitors from the largest class to be in the ring at the same time whilst staying at least 2m apart.</li> </ul>	<p>Low</p>	<p>The comprehensive list of controls to be implemented at the show will be kept under constant review until the date of the show, taking any Government guideline changes into account.</p>
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<p><i>...cont'd</i> Exposure to COVID19 through contact with contaminated surfaces or through close social contact with an infected person.</p>	<p><i>...cont'd</i> Exhibitors Judges Stewards Officials Spectators</p>	<p>h) Mr Clive Evans is appointed as COVID Officer, being responsible for ensuring that all COVID precautions are followed on the day</p> <p>2) General precautions on the day of the show</p> <p>a) All judging will be held outside if the weather allows. If this is not possible and judging needs to take place in the halls all doors to the halls will be kept fully open to enable through flow of air. In the event of wind and rain on the day of the show a suitable exclusion zone will be established so that any part of the hall rendered unusable by weather ingress will be cordoned off. The halls are large enough that this is possible without impacting the ability to socially distance.</p> <p>b) Vehicles to be parked with at least 2m gap between vehicles</p> <p>c) Sanitizing stations will be set up for hand sanitizing at the entry point, outside the toilet &amp; judges table.</p> <p>d) All people attending must bring a face covering and must wear it at all times [ unless exempt ] when inside any buildings</p> <p>e) No chairs will be available, exhibitors and spectators must bring their own</p> <p>f) Exhibitors must bring with them the necessary equipment (eg bag and paper towels) to enable them to clean up after their own dogs</p>	<p>Low</p>	
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<p><i>...cont'd</i> Exposure to COVID19 through contact with contaminated surfaces or through close social contact with an infected person.</p>	<p><i>...cont'd</i> Exhibitors Judges Stewards Officials Spectators</p>	<ul style="list-style-type: none"> <li>g) Food or drink will be served by showground approved caterers</li> <li>h) There will be no designated exercise area to avoid congestion in one area but multiple bins will be available across the full showground</li> <li>i) Covid-secure toilet facilities are provided by the showground</li> <li>j) Persons attending must maintain a 2m distance from any other person not in their own household or social bubble of 6</li> <li>k) No gatherings of more than 6 people are permitted and the COVID officer will monitor this throughout the show</li> <li>l) Reminders about the need for social distancing will be made over the show loudspeaker at regular intervals throughout the day</li> </ul> <p>3) Dog show specific precautions</p> <ul style="list-style-type: none"> <li>a) Catalogues can be collected from the catalogue hut next to the Secretary's office</li> <li>b) Ring Numbers will be available to download electronically from Higham Press website or posted prior to the show for postal entries only</li> <li>c) The ring will have a separate entrance and exit which MUST be adhered to by all exhibitors who should sanitize their hands.</li> </ul>	<p>Low</p>	
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<p><i>...cont'd</i> Exposure to COVID19 through contact with contaminated surfaces or through close social contact with an infected person.</p>	<p><i>...cont'd</i> Exhibitors Judges Stewards Officials Spectators</p>	<ul style="list-style-type: none"> <li>d) Judges, stewards and exhibitors must wear a mask at all times [ unless exempt ] whilst in the ring</li> <li>e) Exhibitors must keep at least 2m away from any other exhibitor or steward while in the ring</li> <li>f) The judge must sanitize their hands at the beginning of each class and after assessing each dog. Additional assessments must be kept to a minimum</li> <li>g) The handler will show the dog's teeth to the judge and any touching of the dog by the judge will be kept to an absolute minimum</li> <li>h) Tables will be provided for judge and stewards</li> <li>i) The stewards will not handle the judges' book or any other item used by the judge (glasses, pen table, chair etc). The judge must complete the judge's book and remove the results sheets and put them in a folder in readiness for collection by a slip runner for the secretary.</li> <li>j) No award board will be used to minimise the handling of results sheets and overcrowding around the award board. Stewards will complete their own stewards cards and not handle the judge's results sheets</li> <li>k) The stewards will sanitize their hands before handing out prize cards and rosettes</li> <li>l) The judge must sanitize their hands prior to completing each certificate</li> </ul>	<p>Low</p>	
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<p><i>...cont'd</i> Exposure to COVID19 through contact with contaminated surfaces or through close social contact with an infected person.</p>	<p><i>...cont'd</i> Exhibitors Judges Stewards Officials Spectators</p>	<ul style="list-style-type: none"> <li>m) Stewards must maintain at least a 2m distance from the judge and each other at all times</li> <li>n) The stewards will sanitize their hands before passing anything to the judge or any other person</li> <li>o) The judges' and stewards' chairs and tables will be fully sanitized before the show and then by the steward between each judge if more than one judge is appointed to a ring.</li> <li>p) Judges must adhere to the separate instructions provided (copy attached at Appendix C)</li> <li>q) Stewards must adhere to the separate instructions provided (copy attached at Appendix D)</li> </ul>	<p>Low</p>	
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Bio Hazard – dog excrement	Exhibitors Judges Stewards Officials Spectators	<ul style="list-style-type: none"> <li>Adequate disposal points provided</li> <li>Very large showground in which to exercise dogs in socially distant manner</li> <li>All exhibitors instructed to bring sufficient bags / paper towels to clean up after their own dogs</li> </ul>	Low	N/A
Medical emergencies, accidents, illness and injury	Exhibitors Judges Stewards Officials Spectators	<ul style="list-style-type: none"> <li>Julian Hall First Aid services will be in attendance for the duration of the show to attend to any first aid needs</li> </ul>	Low	N/A
Veterinary emergency and associated stress to exhibitor / owner	Exhibitors	<ul style="list-style-type: none"> <li>Vet in attendance all day</li> <li>Designated committee member available to accompany owner to the vet on site if necessary</li> </ul>	Low	N/A
Pedestrians moving among the cars in the car park	Exhibitors Judges Stewards Officials Spectators	<ul style="list-style-type: none"> <li>Strict 5mph speed limit</li> <li>Car park attendants wearing high visibility jackets, show committee making regular checks on car park during other times</li> </ul>	Low	N/A
Rain / bad weather – risk of pathways and grass areas being inaccessible	Exhibitors Judges Stewards Officials Spectators	<ul style="list-style-type: none"> <li>Any affected areas will be taped off</li> </ul>	Low	N/A
Exhibitors moving about. Uneven surface, slips, trips or falls	Exhibitors Judges Stewards Officials Spectators	<ul style="list-style-type: none"> <li>Thorough site inspection carried out during show set up on Friday 16<sup>th</sup> July 2021</li> <li>Any areas of particular concern taped off</li> </ul>	Low	N/A
Dogs being excited / dogs out of control	Exhibitors Judges Stewards/Officials Spectators	<ul style="list-style-type: none"> <li>All dogs to be kept on leads at all times as mandated in the show schedule</li> </ul>	Low	N/A

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Kitchen equipment, hot plates, trailing leads	Severn Valley Catering staff Exhibitors Judges Stewards Officials Spectators	<ul style="list-style-type: none"> <li>Severn Valley Catering are the approved subcontractor for all catering issues, subject to their own rigorous risk assessments</li> </ul>	Low	N/A
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Event: National Working & Pastoral Breeds Championship show 17<sup>th</sup> July 2021    Signed by: Clive Evans Date: 23/4/2021



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## National Working & Pastoral Breeds Society

### APPENDIX A

#### **Copy of Important Information notification included in the schedule for the show**

#### COVID 19 - IMPORTANT INFORMATION

This show will follow published Government regulations and Kennel Club guidance.

If you or anyone in your household are symptomatic, have been in contact with someone who has tested positive for Covid-19 within the previous 14 days, or if you live within a lockdown area you must NOT attend the event and should self isolate in line with Government advice

Face coverings are required to be worn inside the ALL buildings including the toilets unless you are exempt.

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## National Working & Pastoral Breeds Society

### APPENDIX B

Dear Exhibitor/Spectator/Judge/Steward/Official

**National Working & Pastoral Breeds Society Championship Show: Saturday 17<sup>th</sup> July 2021**

Thank you for supporting our show which we hope will be a great success.

### REMINDER OF SOME OF THE MOST IMPORTANT POINTS:

- If you or anyone in your household have Covid-19 related symptoms, have tested positive for Covid-19 or have been contacted by NHS track and trace you must not attend the event and should self isolate in line with Government guidelines
- Everyone attending the show must familiarise themselves with all guidance which applies to them at the time of the show and adhere to the latest government guidance
- QR code points will be displayed at the showground entrances for track and trace purposes. Contact the secretary for track and trace form in required
- It is vital that we all adhere to current social distancing requirements. This is the only way to keep the event safe and legal. We reserve the right to ask anyone not adhering to the requirements to leave the event.
- Face coverings must be worn when you are inside any of the Halls, the toilets and while in the ring.
- Chairs will not be provided for public use
- There is NO designated exercise area. It is the responsibility of the person in charge of a dog to clean up after it anywhere on the showground and deposit the waste in one of the many bins on site
- All judging will be outside if the weather allows. If not, it will take place in the halls with all doors open
- Park in the designated car park so there is at least 2m between you and the next vehicle
- There is a separate entrance and exit to the ring. You must use the correct one. Please do not enter the ring until the class is called by the stewards.
- Please remember to keep the 2m distance when queueing for the catalogues, secretary or chief steward offices.

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## National Working & Pastoral Breeds Society

### **APPENDIX C - Additional Instructions for Judges to ensure COVID safety**

In order to ensure the safety of all persons attending the event the following measures have been put in place and must be followed by judges at the show

Where possible we will have 2 stewards in each ring to enable the steward's normal show duties as well as additional COVID duties to be divided up in a safe manner to avoid close social contact with any other person or with contaminated surfaces.

The COVID officer appointed for the event is Clive Evans. If you have any concerns during the course of the event you should ask to speak to Clive Evans

1. You must wear a face covering at all times [ unless exempt ]. Please remember to bring your own face coverings plus spares.
2. You must maintain a 2m distance from the stewards at all times.
3. Except when examining a dog you must maintain at least a 2m distance from the exhibitors.
4. Keep your individual hands on assessment to an absolute minimum some breeds will require more hands on than others
5. You must sanitize your hands at the start of each class and after examining each dog.
6. Additional assessments must be kept to a minimum, if you do additional assessments remember to sanitize your hands afterwards.
7. You must ask the exhibitors to show the dogs teeth to you.
8. Exhibitors must maintain at least a 2m distance between each other. If exhibitors are standing too close together you must ask them to spread out.
9. Stewards must NOT handle the judge's book or any other item used by you (pen, glasses etc). You must fully complete the judge's book and remove the results slips which will be collected by a runner and taken to the Secretary's Office at regular intervals. NB there will be no award boards so you need to give the runners both slips.
10. Stewards will complete their own stewards cards and not handle the judge's results slips.
11. All persons must wear a face covering whilst in the ring [unless exempt]
- 12 DO NOT shake hands with exhibitors.
- 13 You must sanitize your hands before completing the certificates. Certificates must be placed on the table by the judge.
- 14 The names to be entered on the certificates can either be read out to you or written down.

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## National Working & Pastoral Breeds Society

### **APPENDIX D - Additional Instructions for Stewards to ensure COVID safety**

In order to ensure the safety of all persons attending the event the following measures have been put in place and must be followed by stewards at the show.

We will have 2 stewards where possible in each ring to enable the steward's normal show duties as well as additional COVID duties to be divided up in a safe manner to avoid close social contact with any other person or with contaminated surfaces.

The COVID officer appointed for the event is Mr Clive Evans. If you have any concerns during the course of the event you should ask to speak to Clive Evans.

1. You must wear a face covering at all times [ unless exempt ] Please bring your own face covering, plus spares.
2. You must maintain a 2m distance from the judge and other stewards at all times
3. Stewards must NOT handle the judge's book or any other item used by the judge (pen, glasses etc). The judge must fully complete the judge's book and remove the results slips which will be collected by a runner and taken to the secretary.
4. There are separate entrance and exit for the ring which all exhibitors must use to avoid passing too close to other exhibitors. You must ensure that exhibitors use the correct entrance/exit.
5. All persons must wear a face covering whilst in the ring [ unless exempt ]
6. Exhibitors must maintain at least a 2m distance between each other and the stewards. If exhibitors are standing too close together and the judge doesn't notice then you must ask them to spread out.
7. No award boards will be used. Stewards will complete their own stewards card and not handle the judges book or result slips..
8. If there is any risk of the ring becoming overcrowded (eg if there are two consecutive classes with large entries) do not call in the next class until most or all of the exhibitors from the previous class have left the ring.
9. The judge must sanitise their hands before completing the certificates. Certificates must be placed on the table by the judge.
10. Do not approach the judge when the certificates are to be completed. The names to be entered on the certificates can either be read out to the judge or written down.
11. At the beginning of the show the judge's table and chair will be fully sanitized. If your ring is used by more than one judge please sanitize the table and chair between judges. Any grooming table (within the ring) will be sanitized by the steward regularly.
12. Remember to sanitize your own hands regularly