

# RISK ASSESSMENT

## Ladies Kennel Association Dog Show

				<b>Office Use</b>
Event Name: Ladies Kennel association Championship Show – 11 <sup>th</sup> & 12 <sup>th</sup> Dec 2021  Organiser's Name: Gillian Marley (Secretary)		Assessors: Jackie Kitchener (Chair) Lucy Mottram (Chief Steward) Julie Sparrow (Committee) Mike John (Fire, Safety & COVID Officer)		Date Rec:  File No. Final
<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</i> <i>Medium</i> <i>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>• Show to be held at Birmingham NEC.</li> <li>• The area used by LKA will allow space for any social distancing measures in place to be achieved.</li> <li>• Exhibitors, judges, show officials and spectators will be advised by signage/notices in relation to any social distancing in place on both show days.</li> <li>• 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>• 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>• All individual who attend the event will ONLY be allowed into the venue if they have official evidence they have been fully vaccinated OR can provide evidence of a negative Lateral Flow Test taken 48hrs prior to the event. Unless exempt.</li> <li>• Mr Mike John (with support from the Group Stewards) is appointed as COVID Officer, being responsible for ensuring that all COVID precautions are followed on the day</li> <li>• The NEC venue cleaners will complete enhanced cleaning of the venue.</li> <li>• Reduced classification, including removal Obreedience, Open Rally Show and Have a Go Showing to reduce the number of exhibitors and competitions.</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>	<ul style="list-style-type: none"> <li>• No partnership Breed Shows permitted so exhibitors aren't encouraged to remain onsite longer than their breed judging at LKA</li> <li>• All trade stands will be asked to provide their own risk assessment which will be forwarded to the Secretary prior to the show.</li> </ul> <p>2) General precautions on the day of the show</p> <ul style="list-style-type: none"> <li>• The halls have an enhanced hospital grade ventilation system.</li> <li>• The halls are large enough to accommodate the maximum number of exhibitors, officials, and visitors we are expecting.</li> <li>• Each Hall will have an QR code displayed at the Main Entrance.</li> <li>• There are over 600 hand sanitizing units installed across the venue including VE doors, catering pods, outside the toilets, outside the organisers office main doors, main entrances to building, next to kiosk and more. These will be re-filled during build, show days and breakdown where required.</li> <li>• Hand sanitizer will also be provided on the judges/stewards table</li> <li>• All people attending will be requested to wear a face covering however this will not be policed or enforced unless required by Government policy.</li> <li>• Exhibitors must bring with them the necessary equipment (eg bag and paper towels) to enable them to clean up after their own dogs</li> <li>• Food or drink will be served by NEC approved caterers</li> <li>• Covid-secure toilet facilities are provided by the NEC with enhanced cleaning in place by the NEC staff.</li> <li>• All attending will be requested to provide their own masks, however the LKA will provide a mask for emergency situations.</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>	<ul style="list-style-type: none"> <li>• The judge will be requested to sanitize their hands prior to completing each certificate</li> <li>• The judges' and stewards' chairs and tables will be sanitized before the show and then by the steward between each judge if more than one judge is appointed to a ring.</li> <li>• Judges are request to adhere to the separate instructions provided (copy attached at Appendix C)</li> <li>• Stewards are request to adhere to the separate instructions provided (copy attached at Appendix D)</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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Bio Hazard – dog excrement	Exhibitors Judges Stewards Officials Spectators	<ul style="list-style-type: none"> <li>• Adequate disposal points provided</li> <li>• Allocated exercises areas in the halls in which to exercise dogs</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>• NEC First Aid services will 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 on both days.</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>• NEC Car Park attendants wearing high visibility jackets</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 and then immediately rectified by NEC staff</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 10<sup>th</sup> December 2021</li> <li>• Any areas of particular concern are taped off and then immediately rectified by NEC staff</li> </ul>	Low	N/A

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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
Kitchen equipment, hot plates, trailing leads	NEC Amadeus Catering staff Exhibitors Judges Stewards Officials Spectators	<ul style="list-style-type: none"> <li>NEC Amadeus Catering are the approved subcontractor for all catering issues, subject to their own rigorous risk assessments</li> </ul>	Low	N/A

Event: Ladies Kennel Association Championship show 11<sup>th</sup> & 12<sup>th</sup> December 2021

Date: 06/10/2021

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### **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 which is in place on the 11<sup>th</sup> & 12<sup>th</sup> December 2021.

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

The Society will ensure to the best of its ability that the event is run to Covid Safe guidelines. It is your responsibility to ensure you comply with national and local restrictions including advice given about non-essential travel in and out of locally affected regions (which must not be ignored) – in the interests of the safety of all participants this may give rise to a short notice refusal of entry at the society's discretion. The Kennel Club will respect the society's exercise of its discretion. If a competitor, or anyone in their household, has Covid-19 related symptoms or has tested positive for Covid-19 they must isolate in line with Government advice -[www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/whento-self-isolate-and-what-to-do](http://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/whento-self-isolate-and-what-to-do). The competitor must not attend the event.

#### **COVID STATUS CHECKS FOR SHOW**

Every person entering the halls will be checked for their Covid status before allowing access to your show.

Upon arrival on day one, your Covid status will be checked at one of five separate entrances around the NEC:

- Piazza main entrance • Bridgelink • Atrium 1 • Atrium 3 • Lorry Parks

Access to Show must be via one of these listed entrances. Once at a listed entrance you will be asked to show your Covid Status this can be:

- Covid Passport to prove two Covid Vaccinations
- Negative lateral flow test result

Your status can be shown via a digital copy of your vaccine passport or the registered lateral flow test result, both accessible via the NHS app or registered on the Government website.

Once this has been provided you will be issued with a coloured wristband granting you access to the venue. This must be worn whilst onsite along with your exhibitor/contractor badge. Your wristband is valid for 48 Hours. There will be different coloured wristband issued daily, this will enable us to identify who have already been checked and speed up your entry time. If you are with us for more than 2 days, we will ask you to re-confirm you Covid status.

NB If you are taking lateral flow tests to produce a negative result, then please ensure you bring the correct amount of tests for the duration of your stay. We hope you understand that these measures are in place to keep you safe and to allow show to run smoothly. We thank you in advance for your cooperation and understanding of these measures.



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### **APPENDIX B - LKA Championship Show: 11<sup>th</sup> & 12<sup>th</sup> December 2021**

Dear Exhibitor/Spectator/Judge/Steward/Official

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
- All individuals who attend the event will ONLY be allowed into the venue if they have official evidence they have been fully vaccinated OR can provide evidence of a negative Lateral Flow Test taken 48hrs prior to the event unless exempt.
- 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
- It is vital that we all adhere to the social distancing requirements on the show days (if in force). This is the only way to keep the event safe and legal. The LKA reserve the right to ask anyone not adhering to any requirements to leave the event.
- We request you wear a face covering whilst in the ring or toilets, however this will not be policed or enforced unless required by Government policy.
- Please remember to keep a safe distance when queueing for the catalogues, secretary or chief steward offices.

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### **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

The COVID officer appointed for the event is Mike John. If you have any concerns during the course of the event you should ask to speak to Mike John or your allocated Group Steward.

1. You are requested to wear a face covering [unless exempt] when examining exhibits however this is at your own discretion and will not be policed or enforced unless required by Government policy. Please remember to bring your own face coverings plus spares.
2. Keep your individual hands-on assessment to a minimum, some breeds will require more hands on than others
3. Please sanitize your hands at the start of each class
4. Additional assessments should be kept to a minimum
5. The exhibitors can show you the dogs teeth.
6. There will be no award boards so please leave BOTH your slips on the table for the slip runners/group stewards.
7. Please sanitize your hands before completing the certificates. Certificates must be placed on the table by the judge.

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### **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.

The COVID officer appointed for the event is Mike John. If you have any concerns during the course of the event you should ask to speak to Mike John or your allocated Group Steward.

1. You are requested to wear a face covering [ unless exempt ] when handing out prize cards/rosettes however this is at your own discretion and will not be policed or enforced unless required by Government policy. Please remember to bring your own face coverings plus spares.
2. The judge must complete the judge's book and remove the results slips which will be collected by a slip runner/group steward.
3. We will request all persons to wear a face covering whilst in the ring [unless exempt], however this is at their own discretion and will not be policed or enforced unless required by Government policy.
4. No award boards will be used. Stewards will complete their own stewards card and not handle the judges book or result slips.
5. If there is any risk of the ring becoming overcrowded (eg if there are two consecutive classes with large entries) use your discretion before calling in the next class to minimize overcrowding.
6. The judge will be requested to sanitise their hands before completing the certificates.
7. At the beginning of the show the judge's table and chair will be sanitized. If your ring is used by more than one judge please sanitize the table and chair between judges.
8. Any examination table (within the ring) will be sanitized by the steward regularly.
9. Remember to sanitize your own hands regularly