

COVID RISK ASSESSMENT FORM

Polish Lowland Sheepdog Club Open Show

Sunday 30th May 2021

Event Name: Polish Lowland Sheepdog Club Open Show, Sunday 30 th May 2021 Organiser's Name: Mike Furzland/Diane Mottram The Polish Lowland Sheepdog Club		Assessors: Diane Mottram/Bernie Watson		Office Use Date Rec: File No.
<u>HAZARD</u>	<u>THOSE AT RISK</u>	<u>CONTROLS</u>	<u>RESIDUAL RISK</u>	<u>FURTHER ACTIONS</u>
List hazards here	List groups of people at risk from hazards here	List existing controls or where relevant information can be found	High Medium Low	List actions proposed where it is reasonable practicable to further reduce the risk
Exposure to COVID19 through contact with contaminated surfaces or through close social contact with an infected person <i>...cont'd</i>	Exhibitors Judges Stewards Officials Spectators <i>...cont'd</i>	1) Before the show: a) Show to be held outside at Normanton on Soar Village Hall, LE12 5HB. This will allow ample space for social distancing to be achieved. All judging will take place outside. b) Restrict the number of exhibitors, helpers and spectators. The schedule for the show will require an entry to be made for each dog and pre-registration for exhibitors, judges, show officials and spectators. These must all be submitted to the secretary by the specified closing date of entries for the show. c) A QR code for the event will be displayed prominently for those wishing to check in on the NHS Test and Trace App. Forms will be emailed to any visitor who identifies themselves to the Show Secretary prior to the show. d) Exhibitors, judges, show officials and spectators will be advised in advance of distancing measures in place so that they may come prepared. An 'important information' notification is included in the schedule and this Risk Assessment will be available on the clubs website. e) In particular all exhibitors, judges, show officials and spectators will be advised that if they, or anyone in their household, has Covid-19 related symptoms, has tested positive for Covid-19 or has been contacted by NHS test and trace they must not attend the event and should self-isolate in line with Government	Low	The comprehensive list of controls to be implemented at the show will be kept under constant review until the date of the show, taking into account any changes in government advice

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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>guidelines.</p> <ul style="list-style-type: none"> f) Stewards will officiate the 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 g) The ring 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. Beyond the ring a two metre exclusion zone will be established to keep any spectators at least 2m away from the exhibitors in the ring h) There will be no raffle held i) Bernie Watson is appointed as COVID Officer, being responsible for ensuring that all COVID precautions are followed on the day <p>2) General precautions on the day of the show</p> <ul style="list-style-type: none"> a) All judging will be held outside. All persons attending the show will be reminded in the schedule that they should come dressed appropriately for an outdoor show. b) Vehicles to be parked within the bays and exhibitors reminded that social distancing in the car park MUST be maintained. c) Sanitising stations will be set up for hand sanitisation at the entry point, outside the toilet, judges table, awards table and at the entry and exit to the ring. d) All people attending must bring a face covering and must wear it at all times when inside the Village Hall and when in the toilets e) No chairs will be available, exhibitors and spectators must bring their own f) Exhibitors must bring with them the necessary equipment (e.g. bag and paper towels) to enable them to clean up after their 	<p>Low</p>	
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<p>...cont'd Exposure to COVID19 through contact with contaminated surfaces or through close social contact with an infected person.</p>	<p>...cont'd Exhibitors Judges Stewards Officials Spectators</p>	<p>own dogs</p> <ul style="list-style-type: none"> g) No spectator chairs or crates/cages are allowed within 2m of the side of the rings. h) There will be no designated exercise area to avoid congestion in one area but bins will be available on the grounds i) Covid-secure toilet facilities are provided by the Hall j) Persons attending must maintain a 2m distance from any other person not in their own household or social bubble of 6 k) No gatherings of more than 6 people are permitted and the COVID officer will monitor this throughout the show <p>3) Dog show specific precautions</p> <ul style="list-style-type: none"> a) Catalogues and ring numbers will be in an envelope for each exhibitor to collect from a table set up in alphabetical order to avoid any congestion and to facilitate swift collection. A show official will prepare the envelopes in advance away from the showground and will be solely responsible for laying them out for collection. b) The ring will have a separate entrance and exit which must be adhered to by all exhibitors who should sanitise their hands on the way in and out c) Judges, stewards and exhibitors must wear a mask at all times whilst in the ring d) Exhibitors must keep at least 2m away from any other exhibitor or steward while in the ring e) The judge must sanitise their hands at the beginning of each class and after assessing each dog. Additional assessments must be kept to a minimum 	<p>Low</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>	<p>f) 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</p> <p>g) 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 an awards folder for the secretary, to be handed over at the end of the show</p> <p>h) No award board will be used to minimise the handling of results sheets and overcrowding around the award board. Stewards will complete their own results summary sheet and not handle the judge's results sheets. Results will be emailed to all exhibitors after the show (ring numbers only).</p> <p>i) No awards or prizes will be handed out in the ring. Rosettes and prize money will be laid out on a separate table, will be sanitised and can be collected after the class by the exhibitors to minimise contact. This process will be supervised by a steward</p> <p>j) Stewards must maintain at least a 2m distance from the judge and each other at all times</p> <p>k) Any items that must be passed between the judge, steward and secretary must be sanitised before being passed e.g. marked up catalogue, awards folder</p> <p>l) The judges' and stewards' chairs and tables must be fully sanitised before the show</p> <p>m) Judges must adhere to the separate instructions provided (copy attached at Appendix C)</p> <p>n) Stewards must adhere to the separate instructions provided (copy attached at Appendix D)</p>		
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Bio Hazard – dog excrement	Exhibitors Stewards Officials Spectators	<ul style="list-style-type: none"> Adequate disposal points provided Large field in which to exercise dogs in socially distant manner All exhibitors instructed to bring sufficient bags / paper towels to clean up after their own dogs 	Low	N/A
Medical emergencies, accidents, illness and injury	Exhibitors Judges Stewards Officials Spectators	<ul style="list-style-type: none"> Secretary and Show Manager have mobile phones to call emergency services Directions available from Secretary to nearest A&E 	Low	N/A
Veterinary emergency and associated stress to exhibitor / owner	Exhibitors	<ul style="list-style-type: none"> Vet on Call available Designated committee member available to accompany owner to the vet on call 	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"> Any affected areas will be taped off 	Low	N/A
Exhibitors moving about. Uneven surface, slips, trips or falls	Exhibitors Judges Stewards Officials Spectators	<ul style="list-style-type: none"> Thorough site inspection carried out during show set up, any areas of particular concern taped off 	Low	N/A
Dogs being excited / dogs out of control	Exhibitors Judges Stewards Officials Spectators	<ul style="list-style-type: none"> All dogs to be kept on leads at all times as mandated in the show schedule 	Low	N/A

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APPENDIX B

Dear Exhibitor/Spectator/Judge/Steward/Official

POLISH LOWLAND SHEEPDOG CLUB OPEN SHOW: 30 May 2021

Thank you for supporting our show which we hope will be a great success. Please make sure that you have carefully read and understood the comprehensive Risk Assessment which is available on clubs website www.plsc.org

REMINDER OF SOME OF THE MOST IMPORTANT POINTS:

- If you or anyone in your household has Covid-19 related symptoms, has tested positive for Covid-19 or has been contacted by NHS track and trace you must not attend the event and should self-isolate in line with Government guidelines
- Everyone planning to attend 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 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 the Hall, including the toilets
- You must bring your own chairs
- Please bring sufficient equipment (bags/paper towels) to clean up after your dogs if they have an accident inside the hall
- Please dress appropriately. All judging will be outside.

ON ARRIVAL:

- Park in the designated car park and adhere to the 2m social distancing in the car park especially when entering and exiting your vehicle.
- Remember to collect your ring numbers, catalogue and show paperwork from the table. Envelopes will be set out alphabetically by surname. Do not touch any other envelope except yours.
- There is no designated exercise area, please use the whole field and deposit the waste in one of the many bins
- There will be no awards board to avoid congestion. Results will be emailed to all exhibitors after the show.
- There is a separate entrance and exit to the ring with a sanitising station next to each. You must use the correct one to minimise the risk of any virus transmission. Please do not enter the ring until the class is called by the stewards.
- No rosettes, place cards or other awards will be handed out in the ring. If you want yours then you must collect it from the awards table. Please ensure that you only touch the award that you intend to take away. Do not shake hands with the judge or another exhibitor
- Finally don't forget your face covering and your own chairs and remember to keep at least 2m away from anyone not in your bubble, even while in the ring

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APPENDIX C

Additional Instructions for Judges to ensure COVID safety

POLISH LOWLAND SHEEPDOG CLUB OPEN SHOW: 30 May 2021

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

We will have stewards in the 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 Bernie Watson. If you have any concerns during the course of the event you should ask to speak to Bernie Watson

1. You must wear a face covering at all times. Please bring your own face mask 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
5. You must sanitise 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 sanitise 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 sheets which you must put in the results folder provided and hand to the secretary at the end of the show.
10. No award board will be used to minimise the handling of results sheets and overcrowding around the award board. Stewards will complete their own results summary sheet and not handle the judge's results sheets. The results will be emailed to all attendees after the show (ring numbers only).
11. All persons must wear a face covering whilst in the ring.
12. No awards or prizes will be handed out in the ring. Rosettes and prizes will be laid out on a separate table for collection. DO NOT shake hands with exhibitors.
13. The judge's marked up copy of the catalogue will be sanitised before being handed to you.

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APPENDIX D

Additional Instructions for Stewards to ensure COVID safety

POLISH LOWLAND SHEEPDOG CLUB OPEN SHOW: 30 May 2021

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 stewards in the 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 Bernie Watson. If you have any concerns during the course of the event you should ask to speak to Bernie Watson

1. You must wear a face covering at all times. Please bring your own face mask, plus spares.
2. You must maintain a 2m distance from the judge and other stewards at all times (unless in a bubble with the other steward)
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 sheets which they must put in the results folder provided and hand to the secretary at the end of the show.
4. Ring numbers will be in an envelope for each exhibitor to collect from the secretary and will not be handed out in the ring
5. 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. Sanitising stations will be at the entrance and exit and exhibitors should be reminded to use them.
6. At the beginning of the show the judge's table and chair must be fully sanitised.
7. All persons must wear a face covering whilst in the ring unless exempt.
8. Exhibitors must maintain at least a 2m distance between each other and the steward. If exhibitors are standing too close together and the judge doesn't notice then you must ask them to spread out.
9. The responsibility of the additional steward is to ensure that the judge sanitises their hands at the beginning of each class and after examining each dog. The judge is advised that additional assessments must be kept to a minimum and if they do additional assessments the steward must ensure that the judge sanitises their hands after each assessment.
10. No award board will be used to minimise the handling of results sheets and overcrowding around the award board. Stewards will complete their own results summary sheet and not handle the judge's results sheets. Results will be emailed to attendees after the show (ring numbers only).
11. No awards or prizes will be handed out in the ring. Rosettes and prizes will be laid out on a separate awards table for collection. Only one exhibitor is allowed at the table at any one time, others must wait for the first to move away. A steward must supervise the collection. If an exhibitor touches an award which they do not then take away then the awards must be sanitised.
12. Do not call in the next class until all of the exhibitors from the previous class have left the ring.
13. The judge's marked up copy of the catalogue must be sanitised before being handed to the judge.
14. Remember to sanitise your own hands regularly.