



THE KENNEL CLUB

THE KENNEL CLUB BUILDING AT STONELEIGH – RISK

ASSESSMENT GUIDANCE FOR YOUR EVENT

Common sense tells you that you should 'assess the risk' at the event and make certain arrangements to avoid the risk:

- Look for hazards
- Decide who might be harmed and in what circumstances
- Evaluate the risk and ensure the existing controls are adequate
- Record significant findings
- Regularly review the risk assessment and also in the light of any incident

Unfortunately accidents are bound to occur occasionally. However, it is essential that the organisers are seen to have done their very best to avoid them, and have in place a code of practice that enables them to deal with them in a positive way. This is the purpose of 'Risk Assessment'.

Each event and venue will have its own needs.

The Officers and Committee should have a plan of action with regard to:

- Emergency telephone numbers
- An available car and driver should transport be required
- If communicating radios are used, a separate channel for dealing with confidential situations
- A plan for emergency abandonment of a venue

All committee members and officials should make themselves aware of health and safety issues and take a responsible attitude in this regard. For example, is there a trained first aider in the society who can be called upon?

The following examples of possible Risk Assessment checks that a Society should consider are by no means to be considered an exhaustive list of possibilities and should be used as a starting point for your own Risk Assessment.



Example – kitchen areas

ACTIVITY	HAZARD	CONTROL MEASURES
Kitchen staff working	Slips, trips, and falls	Spillages to be cleaned immediately. Reduced overcrowding.
Preparation of food	Cuts and abrasions	First Aid facilities available.
Cooking of food	Pots and dishes overheating	Cooking to be monitored continuously First Aid facilities available. Warning signs.
Serving of food	Hot plates and dishes	Provided heat resistant gloves.
Equipment	Trailing leads	Electrical appliances to be located close to sockets. Hazard tapes.

Example – car park

ACTIVITY	HAZARD	CONTROL MEASURES
Pedestrians and exhibitors with dogs moving amongst cars	People and, or dogs being struck by moving vehicles	10 MPH speed limit – enforced. Attendants directing traffic. Signs to be erected. Attendants to wear high visibility jackets.
Pedestrians and exhibitors with dogs walking through car park	Slips, trips, and falls due to uneven ground	Car park inspected prior to show. Uneven ground reported to Show Ground Manager.
Rain/bad weather	Risk of pathways and grass areas becoming inaccessible	Area sectioned off with hazard tape until safe.
Dog being excited	Owners letting dogs off leads dogs out of control.	Dogs to be kept on leads. Warning signs to be erected.
Car parking on grass	Long or cut grass risk of fire through hot exhaust touching dry grass	Provide Fire Extinguishers. Arrange for grass to be cut short.



Example – benching area

ACTIVITY	HAZARD	CONTROL MEASURES
Gangways blocked by trolleys, cages chairs etc.	Obstruction of free passage and means of escape	Regular inspection backed up by announcements if required.
Benching stability	Exhibitors interfering with Benching/Standing on benching	Continuous inspections during show. Warning notices in benching areas.
Bio hazard	Dog excrement	Sufficient exercise areas marked out and signed and adequate disposal points.

Example – showground/venue

ACTIVITY	HAZARD	CONTROL MEASURES
Cages by ringside	Obstruction of free passage and escape route	Set aside area for cages. Inspection continuously. See benching regulations.
Exhibitors moving about	Uneven surface – slip, trips and falls	Site inspection before show. Continuous inspection throughout show.
Trade stand areas outside	<ol style="list-style-type: none"> 1. Storage of petroleum spirit 2. Use of generators – trailing leads 3. Use of Propane gas 	Provision of firefighting equipment. Lead protected. Provision of firefighting equipment.
Bio hazard	Dog excrement	Sufficient exercise areas marked out and signed adequate disposal points.
Medical emergencies	Accidents, illness or injury	Medical Staff available. Directions easily available for nearest A & E Department.