



## RISK ASSESSMENT FOR NOVICE COCKER FIELD TRIAL AT STEAN

Effective Planning is concerned with prevention through identifying, eliminating, and controlling hazards and risks.

A risk assessment is a careful examination of what could cause harm to people at the venue. 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.

**The five-step approach: 1. Look for the hazards 2. Decide who may be harmed and how 3. Evaluate the risks 4. Record the finds 5. Review the assessment**

<b>Date of trial</b>	<b>10<sup>TH</sup> OCTOBER 2020</b>
<b>Society</b>	<b>LONDON WORKING SPANIEL SOCIETY</b>
<b>Location</b>	<b>Stean, North Yorkshire</b>
<b>Date of Assessment</b>	<b>10 August 2020</b>
<b>Date revised:</b>	<b>A. as of 10<sup>th</sup> August 2020</b>
	<b>B. 9<sup>TH</sup> October 2020</b>
	<b>C. 11<sup>th</sup> OCTOBER 2020</b>

### **Guidance:**

- 1 It is important to understand that a risk assessment is not a “one time only” exercise. The Assessment needs to be regularly reviewed throughout the trial organisation period leading up to the trial and updated when necessary
- 2 The process of carrying out a risk assessment involves identifying the hazards, deciding who might be harmed and how, and evaluating the risks and taking necessary precautions
- 3 The technique of profiling risk can assist in the prioritisation and will help focus on risk identification and reduction, and aid decisions on what control measures need further action
- 4 General risk control advice is for general guidance as suggested methods that could be implemented
- 5 Competition specific risk control needs to be completed by the Trial Organiser and details HOW measures are to be specifically put in place

- 6 Some risks cannot be totally eliminated but can be reduced with specific measures in place
- 7 Any additional trial specific risks need to be added, i.e. ponds on site, adjacent to busy road, other events on site etc
- 8 It would be considered good practice for societies to make their Covid-19 specific risk assessment available to potential competitors, this can be undertaken by providing a link to a website or social media page.

RISK ANALYSIS			RISK CONTROL		
ID	Activity	Hazard	Who might be harmed	General Risk Control Advice	Field Trial Specific Risk Control
<b>Kennel Club Standard Risk Assessment</b>			<b>The BASC Code of Good Shooting Practice to be complied with by the host</b>		
1	Field Trial	Personal injury resulting from the intended or accidental discharge of a shotgun, driven or fallen game, noise or blast	<ul style="list-style-type: none"> <li>Persons using shotguns (referred to as Guns) and their companions.</li> <li>Persons employed or Volunteers or Competitors that collect and retrieve shot game with dogs</li> <li>Those volunteers, Officials and Judges who are present to run the Field Trial</li> <li>Drivers of Vehicles, On-lookers and Members of the Public</li> </ul>	<p>The Chief Steward will brief all present before moving off. A copy of this Risk Assessment will be displayed alongside the Society's Public Liability Insurance certificate within the Registration Area.</p> <p>All Guns must be competent at handling shotguns in a safe manner and must be in possession of a valid shotgun certificate and have Public Liability Insurance.</p> <p>Shotguns and ammunition must not be left unattended under any circumstance. Guns must keep their weapons in a covered slip until arrival at their allocated position.</p> <p>A shot should only be taken when it is safe to do so. Guns must be aware at all times of the proximity of those closest to them: other Guns, the Red Flag, Picker-up, Officials, Judges, Competitors and Members of the Public; the location of public footpaths, bridleways, highways and livestock in the vicinity.</p> <p>In the event of an emergency the trial will be suspended immediately, and all weapons must be unloaded and placed back in the covered slip. Should this occurrence be caused by the involvement of persons that are opposed to the activity the Chief</p>	Steward of the Beat to brief guns before the start of the trial

				<p>Steward in consultation with the Judges must arrange to vacate the ground without the need for confrontation.</p> <p>Members of the Public and Competitors that are not in line must stay behind the <b>RED FLAG/NOMINATED CHIEF STEWARD</b> at all times and obey the instruction of Officials or Members of the Estate Staff</p>	
<b>2</b>	<b>Field Trial</b>	Slips and falls on ground that may be wet, uneven, sloping or marshy	“	All persons involved should wear suitable non-restrictive clothing, adequate to provide protection from the elements and stout water-resistant footwear	Responsibility of attendee. Any incident to be reported to the Chief Steward who will record in Incident Book and report to FT secretary
<b>3</b>	<b>Field Trial</b>	Hazards associated with the crossing of water courses, hedges and fences, other natural and man-made obstacles. Whether shooting, beating or picking-up, competing or members of public present	“	All persons involved should wear suitable non-restrictive clothing, adequate to provide protection from the elements and stout water-resistant footwear	Responsibility of attendee. Any incident to be reported to the Chief Steward who will record in Incident Book and report to FT secretary
<b>4</b>	<b>Field Trial</b>	Injury resulting from direct contact with barbed wire, thorn hedges, low branches or other naturally occurring or constructed features of the landscape and from livestock that may be alarmed or disturbed	“	All members of the party must respect the property on which they are invited guests, be aware of the local terrain and any likely hazards and conduct themselves in a friendly and environmental way	Responsibility of attendee. Any incident to be reported to the Chief Steward who will record in Incident Book and report to FT secretary
<b>5</b>	<b>Field Trial</b>	Hazards associated with the use of vehicles on private land or public highways	“	Vehicles provided to transport Guns, Competitors and Officials must be suitable for the purpose and the terrain that is to be encountered. Adequate seating must be provided. Dogs will not be allowed in the driving compartment of the vehicles. The driver of each vehicle must be acquainted with the route and terrain over which they are to travel and be aware of the other vehicles in the party.	Responsibility of competitors / officials as no host transport utilised

<b>6</b>	<b>Field Trial</b>	Hazards associated with being in the vicinity of machinery on private land or public highways. This is to include crop spraying activities and chemicals that may be associated with this operation	“	Everybody involved must keep away from agricultural machinery, although it will not normally be working in the areas where the field trial is taking place	Follow the guidance of the chief steward/steward of the beat
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**Covid Specific Risk Assessment – Most current and Local Government Regulations to be Implemented at all times**

	<b>NOTE</b>	<b>COVID-19</b>	<b>Who might be harmed</b>	<b>FIELD TRIAL HAZARDS SPECIFIC TO COVID-19</b>	
				<b>1 CONTRACTING OR SPREADING THE VIRUS BY NOT SOCIAL DISTANCING</b> <b>2 GETTING OR SPREADING COVID-19 BY NOT WASHING HANDS OR NOT WASHING THEM ADEQUATELY</b> <b>3 GETTING OR SPREADING COVID-19 IN COMMON USE AREAS SUCH AS MEETING AREAS, CAR PARKING, GALLERY, WHEN IN LINE AND TRANSPORTATION</b> <b>Follow current government guidelines. For ALL people to take control of their own risk management and carry their own sanitiser to apply after touching anything and follow current local/Government guidelines</b>	
<b>7</b>	<b>ARRANGEMENTS PRIOR TO THE TRIAL</b>			<b>General Risk Control Advice</b>	<b>Field Trial Specific Risk Control</b>
<b>7.1</b>	Site visit to the ground with the keeper	1, 2 & 3	Trial organiser and committee and shoot representative	Risk assessment to be completed prior to site visit, updated as necessary and available on the day if requested  Maintain social distancing and adhere to current government guidelines	Site specific risk assessment carried out by LWSS FTS at STEAN with representative from the ground
<b>7.2</b>	Judges appointments	n/a	n/a	Societies are encouraged to appoint local judges where possible to minimise travel.  Societies should encourage all judges to provided as much notice as possible should their circumstances change, which would mean they may not be able to fulfil an appointment	England based Judges (1 is en route home passed the ground). The other is local to the ground. Both have verbally confirmed, they understand the Covid-19 secure requirements ahead of accepting the appointment and happy to proceed. Usual written contract to follow
<b>7.3</b>	Schedule, Entry Form & Draw	n/a	n/a	Detail the requirement to follow Government Guidelines on all the schedule and draw documentation	In progress

				<p>Advise competitors how the day will be run and detail any procedures or changes to usual order of running on the schedule and draw (for example the requirement for competitors to provide their own numbers, the wearing of face masks etc)</p> <p>Paper entry forms and cheques will be accepted with an appropriate wait time being employed by FTS before the items are handled</p> <p>All Clubs and Societies must appoint a Covid Safety Officer (“CSO”), whose responsibility is to make sure that Covid prevention procedures are maintained throughout the day, this person may be an existing steward or an additional person. A log must be kept of any untoward incidents. The Covid Safety Officer must be named on the event schedule.</p> <p>A statement must be included in all schedules to state that if a competitor, or anyone in their household, has Covid-19 related symptoms or has tested positive for Covid-19 they must not attend the event and should self-isolate in line with Government advice</p> <p>Written information on all participants and attendees must be collated, this must be detailed enough to allow NHS Test and Trace to contact all participants if any attendee becomes ill with Covid-19. These records must be kept for 21 days</p> <p>There should be no Field Trial Cards on the day, all cards to be issued electronically in advance to all competitors</p>	<p>Schedule with Covid-19 Secure requirements has been produced</p> <p>Post with appropriate precautions,</p> <p>Prof Lesley Young</p> <p>Done</p> <p>Additional persons, other than competitors must be identified the FTS in advance and tracing information provided.</p> <p>Running cards will be emailed in advance and a single copy will be available for competitors to photograph in the FTS’ car on the day</p>
<b>7.4</b>	Entries	2	FT Sec	Appropriate quarantine measures will be applied to postal entries and cheques	Quarantine measures
<b>7.5</b>	Accommodation for Judges and Officials	1, 2 & 3	Judges and Officials	Ensure any accommodation is following Government Guidelines on Social Distancing and hygiene requirements	Judges, FTS’, accommodation booked, if required. Meals according to need in line with government guidelines and will fall under the auspices of accommodation’s own site specific risk assessments.

					No on-site refreshments provided
7.6	Direction signs	2	FT Sec	Use appropriate PPE as required	To be completed by FT Sec
7.7	Veterinary Support	1, 2 & 3	Competitor	Confirm the vets can provide emergency services for non-registered patients and research the protocol for doing so should veterinary support be required on the day	Vet contact details will be on the running card
<b>8</b>	<b>ARRANGEMENTS AT THE TRIAL</b>				
8.1	Parking	1, 2 & 3	Attendees	Vehicles must be parked with enough spacing between vehicles to ensure social distancing guidelines can be adhered to	Large car park no issues with vehicle separation
8.2	Equipment	2	Attendees	<p>Risk Assessment must be available on the day to all attending the trial. The host/estate must have received this document in advance</p> <p>Judges books and current regulations must be provided by the Judge concerned and only handled by them</p> <p>Certificates / prize cards / rosettes should be posted out following the trial instead of being available on the day to avoid any unnecessary physical contact. Certificates may be sent electronically</p> <p>Radios must be handled when wearing gloves and thoroughly cleaned using antibacterial wipes before and after use Earpieces must not be worn unless these are the individuals own</p>	<p>Done</p> <p>FT Sec sourcing judges' books to be delivered direct to judges</p> <p>FT Sec to sign certificates and distribute electronically post event</p> <p>FT Sec will provide radios and sanitise prior and post use – wipes available during trial</p>
8.3	Catering	1, 2 & 3	Judges, Guns & Officials	Hospitality and catering arrangements for judges, guns officials and stewards should be revised in line with relevant Covid-19 food safety guidelines. Societies may wish to consider stipulating that no food will be provided to attendees, including judges and officials	There will be no on-site catering
8.4	Judges	1, 2 & 3	Judges and Officials	Judges books and current regulations must be provided by the Judge concerned and only handled by them	Judges to be advised

				<p>All stationery required by the Judge to be provided by themselves</p> <p>Game certificates will not be required to be completed and it will be assumed that conditions of the stake were such as to enable the dogs to be satisfactorily tested. If this is not the case the Kennel Club Field Trial Department must be notified within 7 days</p> <p>There must be no physical contact with any competitor prior or post run</p> <p>Face masks should be worn during any conferring between the judges</p> <p>When handling game passed from a competitor, a face mask should be worn by the judge, judges' steward and game carrier and should be undertaken at a maximum distance possible. Hands must be sanitised between each bird. Gloves could be worn but would need to be changed and safely discarded following each individual run to ensure no cross contamination</p> <p>Judges should be encouraged to submit online judges' evaluation forms, via the Kennel Club website. Physical nomination forms will not be provided by the Society</p>	<p>Noted</p> <p>Noted</p> <p>Judges to be advised. Face masks will be available</p> <p>As above</p> <p>Judges to be advised</p> <p>As above</p>
<b>8.5</b>	Officials and helpers including: game carriers, judges' stewards, red flag carriers, stops, picker-up	1, 2 & 3	Officials	<p>All equipment used must be the individual's own wherever possible - game bags etc. If this is not possible then gloves should be worn, and equipment must be thoroughly wiped down with provided antibacterial wipes after use</p>	<p>Advice in place</p>
<b>8.6</b>	Guns	1 & 2	Host, Guns	<p>Shotguns must be handled by the owner only and cartridges must not be transferred between individuals</p> <p>Guns must only shoot forward to safeguard the gallery, which must be socially distanced</p>	<p>Guns to be advised to liaise directly with the host/keeper</p> <p>Guns to follow the instructions of the Steward of the Beat</p>

<b>8.7</b>	Spectators	1, 2 & 3	Attendees	It is advised that spectators are not allowed and only the handler of each dog will be permitted on to the trial ground. If a competitor has more than one dog running, it is the competitor's responsibility to make arrangements for their second to be held safely and in accordance with government guidelines. If a second person will be required to attend, the FTS must be informed and their identity and tracing details provided.	Competitors to be advised on the Schedule. Any attendees at the ground to be pre-approved by LWSS FTS (excluding shoot staff)
<b>8.8</b>	Armbands	2	Competitors and Officials	The society will have available sanitized numbered arm bands, if competitors wish to use their own, this will be allowed, provided their running number is displayed and legible	LWSS will provide plasticised armbands which can be sanitised pre-trial. Competitors may use their own number if preferred
<b>8.9</b>	Briefing	1	Officials and attendees	Remind all attendees of any measures in place to ensure their safety; masks gloves or antibacterial sanitiser should be provided by competitors/judges, but it is advisable for the society to have spares available  Any individual not following Government Guidelines, or who is deemed to be putting the safety of others at risk will be asked to leave the ground	To be covered in Chief Steward briefing  Included in Schedule any incident will be logged in LWSS Incident book
<b>8.10</b>	Competitors	1, 2 & 3	Competitors	Competitors should check how entries may be made as postal entries may not be accepted  Competitors should be aware that all communication, including the draw and Field Trial cards will be undertaken electronically, where possible  Competitors must provide their own face mask and hand sanitiser to use at appropriate times  Competitors should make themselves aware of any specific requirements made by the Society  Competitors should be aware that spectators may not be allowed  Competitors must be aware that if they, or anyone in their household has Covid-19 related symptoms or has tested positive	Advised on Schedule and website  Advised on Schedule  Advised on Schedule  Any relevant information on schedule and website  Advised on Schedule and ongoing at trial  Advised on Schedule



				<p>for Covid-19 they must not attend the event and should self-isolate in line with Government advice</p> <p>Competitors should not attend a Field Trial if they reside in an area covered by a local lockdown enforced by the Government</p>	Advised on Schedule
<b>8.11</b>	Transportation	1, 2 & 3	Attendees	<p>Where possible, travel around the shoot should be on foot, as this allows social distancing to be maintained and reduces the risk of Covid-19 transmission. If practicable, individuals or household groups should travel in separate vehicles. Transport should be planned well in advance of the day to ensure appropriate provision is in place</p> <p>If using transport around the shoot, you must consider social distancing between passengers, sitting side by side, not face to face, and increasing ventilation in the vehicle. Face masks must be worn for the duration of the journey by everyone in the vehicle. Hand hygiene – using handwashing facilities or hand sanitiser before and after each journey is also encouraged</p>	<p>Not applicable for this venue</p> <p>Not required</p>
<b>8.12</b>	Trophies	1 & 2	FT Sec and Competitors	Hand sanitiser should be used after handling any trophies	None used in 2020 season
<b>8.13</b>	Presentation	1 & 2	FT Sec and Host	<p>The winners must be announced but awards could be issued after the event to avoid unnecessary physical contact</p> <p>Certificates / prize cards could be posted out following the trial or sent electronically as appropriate</p>	<p>Yes</p> <p>FT sec only to sign award cards and distribute electronically post trial</p>
<b>8.14</b>	Gifts for Host, Keeper and Judges	1 & 2	Officials and Host	<p>All gifts will be handled only when necessary and only when using gloves or after using hand sanitiser</p> <p>No physical contact is permitted on the day</p> <p>No cash payments should be made on the day and the use of cash should be at a minimum</p>	<p>Only handled by FT Sec</p> <p>Noted and reminder issued during pre-trial briefing</p> <p>Noted</p>

## **Field Trial regulations temporarily suspended / amended until 2 February 2021**

Regulations have been amended/ altered to facilitate Covid-19 safe trials as follows:

### **Entries**

#### **Regulation J7.f**

Societies are advised that when a competitor is not able to attend a trial due to them or a member of their household having Covid-19 symptoms or having tested positive for Covid-19 or if they reside in an area subject to a Government lock down restriction they will not be liable for the entry fee, even if they withdraw less than 7 days before the trial

### **Judging**

#### **Regulation J(A) 3.b**

Judges are responsible for providing their own copy of the current Field Trial Regulations, not the Chief Steward

#### **Regulation J(A) 3.k**

The Game Certificate will not be signed, and it will be assumed that the conditions of the stake were such as to enable the dogs to be satisfactorily tested. If this is not the case the Kennel Club Field Trial department must be notified within 7 days