

April 2021 Championship & Open Show Covid-19 Planning risk assessment.

Location: Littleport Leisure Centre. Camel Road, Littleport. Ely. Cambridgeshire. CB6 1EW.

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

It is not possible to guarantee a no Covid-19 risk scenario and there will be an element of assumption of risk by the participant/visitor. The society's job is to minimise that risk.

The society has two nominated Covid Safety Marshals, whose responsibility is to monitor and oversee that Covid prevention procedures are maintained throughout the day. These Marshals are Ray Muir, Mark Howard and Lene Newman.

Due to the nature of this assessment and the fluidity of the guidance given by the UK Government this document will be reviewed and re-issued where changes are required.

Version	Date	Action	Assessors	Job Titles
1.0	23/08/2020	Assessment agreed by EACA committee.	Miranda Blake, Jo White, Lisa Pettitt	Secretary, Show Secretary, Membership Secretary
2.0	28/12/2020	Assessment agreed by EACA committee.	Miranda Blake, Jo White, Lisa Pettitt	Secretary, Show Secretary, Membership Secretary
3.0	26/02/2021	Assessment agreed by EACA committee.	Miranda Blake, Jo White, Lisa Pettitt	Secretary, Show Secretary, Membership Secretary
4.0	26/03/2021	Assessment agreed by EACA committee.	Miranda Blake, Jo White, Lisa Pettitt	Secretary, Show Secretary, Membership Secretary
5.0	02/04/2021	Assessment agreed by EACA committee.	Miranda Blake, Jo White, Lisa Pettitt	Secretary, Show Secretary, Membership Secretary
6.0	07/04/2021	Assessment agreed by EACA committee.	Miranda Blake, Jo White, Lisa Pettitt	Secretary, Show Secretary, Membership Secretary

Risk areas	Who is at risk	Controls Required to limit the spread of Coronavirus	Additional Controls	Action by who?	Action by when?	Done
PRIOR TO START OF SHOW						
Volume of people attending the show	All attendees	Request exhibitors limit persons attending with them.	Exhibitors are requested to take Covid test up to 48 hours before the show date.	Show Secretary	23/08/2020	Yes
		See attached floor plan with exact measurements of show ground. There are 47 exhibitors entered at close of entries. 29 of these will be bringing spouses/partners. There are 5 judges. Two of the judges are arriving after 12pm. Judges will park in a separate area to the exhibitors near the isolation area. There are 5 stewards made up of committee members and judges spouses who will park in a separate area to the exhibitors near the isolation area. All but 6 exhibitors and officials have had at least their first Covid vaccine. Exhibitors will be advised that the Government guidelines for travelling within	Collect names and contact details for Track & Trace system as cars arrive Check temperature of exhibitors as they arrive at car park entrance.	Covid Safety Marshals	18/04/2021	No
			Add to Note for Exhibitors	Show Secretary	07/04/2021	Yes.

		England from 12 th April 2021 is that travel should be minimised where possible. Exhibitors have been advised that if their area falls back in to differing tiers or covid rules that they should not travel.				
Spectators and Public	All attendees	No spectators or public allowed on site.	Add to Note for Exhibitors	Show Secretary	23/08/2020	Yes
		The field is secluded and is only accessible by a gate. See scaled show plan attached.	Any spectators or public to be turned away by Covid Marshals. One Covid Marshal to remain on the gate throughout the show to ensure any gym attendees or members of public do not engage with exhibitors.	Covid Safety Marshals	18/04/2021	No
Car Park	All attendees	Cars to be met at entrance. Track and Trace forms will be collected and temperatures taken. Cars will then be sent down to Covid Marshal 2 who will walk each car to its allocated space.	Car park check prior to commencement of judging	Covid Safety Marshals	18/04/2021	No
		A 5m x 10m bubble space has been allowed for each vehicle. See scaled show plan. This is the size of a transit van and is more than ample as most exhibitors vehicles will be smaller vans and cars.	Add to Note for Exhibitors	Show Secretary	23/08/2020	Yes
			Exhibitors to set up chairs and any gazebos immediately in front of or behind their own vehicle. To be checked by Covid Marshals prior to judging and throughout the show.	Covid Safety Marshals	18/04/2021	No

		<p>Judges and stewards will park adjacent to the isolation area away from exhibitors.</p> <p>Covid Marshal 2 will escort each car to its measured space.</p> <p>The scaled plan allows for 70 cars. The estimate of cars based on exhibitor and officials numbers above is 61.</p>				
Ring marking	Committee members	<p>Rings to be marked out with tape at grass level to avoid need for sanitising.</p> <p>Kennel Club code of Best Practice for ring sizes is 6m x 6m (20ft x 20ft). EACA ring sizes will be 15m x 25m (49ft x 82ft). See scaled show plan.</p> <p>This extra size allows for 2m spot marking in the ring for exhibitors to stand on for social distancing.</p> <p>Most classes have 6 or fewer entries. Four of the classes have between 6 and 10 entries.</p>	<p>2m spots to be marked down right hand side of ring and across the bottom (as viewed from the show plan).</p> <p>A 5m walk way has been allowed around each ring.</p>	Committee members.	18/04/2021	No
Tables	Officials	All tables to be sanitised prior to commencement of show.	<p>Hand Sanitiser on every table.</p> <p>Bottled water available for judges and stewards</p>	Committee members.	18/04/2021	No
Toilet Facilities	All attendees	Littleport Leisure Centre has already implemented measures so that there are no crossover issues with other users	Littleport Leisure Centre has updated their risk assessment and will	Littleport Leisure Centre	12/04/2021	Yes

		Toilets have been provided on the outside of the building. These toilets are accessed to the right of the building not through the main entrance. This ensures that exhibitors and gym members will not use the same entrance and toilets. Toilets are one way. They will be entered from the front and exited to the rear. There are 4 cubicles.	provide sanitiser and cleaning. The dog show will provide entrance and exit signs.			
Stewards	Officials and Exhibitors	Two of the 3 rings will have the judge's spouse as the steward thus remaining in a household bubble. Judges and stewards not in bubbles will remain 2m apart. It is not necessary for any contact or exchange of materials during judging.	Contact judges prior to show	Show Secretary	03/04/2021	Yes
DURING SHOW JUDGING						
Gazebos and Tents at ringside	All attendees in proximity of ring	Gazebos and Tents to be limited to 3m x 3m and to remain at exhibitors' vehicles. Any such structures should be erected at the rear of the vehicles and must be contained within the 5m x 10m allocated for the vehicle.	Check prior to commencement of judging and throughout the show. Add to Note for Exhibitors	Covid Safety Marshals Show Secretary	18/04/2021 23/08/2020	No Yes
Cages at ringside	All attendees in proximity of ring	Cages to remain at exhibitors' vehicles within the 5m x 10m space allocated to the vehicle.	Check prior to commencement of judging and throughout the show. Add to Note for Exhibitors	Covid Safety Marshals Show Secretary	18/04/2021 23/08/2020	No Yes

Grooming of Exhibits	All attendees	All grooming to take place within the exhibitors' vehicle allocated 5m x 10m parking space.	Check prior to commencement of judging and throughout the show.	Covid Safety Marshals	18/04/2021	No
			Add to Note for Exhibitors	Show Secretary	23/08/2020	Yes
Seating	Exhibitors and Spectators	No chairs to be provided				
	Judges and Stewards	Chairs provided by Leisure Centre to be sanitised prior to commencement of judging	Chairs to be labelled individually or covers to be used and sanitised before judging and during lunch breaks.	Covid Safety Marshals	18/04/2021	No
Committee tables	All attendees	None to be available to avoid exhibitors approaching.	Not available.			
Award Boards	All attendees	Need for award boards suspended by the Kennel Club until 1 July 2021	Not required	Show Secretary		
Catalogues and Ring Numbers	All exhibitors	To avoid catalogues being collected and handled by multiple people these will be handed out to each exhibitor on their arrival by the Show Secretary alone. They will be in pre-sealed mail bags.		Show Secretary	18/04/2021	No
Raffle	All attendees	Raffle prizes to be sanitised at start of show and to be handled by Treasurer only.	Treasurer to write exhibitor's names on tickets and deliver prizes to vehicles. Purchasers to place cash in pot provided	Treasurer	18/04/2021	No
Judges' Books	Judges	Judges books to be handled by judges only	Judges to place slips in box provided to be	Lisa Pettitt	18/04/2021	No

			collected by membership secretary			
Stewards' Sheets	Stewards	Class recording sheets to be handled by stewards only	Sheets to be collected at end of show	Show Secretary	18/04/2021	No
Judges' catalogues	Judges	Catalogues to be handled and completed by one committee member only		Lisa Pettitt	18/04/2021	No
Lunches for officials	Officials	<p>Leisure Centre to arrange catering van onsite.</p> <p>If owner of the catering mobile has her own risk assessment. She will be directed to park adjacent to the show field entrance away from the leisure centre.</p> <p>Signs will be placed around the van to instruct dog show use only.</p> <p>Covid Marshals to ensure 2m distancing maintained in any queue and masks are worn by all.</p>	Judges to eat at their vehicles.	Clare Pendle	25/03/2021	Yes
			Leisure centre staff to advice gym users that the van is not for their use.	Covid Marshals and van owner.	18/04/2021	No
Prize Money	Exhibitors	All prize monies to be labelled and sealed in an envelope	To be collected after classes from the Treasurer	Treasurer	18/04/2021	No
Face to face contact	All attendees	<p>All attendees to provide and wear their own face coverings. A limited number to be made available on the day.</p> <p>Face coverings must be worn at all times that the exhibitor moves out of their allocated 5m x 10m vehicle space.</p> <p>Exhibitors must maintain a 2m distance from anyone not in their bubble.</p>	<p>Judging will be paused if it appears that attendees are not maintaining social distancing.</p> <p>If any attendees are found to be breaking social distancing rules they will be given 1 warning and further transgressions will lead to</p>	Covid Safety Marshals	18/04/2021	No

		Covid Marshals will walk the ground throughout the day ensuring attendees are not mingling and are maintaining the 2m social distancing..	them being escorted from the showground and reported to the Kennel Club for their adjudication.			
Movement in to each class	Exhibitors	Ring to be vacated by exhibits to the left before the next class is called in. The next class will enter from the right and stand on one of the allocated 2m marked spots.	There will be 2 stewards available to each ring to ensure previous exhibitors have left the ring before the next ones are allowed in.	Stewards	18/04/2021	No
Class judging	Officials and exhibitors	Face coverings to be worn by all whilst in the ring. Exhibitors to keep to 2m distancing whilst not being judged. The judge will call the exhibit forward to the judging spot. Exhibitors will show the judge their exhibit's teeth. Judges will go over the exhibit for 1-2 minutes while the handler stands back. (Under normal Kennel Club judging requirements this is a maximum of 2 minutes). Judges to sanitise hands after each exhibit Judges to limit re-examination of exhibits.	Due to the smaller class entries and the larger ring sizes it will not be necessary to split classes.	Stewards	18/04/2021	No

		<p>Judges to call out placings.</p> <p>Stewards will place pre-packaged rosettes at exhibitor's feet whilst judge writes their report.</p> <p>No contact required between judge and steward.</p> <p>Exhibitors will be dismissed by the stewards.</p> <p>Steward will call the next class in to their 2m spots.</p>				
Rosettes and Award cards	All attendees	Rosettes to be handled by stewards only and placed at the feet of the exhibitor.	<p>Award cards will not be produced.</p> <p>Award cards be emailed on request.</p>	<p>Stewards</p> <p>Miranda Blake</p>	18/04/2021	No
Trophies	All attendees	<p>Trophy table.</p> <p>Returning trophies</p>	<p>No trophy table.</p> <p>To be collected and sanitised.</p>	Linda Philpin	18/04/2021	Yes
Rubbish	All attendees	<p>Attendees to be asked to take all rubbish home where possible.</p> <p>Black bin liners to be used for dog waste.</p>	<p>Committee members to remove all rubbish from the site using black bin liners and disposable gloves and aprons.</p> <p>Leisure centre to provide bins for disposal of black bin liners by the council refuse service.</p>	<p>Committee members</p> <p>Clare Pendle</p>	<p>18/04/2021</p> <p>18/04/2021</p>	<p>No</p> <p>No</p>

Exercise of Exhibits	All attendees	Dogs to remain on leads at all times.	Dogs to be exercised only within exhibitors bubble.	Covid Safety Marshals	18/04/2021	No
CLOSE OF SHOW						
Exhibitors	All attendees	Exhibitors leaving the site will be directed out of their parking allotment by the 3 Covid Marshals and directed off the field using the one way system around the rings. Covid Marshals will ensure exhibits still on foot are removed from the driving area prior to escorting the cars off the ground.		Covid Marshals	18/04/2021	No
Ring markings	Committee members	All ring tape and marking to be disposed of using bin liners and disposable PPE.		Committee members	18/04/2021	No
Chairs	Leisure Centre	Chairs to be sanitised and returned to Leisure Centre. Chairs will be left at the door to the centre to avoid Marshals accessing the premises.		Covid Safety Marshals	18/04/2021	No
Tables	Secretary	Tables to be sanitised and taken by show secretary	Owned by show secretary.	Miranda Blake	18/04/2021	No
Waste	Leisure Centre	All waste to be collected and disposed of	Committee members to remove all rubbish from the site using black bin liners and disposable gloves and aprons. Leisure centre to provide bins for disposal of black bin liners by the council refuse service.	Committee members Clare Pendle	18/04/2021 18/04/2021	No No