**Guidance for completing your risk assessment**

Thank you for taking the time to complete this risk assessment for your talk, activity or event in support of Canine Partners.

Completing a risk assessment is really important to ensure that you and your volunteers are aware of any potential risks and what they need to do should something happen.

We have populated the Risk Assessment with some examples based on a typical talk, activity or event.

You can:

* Delete those that are not relevant to your particular talk, activity or event, and
* Add in additional risk factors if you feel there are any.

A risk factor is classified as something that may cause harm or damage to anyone driven by your presence supporting Canine Partners, at the talk, activity or event.

The Risk Severity Calculator can be found at the end of this document, and will help you identify the severity of the risk and whether or not you may need to put additional measures in place to ensure the health and safety of those at the talk, activity or event.

Once this is completed, please share this with us **and** with those who are also volunteering with you at your talk, activity or event. Please keep a record of who you have shared this with in the Record of Receipt section at the end.

If you need help or advice in completing this risk assessment, please contact Helen and Laura by emailing fundraising@caninepartners.org.uk

Thank you for supporting Canine Partners.



**RISK ASSESSMENT**

|  |  |
| --- | --- |
| **Event Name:**   | **Venue:** **Date:** **Date of assessment:** **Assessor:**  |
| **Activity:**  |
| **Location:**  | **Persons involved in event:** |
| **Hazard** | **People at risk** | **Current Precautions** | **Severity x Likelihood = Rating***(Please see ratings chart at the bottom of this form)* | **Further action needed** |
| **General** |  |  | **S** | **L** | **R** |  |
| *e.g. Injury from erecting equipment* | *Volunteers*  | *Set up involves: putting up and taking down of gazebos and moving equipment into place. Equipment to be carried using good lifting practices or heavier pieces must be moved using a trolley.**All gazebos to be erected in advance by persons that are familiar with the equipment. Gazebos will not be put up or taken down in adverse weather conditions such as high winds. All equipment must been checked and the appropriate tools provided. All gazebos must be secured thoroughly using pegs and guy lines.*  | *2* | *2* | *4* | *Stalls will be erected before the general public are allowed in and taken down after the general public have left.* |
| *e.g. Accident involving equipment e.g. trip* | *General public, volunteers* | *Equipment and stall will be clearly visible and safely positioned so to not cause obstruction.* *All cables must be secured to the floor. Guy lines to be made clear by attaching brightly coloured tape.* | *2* | *2* | *4* | *Layout of items on stand will be arranged to allow easy access for all.* |
| *e.g. Weather conditions; dry/hot temperatures - entrants to the event, staff or volunteers could suffer with dehydration, exhaustion, hyperthermia*  | *Volunteers general public.* | *Water will be readily available to all. Shaded areas will be provided to those in direct sun if temperatures get too hot.* *If the weather becomes too cold, then they will be sent home.* | *3* | *2* | *6* |  |
| *e.g. Presence of dogs* | *Volunteers, general public* | *CP dogs present will remain the responsibility of the handler. Members of the public will be encourage not to approach the dog or stroke the dog.* | *1* | *4* | *4* |  |
| *e.g. Emergency on site* | *Volunteers and general public* | *In the event of an emergency, volunteer lead will follow instructions from the event/activity/talk organisers.* | *2* | *3* | *6* |  |
| *e.g. Vulnerable adults / children* | *Volunteers, general public* | *If a volunteer or member of the public has cause for concern about a vulnerable adult or child, then this must be raised directly with the event/ activity/ talk organisers.* | *2* | *4* | *8* |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Covid-19** |  |  |  |  |  |  |
| *e.g. Unwell members of the public attending or public ‘relaxing’ personal Covid-19 guidelines* | *Volunteers, general public* | *If volunteer feels unwell, they must not attend.**Masks to be worn in an indoor environment and hand sanitizers to be made available.**Volunteer must ensure they have read the most up to date guidance for the location of the event/activity/talk as this may differ from where they live.**Volunteer must have a copy of the event/activity/talk organisers risk assessment and Covid-19 protocols.* | *2* | *4* | *8* |  |
| *e.g. Controlling numbers to ensure social distancing* | *volunteers, general public* | *No more than 3 volunteers on the stand at any one time.* *Volunteers to be stood behind table to ensure distance is given between them and members of the public.**Hand sanitizer to be provided in the stand.* | *2* | *4* | *8* |  |
| *e.g. Queue build up* | *Volunteers, general public* | *Queuing should not be necessary at the stand, however if a queue should start to form they will be asked to adhere to social distancing.* | *2* | *4* | *8* | *Contactless payments to be made available to ensure quick transfer of funds.* |
| *e.g. Ventilation* | *Volunteers, general public* | *If the event/activity/talk is indoors, then windows must be opened to ensure good ventilation* | *2* | *4* | *8* |  |
| *e.g. Lack of Covid-19 awareness* | *volunteers, general public* | *Signage to be displayed encouraging public to use hand sanitizer and observe social distancing where possible.* | *2* | *4* | *8* |  |
| *e.g. Transmission of Covid-19 from dogs* | *Dog to dog, dog to human* | *To date, there is no evidence that dogs can transmit Covid-19, nor has there been a case where a dog has contracted Covid-19 in the UK. However, guidance from the Canine & Feline Sector Group state that dog trainers or groomers can still carry out their business with regular handwashing or cleaning of leads, toys and other materials.*  | *1* | *2* | *2* |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| **RECORD OF RECEIPT** |
| The undersigned have received information relating to the attached risk assessment and understand the contents and will comply with and use the control measures as stated. Any issues relating to the assessment should be raised with the relevant line manager. |
| **Name** | **Signature** | **Date** | **Comments** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|   |  |  |  |
|  |  |  |  |

**Assessor’s signature: Date:**

**Risk Severity Calculator**

**Rating Severity**

5 Death or permanent disability

4 Serious injury: Long Term Sickness

3 Over 3 day injury: temporary

2 Injury requiring medical attention or causes work restriction

1 Minor injury e.g. bruise, abrasion

**Rating Likelihood**

5 Will invariably happen: almost certain

4 Highly possible

3 Possible: feasible

2 Possible: might happen

1 Remote possibility/ Negligible

**Rating Risk Rating**

16-25 Unacceptable risk – immediate action to change circumstances

10-15 Risk reduction – high priority

6-9 Medium risk – action asap

3-5 Low priority – further reduction may not be feasible or economical

1-2 Low risk – NFA required

If any of your risks have a rating of 10 or over, please raise this with the Canine Partners team by emailing fundraising@caninepartners.org.uk immediately to discuss further action needed to reduce these risks.