



RISK ASSESSMENT AND STANDARD OPERATING PROCEDURES FOR AN ISLAND DOG TRAINING CLUB INSIDE SHOW/RALLY

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 show/rally. Remember we as a club have a "Duty of Care" to all who attend your show/rally

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

		<u>Impact/Consequence</u>				
		Insignificant	Minor	Moderate	Major	Extreme
<u>Probability</u>	Almost Certain	Low	Medium	High	High	High
	Likely	Low	Medium	Medium	High	High
	Possible	Low	Medium	Medium	Medium	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	High

*Reactivity relates to possible aggressive behaviour

RISK ASSESSMENT FOR AN IDTC SHOW/RALLY

Assessment Date: 30th October 24

Organisation: Island Dog Training Club (IDTC)

Location: IDTC Clubroom

AREA and ACTIVITY Which part of the dog show?	Hazard Significant hazards that may result in harm to people / dogs	Who might be harmed? Who is at risk from identified hazards.	Is the risk adequately controlled? Existing controls or where information may be found. (e.g. policy, procedures.)	What further action is needed to control the risk? Additional controls and proposed actions needed to further reduce risk TO BE DONE	RISK LEVEL with controls in place High/ Medium/ Low	ADDITIONAL COMMENTS
Car Park:- - Cars Entering/ Exiting / Parking - Handlers walking to premises	Vehicle accident	All persons and dogs, Property, Vehicles, Car Park Renter,	- Members regular use during classes has established routines for parking. - Dogs kept on lead when in the car park. - Outside lighting turned on. - Mirror opposite for pulling out. - Poles and chains removed to give bigger access and more parking. - Main gates left open so no parking in the road necessary to gain access when unlocking. - Car park renter informed of all show dates (these are the same weekends each year)	Partial paint lines for establishing parking bays. <i>(Committee facilitate by March Show 2025)</i>		
First Aid:- - People - Dogs	Accidents, injuries, illness e.g. puppy bites,	All persons and dogs	- Risk Assessment preformed and produced to reduce accident risks - First aid boxes available on wall by toilets. - Emergency contact numbers on risk assessment - Landline phone available for emergency calls - Vet emergency numbers on risk assessment - Show Incident book to be completed for all accidents	List of named first aiders on notice board. <i>(Committee facilitated for December 2024 show)</i> Show nominated first aider for dogs and one for people. <i>(Committee facilitate by March 2025 show)</i>		

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Entry/Exit to Building:- - Main Door - Emergency Exit (Front) - Emergency Exit (Back) - Show Ring (entry/Exit) Gate	Vehicle accident, Step - slip, trip and fall, Close proximity of dogs together increased arousal/aggression, Trip /Slips/falls,	All persons and dogs	Main Door - Windows so viewing available into the entrance way, one dog in entry way at a time. Covered porch allows space before entering car park. Poster on door. Emergency Exit (Front) - Painted keep clear area so cars kept clear of exit. - Double doors to give more access, with push bar. Emergency Exit (Back) - Steps covered with fake grass to give more grip. Show Ring Entry/Exit Gate - Class running order set. Classes staggered to reduce amount of dogs at the event. - Dogs to be brought in only when it is their turn or just before to use the Holding / Warm up area. Chief \Steward to manage competitors' entry and exit if requested by handlers.	Emergency Exit (Front) Re-paint keep clear area and paint edge of the slope to highlight. Key to be hung on wall close to door. <i>(Committee facilitated in March 2025)</i> Emergency Exit (back) Paint on lines on step edges and provide a rail on right for additional mobility support <i>(Committee facilitated in March 2025)</i>		
Show Activity inside clubroom but outside show ring	Accidents – slips, trips and falls, increased arousal of dogs leading to fighting/bites	All persons and dogs	- No dogs allowed in viewing area. - Positioned in rows or small groups with room to walk past. - Risk Assessment and Show/rally standard operating procedure to be put in place	Survey all chairs and check for ware. <i>(Committee facilitated in March 2025)</i>		

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Holding / Warm Up Area:- Waiting Competitors with dogs	Accidents – slips, trips and falls, increased arousal of dogs leading to fighting/bites	All persons and dogs	- All competitors to check running order and sign in without their dogs. - Running order determines which dogs should be in the clubroom – next 2 dogs competing can use the Holding / Warm up area. - Chief steward to monitor Holding/ Warm up area and competitor order. Two dogs at most in Holding /Warm up area. - White club fencing barriers used to separate Holding / Warm up area from viewing area. 2 x large crates available for dogs to be placed individually (unless from the same household) for short periods. Crates divided between by a visual barrier and covered on top and sides. - Blankets or sheets provided to cover the front of the crates.			
Kitchen / Kitchenette – cooking and show guests eating.	Hot water scolds, Cooker/ Hob burns, Fire and burns, Allergies - people and dogs Food dangerous to dogs,	All persons and dogs Building – risk of fire damage.	- Fire blanket in kitchen and fire alarms in building - Sign up saying no dogs in kitchen area - Sign up to remind consumers that the club cannot be liable for allergies of any foods eaten at event. - Fire extinguishers regularly professionally maintained, located by entry way door into the clubroom. - Fire protocol with meeting point. - Cooker has lights to suggest they are hot. - Cooker and hob switched off unless in use. - No dogs in the kitchen - Hot water sign for Urn. - Dropped food cleaned up and put in appropriate bins.			

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Dog Toilet Area outside around building – One way system	Steps - slip, trip and fall, Close proximity of dogs together increased arousal/aggression, dog waste contamination Trip / Slips /falls,	All persons and dogs	- Mat outside front door to give more grip stability - Dogs on lead at all times - One way system implemented (Move around to the right – looking at the building). - Steps covered in fake grass to give more grip - Temporary Signs to indicate which direction for toileting. - Sensor light triggered by movement. - Gravel for easier pick up of dog waste - Poo to be placed in sack provided by the front door. - Notice on door to remind users that there maybe acorns in the toilet area.	Signs to indicate which direction for toileting. <i>(Permanent signs - Committee facilitated for July 2025)</i> Steps at back clearly visible with lines painted. <i>(Committee facilitated in March 2025)</i>		
Access for emergency vehicles	Vehicles accident;- Car on car, Car on person, Car on dog, Car on premises, Blocked Access – due to cars	All persons and dogs	- Parking left at top of car park by gate large enough for ambulance. - Access to be left down middle of the car park for emergency staff/ trolley access. - Cars will be moved from the middle if required. - Additional parking request use of Couture Pub car park for show weekends.	Partial parking lines painted to utilise parking area more efficiently. <i>(Committee facilitated in March 2025)</i> Keep clear box painted at top of car park in front of the chain / poles and in front of neighbours window. <i>(Committee facilitated in March 2025)</i>		

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Weather - Dogs left in cars - Walking to and from building	Rain water-slippery, flooding, Ice/Snow – Slippery, damage paws, Sunny – over heating, hot tarmac for paws,	All persons and dogs	- Dogs must be kept cool/warm when waiting in cars e.g. using shade blankets, cooling fans and enough insulation etc. <i>TEMPERATURE INFORMATION: - Must never fall below 7.2°C (45°F) or rise above 29.5°C (85°F) for more than 4 consecutive hours. (Jordan et al, 2016) Available at: https://www.extension.purdue.edu/extme/dia/va/va-16-w.pdf</i> - Water provided by the club, all attendees of the show can use the outside taps one by the toilet windows the other near the front emergency exit. - Slippery when wet signs used in the clubroom if raining / snowing - Outside mat for wiping feet placed before front door entry - Entry way carpeted to reduce wetness on shoes and paws before entering clubroom.	Club to have a digital temperature reader to check cars inside temperature stays in recommended levels. <i>(Committee facilitated for July 2025)</i>		
Children - Competing - Visiting event	Accidents – slips, trips and falls, increased arousal of dogs leading to fighting/bites	All children (Aged 0-18)	- All children to be accompanied by a responsible adult at all times. - Children can compete from age 8 and responsible adult will remain in viewing area when child competes. - Child must be able to physically handle their dog. - Chief Steward will request that a child is removed from the event if they are not being compliant.	All Children encouraged to ask before they touch a dog – posters to be displayed in clubroom. <i>(Committee facilitated for July 2025)</i>		

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SPECIFIC DOGS						
AREA and ACTIVITY Which part of the dog show?	Hazard Significant hazards that may result in harm to people / dogs	Who might be harmed? Who is at risk from identified hazards.	Is the risk adequately controlled? Existing controls or where information may be found. (e.g. policy, procedures.)	What further action is needed to control the risk? Additional controls and proposed actions needed to further reduce risk TO BE DONE	RISK LEVEL with controls in place High/ Medium/ Low	ADDITIONAL COMMENTS
Tess Martel – Border Collie + Reactive to clapping and loud noises	Dog on handler redirect aggression, dog on dog over arousal aggression,	Tess handler (through redirect) other persons and dogs	- Tess' handler to inform Chief steward or/and Ring steward, when they enter the show ring, to announce a request to not clap at the end of the round. - Tess to wear a head collar and be on a short lead (1.2m or less) when entering the club room, which will only be removed when in the Show Ring Area.			
Taz Renouf + Bite history with people and reactivity to other dogs	Dog on people over arousal aggression, Dog on handler redirect aggression, dog on dog reactive aggression,	Other persons and dogs	- Taz to wear a head collar and be on a short lead (1.2m or less) when entering the club room, which will only be removed when in the Show Ring area. - Taz handler to be able to identify when he is over aroused and remove him from the clubroom. - Taz will be set up outside and come in straight into the Show Ring area (he will not be permitted to use the Holding/Warm up Area). - Judges and Stewards will be requested to stay at least 2m from Taz when in the Show Ring area and will be informed of the bite history and asked if they are in agreement to proceed. - Taz handler to make sure they have Taz attention before removing the head collar/lead.			

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Person/Contact	Number	Details	Comments
President IDTC	07781 115029		
Risk Assessment Lead - President IDTC SARA SARRE	07781 115029		
1 st Aider (people)		First Aid box – Green, located on wall by toilet door	
1 st Aider (Dogs)		First Aid Box – Green, Located on wall by toilet door (Labelled Dog)	
Vet (Vets 4 Pets)	01481 239101		
Vet (Isabelle)	01481 723863		
Vet (VetCare)	01481 257708		
Emergency services – Police, Ambulance, Fire,	999	<i>Clubroom Address:</i> IDTC Clubroom, Collings Road, St Peter Port, GY1 4EW	

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STANDARD OPERATING PROCEEDURES – RULES AND REGULATIONS FOR IDTC SHOW / RALLIES

Class presentations

- Handlers informed by Scorers, Chief Steward or Class Stewards of having a placing and requested to get their dogs if they feel comfortable with having them out together with others for the presentation.
- Dog/Handlers called into the ring one at a time when given placing – presented by Judge (Handlers can give space for other competitors to come into the ring for group photo).
- Dogs and Handlers to line up for photos – using short leads, safe position or similar to give space to other dogs/ handlers.
- Stewards and judges can be used in photo to separate any dogs that require more distance from other dogs.

Class Run Offs

- Handlers informed by Scorers, Chief Steward or Class Stewards of being in a run off for a placing in their class, requested to get their dogs and use Holding / Warm Up area. If more than two dogs for any run off, order of class participation will determine run off order and show rules apply for dogs in the club room.

Not For Competition (N.F.C.) dogs

N.F.C. dogs (must be entered on show entry form) to only be brought into the clubroom between classes with permission from the Judge and Chief Steward – this would only be in exceptional circumstances.

Show Incident Book

- Chief Steward to have Show incident book and note any accidents, incidents or near misses that occur. These will be used to inform and up-date the Risk Assessment and Standard Operating Procedures For IDTC Inside Show Rally Document.

Chief Steward Role

- Be point of contact for competitors queries.
- Be responsible for making sure all Incidents, Accidents or Near Misses are recorded.
- To manage the Class participation order and help handlers know who is next.
- To be near the Show Area Entry Gate during class running times.

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Symbols key

- One Way direction around building for toileting dogs
- Doors/Gates
- Cupboards/ Cabinets / work tops
- Barrier created with white club fencing

