



Specimen Risk Assessment Guidance

When conducting a risk assessment you should 'assess the risk' at the event and make all possible 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 particularly in the light of any incident

Use of the Risk Matrix below will assist you to determine the relative importance of 'risk'.

Unfortunately, accidents occasionally can occur. However, it is essential that the event organisers 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'.

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.

Risk Matrix

The following system gives a simple way to determine the relative importance of risks. It takes account of the degree of harm (i.e. what is the worst likely outcome) and the likelihood of the event occurring. This method also incorporates a judgement as to whether or not a risk is acceptable.

For each hazard identified for each task ask the question “what is the worst likely outcome?.

Next, make a judgment of the probability or likelihood of harm occurring:

LIKELIHOOD	DESCRIPTION
Probable	Occurs repeatedly / several times
Possible	Could occur sometime
Remote	Unlikely, though conceivable

Decisions as to whether or not action is needed can then be made by reference to the following matrix:

	Probable	Possible	Remote
Severe	High	High	Medium
Moderate	High	Medium	Low
Minor	Medium	Low	Low

By using a matrix such as this, the risk level can be determined and used to prioritise your controls.

Important:

Risk Assessments must be carefully written and amended as necessary, ensure:

- (a) they accurately reflect the risks for your event
- (b) the Control Measures stated accurately reflect the current controls in place
- (c) any necessary controls missing, proposed or recommended are recorded in the Further Actions Required.

A Risk Assessment must be reviewed (a) following an accident, (b) significant relevant changes (b) new relevant information (c) at regular intervals (generally annually).

You must review the ‘further measures ‘and ensure any necessary action is taken and to a suitable timescale.

General rule is that you prioritise recommendations in order of risk priority, i.e. High first, then Medium, then Low, however, take into consideration quick and simple fixes in the medium and low categories.

Possible Hazards

Every trial or working test event should be accurately assessed in order to determine the risks and hazards which may occur. Some, such as the use of ammunition and guns will be reoccurring and therefore likely to be applicable to each event, others will be specific associated hazards for each venue, ground or estate. For example; proximity to roads, use of a beaters' trailer or public footpaths.

Please note: The hazards below are listed in alphabetical order, which is not a reflection of the priority order or level of risk.

1. Ammunition
2. Barbed wire
3. Catering
4. Crowd control
5. Darkness
6. Discharge of a shot gun
7. First Aid
8. Freezing conditions and ice
9. Outside working (winter)
10. Pedestrians
11. Theft – money
12. Traffic management
13. Weather

There will be other hazards not listed in the specimen risk assessment which must also be considered when conducting a risk assessment for each event, for example:

- Alcohol
- Electrics
- Hazardous Substances
- Shoot Disruption / Saboteurs
- Trailers carrying people / dogs
- Use of Chemicals
- Use of lifting equipment (telly handler, fore-end loader, forklift truck)

To further assist with Risk Assessment planning Major Incident Guidance has also been produced to give further advice and points of consideration to Clubs and Societies. Please ensure you refer to this when producing your event plans and procedure documents.

Specimen Risk Assessment

The hazards below are listed in alphabetical order, which is not a reflection of the priority order or level of risk.

Society Name:		Date of assessment:	Review Date:
Event being assessed:		Assessor's name(s):	

No	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
1.	Ammunition	Risk to staff, Estate Staff, Event attendees, dogs. Risk of injury: serious injury; death.	Spare ammunition will be kept secure. Suitable procedures and actions to be agreed in event of shoot disruption. There will be a shoot briefing each day given by the Chief Steward	High	Event organiser to work together with Gun Team and Estate Staff to confirm suitable gun security measures.	Complete / In Progress
2.	Barbed wire	Risk to staff, Estate Staff, Event attendees, dogs.	The location of barbed wire will be communicated to relevant persons. No barbed wire near the spectator route. No barbed wire near where dogs will be working. Competent and experienced persons only involved in the line.	Med	Event organiser to work together with the event host to ensure suitable checks and measures to prevent risk	Complete / In Progress
3.	Catering	Risk to staff, Estate Staff, Event attendees	Catering throughout the day would be provided by the hotel only. Handlers / competitors requested to provide their own food provisions.	Med	Catering compliance confirmed by caterer.	Complete / In Progress
4.	Crowd control	Risk to staff, Estate Staff, Event attendees Risk of injury: various	The numbers attending the event are XXXX Control of persons attending the event will be managed by trial staff.	Med	Chief Steward and Red Flag Volunteers to manage attendees	Complete / In Progress
5.	Darkness	Risk to staff, Estate Staff, Event attendees Risk of injury: various including slips and trips	Departure from the site at the end of the day will be before nightfall.	Med		Complete / In Progress

No	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
6.	Discharge of a shot gun	Risk to staff, Estate Staff, Event attendees Risk of injury: serious injury, death	Standard safety rules apply guns to be in slips when not in use and as and when required by guidance and safe practice.	High	Event organiser to work together with Gun Team and Estate Staff to confirm suitable gun security measures.	Complete / In Progress
7.	First aid provision	Risk to staff, Estate Staff, Event attendees Risk of injury: poor first aid training and arrangements can worsen the effects and outcome of an incident	There will be first-aid kits both animal and human available in official vehicle. All officials to carry radios and be made aware of the H&S procedure. WHATTHREEWORDS LOCATION:	high	Consider carrying defibrillator at the event.	Complete / In Progress
8.	Freezing conditions and ice	Risk to staff, Estate Staff, Event attendees Risk of injury: Slips on ice. Serious injury possible	Snow cleared from main routes and pathways.	Med	Ensure there is a snow and ice plan for frosty weather conditions.	Complete / In Progress
9.	Outside working (winter)	Risk to staff, Estate Staff, event attendees. Risk of injury from: Slips and trips Risk of ill health from: Sunburn / sun stroke Hypothermia Dehydration Stings Allergies	Sensible footwear worn. Suitable cold and wet weather clothing. Weather conditions communicated in briefing Access to facilities to make hot drinks and provide shelter and warmth. Nearby washing facilities provided. Nearby First Aid	Low	Ongoing review	Complete / In Progress
10.	Pedestrians	Risk to staff, Estate Staff, Event attendees Risk of injury: serious injury, death	Ensure the safety of pedestrians travelling across the ground. Pause trial / dog handling where possible to allow public through. Caution taken when entering and exiting car park area	High	Ongoing review	Complete / In Progress
11.	Theft – money	Risk to staff, Estate Staff, Event attendees Risk of injury: serious injury, death	No vulnerable workers involved in cash handling. Any cash handling/cash counting, to be undertaken in a safe area.	High	Select suitable workers to be involved in any money handling.	Complete / In Progress

No	What are the hazards / tasks / activity?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further measures are required?	Target completion date/ Comments / progress
12.	Traffic management	Risk to staff, Estate Staff, Event attendees Risk of injury; serious injuries, death.	Ensure suitable arrangements for traffic direction on the premises e.g. to the parking. Ensure suitable arrangements to enable prompt access onto the site causing no tailbacks on the highway. Ensure suitable arrangements which prevent reversing from the event onto the highway	High	Event organiser to work together with the event host to ensure suitable checks and measures to prevent risk. Improve signage around event.	Complete / In Progress
13.	Weather – Rain	Risk to staff, Estate Staff, Event attendees Risk of injury: slips and trips Also risks related to vehicle movements in the wet and mud.	Heavy rain may create slip hazards on the tracks and in the car parking. On the spot risk Assessments to be made undertaken if necessary and suitable measures and arrangements made. Assistance to cars exiting will be made where necessary with suitable planning and assessment to ensure everyone's safety.	Med	Communicate to relevant persons.	Complete / In Progress

Risk Assessment Signature

I confirm the Risk Assessment reflects the risks for **EVENT NAME** and the Control Measures stated accurately reflect the current controls in place and Further controls are recorded in the Further measures required.

These Risk Assessments will be reviewed (a) following an accident, (b) significant relevant changes (b) new relevant information (c) at regular intervals. We will review the Further Measures and ensure any necessary action is taken.

Signed: Name: NAME OF ASSESSOR

Position: Field Trial Secretary / Chief Steward / etc

Major Incident Guidance

The below Major Incident Guidance has been produced to review protocols surrounding any major incident. These points are highlighted to assist Societies when considering action points, before, during and following any major incident.

It is advisable to have discussed these points with the Society's Committee when conducting a risk assessment and prior to an event.

Before Trial:

- Risk Assessment to have been conducted, and hard copy available to view on the day.
- Guns' shotgun certificates and insurance documents checked and confirmed as valid.
- Health & Safety Briefing delivered to competitors, guns, judges, and officials in conjunction with Head Keeper and Chief Steward.
- First Aid Trained individual in attendance for trial duration.

During Trial:

- Experienced Red Flag carrier in place to manage the gallery.
- Gun team to be experienced trial guns where possible, all guns to be fully briefed prior to the start of the trial including details of the position and whereabouts of competitors, dogs, beaters or stops and gallery during event.
- Headkeeper to have a full understanding of the requirements for a trial, including the health and safety considerations of the day.

Following An Incident:

- Trial to be suspended to assess the severity of the incident.
- Injured person / persons to be immediately assessed by First Aider and / or Chief Steward to determine level of injury.

Following Assessment of Injury:

- Injury should be treated on site where possible and the requirement for further medical assistance assessed.
- Emergency services contacted if required.
- The health and safety of the injured person/s and others at the trial is a priority.
- Incident report immediately drafted, including incident overview, timing of incident, treatment administered and additional relevant facts.
- Where possible injured person/s should be shown the draft incident report and requested to sign the incident book which would be completed following the trial.

Following Trial:

- Incident book to be completed, logging contact details of injured person/s, any other involved parties, and witnesses.
- Kennel Club office should be contacted to report incident.
- Gun's insurance details and shotgun certificate recorded if necessary.
- Police should be contacted to report a firearms incident and get an Incident Report Number.
- Contact should be made with the injured party following the trial to provide police Incident Report Number and ascertain what medical assistance had been sought / required.
- Contact should be made with the Police Firearms Officer for the area and all requested documentation sent.

Further Consideration Points:

- Will the trial be continued following an incident?
- Will the injured individual / individuals involved in an incident remain at the trial?
- Will any gun involved in an incident be requested to retire from shooting at the event?