

Guide Dogs Risk Assessment

Education experience workshops - education facilities

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Section 1 - Review and update record

This table consists of 4 columns and 2 rows. The first row contains column titles, and the subsequent rows contain data.

Date of review	Reviewer	Version	Overview of changes/updates
16.07.24	SN	2	Updated to include ambassador dogs and changes to activities
		1	New document

Section 2 - Assessment details

Location: National

Department: Community Fundraising

Date of original assessment: August 2023

Name of assessor: Health and Safety Team in conjunction with
Community Fundraising Management Team

Section 3 - Description of activities covered

Delivery of specifically designed workshops in education environments for children. Workshops will be delivered by designated Guide Dogs Education Experience Champions.

Ambassador and working dogs may be present.

Duration of workshops are planned to be 1 hour.

Workshops include theory and practical activities as per the workshop outline:

Age 3-5 years

- Childs Play tactile book. Children in group to close eyes and to feel/smell pictures on page to guess before it is read aloud
- Sensory (smelly) crayons to colour in Guide Dogs picture
- Making textured tactile pictures (use tactile art product Wikki Stix - no glue required)
- Playing with sensory toys (sensory ball, colour changing foam baton, bell ball and tactile toys)

Age 4-7 years

- Hearing = guess the sound/location of the sound using 4 hand-held musical instruments when eyes are closed
- Touch = interact with braille
- Smell = Childs Play tactile book and activity prompt on card for children to suggest scents in pictures for another popular story
- Taste = rating activity with laminate cards
- Sight = use sim specs for daily tasks e.g., snack time, pouring a drink of water, getting your coat on

Age 6-11 years

- Listening: Blindfolded pin the tail on the guide dog
- Focus: Have dog pictures and training objects for children to handle. Order the guide dog training journey pictures
- Teamwork: Blindfolded course with team member connected through short handle or similar
- Resilience: Activity sheet to learn and read name in Braille

Age 10-14 years

- Tablet/computer (school provided) - use voiceover function to find school webpage whilst wearing sim specs and other online activities

- Specialist technology - handle and use tech objects - e.g., tactile measuring tape, bell ball, braille cards, liquid level indicator etc.
- STEM design challenge - use sim specs and draw a prototype of something that would be an engineering solution to an everyday challenge for people with sight loss

Age 14+ years

- Sighted guide demo and activities
- Careers video and related task, including use of school provided tablet/computer

Section 4 - Hazards identified

Venue

- Inappropriate risk control by 3rd party resulting in injury or property damage
- Inappropriate venue type, location and faults or damage with premises structure or fittings causing significant injury
- Lack of understanding of procedures preventing evacuation in an emergency/preventing assistance in the event of an accident
- Poor location selected for storage resulting in blocked walkways or preventing egress

Childrens activities

- Inappropriate products, substances, materials, and equipment provided for the planned activity or age group
- Body parts becoming trapped, nipped, or cut by moving equipment or sharp equipment/materials being used
- Misuse of items by child
- Small items being swallowed becoming choking hazards
- Contact with unknown allergens resulting in allergic reaction
- Faulty equipment

Dogs

- Dogs over boisterous/excited behaviour including mouthing jumping up/knocking over/relief accidents etc.
- Contact with (dog) internal or external parasites causing illness, irritation, or allergic reactions

- Contact with secretions from dog/puppy e.g. vomit, urine, faeces, blood, etc. with infectious/Zoonotic disease-causing illness i.e. Salmonella, Campylobacter, Ringworm
- Dog or lead location causing a trip or fall or persons standing on dog
- Inappropriate interaction behaviours with dog by 3rd party person causing distress and aggression in dog
- Dog behaviour/character not suitable for attendance at events
- Extremes in weather causing ill health, discomfort, or injury

Manual handling

- Lifting and handling of heavy items, overreaching and stretching causing a muscular skeletal injury during room set up movement of workshop equipment

Use of blindfold/sim specs

- Unclean blindfold/mind fold/sim specs used leading to eye infection/transfer of communicable illness
- Lack of sight causing person to panic, become disorientated, lose balance
- Collision in unfamiliar surroundings or tripping over unseen object/obstacle on the ground causing moderate injury

Section 5 - Those at risk

- Education facility staff
- Guide Dogs education experience champions (volunteers)
- Working/ambassador guide dogs
- Children and young persons

Section 6 - Current control measures

Venue

- During planning stages of the workshop with the education facility they will be asked to provide the contact details of a responsible person who will provide relevant information and documentation regarding site emergency procedures and welfare facilities
- Prior to the workshop commencing, the area being used will be reviewed to ensure the area is clean, tidy, and no equipment is left in an unsecured or unsafe situation

- Guide Dogs event staff are empowered to stop/cancel a workshop/activity if they feel unsafe or uncomfortable
- All equipment/materials will be sited appropriately to prevent any slip and trip hazards and not block walkways or access/egress
- The education facility will be provided with an overview of the workshop including the activities to be undertaken, the equipment that will be used, and a copy of this risk assessment

Childrens activities

- The activity, the craft materials and equipment selected and provided will be suitable for the age group planned for
- All items will be purchased from a reputable supplier and be fit for the purpose intended
- Only washable substances (colours/sticky crafts etc.) that are safe for use by children and washable will be used
- Spray substances/aerosols are not permitted
- All materials, products and substances are kept in their original containers/packaging and stored as per manufacturer's instructions. Items are not used past the expiry date
- Ingredients in products will be provided to the education facility, where requested
- Equipment will be visually inspected for fault/damage prior to use and if any found, the item is disposed of appropriately
- Scissors/cutting tools will be 'child safety' standard and suitable for use by children
- Children taking part in the activity are supervised by the education facility staff. The volunteer does not have responsibility for any children at any point during the workshop.
- The Guide Dogs education experience champion will supervise the activity area to provide support and guidance and ensure good standards of housekeeping, including clearing of spills/mess
- Full instructions will be communicated to the children on what to do and how to use the equipment provided
- Children will be advised to wash their hands after the activity
- The area for the activity will be appropriate in size, have clear access and egress, be appropriately ventilated and suitable for the activities

Dogs

- Only qualified working Guide Dogs or approved Ambassador Dogs are permitted to attend these events with their handler

- During planning stages, the education facilities will be asked to confirm that they are happy for the dog to attend and that they will undertake their own Risk Assessment and implement appropriate controls. Dogs will not be taken to an event where the school has not provided confirmation
- Dogs are under control by a handler that has been trained in the correct handling techniques during the workshop
- Dogs are kept on leads throughout the workshop
- Dogs are taken away to spend and rest at appropriate times in suitable areas
- Any dog that is showing signs of stress or is too excited will be removed from the workshop
- If a dog relieves itself within the workshop area, it will be cleared away immediately and disposed of appropriately
- All persons who touch the dog are advised to wash their hands afterwards
- Handlers will supervise all interaction with 3rd parties and stop the activity if they feel the contact is inappropriate
- Guide dogs are subjected to regular use of routine preventative internal and external parasite treatments
- Handlers of Guide Dog stock ensure that they have discussed the suitability of their dog attending events with their Guide Dogs manager
- At the start of the workshop, the handler will advise the children of the 'rules' with regards to contact with the dog

Manual handling

- Those undertaking handling of the items are provided with information and guidance on correct manual handling techniques
- Persons undertaking the activity are physically capable and will report any injury which may prevent them from doing so
- Mechanical handling aids are used where appropriate
- Where possible heavy loads will be split into more manageable weights
- Distances that items are carried are kept to a minimum

Use of blindfolds/sim specs

- Disposable blindfolds/mind folds are used, or reusable versions cleaned between users
- Sim specs are cleaned appropriately between each use with antibacterial cleaner

- Before use participants are advised that they can remove the blindfolds/mind folds/sim specs at any time, especially if they feel disorientated or dizzy
- The activity is explained to the participants, and they are asked to verbally confirm that they are fit and capable to undertake the activity
- The area chosen for a blindfold walk is as suitable and safe as is reasonably practicable to use. Walks are undertaken indoors only
- Prior to a walk starting discussions will take place to clarify procedures and communication channels including:
 - The route to be taken
 - What information will be given during the walk
 - What to do if assistance is required
 - Obstacles they may encounter
 - Procedure for stopping the walk
- Participants are not permitted to walk around without sighted assistance
- Activities are undertaken within a designated area (short walk/sitting/standing activities)
- Only specified activities within the workshop outline are permitted
- Equipment is visually inspected prior to use and if damage/fault is found it is not used/removed and repaired/replaced

Section 7 - Evaluation of risk

Severity: Medium (2)

Likelihood: Medium (2)

Risk rating: Medium (4)

Section 8 - Related health and safety documentation

- General hygiene and control of infection and food hygiene
- Manual handling guidance

End of document.