

RISK ASSESSMENT FOR CARRYING OUT ASSESSMENTS AGAINST MINIMUM WELFARE AND OPERATIONAL STANDARDS

		Likelihood		1	2	3	4	5
		Severity		Improbable	Remote	Possible	Probable	Highly Likely
Carried out by: Standards & Animal Welfare Committee		5	Potential Fatality/ Closure of ADCH	5	10	15	20	25
Date: V2 August 2022		4	Major Injury/ Serious operational impact or reputational damage	4	8	12	16	20
Location: Potential Member and Member Sites		3	Absence >3 days/ Noticeable operational impact or reputational damage	3	6	9	12	15
Task / Process: Assessment of Potential ADCH Members and ADCH Members		2	Absence <3 days/ Minor operational impact or reputational damage	2	4	6	8	10
When identifying HAZARDS consider: a) The job Task (who, what, where, when, how) b) The environment (temperature, air quality, noise, lighting) c) Materials, Equipment and substances		1	Minor Accident or First Aid/ Incident logging	1	2	3	4	5
Hazard	Description of potential accident / injury / loss	What action should be taken to control the risk?	Who needs to carry out the action	Risk ratings after control measures taken			Hazards/Risks that remain and/or will require monitoring	
				Likelihood	Severity	Score		
Safeguarding incidents	A safeguarding offence against a member of staff or volunteer of the rescue being assessed, a visitor (member of public) on site being assessed or animal is committed by an assessor, bringing ADCH into disrepute and/or legal action	All assessors agree to follow the ADCH Safeguarding policy as part of their recruitment, ADCH keeps records of these agreements. Assessors should adhere to the policy at all times Public liability insurance is held by ADCH to cover assessors	Assessors	1	4	4	Safeguarding policy should be regularly reviewed by ADCH, and any revisions should be circulated to assessors	
Lone working	Assessor experiences damages (mental or physical) due to carrying out an assessment alone	Assessors are not asked to carry out assessments of new applicants, who are not known to ADCH, by themselves and will have a second or trainee assessor accompanying them. Existing member assessments may be carried out by one assessor, who should adhere to ADCH's Lone Working Policy	Assessor / ADCH staff	1	3	3	Lone working policy should be regularly reviewed by ADCH, and any revisions should be circulated to assessors	

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Impact on mental / physical health of assessor	Assessors suffer burn out/stress from undertaking assessments alongside their day job	All assessors should be made aware that they have the right to pause their assessment schedule at any time. ADCH has a system of marking those assessors who are currently unable to undertake assessments, and they will not be asked to carry out any further assessments until the assessors advise that they are ready to recommence. They may still receive other emails from ADCH about the assessment programme which are general information or actions (such as policy updates). Assessors should advise if they also need to take a break from these emails	Assessors / ADCH Staff	2	3	6	Signs of stress and fatigue in assessors which are not advised to ADCH.
Physical accident	Assessor has a physical accident on site resulting in injury	As animal welfare professionals, assessors will be aware of the potential risks at animal welfare establishments. Assessors should be made aware of any risk assessment held by the rescue being assessed for having visitors on site, particularly where sites are not normally open to the general public in any way. Public liability insurance is held by ADCH to cover assessors. All accidents/incidents must be recorded on site and with ADCH. Assessors should wear appropriate clothing and non-slip footwear /safety footwear.	Assessor / rescue being assessed	2	4	8	ADCH staff continue to ensure insurance policy is fit for purpose. To follow up on any incidents reported
Spread of infectious disease	Assessor transfers zoonotic or human disease or illness onto rescue premises	Assessors should not carry out assessments if their own establishment is experiencing any outbreak of infectious disease of any species. Assessors should also not carry out assessments in the event of contracting any controlled human virus and should follow all government advice and any site local procedures.	Assessor / ADCH	1	4	4	ADCH will pause the physical assessment programme if needed due to any wide disease outbreak; or provide an alternative assessor in the case of single site outbreaks
Harm caused to rescue being assessed	Assessor inadvertently causes harm to rescue such as: <ul style="list-style-type: none"> • Releasing an animal • Damaging property 	Assessors must obey all signage and instructions on site at all times and should be accompanied by a member of the rescue being assessed.	Assessor / rescue being assessed	1	3	3	

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Travelling to and from site	Assessor has an accident on the way to, or from, an assessment	Assessors should take standard precautions when driving and adhere to driver's hours, not driving fatigued, and take regular breaks. Assessors using their private or works vehicles should ensure that they are covered by their insurance for travelling to and from ADCH assessments. The vehicle must be safe and in good working order with a valid tax/MOT where necessary.	Assessor	1	3	3	ADCH will carry out driving licence checks through the Government service for assessors, where this is not carried out through the assessor's employer
Assessor is the victim of assault (physical or verbal)	Assessor is victim of physical or verbal assault	Assessor(s) should be prepared to leave the site in the event of increasingly hostile conversation or any threat of violence. Assessors should leave the assessment if they begin to feel uncomfortable with the behaviour of anyone at the place of assessment, whether they are connected with the rescue or not. Assessor(s) should be aware that as part of the assessment process difficult conversations can be necessary to advise rescues of shortfalls against standards. They should do so in a constructive and understanding manner, and either offer remedial advice or advise the rescue that they will seek this out at the end of the assessment. Rescues should be aware that advising of any shortfall in meeting ADCH standards is part of the assessor's role and they are there to provide assistance. Where relevant, incidents should be reported through the assessed rescue's own safeguarding policy and to ADCH.	Assessor	1	3	3	ADCH staff will continue to promote the assessment programme as good practice and advise new applicants for membership on what to expect from their assessment. To follow up on any incidents reported
Emergency situation whilst on site	There is a fire incident or other emergency on site at time of assessment	Assessors must obey all signage and instructions on site at all times and should be accompanied by a member of the rescue being assessed.	Assessor	2	2	4	