

# WSAVA Event Risk Assessment Template

**Purpose:** To proactively identify and mitigate potential risks **to human welfare, participant accessibility, animal well-being, and ethical compliance** during WSAVA-affiliated educational events. This tool supports WSAVA's commitment to delivering safe, inclusive, and ethically responsible learning environments.

## Event Details

- **Event Title:** \_\_\_\_\_
- **Event Type:** ☐ Regional CE
- **Location & Venue (Name & Address):** \_\_\_\_\_
- **City/Country:** \_\_\_\_\_
- **Date(s):** \_\_\_\_\_
- **Organizer(s):** \_\_\_\_\_
- **Primary Contact (Name, Email, Phone):** \_\_\_\_\_
- **Local Partner (if applicable):** \_\_\_\_\_

## Risk Categories and Screening Prompts

| Risk Area                                        | Screening Questions                                                                                                                     | Potential Risks | Planned Mitigation Measures |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------|
| <b>Human Safety &amp; Emergency Preparedness</b> | Are emergency exits clearly marked and accessible? Is there an onsite first aid team? Are evacuation plans in place and known to staff? |                 |                             |

|                                            |                                                                                                                                                                                                                           |  |  |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Public Health &amp; Hygiene</b>         | Are hygiene protocols aligned with current local public health guidelines? Is there access to clean restrooms, handwashing, and sanitizing stations?                                                                      |  |  |
| <b>Accessibility &amp; Inclusion</b>       | Do any steps have been taken to accommodate participants with differing needs, i.e. mobility issues?<br><br>Are there any limitations due to local infrastructure, and how will these be communicated ahead of the event? |  |  |
| <b>Animal Welfare</b> (cadavers involved)  | Has approval been sought from the WSAVA Education committee and inline with WSAVA Animal Welfare Policy?                                                                                                                  |  |  |
| <b>Cultural or Political Sensitivities</b> | Are there potential sensitivities regarding location or the timing of the event that could affect participants' safety or comfort?                                                                                        |  |  |
| <b>Speaker/Participant Behavior</b>        | Have all participants been informed of the WSAVA Code of Conduct? Is there a plan for addressing misconduct or harassment on-site?                                                                                        |  |  |
| <b>Venue Suitability</b>                   | Has the venue been inspected and approved for the expected capacity and activity type? Are there any structural or operational hazards?                                                                                   |  |  |
| <b>Security Management</b>                 | Is there appropriate security staffing if relevant?                                                                                                                                                                       |  |  |
| <b>Environmental or Natural Hazards</b>    | Are there weather, seismic, or infrastructure concerns in the region during the event dates? Are contingency plans in place?                                                                                              |  |  |

### Summary of Identified Risks

(Brief narrative or bulleted list summarizing any high or moderate risks identified, especially if they impact safety, accessibility, or WSAVA's reputational standing.)

### **Mitigation Plan**

(Detail the specific steps the event team will take to address identified risks. Reference who is responsible and any timeline constraints. Include coordination with local emergency services or venue management, if relevant.)