

## **BILSDALE AGRICULTURAL SHOW SOCIETY**

### **1 HEALTH AND SAFETY POLICY**

This document details the Bilsdale Agricultural Show Society's policy on Health and Safety in relation to its staging of an annual show. Relevant safety instructions covering these circumstances are detailed below.

#### **1.1 Principles**

The Bilsdale Agricultural Show Society Committee is committed to maintaining safety standards and reducing risk to those acting for the Show Committee, and to exhibitors, traders, and members of the public attending the annual show.

It is expected that contractors, exhibitors, caterers and other participants in the event carry out their duties under the relevant Health and Safety legislation in respect of the safety of their own employees and members of the public who may be affected by their activities.

Whilst there is no employer employee relationship this Health and Safety Policy and associated risk assessment document is written in line with the principles of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. The Show Committee requires the co-operation of all participants in the Show event and activities in order to ensure that this policy is effectively promoted and maintained.

This Health and Safety Policy and associated risk assessment document will be reviewed on an annual basis to ensure they remain accurate and effective.

#### **1.2 Aim**

'It is the aim of the Bilsdale Agricultural Show Society Committee to ensure so far as is reasonably practicable, that all steps are taken to ensure the safety, health and welfare of all persons entering the show field in accordance with all relevant health and safety legislation and guidelines.'

#### *References*

*These instructions are produced in accordance with the Health and Safety at Work Act 1974, the Association of Show and Agricultural Organisations (ASAO) and the 'purple guide – a guide to health, safety and welfare at music and other events'.*

## 2 ORGANISATION AND RESPONSIBILITIES

### 2.1 Introduction

The Bilsdale Show is organised by a Committee, duly elected, on a voluntary basis. Committee members and their helpers are covered by an Insurance Policy under which they are insured against personal injury over the period of the show and during its preparation and clearing up.

### 2.2 Chairmen

The Chairman of the Committee is deemed to be in control of the overall safety of the event in regard to the general public, with assistance of the health and safety advisor.

### 2.3 Show Secretary

The Show Secretary will be the point of contact on show day for the reporting of any accidents, incidents or cases of ill health which are to be reported to the secretary's tent. The secretary holds the accident book.

### 2.4 Health and Safety Advisor

The Health and Safety Advisor will assist in drafting this health and safety policy and associated risk assessment document and will:

- a) Provide guidance and advice on Health & Safety matters in general and ensure that all persons carrying out work on behalf of the Show Committee and in particular stewards are effectively informed on relevant safety matters.
- b) Liaise with the relevant organisations, i.e. Police, Fire Authority, Local Authority, Health and Safety Executive etc.
- c) Investigation and reporting of accidents and/or dangerous occurrences and formulating appropriate recommendations arising from such investigations.
- d) Give advice on safety matters to any person on the show field and likewise is authorised to intervene or stop any action which is considered unsafe or in contravention of Health and Safety regulation or guidelines.

### 2.5 Safeguarding Officer

A safeguarding officer has been appointed by the committee to implement the requirements for the Bilsdale Agricultural Show Society Safeguarding Policy.

### 2.6 Stewards/Committee Members

During the actual Show, each steward, has a continuing responsibility whilst carrying out their duties, to ensure the health and safety of all persons on the show field. Specialist section stewards i.e. horse, sheep, fur and feather and trade stands etc. have special additional responsibilities within their own sections to apply their specialist knowledge to minimise risk.

All stewards have the authority of the Chairman to intervene or stop any event, movement of stock vehicles, demonstration or display that they consider to be unsafe. Committee members will be available to answer queries from members of the public and exhibitors and will wherever possible wear a hi-visibility vest aiding easy identification.

The section secretaries are as follows:

Horses/Ponies	Miss M Easton	Sheep	Mr D Martin & D Sanderson
Trade Stands	Mr M Allison	General Section	Mrs T Sanderson
Dogs	Mrs L Maskill	Vintage	Mr C Marsh
Crafts	Mrs J Smith	Terriers	Mr M Bowes

## 2.7 Others

All persons responsible for the control and supervision of others carrying out work on behalf of the Show Committee are responsible, so far as is reasonably practicable, for ensuring that those working under them conduct themselves with proper regard to the safety of themselves and other persons.

### 3 ARRANGEMENTS FOR HEALTH AND SAFETY ON THE SHOWGROUND.

#### 3.1 Accident/Incident Management

##### 3.1.1 Accidents

All accidents involving injury must be reported to the Secretary's tent as quickly as possible. Accidents involving livestock should be reported, through the Secretary, to the Health and Safety Executive and those from other causes should be reported to the local authority Environmental Health Officer.

On the show day the authorised first aid providers are present on the show field. All stewards are aware of the location of the First Aid post, which is adjacent to the secretary's tent. Assistance in an emergency may additionally be summoned from the Secretary's Tent who can telephone any of the Emergency Services.

##### 3.1.2 Fire Incident

Due to the uncertain nature of a fire incident, action will be taken in accordance with the incident. A major incident requiring evacuation of the show field will be coordinated by the safety officer with assistance of all committee members and stewards. Any fire incident will be investigated to establish if preventative action is needed in future.

##### 3.1.2 Incidents involving Violence, Abuse or Cruelty

All stewards and show officials are expected to use their discretion and exercise responsibility in the event of an incident of antisocial behaviour or cruelty to livestock. If the official concerned cannot deal with the incident satisfactorily and promptly then the matter must be swiftly reported to the Secretary. The Secretary will contact the police and/or Veterinary Officer immediately if the official has been unable to do so.

Any person behaving in a suspicious way and any unattended bags/packages must be reported to a steward or to the Secretary's tent.

##### 3.1.3 Incident involving Safeguarding

A separate safeguarding Policy has been written outline the arrangements, responsibilities and implementation of safeguarding.

#### 3.2 Fire Precautions

All persons must ensure that fire risks are kept to the minimum and should take preventative action in any situation, which might be considered to constitute a risk. Particular attention should be given to marquees and stalls where straw and dry fodder is in use. Smoking is prohibited in all such areas and NO SMOKING signs are displayed along with exit signage.

Caterers are to ensure that adequate safety checks are carried out on food preparation and cooking equipment and also to ensure that an adequate supply of fully operational fire extinguishers are available. All stewards are to ensure that they are familiar with the show field layout and are aware of the location of firefighting equipment; water and sand buckets.

### 3.3 Liquefied Petroleum Gas (LPG)

Users of liquid petroleum gas (LPG) on the show field are responsible for ensuring the correct and proper usage together with proper storage of cylinders. It is also their responsibility to ensure that all appliances have been properly examined, tested and labelled accordingly.

### 3.4 Electricity

There is no mains electricity linked to the show field. If traders exhibiting on the field wish to provide their own generator it must be of the "Super Silent" type. All generators must be fitted with MCB and RCD protection and appropriately earthed. Generators should preferably fuelled by diesel, be fuelled up ready before arrival on site and have sufficient fuel on board to avoid refuelling on site to avoid spillage, fire and pollution. CO2 and Foam Fire Extinguishers must be provided for the fire risk.

Exhibitors must be able to demonstrate that their Portable Electrical Equipment or installation is in good order and has been inspected and is certified as such (PAT test Certificate or Installation Test certificate).

### 3.5 Contractors and Exhibitors

All Contractors and Trade Exhibitors must read and comply with the instructions contained in the appropriate Trade Stand Regulations.

Contractors and Trade Exhibitors at the show are expected to take all reasonable measures in the interests of the safety of their employees and of the public. With regard to their employees, this is to include such training as may be necessary before the show for the safe use of all equipment associated with the show including machinery, catering equipment and tentage.

### 3.6 Machinery

No plant, machinery or equipment used on the show field may be operated by any person who is not fully trained in its safe use and no item of equipment may be used by persons under thirteen years of age.

The driver of a vehicle when reversing should ensure that there is another person observing at the rear of the vehicle.

Plant or machinery may only be operated and demonstrated providing adequate precautions are taken to protect the operator and by-standers. A fenced-off area must be used and members of the public prevented from entering it. The area must be of sufficient size to keep the public clear of ejected objects, e.g. chippings. Stewards and/or Health and Safety Officer will check any demonstrations and have the authority to close them if it is felt they are unsafe and a risk to the public.

Any ropes, chains or other devices used to tow vehicles or trailers on or off the site should be checked previously to ensure they are adequate strength or construction. Drivers must be told of the importance of hitching the towing chain or rope below the axle of the towing tractor and only tractors fitted with approved rollover protection and adequate insurance should be used for this purpose.

Static exhibits of machinery must be equipped with guards to full current regulation standards, and established in such a way that they do not present a risk to any person. Any part of the plant, which relies on oil pressure in a ram or similar device to support it, must be physically propped during the period it is on display.

### 3.7 Animals

Whenever animals are being moved through areas from which the public are not excluded, all reasonable practicable measures are to be taken to segregate such animals from the public. It is the responsibility of exhibitors to ensure that their particular animal will not cause risk to the public and it is the responsibility of stewards and other officials to ensure that the preventative measures are maintained.

No animal that is excited or aggressive should be exhibited and may, at the discretion of the steward, be instructed to be withdrawn from the class or parade.

Riders of horses and ponies must suitable protective headwear at all times on the show field in accordance with the regulations of their parent society.

Dogs, with the exception of guide dogs or other trained dogs taking part in an exhibition, display or Sheep Dog Trials, must be on a lead. Dogs are not to enter any of the Livestock Areas,

Show field Veterinary Surgeons (Clevedale Veterinary practice) are available for consultation and advice regarding any concern for the welfare or injury to an animal.

All Bio Security as recommended by DEFRA and Sheep and Goat and Fur and Feather Health Schemes, will be complied with and contingency plan drawn up as per the legislation in place at the time.

### 3.8 Vehicles

#### 3.8.1 Show Parking

Main public parking is in the field opposite the show field. Show stewards will assist in crossing the road; and **MUST** wear hi visibility vests but must **NOT** stop or direct road traffic.

A pedestrian gate has been installed to help separate vehicles and members of the public entering the show field. Furthermore, a separate roped lane for vehicles has been created and parking on the show ground is restricted to competitors, VPs and judges who must be on the show ground before 12noon.

Disabled parking bays are available on the show ground which are pre-booked and a parking disc will be provided and must be displayed.

Vehicles must not leave the show ground before 5pm to reduce interaction with public **EXCEPT** in the event of an emergency where Stewards will assist in the safe transit through the show field.

Speed restrictions are applied throughout the site and there is a maximum speed limit of 10 mph on all approved vehicle routes.

### 3.8.2 Show Vehicles

A special area is roped off for the display of Vintage Machinery. Tractors, Classic Cars, and Motorcycles are confined to this area except when required to parade in the Main Ring.

All vehicle drivers and riders should be competent and should wear appropriate head protection where necessary.

### 3.9 Pedestrians

Pedestrian visitor walkways are clearly marked and prohibited areas clearly identified. Show Stewards wearing Hi visibility clothing will assist in the safe crossing of the road from the public car park.

### 3.10 Show Ring Fencing

Pens are made up of standard sheep hurdles for the sheep. Members of the public will be unable to access the judging area whilst judging is in progress.

The horse and pony rings are fenced with wooden uprights and plastic mesh to prevent entry by dogs and children.

The display ring is fenced and roped as members of the public may be invited into this ring.

### 3.11 Waste Management

Suitable waste and recycling bins will be available across the show field for the safe and responsible disposal of public waste.

Contractors, exhibitors and other participating in the event will be required to safely store then remove their waste from the site at the end of the show.

Waste that has been used by the public e.g. used cups, napkins; food waste etc. is considered as public waste and can be disposed of as such.

## 4 ASSOCIATED DOCUMENTS AND FORMS

Safeguarding Policy

Risk Assessment Document

Accident Form Show Day

Pre-show Review Form

Signed	Position	Date
Peter Smith	Show Chairman	

Signed copy retained in the health and safety file in the secretaries tent on show day.