

**Health & Safety at Work Act 1974**

**SAFETY POLICY**

Chairman	:	Mr M Adams
Chief Safety Officer	:	Mr R Davies
Secretary	:	Catherine Adams Johnson Murkett & Hurst, Rawdon House, Rawdon Terrace, Ashby de la Zouch, Leicestershire, LE65 2GN Telephone: 01283 229225 / 07952 058569
Showground	:	Cattows Farm, Normanton Lane, Heather, Leics, LE67 2TD

**SAFETY MATTERS**

**IN THE INTEREST OF SAFETY, ALL VEHICLES MUST BE REMOVED OFF THE SHOWGROUND AND PARKED IN THEIR RESPECTIVE CARPARKS, BY 8.30 AM PROMT.**

**1. Intention and Acceptance of Provisions**

The Society regards the safety of all employees including volunteers and the general public to be of paramount importance, not only on the day of the Annual Show, but also during preparations and cleaning-up operations before and after the Show. It is the Society's intention to ensure that all statutory provisions are complied with and that all persons carrying out work for the Society should cooperate to ensure safe work practices. The provisions of this policy also apply to all contractors working on the Showground, such as marquee, catering staff, etc, and trade exhibitors and competitors. In fact, it applies to all persons on the Showground including the general public, who should all take the necessary steps to ensure their own safety and the safety of others.

**2. Organisation for putting the Policy into effect**

The Society is under the control of the Council, consisting of 12 Board Members and 33 elected members. The responsibility for putting the Policy into effect rests with the Council, and especially the Chairman, Martyn Adams, in conjunction with the Secretary, Catherine Adams and Chief Safety Officer, Robert Davies.

**3. Arrangements for carrying out the Policy**

The Chief Safety Officer and the Chief Stewards for the Cattle and Horse sections and Trade Stands and Car Parks are empowered to take whatever action they consider necessary in the event of the infringement of Safety Regulations or safe working practices. The requirements of this Policy apply to all persons on the Showground, and Trade Stands exhibitors, Livestock exhibitors, caterers and all other contractors must note the action they are expected to take, and this Safety Policy will be brought to their attention.

All Society Stewards will be briefed on the importance of safety and will be expected to report to the Chief Safety Officer on any matter they consider requires attention.

**4. Motor Vehicles**

The Chief Car Park Steward Matthew Newton in conjunction with Leicestershire 4x4 Response Club staff are empowered to take such actions as they consider necessary to prevent dangerous situations occurring or to remove potential hazards involving motor vehicles both on the Showground and in the Car Parks. Only the essential use of authorised Official vehicles will be allowed on the Showground during the Show. Two persons must be present when these vehicles are reversed. Trade Stand exhibitors' vehicles must be removed to the Car Parks by 8.30 am and the parking of vehicles in the avenues will not be allowed. Pedestrian access routes from the Car Parks to the Showground must be safe and clearly signposted and should avoid routes used by traffic and animals as far as possible. Where this cannot be avoided, warning signs should be displayed.

## **5. Livestock**

Particular care must be taken to ensure that animals are securely tied in stalls, or the gates of pens securely closed. When being prepared for exhibition, care should be taken with members of the general public standing close by. Visitors are often unfamiliar with the characteristics of animals, and are unaware of the potential danger they might be in or which they might create through their own actions.

All bulls, one year and over, must have rings in their noses, and exhibitors of bulls should comply with the requirements of HSE Guidance Note GSE 36” Safe Custody of Bulls at Agricultural Shows”.

Exercising of horses and ponies will only be allowed in designated exercise areas, from which the general public are excluded. Anyone riding a horse or pony anywhere on the Showground must wear a hat of a standard approved by the governing body, under whose rules they are exhibiting, properly fastened. Stewards will ensure that this requirement is complied with. All dogs on the Showground must be kept on leads at all times.

A walkway demarcated by crush barriers will be provided for the passage of animals from their respective lines to the Main Ring. Where this walkway crosses avenues, crush barriers will be temporarily erected to ensure the complete segregation of animals and the general public. Chief Stewards must ensure that adequate numbers of Stewards are available to affect this. The general public will not be allowed to use these walkways at any time, and notices will be displayed to this effect. The rings will be marked with posts and ropes and Stewards must ensure that the general public and especially children are not allowed to stand or sit on the grass inside the ropes.

## **6. Machinery**

All plant, machinery or equipment used, prior to, during, or after the Show must only be operated by an adult who is fully trained in its safe use. The use of machinery and equipment by inexperienced or untrained persons, or persons under 13 years of age, is strictly forbidden. Passengers must not be carried on vehicles, which are not designed or adapted for that purpose.

Persons who supply or load equipment for use by the organisers, will be asked to ensure that it complies fully with current legislations and standards relevant to its proposed use, and that it is properly maintained.

Spikes and sharp edges must be protected to prevent injury. Adequate support must be provided to ensure the stability of exhibits. Belts, Shafts, and other moving parts must be guarded in accordance with the appropriate regulations. Fork lifts, buckets, trailer bodies, etc, must be propped if displayed in a raised position. If propping is impractical, the area round the exhibit must be adequately fenced.

Children must not be allowed to ride in high lift buckets, ladders, and other high equipment must be guarded at lower levels to prevent children climbing.

Machinery and equipment being used for a live demonstration must be totally guarded to BSE Field Machinery Regulations and the satisfaction of the Chief Safety Officer. The demonstration must at all times be supervised by a competent person whose attention must solely be focused on the demonstration. Potential customers wishing to operate equipment themselves must always be under competent supervision. Protective equipment/clothing must also be worn. Adequate precautions must be taken to ensure the safety of operators and bystanders.

## **7. Electricity**

The installation of temporary low voltage distribution systems (415 volt or less) on the Showground should be carried out by a competent electrician, familiar with the requirements of the “Electricity at Work Regulations 1989”, and should operate to the standard recommended by the Institution of Electrical Engineers. Wherever possible, cables should be laid underground. The route should be identified on the surface, and where the route crosses areas with vehicular access extra support should be given to prevent damage caused by ground subsidence. Where cables are laid along the ground, extra protection must be provided in areas of pedestrian and vehicular access. It is recommended that all installations supplied by final 240v circuits should be protected by Residual Current Devices (RSDs). Any person who brings electrical equipment for their own or anyone else’s use to the Show, should, before it is connected to the supply, arrange for it to be inspected and tested by a competent electrician, and a label be affixed to it giving the date of the test and the name of the person carrying out the test.

**8. Fire**

Emergency access for the Fire Brigade and other emergency vehicles should be maintained at all times during the Show. For this reason, it is essential that the unauthorised parking of vehicles in the avenues be prohibited. Fire fighting appliances will be available in all marquees, and Stewards should familiarize themselves with their location and use in the event of an emergency.

Smoking is not permitted in close proximity to straw (baled or loose) or other combustible materials or in any of the marquees.

**9. Storage and Use of Gas**

The use of bottled gas (LPG) on the Showground must comply with HSE Guidance Note CS6 “The Storage and use of LPG on construction sites”. Exhibitors may bring bottled gas (LPG) on to the Showground for their own use, and these must be kept clear of obstruction, and gas appliances must not be placed close to the wall of marquees or other combustible materials. No petrol generators will be allowed on the showground.

Exhibitors and caterers are required to ensure that all gas appliances have recently been examined and tested by a competent person, and labeled to indicate the examiners name and the date of the test.

**10. Obstructions**

Low level pegs, with or without ropes, should be padded or guarded if they are in such a position as may cause injury. Signs, notices and equipment at head height can also cause injury, and if they are unavoidable, they should be marked to be easily visible. Holes and other excavations in areas to which the public have access should be clearly fenced with highly visible ropes, and should be infilled as soon as possible.

**11. Children’s Activities**

All children’s activities must be covered by a current Certificate of Safety issued by the Showmen’s Guild and must be operated in accordance with the requirements of the “Code of Safe Practice at Fairs”.

**12. Catering**

All organizations and persons operating catering concessions at the Show must ensure that their operations are carried out in accordance with the current Food and Environment Protection Act.

**13. Toilets and Washing Facilities**

Toilet and Washing facilities will be provided, appropriate to the expected number of visitors, and these will be available immediately before and after the event.

**14. Hazardous Substances**

Exhibitors and others who bring chemicals, silage additives, and other potentially dangerous substances on to the Showground must assess the risks involved and initiate control measures to ensure the safe display and storage of these substances under The Control of Hazardous Substances to Health Regulations 1999.

**15. Accidents**

All accidents and potentially dangerous incidents should be reported to the Secretary as soon as is practical after they occur, with all relevant details including names and addresses of witnesses (if any), was First Aid administered & by whom. (In a specific accident Book). The Society will keep a record of all such reports. Injuries which cause incapacity for more than three days and also any specific dangerous occurrence or any form of ill health listed in the regulations, will be reported to the enforcing authority under The Reporting of Injuries, Diseases & Dangerous Occurrences 1995.

**16. Generators**

Any generators brought onto the showground must meet three key criteria: be classed as a silenced generator, provide a risk assessment and insurance which covers the use of the generator in a public place. Any exhibitors caught without this documentation will be served a do not use notice. An auditor will be checking on show day all pitches for generators.