

## **HANBURY COUNTRYSIDE SHOW SOCIETY LTD SAFETY POLICY STATEMENT**

It is the HANBURY COUNTRYSIDE SHOW SOCIETY LTD policy to ensure so far as it is reasonably practicable that an environment is created and maintained at all times during the setting up and running of the Hanbury Show which is both safe and healthy for the benefit of all. The prevention of all accidents particularly those involving personal injury or damage to equipment and property is recognised as being essential to the efficient running of the Show as well as to avoid hardship and suffering.

The HANBURY COUNTRYSIDE SHOW SOCIETY LTD commits itself to the implementation of the Health and Safety at Work Act 1974 (plus any amendments as from time to time may occur) including the Management of Health and Safety at Work regulations 1992 and actively seeks the full and understanding co-operation of all for their commitment to the same.

The Hanbury Countryside Show Society Ltd with the aid of all Exhibitors and Contractors, will assess the risks to the health and safety of all and of everyone else who may be affected by any activity carried on at the Hanbury Show. These assessments will enable any necessary preventative and protective measures to be taken to ensure a safe and healthy environment at the Show.

The Hanbury Countryside Show Society Ltd will provide adequate training and instruction as necessary for all stewards to ensure the safe running of all operations and events at the Show. The Hanbury Countryside Show Society Ltd will review this Safety Policy Document annually, and amend as necessary, as required by the Health and Safety at Work Act 1974.

### **Personnel Responsible for Health and Safety**

#### **Chairman and Show Committee**

The Chairman and Show Committee shall have overall responsibility for all aspects of health and safety and shall so far as is reasonably practicable ensure that everybody under their control are familiar with the Hanbury Countryside Show Society LTD's Safety Policy and will encourage at all times the co-operation of all members, stewards, contractors, exhibitors and members of the public for their commitment to the same. The Show Committee have appointed a Safety Officer who shall help to ensure that all concerned understand their responsibilities. The Chairman and Show Committee will also act on health and safety guidance and advice received from the Hanbury Countryside Show Society LTD's part time Safety Officer.

#### **Stewards**

These will assist with the implementation and enforcement of this Policy Statement, and take charge in dealing with emergencies and major accidents at the Hanbury Show.

#### **Exhibitors Responsibilities**

All exhibitors must take reasonable care for the health and safety of themselves and all other persons who may be affected by their acts or omissions. No exhibitor may misuse, fail to use or recklessly interfere with any equipment provided by the Society in the interests of health and safety under statutory obligations or otherwise.

All exhibitors should note the Management of Health and Safety at Work Regulations 1992, which requires co-operation and co-ordination between all Exhibitors and the Hanbury Countryside Show Society Ltd. in so far as the requirements on both to carry out adequate risk assessments covering the work to be carried out, and to implement any procedures as required by the above legislation, and also inform all those concerned of these assessments and procedures.

#### **Participants and Exhibitors**

All participants and exhibitors are required to conform to the Hanbury Countryside Show Society LTD's Safety Policy Document in order to maintain the highest standard of Health and Safety practically possible. Participants and Exhibitors must ensure the Health and Safety of themselves and any other persons who may be affected by their acts or omissions

The co-operation of Participants and Exhibitors will be paramount in achieving so far as is reasonably practicable a safe and trouble free programme.

#### **Safety Officer (part time)**

The Safety Officer shall be responsible for the day to day running of the Health and Safety Policy and shall report directly to the Chairman, Secretary and Show Directors.

The Safety Officer shall be responsible for: -

- a) Providing guidance and advice on Health and Safety matters
- b) Promoting safety consciousness at all levels within the Health and Safety training programmes;
- c) Liaison with all persons, Medical, Fire Authority, HSE, Local Authorities and other appropriate departments;
- d) To advise on accident prevention techniques and investigate & record all accidents to provide statistics for the Chairman and Show Committee.

#### **MACHINERY**

Any plant, machinery or equipment used prior to, during or after the event should only be operated by an adult who is fully trained and competent in its safe use. Use by inexperienced or untrained persons is not permitted. Passengers must not be carried on vehicles and machines unless they are designed or adapted for that purpose. Any use of equipment by persons under 18 is prohibited.

Plant and machinery must only be operated and demonstrated after ensuring that adequate precautions are taken to protect the operator and bystanders. Operators must be told that unsafe operation will not be allowed and may lead to possible legal action by the relevant enforcing authority. All machinery used must comply with the "Provision and Use of Work Equipment Regulations 1998".

Guidance on standards to be achieved in respect of machinery safety is contained in BS5304 - 1988- "Safety of Machinery" and any guidance issued by the HSE. Machinery must only be operated or demonstrated in areas fenced off from the public. There must be a sufficient number of stewards available to control the public during any demonstration and adequate risk assessments must be submitted to the Show Committee covering each and every working demonstration. Operators should be told to cease their activities should any person encroach into the danger area. When positioning ropes, fences and barriers to restrict the access of persons into potential danger areas, an adequate margin of safety must be observed. In particular, account must be taken of the risks to those persons from materials that may be ejected from machines.

All static exhibits must be erected in a way that ensures they do not present a risk to any person during the event (including erection and dismantling). The correct protective clothing/equipment must be worn at all times when Participants and Exhibitors are engaged on any activity for which protective clothing/equipment is required. e.g. any person using a chain saw must wear the relevant protective clothing. All such protective clothing/equipment must comply with the requirements of the Personal Protective Equipment at Work Regulations 1992.

#### **ELECTRICITY**

All temporary low voltage distribution systems (415V or less) on the site will be subject to the "Electricity at Work Regulations 1989".

All electrical installations should be carried out by a competent electrician familiar with the requirements of the above legislation and should operate to the standards recommended by the Institute of Electrical Engineers. Anyone who provides electrical apparatus for their own or anyone else's demonstration etc should, before it is connected to the electrical supply, arrange for its inspection and testing by a competent electrician and documentation should show the date of the test and the name of the person carrying out the test. All equipment should be connected to the

supply through a Residual Current Device (RCD) and all cables and connections where not protected by a weatherproof structure shall be of such construction or as necessary protected to prevent, so far as is reasonably practicable, danger arising from such exposure. Socket outlets should not be overloaded; extension leads should not be used indiscriminately. All mains connected portable and transportable electrical equipment should be installed and used in accordance with HSE Guidance Note PM32 "safe use of portable electrical apparatus". All temporary installations must be safely disconnected and removed from the site after the event.

#### **GENERATORS**

Generators may only be used with the written permission of the Secretary. All rules given with the permission MUST be adhered to at all times.

#### **CATERING**

All static/mobile caterers must ensure that they comply with all the relevant Food Hygiene Regulations: - Food Safety Act 1990, Food Safety (General Food Hygiene) Regulations 1995, Food Labelling Regulations 1996, Health & Safety at Work Act 1974

All caterers should realise that Inspectors of the Local Council Environmental Health Departments may make inspections prior to and during events to ensure that "Food Operators" understand and comply with the relevant legislation.

All establishments selling Food and/or Drink must comply with the above Food Hygiene Regulations. Guidance on Health and Safety in Kitchens and Food Preparation Areas HS(G)55 is available from HMSO Tel: 0171-873-0011. Caterers should obtain a copy and follow the guidelines therein.

#### **LIQUID PETROLEUM GAS (LPG)**

All exhibitors, trade stands, caterers, retailers, etc. who use LPG MUST comply with the Guidance notes referred to below, in respect of the storage and use of any LPG containers that they bring on to the premises. Any full or empty cylinders not in current use must be kept in an adequate store as described in the guidelines referred to below and not on the stand, exhibit or in the caterers kitchens.

No LPG cylinders should be kept inside any building. The gas from these cylinders should be piped to the appliances being used. All pipework should be rigid whenever possible with the shortest possible amount of rubber tubing used. All rubber tubing used should conform to BS3212. Hose connections should be secured with the correct hose clips at all times. If there is temporary or permanent storage of LPG on the same site then this storage must comply with HSE Guidance booklet HS(G)4 "The storage of LPG at fixed installations" for bulk storage, or with HSE Guidance note CoP7 "The keeping of LPG in cylinders or similar containers" for other types of storage. All use of LPG on site should also be in accordance with HSE Guidance Note CoP7.

Exhibitors, caterers, etc. are required to ensure that their gas appliances have been recently examined and tested by a competent person and labelled to indicate the examiners name and date of examination.

#### **Show Stand Safety**

No pesticides and other substances hazardous to health should be kept on trade stands. Trade stand exhibitors should display only new, EMPTY containers.

Any steam or pressure vessel or lifting appliances used/demonstrated must comply with current legislation and be examined and documented as with electrical apparatus and gas appliances.

All temporary structures including marquees, buildings, information boards, fences and gates must be soundly constructed, erected and safe for their intended purpose and comply with the latest and relevant codes of practice. Exhibitors must give regard to the stability of their exhibits and ensure that they are secured against any form of collapse.

Petroleum product storage must be in accordance with standards laid down by the fire prevention department of the local Fire Authority.

#### **Electrical Distribution System**

Exhibitors are also warned of the danger from the distribution of high or low voltage systems throughout the showground. Exhibitors are asked to check on the position of cables, above and below ground, prior to erecting stands, marquees or flagpoles.

#### **Vehicle Exhibits**

Exhibitors are not allowed to demonstrate or exhibit any vehicles in the Avenues during the Show without prior authorisation.

#### **Excavation**

No exhibitor will be allowed to excavate in any part of his/her stand without permission from the Society. It is imperative that the exhibitor checks the position of underground services prior to any excavation works being carried out.

All fencepost and flagpole holes must be filled and re-seeded or re-turfed.

#### **Contractors**

Exhibitors are responsible for ensuring that their contractors are aware of and follow all relevant Health and Safety legislation together with the Society's Health and Safety Policy.

#### **Safety Requirements - Health and Safety at Work Act 1974**

Special attention is directed to the safety requirements outlined in the regulations governing the allocation of space for machinery and other stands. The ruling of the Steward on the safety of any exhibit, or part of an exhibit, shall be immediate and final; but consent to the working of an exhibit shall not relieve any exhibitor of liability as laid down in the regulations.

The Society holds exhibitors wholly responsible for the observance of statutory regulations governing the safety of machinery exhibited by the. Machines and appliances are accepted for the adjudication and on the understanding that they are capable of complying with the Health and Safety at Work Act 1974 and the regulations that are implemented under it.

#### **Cycles**

No motorcycles, motorbikes or A.T.V's of any kind may be taken on to the Show avenues without prior authorisation.

#### **Fire Precautions**

Exhibitors bringing their own tentage must ensure that it has been treated with a suitable fire retardant and in the case of a large marquee, a plan showing all fire exits must be submitted for approval by the local Fire Authority. All trade stands must have fire extinguisher(s) sited in a

prominent position and in full view. These appliances should be held at the following rate: 250 - 500 sq.ft. ONE; 500 - 1,000 sq.ft.TWO; for each additional 1,000 sq.ft. or part of, a further appliance is required.

The most suitable extinguisher is a 5 kilo dry powder type, which in the case of most fires will contain the outbreak until the arrival of the fire brigade.

#### **Fire/Emergency Procedure**

1. In the event of fire, evacuate the stand or area immediately.
2. Report the fire to the Secretary's Office where a telephone is available and the fire authority will be called.
3. Keep all spectators well clear of the area.

#### **Accidents/First Aid**

The PRIORITIES are: -

The safe treatment of the injured person.

Immediate action to prevent re-occurrence.

Reporting/Investigation

1. First aid is available at all First Aid Centres.

2. Accident books are kept in the First Aid Centres that are clearly marked around the site and details of all accidents must be recorded as soon as possible after the incident.

3. In the event of any accident the Society should be informed immediately. The Safety Officer will be responsible for investigating the accident and recommending the necessary action following any accident.

### **LIVESTOCK**

In the interests of Safety unauthorised movement of animals during the show period will not be allowed.

Exhibitors of BULLS should make themselves familiar with HSE Guidance Note GS36 "Safe custody of Bulls at Agricultural Shows, Markets or similar premises off the farm".

Guidance Note GS36 gives appropriate methods for handling bulls at events: -

(a) Two people, one using a bull pole attached to the bull's nose ring and the other using a rope or chain attached to the halter or head chain via the nose ring;

(b) Two people both using ropes or chains, one rope or chain attached to a halter, the other attached directly to the nose ring or via the nose ring to the halter;

(c) One person using a bull pole attached to the bull's nose ring and a rope or chain attached to a halter, or head chain via the nose ring, with a competent person standing by able to assist in the control of the bull if required;

(d) One person using a rope or chain attached to a halter with a second rope or chain attached directly to the nose ring or via the nose ring to the halter, with a competent person standing by able to assist in the control of the bull if necessary.

Please NOTE any bull over 10 months old being led on the showground MUST be accompanied by TWO handlers at all times. Young persons should not be allowed to handle bulls.

Exhibitors of HORSES should familiarise themselves with any rules or guidance notes issued by the appropriate authority or society which control the particular activity and they must comply with these standards.

### **Hard Hats**

Anyone riding a horse, pony or donkey must wear a hat to the relevant British or European Standard specification and of a standard approved by the governing body of their respective horse or pony Society, Association or discipline and under whose rules they are exhibiting or competing.

This hat must be worn at all times.

### **Spray Dipping of Sheep**

The use of any substance containing toxic chemicals, including sheep dips to prepare sheep for showing, whilst on the showground, is strictly forbidden.

### **Dogs**

Except for participants in the Dog Show events and the Countryside Ring events, all other exhibitors are not encouraged to bring their dogs on to the showground. All dogs, other than while competing in the above events, must be kept on a lead at all times. All competitors in the events must ensure that their animals are kept under strict control at all times. They are also asked to be responsible for the clearing and disposal of all dog faeces.