

Hodder Valley Agricultural & Horticultural Society Limited.
HEALTH AND SAFETY POLICY

HEALTH AND SAFETY STATEMENT

1 PRINCIPLES

- 1.1 The Hodder Valley Agricultural & Horticultural Society Limited is committed to maintaining safety standards and reducing risk to those acting for the Society, and to exhibitors, traders, and members of the public.
- 1.2 The Society will expect contractors, exhibitors, caterers and other participants in events organized by the Society, to 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.
- 1.3 The Hodder Valley Agricultural & Horticultural Society Limited Health and Policy Statement commits the Society to the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 (and any amendments which may from time to time occur) and to actively seeking the co-operation of all participants in the Society's events and activities in order to ensure that this policy is effectively promoted and maintained.
- 1.4. The Society will revise this Safety Policy as often as may be appropriate and bring any such revision to the notice of those engaged in carrying out work in whatever capacity on behalf of the Society's activities.

2 ORGANIZATION

- 2.1 The Show is organized by a Committee, duly elected, on a voluntary basis. No Employer, therefore, nor Employee as such is involved. 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. The nominated directors of the Society are also covered by directors liability insurance.
- 2.2 The Chairman of the Committee is deemed also to be in control of the overall safety of the event in regard to the general public.
- 2.3 There will be a nominated Health and Safety Officer and his/her advice will be sought and utilized on all relevant matters concerning the Society's Health and Safety policy, and in particular;
 - a) Providing guidance and advice on Health & Safety matters in general.
 - b) Liaising with the relevant organizations, i.e. Police, Fire Authority, Local Authority, Health and Safety Executive, St Johns Ambulance etc.
 - c) The investigation and reporting of accidents and/or dangerous occurrences and formulating appropriate recommendations arising from such investigations.
- 2.4 The Society will not accept responsibility for events organized by other persons on the Show Field or other premises in the care of the Society other than any involvement by persons authorized by the Society.

3 METHODS

- 3.1 The Honorary Show Secretary will produce suitable written instructions on the implementation of the Safety Policy and the necessary measures and procedures. He/she will ensure that all persons carrying out work on behalf of the Society and in particular stewards are effectively informed on relevant safety matters. He/she will in conjunction with the nominated Health and Safety Officer arrange the provision and maintenance of safety equipment as required.
- 3.2 Senior stewards, and officers of the Committee will be responsible for ensuring that those working or acting under them comply with the instructions on safety.

Julie Harrison, Honorary Secretary, July 2005 reviewed February 2008.

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Hodder Valley Agricultural & Horticultural Society Limited
ARRANGMENTS FOR HEALTH AND SAFETY ON THE SHOWGROUND.

4 REFERENCE

- 4.1 These instructions are produced in accordance with the Health and Safety at Work Act 1974, with reference to the North West Federation of Show Societies Health and Safety Instructions and the HM Agricultural Inspectorate Guidance Document in relation to Agricultural Shows and similar events.

5 INTRODUCTION

- 5.1 This document will detail the Society's policy on safety in relation to its staging of an annual show. Relevant safety instructions covering these circumstances are detailed below.

5.2 **AIM**

'It is the aim of the Hodder Valley Agricultural & Horticultural Society Limited 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 for whatever reason, providing that those people are legally on the Show Field in accordance with all relevant safety legislation and official safety guidelines.'

6 RESPONSIBILITIES

- 6.1 The drafting of safety policies will be the responsibility of the Honorary Secretary who will consult with the Chairman and the Health & Safety Officers of the Society who in this case is the Chairman and the nominated Health and Safety Officer.

- 6.2 Persons responsible for the control and supervision of others carrying out work on behalf of the Society 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. Equally those carrying out work for the Society must ensure that they take reasonable care for the health and safety of themselves and other persons and must co-operate with instructions in complying with health and safety legislation.

- 6.3 During the actual Show, each steward, has a continuing responsibility whilst carrying out their duties as directed and can take such measures as it is reasonable for a person in his/her position, to ensure the safety of all persons on the show field. Specialist stewards i.e. horse, sheep, goats and trade stands etc. have special additional responsibilities within their own sections to apply their specialist knowledge to minimize risks to safety. 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. The appointed Safety Officer has a further responsibility to give advice on safety matters to any person on the show field and likewise is authorized to intervene or stop any action which he considers is unsafe or in contravention of statutory Health and Safety requirements or guidelines.

- 6.4 Committee members will be available to answer queries from members of the public and exhibitors and will wherever possible wear a hi vis vest aiding easy identification.

- 6.5 In the event of an individual failing to comply with proper safety procedures, then the matter must be reported to the Secretary.

7 ACCIDENTS

- 7.1 Should an accident occur, then those present, under the guidance of the senior person at the scene, should take such necessary action to save or preserve life and seek the necessary medical assistance at the scene. It follows, therefore that it is the responsibility of stewards to be aware at all times of the availability of first aid, medical and veterinary assistance.

- 7.2 All accidents involving injury must be reported to the Secretary's marquee 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. The Safety Officer will be responsible for investigating accidents and taking all the necessary reporting action.

- 7.3 The Honorary Secretary will maintain an accident record book.

8 INCIDENTS INVOLVING VIOLENCE, ABUSE OR CRUELTY

8.1 All stewards and show officials are expected to use their discretion and exercise responsibility on behalf of the Society 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 (Secretary's Tent). The Secretary will contact the police and/or Honorary Veterinary Officer immediately if the official has been unable to do so.

9 ELECTRICITY

9.1 There is no mains electricity linked to the show field. A generator is hired for use by the approved caterers, Trade Stands and Rural Crafts Marquee. The use of these generators is **mandatory**.

9.2 **The electrical supply will be in the form of 240 volts.**

9.3 **All your electrical equipment must be PAT tested by an approved Electrician.**

9.4 The plug you use must be of an industrial type, suitable for your voltage requirements, be **approved to EN60309-2 standards** and have an **IP 44 splash proof rating**.

9.5 Exhibitors who bring their own equipment will be asked to confirm that the equipment is suitably maintained to ensure it is safe. We will carry out suitable checks, e.g. by sample inspection, to ensure equipment is in good condition. When unsafe equipment is found it will be removed from service.

10 LIQUID PETROLEUM GAS (LPG)

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

11 CONTRACTORS AND EXHIBITORS

11.1 All Contractors and Trade Exhibitors must read and comply with the instructions contained in the appropriate Trade Stand Regulations. (Appendix 1)

11.2 Contractors and Trade Exhibitors at the show must ensure that they 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.

12 MACHINERY

12.1 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. Users of all-terrain vehicles (ATVs) should wear a motorcycle helmet to proper standards when using ATVs on rough or steep terrain.

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

12.3 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 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.

12.4 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 should be used for this purpose.

12.5 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.

13 ANIMALS

13.1 Whenever animals, particularly horses and cattle, 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 by means of separate walkways, crossings, etc. With a large majority of the public attending shows that are unfamiliar with these animals it is essential to enforce this segregation and thus avoid accidents. 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.

- 13.2 It is particularly important to avoid the accumulation of exhibitors and stock outside collecting rings. Stewards should take the necessary action if a class is running late to delay the arrival of the exhibitors for the next class. There is a particularly high risk when animals are kept stationary in areas to which the public have unrestricted access.
- 13.3 In the best interests of safety where necessary stewards are empowered by the Society to deny members of the public access to the lines housing livestock. When stock is moving from its lines to judging rings the sections senior steward is requested to ensure supervision is maintained to ensure that the proper routes are used. The Safety Officer will support the stewards.
- 13.4 No animal that is excited or aggressive should be paraded and may, at the discretion of the senior steward, be instructed to be withdrawn from the class or parade. Children must not handle any large or fractious animal.
- 13.5 Riders of horses and ponies are to wear suitable protective headwear at all times on the show field in accordance with the regulations of their parent society. Those wearing hats with a chinstrap must have this secured at all times, except when receiving prizes.
- 13.6 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. All dogs are not to enter any of the Livestock Areas,
- 13.7. The Honorary Veterinary Officer is available for consultation and advice regarding any concern for the welfare or injury to an animal.
- 13.8. All Bio Security as recommended by DEFRA and Sheep and Goat Health Schemes will be complied with and contingency plan drawn up as per the legislation in place at the time.

14 FIRE PRECAUTIONS

- 14.1 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. 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 fire fighting equipment.

15 MOTOR VEHICLES

- 15.1 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.
- 15.2 Stewards should ensure that the route from the display area to the Main Ring is kept clear and properly marshalled.
- 15.3 Speed restrictions are applied throughout the site and there is a maximum speed limit of 10 mph on all approved vehicle routes.
- 15.4 All vehicle drivers and riders should be competent and should wear appropriate head protection where necessary. No under age drivers are allowed.
- 15.6 The Traffic Trained Persons are in attendance on the main road to direct traffic to and from the Show Field.
- 15.7 The direction of traffic on the Show Field will be under the control of the Traffic Trained Persons. In the event of any dispute then they should consult a Committee Member. All personnel will wear Hi vis jackets/vests.
- 15.8 In the event of an emergency the emergency exit has been provided as drawn on the Field Plan.

16 PEDESTRIAN VISITORS

- 16.1 Pedestrian visitor walkways are clearly marked and where they cross a busy traffic lane they are cordoned off or supervised by a steward.

17 CHILDREN

- 17.1 Having regard to the natural curiosity of children and their ability to circumvent fences, barriers and other safeguards, stewards and other officials should be alert to circumstances where children could be at risk and be prepared to advise or act to eliminate such risk. Persons accompanying or in charge of children are to pay full and proper regard to protecting them from all sources of hazards.

17.2 Children under the age of thirteen must not be allowed to ride on or operate machinery, including all-terrain vehicles.

18 FIRST AID

18.1 On the show day the St John's Ambulance Brigade are present on the show field. Guidance the appropriate number of medical personnel on duty on the show day is taken by consulting the 'Purple Guide'.

18.2 All stewards and other officials of the Society should be aware of the location of the St John Ambulance post, which is highlighted on the Field Plan.

18.3 Assistance in an emergency may additionally be summoned from The Secretary's Tent who can telephone any of the Emergency Services.

19. SHOW RING FENCING

19.1 Livestock penning in the main part is enclosed Marquee with crowd barriers around the external ring. There will be additional penning made up of standard sheep hurdles for the sheep.

19.2. The Main Ring fencing comprises of interlocking fixed legged crowd control barriers.

19.3 Shire Horse showing rings are double roped.

20. EMERGENCY CONTINGENCY PLAN

20.1 See appendix 2.

21 REVIEW OF PERFORMANCE

21.1 After each show/event there will be a review of the health and safety performance. Successes and failures will be recorded and where necessary adjustments to this policy will be made.

22 CONCLUSION

22.1. Good safety is basically straightforward; it requires awareness, common sense and application. If you see something, which is unsafe, or somebody doing something, which could lead to an accident, then take action. Most accidents are preventable.

Julie Harrison
Honorary Secretary

January 2008

Hodder Valley Agricultural & Horticultural Society Limited.

APPENDIX 2

20 EMERGENCY CONTINGENCY PLANS

- 20.1 A Site Control Plan has been drawn up where the show field and public parking area has been zoned with each area containing a holding area. (see Appendix 2)
- 20.2 A declaration of an emergency can be made by any two of the four directors of the Society and consultation with Police Officer if available. The implementation of the contingency plan should not be taken lightly and all haste should be made to put it into action.
- 20.2 In the event of it being necessary to put the emergency plan in place, the emergency will be notified by way of a loud speaker announcement using the words '**COULD MR TADS PLEASE COME TO THE SECRETARY'S TENT**' This message will be repeated three times. All Committee members and Stewards will make their way if safe to do so to the Secretaries marquee which will be used as the Incident Control centre.
- 20.3 Should there be a power failure of the communications system, THREE long blasts on a Claxton horn will be sounded. On hearing this Committee members and Stewards should make their way to the Incident Control point as soon as possible.
- 20.4 The message delivered in this way should help alleviate any panic.
- 20.5 In the event of the Secretaries marquee being unavailable due to the incident affecting this area the following loudspeaker announce will be made '**COULD MR TADS PLEASE MAKE THEIR WAY TO THE HANDICRAFT TENT**' This marquee will be used as the RESERVE Incident Control centre.
- 20.6 In the event of the loudspeaker being unavailable in this instance TWO short blasts three times will be sounded. On hearing of this Committee members and Stewards should make their way to the RESERVE Incident Control point as soon as possible.
- 20.7 Emergency communication between the Chairman, Senior Parking Steward, Secretary , Friends parking Steward and Vice Chairman will be maintained by way of two way radio.
- 20.8 Once an emergency has been declared committee members and stewards will offer all assistance possible to the emergency services and be guided by the police officer instructions, if available.
- 20.9 Upon the advice of the Health & Safety Officer or Police Officer on duty (whoever is the most senior) present, the holding areas or emergency exit will be utilized allowing the main entrance to be used for emergency services.

All Stewards and Committee members will be issued with an information card regarding the emergency contingency plans.

HODDER VALLEY AGRICULTURAL & HORTICULTURAL SOCIETY LTD. **PROCEDURE - MANUAL HANDLING**

1. Aim

1.1 It is important that all lifting whether manually or mechanically is carried out in a safe manner.

2. Manual Handling

2.1 Back injuries are very painful. They can mean you never work again.

You must:-

- 2.1.1 never attempt to lift a weight, which is beyond your physical ability.
- 2.1.2 Organise your work to minimise the amount of lifting necessary. Use mechanical aids wherever possible.
- 2.1.3 Protect your hands by using gloves when objects have sharp edges.
- 2.1.4 protect your feet by using safety boots at all times.
- 2.1.5 Lift in easy stages from floor to knee then from knee to carrying position. Reverse this method when setting the load down.
- 2.1.6 Hold weights close to the body. Lift with the legs and keep the back straight.
- 2.1.7 Grip with the palms of the hands, not fingertips. Do not change your grip while carrying the load.
- 2.1.8 Do not let the load obstruct your view. Make sure the route is clear before you start to move the load.
- 2.1.9 Do not jerk or shove. Twisting the body may cause injury.

3. Mechanical Handling

3.1 Lifting machines and lifting equipment are only safe when used within their design capabilities.

- 3.1.1 Use only certified lifting equipment, which is not overdue for examination.
- 3.1.2 Use only lifting equipment, which is marked with its safe working load.
- 3.1.3 Never exceed the safe working load of lifting machines or lifting equipment. Remember the load in the legs of a sling increases as the angle between the legs increase.
- 3.1.4 Never lift a load if you doubt its weight or the adequacy of the equipment.
- 3.1.5 Take great care before lifting a load with an unusual shape until you know the centre of gravity. If you are in any doubt raise the load slightly off the ground and then pause to check the balance.
- 3.1.6 Provide suitable packing or protect slings from damage by sharp edges of loads and do not allow equipment to be damaged by being dropped or dragged from under a load.
- 3.1.7 Take care to avoid snatch or sudden loads.
- 3.1.8 Ensure loads cannot fall from a high level.
- 3.1.9 never permit anyone to walk or stand under a suspended load.

4. Safe Stacking

4.1 Equipment and materials must be safely stored to prevent injury.

You must:-

- 4.1.1 Chock objects that can roll, such as drums, and keep heavy articles near floor level.
- 4.1.2 Never exceed the safe loading of racks, shelves or flooring.
- 4.1.3 Never climb racks to reach upper shelves. Use a ladder or steps.
- 4.1.4 Never lean heavy stacks against structural walls.
- 4.1.5 Never allow items to protrude from stacks into areas where vehicles manoeuvre.

HODDER VALLEY AGRICULTURAL AND HORTICULTURAL SOCIETY LTD.

Accident Report Form

Reference no

THE SIGNED FORM MUST BE SENT TO THE SAFETY ADVISER.
Note: One copy of this form should be retained by BOTH the Show Society and injured person.

1. a).Committee/employee/visitor/exhibitor

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b).Date and Time of Accident

c).Room or Place of Accident

2. Details of Injured Person – Preferred Title: Professor / Dr / Mr / Mrs / Miss / Ms

Full Name D.o.B. Sex: M / F

Home Address

Post CodeTelephone Number.....

3. Occupation of Injured Person at Work or Status if nor an Employee (e.g. visitor, etc).

.....

4. a).Cause of Accident (State clearly work or process being performed at the time and how the accident occurred).

b).Nature of the Injury:

5. Witnesses (Please give the names, addresses and occupations of any witnesses to the accident)

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6. Management of the Injury

a). First aid only

c). Doctor called to the casualty

b). Advised to see a Doctor

d). Casualty sent or taken to hospital

Signature Injured personDate.....

OR

Name and Address of person acting on his/her behalf.

.....

Signature.....Date

Job Title

7. Signature of the Safety Co-ordinator / Secretary Date

| | |
|---|-------------------------------|
| For Safety Office Use Only | Reference number |
| Report sent to enforcing authority – HSE / EH | Date..... |
| Method by which event was reported | |