

# **Hodder Valley Agricultural & Horticultural Society Limited.**

## **HEALTH AND SAFETY STANDARD OPERATING PROCEDURES**

- 1.1 The Show and other related events are 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 other events, and during their preparation and clearing up. The nominated Directors of the Society are also covered by Director's liability insurance.
- 1.2 The Directors are deemed also to be in control of the overall safety of the event in regard to the general public.
- 1.3 The Directors take on the duties of the Health and Safety Officer and their advice will be sought and utilized on all relevant matters concerning the Society's Health and Safety Policy, and in particular. Any Director can carry out suitable checks to ensure compliance with these guideline:.
- 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, First Aid Providers etc.
  - c) The investigation and reporting of accidents and/or dangerous occurrences and formulating appropriate recommendations arising from such investigations.
- 1.4 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.

## **2 METHODS**

- 2.1 The Directors will produce suitable written instructions on the implementation of the Safety Policy and the necessary measures and procedures. They will ensure that all persons carrying out work on behalf of the Society and in particular stewards are effectively informed on relevant safety matters. They will arrange the provision and maintenance of safety equipment as required.
- 2.2 Stewards and officers of the Society will be responsible for ensuring that those working or acting under them comply with the instructions on safety.

## **3 REFERENCE**

- 3.1 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 Health & Safety Executive in relation to Agricultural Shows and similar events.

## **4 INTRODUCTION**

- 4.1 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 RESPONSIBILITIES**

- 5.1 The drafting of safety policies will be the responsibility of the Directors of the Society.
- 5.2 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.
- 5.3 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 Directors have 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.
- 5.4 Committee members will be available to answer queries from members of the public and exhibitors and will wherever possible wear a badge or red hi vis vest aiding easy identification.
- 5.5 In the event of an individual failing to comply with proper safety procedures, then the matter must be reported to the Secretary.

## **6 ACCIDENTS**

- 6.1 Should an accident occur, then those present, under the guidance of the Director or Steward 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.
- 6.2 All accidents involving injury must be reported to the Secretary's office 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 Directors will be responsible for investigating accidents and taking all the necessary reporting action.
- 6.3 The Directors will maintain an accident record book.

## **7 INCIDENTS INVOLVING VIOLENCE, ABUSE OR CRUELTY**

- 7.1 All stewards and directors 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 people or livestock. If the steward/director concerned cannot deal with the incident satisfactorily and promptly then the matter must be swiftly reported to the Secretary (Secretary's office). The Secretary will contact the police and/or Honorary Veterinary Officer (if applicable) immediately if the steward/director has been unable to do so.

## **8 ELECTRICITY**

- 8.1. There is no mains electricity linked to the show field. Power is provided by hired generators. Rental of electrical supply is available to the approved caterers and Trade Stands exhibiting on the field. All exhibitors in the Marquees requiring power **MUST** rent supply from the Show generators. If traders exhibiting on the field outside the marquee 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. An earth spike fastened to the generator’s chassis and system earth and driven into the earth is the usual way of doing this. 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.
- 8.2. Exhibitors must be able to demonstrate that their Portable Electrical Equipment or installation is in good order and has been inspected and is certified within PAT test Cert or Installation Test cert regulations.
- 8.3. The Directors 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. The Chairman’s decision is final.

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

- 9.1. 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.
- 9.2. The Directors 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. The Chairman’s decision is final

## **10 CONTRACTORS AND EXHIBITORS**

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

## **11 MACHINERY**

- 11.1. 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 sixteen 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. All operators should hold an appropriate licence where applicable.
- 11.2. The driver of a vehicle when reversing should ensure that there is another person observing at the rear of the vehicle.
- 11.3. 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 will check any demonstrations and have the authority to close them if it is felt they are unsafe and a risk to the public.

- 11.4 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.
- 11.5 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.

## **12 LIVESTOCK**

- 12.1 Whenever animals, particularly horses and cattle, are being moved through areas from which the public are not excluded, all reasonably 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.
- 12.2 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.
- 12.3 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 section's senior steward is requested to ensure supervision is maintained to ensure that the proper routes are used.
- 12.4 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 under 16 years of age must not handle any large or fractious animal.
- 12.5 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.
- 12.6 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,
- 12.7. The Honorary Veterinary Officer is available for consultation and advice regarding any concern for the welfare or injury to an animal.
- 12.8. 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.

## **13 FIRE PRECAUTIONS**

- 13.1 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 firefighting equipment.

## **14 MOTOR VEHICLES**

- 14.1 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.
- 14.2 Stewards should ensure that the route from the display area to the Main Ring is kept clear and properly marshalled.
- 14.3 Speed restrictions are applied throughout the site and there is a maximum speed limit of 10 mph on all approved vehicle routes
- 14.4 All vehicle drivers and riders should be competent and should wear appropriate head protection where necessary. No under-age drivers are allowed.
- 14.5 The Traffic Trained Persons are in attendance on the main road to direct traffic to and from the Show Field.
- 14.6 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 Director or Steward who will wear Hi Vis jackets.
- 14.7 In the event of an emergency the exit has been provided as drawn on the Field Plan.

## **15 PEDESTRIAN VISITORS**

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

## **16 CHILDREN**

- 16.1 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.
- 16.2 Children under the age of sixteen must not be allowed to ride on or operate machinery, including all-terrain vehicles.

## **17 FIRST AID**

- 17.1 On the show day fully trained First Aid providers are present on the show field. Guidance for the appropriate number of medical personnel on duty on the show day is taken by consulting the 'Purple Guide'.
- 17.2 All stewards and directors of the Society should be aware of the location of the First Aiders post, which is highlighted on the Field Plan.
- 17.3 Assistance in an emergency may additionally be summoned from The Secretary's Office where the Secretary can telephone any of the Emergency Services.

## **18. SHOW RING FENCING**

- 18.1 Livestock penning in the main part is in an enclosed Marquee with crowd barriers around the external ring. There will be additional penning made up of standard sheep hurdles for the sheep.
- 18.2 The Main Ring fencing comprises of interlocking fixed legged crowd control barriers.
- 18.3 Shire Horse showing rings are double roped.

## 19 EMERGENCY CONTINGENCY PLAN

- 19.1 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.
- 19.2 A declaration of an emergency can be made by any two of the Directors 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.
- 19.3 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 OFFICE**' This message will be repeated three times. All Directors, Committee members and Stewards will make their way if safe to do so to the Secretary's office which will be used as the Incident Control centre.
- 19.4 Should there be a power failure of the communications system, **THREE** long blasts on a Claxton horn will be sounded. On hearing this, Directors, Committee members and Stewards should make their way to the Incident Control point as soon as possible.
- 19.5 The message delivered in this way should help alleviate any panic.
- 19.6 In the event of the Secretary's office being unavailable due to the incident affecting this area the following loudspeaker announcement 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.
- 19.7 In the event of the loudspeaker being unavailable in this instance **TWO** short blasts three times will be sounded on the claxton horn. On hearing of this, the Directors, Committee members and Stewards should make their way to the RESERVE Incident Control point as soon as possible.
- 19.8 Emergency communication between the Directors and stewards will be maintained by way of two-way radio. An appointed Director will act as incident controller to liaise with the emergency services.
- 19.9 Once an emergency has been declared, Directors, committee members and stewards will offer all assistance possible to the emergency services and be guided by the police officer's instructions, if available.
- 20.0 Upon the advice of the appointed Director or Police Officer on duty, the holding areas or emergency exit will be utilized allowing the main entrance to be used for emergency services.
- 20.1 All Stewards, Directors and Committee members will be issued with an information card regarding the emergency contingency plans.

**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.

**The Directors of the Hodder Valley Agricultural & Horticultural Society**

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