

H & DAA HEALTH & SAFETY POLICY 2018

Introduction

The Henley Show is an Agricultural show held annually at Greenlands Farm, Dairy Lane, Hambleden RG9 3AS. Other activities include a Sheepdog Trial and an annual Ploughing Match.

The Henley & District Agricultural Association (H&DAA), a Registered Charity- No. 1024609, whose Registered Office is 50 New Street, Henley-on-Thames, Oxon, RG9 2BX is the tenant on the land used for the Henley Show during parts of August and September, and for the sheep dog trials in July.

Policy Statement

H&DAA accepts its responsibility for providing and maintaining, so far as is reasonably practicable, at all times during the setting up and running of the Henley Show, an environment that is both safe and healthy for all. To this end H&DAA will take all steps within its powers to meet and exceed its responsibilities under The Health and Safety at Work etc Act 1974 and all other legal requirements for Health, Safety and the Environment, and actively seeks the full understanding and cooperation of all persons involved in the show for their commitment to the same.

ORGANISATION

Responsibilities of Chairman and Show Committee

The Chairman, Trustee/ Directors and Event Committee Managing Members 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 is familiar with HDAA's Safety Policy, risk assessments and arrangements. The Chairman, Directors, Trustees and Committee members will encourage always the cooperation of all members, stewards, exhibitors and members of the public for their commitment to the same.

Responsibilities of Safety Officer

The Safety Officer shall be responsible, in conjunction with the Chairman and Show Committees, maintaining the Health and Safety Policy for the Association and in addition shall:

Provide guidance and advice on Health and Safety matters:

- In conjunction with the Chairman and Show Committees shall promote safety awareness at all levels
- Arrange for liaison with Medical, Fire Authority, HSE, Local Authorities and other bodies as appropriate
- Carry out inspections of the site
- Monitor compliance with the event safety requirements and provide advice for health and safety matters
- Investigate and record all serious accidents/ incidents reported for the Chairman and Show Committee
- In addition to the above the Safety Officer has the authority to require the cessation of unsafe activities on site.

Responsibilities of Manager

The Show Manager is responsible for ensuring that H&DAA activities are run in a safe and environmentally responsible manner. The Manager is also responsible for the office and its safety and for ensuring that contractors and all persons keep the safety of the public as the highest possible priority always.

Stewards, Organisers, Committee Members and Coordinators These persons have specific responsibilities and are briefed on those. They will in addition assist with the implementation and enforcement of the H&DAA Health and Safety Policy and arrangements and will liaise with the Health and Safety Officer and the Chairman in dealing with emergencies and major incidents at the events organised by the Association.

Responsibilities of Exhibitors Contractors and Trade Stand Holders

All persons taking part in the operation of the show (exhibitors, trade stand holders, contractors etc), have a shared responsibility to ensure that they comply with the requirements of this safety policy and arrangements.

HEALTH AND SAFETY ARRANGEMENTS

Risk Assessments

It is a requirement of the Management of Health and Safety at Work Regulations etc.1999 that employers should identify and assess and control the Risks generated by their undertaking. In order to fulfil this obligation HDAA will carry out and record Risk Assessments for the overall Management of the event. This duty also extends to contractors and stand holders. In order therefore to fulfil this obligation ***all stand holders and contractors will be expected to provide a risk assessment for their particular undertaking. This Risk Assessment must cover entry onto the show ground and erection and dismantling of the stand***

Electricity

- Electricity is not available on the show ground from the public supply.
- All electrical equipment must be covered by a current PAT test and labelled to show the date of test or re-test. Temporary low voltage distribution systems of 415 volts or less on the site will be subject to the 'Electricity at Work Regulations 1989'.
- Show officials may carry out spot checks, and any equipment found to be unacceptable may not be used on site.
- All equipment shall 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 protected as necessary to prevent danger arising from exposure. Socket outlets should not be overloaded and extension leads used only where really necessary and should not create a trip hazard.

Generators

Any generator used at any event must be notified to the Show Manager and may be subject to random checks throughout the period on site. Generators should be sited on a secure platform away from all flammable materials, and be soundproofed so as not to cause a noise hazard or nuisance to others. As described above RCDs should be used in the circuit. All generators must be adequately earthed.

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Liquid Petroleum Gas (LPG)

Gas bottles may not be used in enclosed spaces, including tents. Any full or empty cylinders not in use must be kept in an adequate store. No LPG should be kept inside any building or tent; the gas should be piped to the appliance being used. The pipe work should be rigid whenever possible with the shortest possible length of tubing used. All gas installations must be tested to comply with relevant legislation and guidance and must be **Gas Safe** compliant.

Catering

All static and mobile caterers must ensure that they comply with all the relevant Food Hygiene Regulations. All caterers should realise that Inspectors of 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.

Guidance on Health and Safety in Kitchens and Food Preparation Areas HS (G) 55 and the HSE Catering sheets are available from HMSO on 0171 873 0011. Caterers should obtain copies and follow their guidelines.

Stands

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 any relevant current guidance. Exhibitors must give regard to the stability of their exhibits and ensure that they are secured against collapse.

No pesticides or other substances hazardous to health should be kept on show stands; exhibitors should display only new, empty containers.

Petroleum product storage must be in accordance with current standards. All exhibitors using such materials shall obtain a copy of these standards and will adhere to them.

Fire Prevention

Exhibitors must comply with Fire Precautions (Work Place) Regulations 1997 and must bring their own suitable and sufficient fire extinguishers to the show ground at the time of setting up and keep them on the stand for the duration of the show.

- Fire extinguishers must be sited in prominent position and full view.
- **Exhibitors must have available suitable and sufficient fire extinguishers.**
- Exhibitors bringing their own tent must ensure that it has been treated with a suitable fire retardant, and in the case of a large marquee a fire risk assessment must be submitted for approval to the Show Secretary.

Machinery

Specific Risk assessments must be provided by the exhibitor for any operation or demonstration of machinery.

- Machinery must only be operated or demonstrated in areas fenced off from the public.
- Operators must cease their activities should any person encroach into a danger area.

When positioning ropes, fences or barriers to restrict access into potential danger areas, an adequate margin of safety must be observed. Care must be taken to assess and control the risk to persons from materials, which may be ejected from machines.

- Plant and machinery must only be operated and demonstrated after ensuring that adequate precautions are taken to protect the operator and bystanders. Unsafe operation is not permitted 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".
- Any plant, machinery or equipment used prior to, during, or after the event must be operated by an adult who is fully trained in its safe use.
- Use by inexperienced or untrained persons or by those under 13 is prohibited.
- Passengers must not be carried on vehicles and machines unless it is designed or adapted for that purpose.
- All static exhibits must be erected in a way that ensures they do not present a risk to any persons during the event (including erection and dismantling).
- The correct protective clothing and equipment must be worn always when participants or exhibitors are engaged on any activity for which protective or equipment is required, for instance when using a chain saw.
- All such protective clothing and equipment must comply with the requirements of the Personal Protective Equipment at Work Regulations 1992.

Motor Vehicles

Motor vehicles must be driven with great care and a **10-mph speed limit** observed on the show ground, because of the presence of pedestrians.

Between the official opening and closing times of the show only authorised vehicles will be allowed to be driven on the show ground.

No motorcycles, ATVs or any other vehicle may be taken on to the show avenues without prior authorisation.

No vehicle may be demonstrated or exhibited in any of the show avenues

Persons using quad bikes must wear suitable approved protective headgear.

Livestock

Exhibitors and stock attendants must be fully aware of their obligations for the safety of the public and fellow exhibitors and stock attendants at all times whilst on the show ground and observe orders given by stewards or officials when leading stock to and from the Judging Rings.

All stock must be inspected beforehand and must be free of disease and in good health. In the interests of safety, unauthorised movement of animals during the show is not allowed. All cattle must be accustomed to being halter led and at least one competent person must attend each animal during its movement to and from the Show Ring, remaining as far as possible, behind the movement barriers provided.

Exhibitors must control and take every care when moving animals and endeavour to segregate the public from their animal when moving through the show ground. It is advisable to provide two handlers for each bull in the Grand Parade and all bulls over 10 months old must have rings in their noses and be led with poles, ropes or chains.

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All exhibitors of bulls should make themselves familiar with HSE Guidance Note GS36 "Safe Custody and Handling of Bulls at Agricultural Shows, Markets and similar premises off the farm." This Guidance Note gives the following methods for handling bulls at events:

- Two people, one using a bull pole attached to the bull's nose ring, and the other using a rope attached to the halter or head chain through the nose ring.
- Two people both using ropes or chains, one rope or chain attached to a halter, the other either attached directly to the nose ring or via the nose ring to the halter;
- 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 through the nose ring with a competent person standing by able to assist in the control of the bull if required;
- 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 if necessary.

The stewards have the power to refuse the entry of any animal, which they consider might get out of control, or to ask for any animal to be removed from the show ground. Exhibitors and stock attendants must take every precaution to protect visitors to the livestock lines from injury.

Any bull over 10 months old being led on the show ground **must** be accompanied by two handlers always. Young persons should not be allowed to handle bulls.

Cattle must be halter tied through the rails, binder twine or string must not be used to tie cattle. The use of any substance containing toxic chemicals, including sheep dips is strictly forbidden whilst on the show ground.

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

Horses must not be ridden, exercised or schooled in the car parks, trade stand avenues or other areas to which the public has access but only in the area designated. No one is allowed in the collecting rings who is not a rider, bona-fide groom or show official. Anyone riding a horse or pony on the show ground must wear protective headgear of a standard approved by their appropriate governing body.

Dogs must be kept on a lead at all times and are not permitted on the show ground before the show unless prior authorisation has been given by an official.

Escaped Animals.

- All available stewards to assist in recapture. The Senior Steward present to take charge.
- After recapture a decision to be made as to whether the animal should remain on the show ground.

General Hazards

Fire hazards exist throughout the show ground. Smoking is prohibited in all marquees, tents and buildings. This will be strictly adhered to, and anyone found breaking this regulation may be asked to leave the showground.

Guy ropes and tent pegs are used throughout the show ground and care must be taken to avoid these.

Children are at risk during the setting up and taking down periods and are strongly discouraged from being brought to the ground at these times, and at all times should be supervised by an adult.

EMERGENCY PLANNING

Fire

Evacuate people from the area of the fire immediately. Call the Safety Officer and Show Manager.

Clear the area and stewards to establish a cordon at least 100 metres away from the affected unit or tent.

In the event of LPG or gas bottles being involved the cordon must be at least 200 metres away.

Accident/Injury.

The priorities are:

- The safe treatment of the injured persons.
- First Aiders on the event ground at the First Aid post.
- A Para-medical at the Henley Show is available on radio and can be contacted via the Secretary's tent. Accident books are kept in the First Aid centre which is clearly marked on the site. Details of all accidents must be recorded as soon as possible after the accident.
- In the event of any accident the Association must be informed immediately.
- The Safety Director will be responsible for investigating and recommending the necessary action following any serious accident.

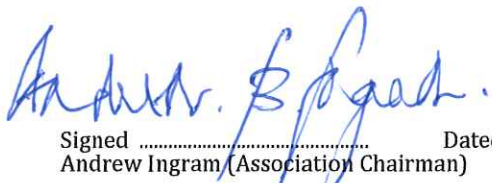
General.

Any incident must be notified to the Show Manager and Safety Officer by the steward involved in dealing with the matter and must be **recorded**.

Event Conditions

It is understood that all exhibitors, contractors, stewards, grooms and all other personnel will abide by the rules and conditions in addition to the Health & Safety Requirements, risk assessments and rules in this Policy.

We also have Fire risk assessments, General risk assessments, Emergency & Contingency Plan, Traffic plan, Medical plan, SAG application and Temporary Event licenses.

 26th March 2018

Signed Dated

Andrew Ingram (Association Chairman)