



# Honley Show Society Limited

## Health and Safety Policy

(for the preparation and running of the Honley show)

The Health and Safety at Work etc. Act 1974

Updated by Sharon Crosland (Hon H&S Secretary) for the  
Honley Show Society Ltd. 2016

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## Introduction

Honley Show is an Agricultural show held annually at Farnley Tyas, Huddersfield which ground it hires for the event.

The society is limited by Guarantee (Company Registration No.2992321); its registered office is at 6 New North Parade, Huddersfield, HD1 5JP. It is managed by the Society Council which includes The Chairman, The Treasurer, The Show Manager, The Show Secretary, Section Secretaries and The Safety Officer. Members and helpers also contribute to the event. Whilst the above persons volunteer their services they are effectively regarded as employees and thus the Society recognises its responsibility to them and to members of the public and others who may be affected by its activities.

The Show is an annual one day event (usually on the second Saturday in June). The Show field and car parking areas are used for approximately one week prior and for some days after the Show.

The Show includes the showing of livestock and poultry, Light and heavy horse displays as well as catering and a range of entertainments including children's rides and trade stands attracting around 15000 people.

This Policy sets out the Honley Show Society Limited approach to health safety and welfare in respect of its Officers, exhibitors, helpers and the public.

Please see also Honley Show Society Ltd Emergency procedures document.

## General Policy Statement

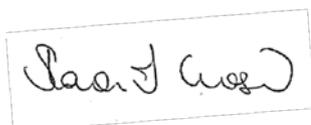
It is our policy to take reasonably practicable measures in the preparation, provision and management of the Honley Show to ensure a healthy and safe environment for all who assist in its preparation, for exhibitors, contractors and the general public who come to the Show.

We will through our management, officers and volunteers endeavour to meet our responsibilities under the Health and Safety at Work Act and, where feasible, exceed the minimum requirements laid down in specific Regulations pertinent to the operation of the Show. We will plan and organise our practices to ensure that, at the outset, they are as safe as it is reasonably practicable to make them. Thereafter we will monitor health and safety performance to ensure the effectiveness of the Policy.

While the Company management will do all within its powers to ensure the health and safety of its officers, volunteers and others, we recognise health and safety is the responsibility of each individual associated with the Company. An effective health and safety programme requires continuous communication between all parties. It is the duty of each individual to take reasonable care of their own and other people's health, safety and welfare and report any situation that may pose a threat to the well being of themselves and any other person.

This Policy will be brought to the attention of all who have specific responsibilities under it. The Policy and the whole of the health and safety management system will be reviewed annually and any amendments communicated to all who have responsibility for its implementation in order to facilitate continuous improvement towards the achievement of the objective of any incident free Show.

Signed:



Position: Health and safety secretary

Date: 22 May 2016

## ORGANISATIONAL RESPONSIBILITIES

### The Chairman:

The Chairman will ensure that,

1. There is an effective policy covering all aspects of Health, Safety and Welfare in relation to Company Officers, volunteers, visitors, contractors and members of the public who may be affected by the Company activities.
2. The Policy is reviewed at least annually and amended as necessary to ensure its continued effectiveness.
3. The Policy and any revisions are effectively communicated to all employees and other persons where it is in the interests of their health, safety or welfare that the whole policy or relevant parts of it are so communicated.
4. Competent assistance is appointed to provide professional expertise towards the achievement and maintenance of legal compliance and the minimisation of losses through any failure of the Company's health and safety arrangements.
5. Activities are planned, organised, monitored and continually reviewed to minimise risk..
6. Activities are assessed for risk and steps taken to effectively minimise risk as far as is reasonably practicable.
7. Sufficient resources are made available to effectively implement the Health and Safety Policy.
8. Any developments in Health and Safety legislation, documentary guidance and codes of practice are effectively implemented including the CDM regulations 2015
9. The Company's officers and volunteers receive any information, instruction or training necessary to fulfil the requirements of the Health and Safety Policy.
10. Public Liability insurance and any other insurance arrangements are maintained that adequately cover the Company's liabilities to its officers and volunteers contractors, visitors, and members of the public in accordance with legislative requirements.
11. Any accidents, dangerous occurrences and ill health arising from the Company work activities are effectively and correctly notified, investigated, formally reported (including those under RIDDOR) and recorded.
12. Any recommendations arising from an Accident Investigation Report are implemented without due delay to prevent any recurrence.
13. All Officers of the Company co-operate fully with HSE, Environmental Health, Insurance Company or other officials in relation to health, safety and welfare matters.

### The Show Manager:

The Show Manager will ensure that,

1. The health, safety and welfare of the public, any contractors, exhibitors and the Company's officials are considered in the planning of the Show field layout, facilities and attractions as required by the CDM regulations 2015.

2. There is suitable Welfare, First Aid cover and Emergency procedures to meet the requirements of the Company Health and Safety Policy.
3. All incidents, accidents, dangerous occurrences and ill health reported are correctly documented and promptly notified to the appropriate authorities.
4. Working conditions, practices and procedures under his control are monitored and maintained to minimise risk to health, safety or welfare of all persons who may be affected by the Company's activities.
5. Fire equipment and procedures and Emergency evacuation procedures are effectively maintained and that adequate records are kept.
6. Company officials are able to undertake fire fighting when called upon to do so in the event of fire within show tents with regard to their own and the safety of others.
7. All activities that present significant hazards to Company officials, volunteers or others have been assessed for risk taking account legislative requirements including the CDM regulations 2015 and/or specific requirements of this Policy and that any control measures specified therein are effectively implemented by employees and others including protective measures such as guarding and personal protective equipment.
8. Site assessments are carried out as conditions may change and that appropriate measures are taken that may be additional to those documented in Risk assessments to ensure the health and safety of Company officials, contractors, exhibitors and members of the public.
9. All new and existing officials and volunteers are provided with adequate information, instruction and training necessary to ensure their safety.
10. Only employees who have been specifically authorised to operate any hire vehicles or equipment will be authorised to do so.
11. Any developments in Legislation, Codes of Practice or official guidance are effectively communicated to those that it affects.
12. Recommendations arising from any report issued by Fire Authority, HSE, Insurance Company, Health and Safety Consultant or Competent person in relation to investigations or audits carried out into health, safety and welfare matters are implemented without due delay.
13. The competence of any contractor is assessed prior to accepting contract and specifically their ability to fulfil the requirements of the CDM regulations 2015.
14. Any plant or equipment hired for use in connection with the Company's work activities carries a current certificate of Inspection and Test that verifies its safety in use and that any new equipment is examined prior to use.
15. Risk assessment is carried out in relation to any new work activity prior to that activity being undertaken.
16. Any new equipment brought into the Company is examined to ensure that it is CE marked where relevant, is compliant with relevant standards including the essential health and safety requirements and is safe to use when correctly used.
17. Risk assessments are reviewed annually or as new information arises through change in legislation, ACOPs, guidance or from the need to introduce new or additional procedures as the result of the analysis of any loss event.

## **Section Secretaries:**

Section Secretaries shall ensure that they,

1. Fully understand and adhere to their personal obligations and any specific rules under the Company Health and Safety Policy.
2. Act in a manner that preserves their personal health, safety and welfare and that of others who may be affected by their activities whilst at work within any client site or on Company premises.
3. Provide Risk assessments in relation to the activities for which they are responsible and ensure any preventative or protective measures specified therein are implemented at the time the activity is undertaken.
4. Use any equipment, material or substance in accordance with the information, instruction and training given by the Company and, under no circumstances, recklessly or intentionally misuse anything provided in the interests of health, safety or welfare.
5. Request adequate information, instruction or training to undertake any work practice, procedure or operate any equipment for which the Company has not established competence.
6. Only use any equipment which they have been authorised to use and are competent to use.
7. Make proper use of any Personal protective equipment, Respiratory Protective equipment or Hearing protection device provided for their use and report any defects that may arise immediately on recognition.
8. Identify and Report any work practice, procedure, item of equipment, material or substance that may give rise to unacceptable risk either to themselves or to others.
9. Report any incident, 'near miss' or dangerous occurrence, however minor, that could give rise to an injury or damage accident.
10. Co-operate with the Company Management to facilitate the effective implementation of the Health and Safety Policy and its requirements.

## **Safety Officer:**

The Safety officer shall,

1. Conduct an Annual Health and Safety Review of the Company including its policies and procedures.
2. Advise and assist on health and safety matters including the implications of changes in legislation, ACOPS and guidance as these may affect Company practices.
3. Promote to health and safety awareness at all levels.
4. Liaise if appropriate with the HSE, First Aid provision, The Fire Authority, The Police, The Local Authority, Defra and other bodies during the preparation for and operation of and the Show.
5. Ensure the availability, suitability and sufficiency of risk assessments in relation to all activities carried on during the preparation for and operation of the Show
6. Monitor the site throughout Show day and in conjunction with Show Manager take any necessary action to rectify any non compliance or other unacceptable situation including the authority to require the cessation of any unacceptable practice.
7. Attend any incident or accident and investigate and report on findings.
8. Complete any formal report required by RIDDOR, Insurers in relation to an accident or

incident.

9. In conjunction with the Show Manager, investigate and take appropriate steps to deal with any fire or other emergency situation.
10. In conjunction with the user and or Show Manager examine, if appropriate, any work equipment brought into use for the first time.

### **First aid providers:**

First Aid providers will ensure that,

1. Their qualifications to provide First aid are current and in accordance with Show management's requirements including PIN numbers and competence credentials
2. The equipment and facilities supplied are in accordance legislation, local requirements or with the Show Management's specification.
3. They promptly attend all incidents requiring First Aid.
4. They provide a patrol and First aid services throughout Show day between 08.00 and 19.00 hrs.

### **Exhibitors , Contractors, Children's Entertainments and Trade stand holders:**

Exhibitors, Contractors, Children's entertainments and Trade stand holders must ensure they:

1. Demonstrate adequate Public liability insurance cover.
2. Present acceptable assessments of any risk associated with their activities.
3. Implement any preventative or protective measures specified in their risk assessments throughout Show day.
4. Comply with any instruction given by the Show Secretary, the Show Manager or the Safety Officer
5. Demonstrate, if required, awareness of the Honley Show Emergency procedures
6. Comply with the Company Health and Safety Policy.

### **Show Secretary:**

The Show Secretary will,

1. Provide a central communication link between Show Officers, Show Management, First Aid and Emergency services.
2. Provide safety for any lost child and communication of lost children through the PA system.
3. Maintain a location for and assist in the completion of the Honley Show Accident book.
4. Ensure that the Health and Safety Policy and Emergency Procedures are displayed.

### **Veterinary Surgeon:**

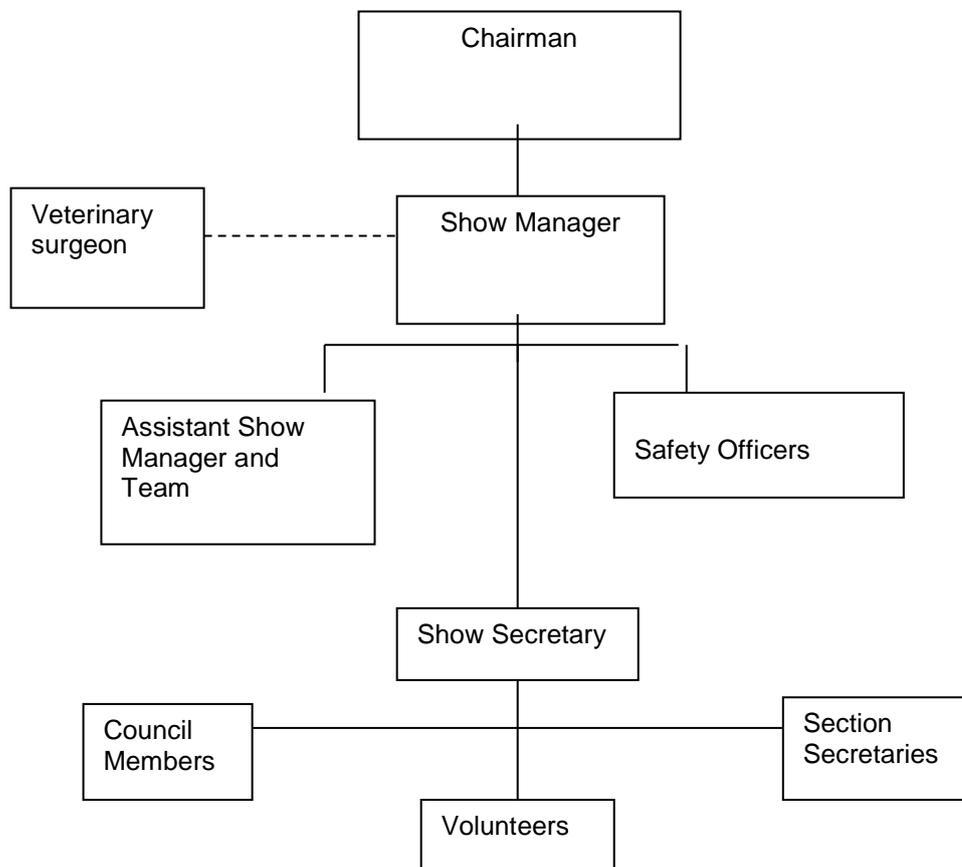
Honley Show Society Ltd retain the services of an honorary veterinary surgeon who will

1. Attend to any injured animal during the Show and if felt necessary
2. Conduct an examination of any animal prior to showing to ensure fitness to show

### Doctor

Honley Show Society Ltd retain the services of an honorary doctor who will work with the appointed first aid provider and attend any material first aid incidents and supervise appropriate care.

### Company Safety Organisation:



## HEALTH AND SAFETY ARRANGEMENTS

### 1. Consultation Policy:

- 1.1 The Chairman of the Company sees communication between all parties at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of monthly meetings of Council members with minutes to all members as well as informal communication via email, telephone.

### 2. Communication Policy:

- 2.1 The management of the Company will endeavour to communicate to all interested parties their commitment to safety and to ensure that employees are familiar with the contents of the Company Health and Safety Policy and Emergency procedures. Any changes in the Policy or any new information that comes to light will be communicated to the Members orally in the form of directions and statements and in written form at the commencement of the new year. The Policy and Emergency procedures are posted in the Show Secretary's Tent/Caravan.

### 3. Co-operation & Care Policy:

- 3.1 If we are to build and maintain a healthy and safe working environment, co-operation between all parties at all levels is essential.
- 3.2 All officers of the Company are expected to co-operate with management and to accept their duties under this Policy. Any member or officer who deliberately violates safety rules or who fails to perform his or her duties under this Policy may be subject to formal action by the Society.
- 3.3 All Company officers have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the Company including volunteers and visitors. This duty shall extend to reporting of any unsafe material, equipment or practice to the Management as soon as it is identified.

### 4. Livestock Policy

- 4.1 Exhibitors and attendants are made aware of their obligations for safety of the general public and fellow handlers and observe any orders given by Stewards when leading and handling animals during judging.
- 4.2 All farm animal movements are controlled in accordance with the Defra Licence and Stewards, the Veterinary Surgeon and Section secretaries ensure that conditions imposed are maintained.

Animal movement will be controlled within the Show field,

- ◆ In the case of cattle – a Show ring comprising appropriate steel fencing supported by wooden stakes and secure tethers within the Cattle tent
  - ◆ In the case of sheep and goats – suitable wooden penning.
  - ◆ Professional handlers will show livestock
- 4.3 The Section Secretary will ensure that cattle are handled in accordance with guidance given in HSE Agricultural Information Sheet No 35 – Handling and Housing cattle.
- 4.4 Horses will only be ridden in designated areas where there is no public access.
- 4.5 All horse riders will wear protective head gear of a standard approved by the appropriate

governing body.

- 4.6 All Dogs will be kept on lead at all times within the show field and this will be monitored by stewards. Dog exercise areas for dogs being shown are marked and owners are required to use these and, in any event, to clean up after their animals.
- 4.7 Small animals and poultry will be contained in suitable cages and only handled by the exhibitors and Judges.
- 4.8 In all cases adequate signage will be put in place to advise members of the public with regard to their behaviour with livestock.

## **5. Work Equipment Policy:**

- 5.1 It is the policy of the Company to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.
- 5.2 The Company will endeavour to ensure that all equipment used in the preparation for and running of the Show is safe and suitable for the purpose for which it is used. To this end any equipment being brought into the Company for the first time will be thoroughly examined to ensure that, in so far as it is possible to determine, it is safe to use before being issued for use regardless of whether or not it is CE marked. Any hired equipment should be accompanied by a current Certificate of examination.
- 5.3 It is the responsibility of Exhibitors and Contractors to ensure that any equipment they use on site is fit for purpose and complies with any legislative requirements.
- 5.4 All persons using work equipment will be provided with adequate information and training as necessary to enable them to use work equipment safely and only those who are trained and competent will use the work equipment.
- 5.5 Hazards presented by the use of any work equipment will be assessed for risk to the well being of all persons in or around the site, and suitable control measures will be implemented to minimise risk.
- 5.6 All employees using any equipment will check the equipment for any faults before they use it.
- 5.7 All ladder equipment will be subject to a formal inspection prior to use.
- 5.8 All work equipment will be clearly marked with health and safety warnings where appropriate.

## **6. Electrical Policy.**

- 6.1 All electrical energy will be provided by fuel driven low voltage generators housed in open air and only sufficient fuel for current use should be stored
- 6.2 All cables will be buried at a suitable depth to prevent cable damage and tripping hazards. Above ground cables will be secured and clearly marked with visible hazard warning tapes.

## **7. Personal Protective Equipment (PPE) Policy:**

- 7.1 It is the policy of the Company to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992 and the Personal Protective Equipment Regulations 2002.
- 7.2 Adequate stocks of personal protective equipment are held that will be provided to all Company officers and volunteers but only where there is no other reasonably practicable means of preventing or reducing risk to their health and safety while at

work.

- 7.3 Any personal protective equipment provided by the Company shall be:-
- Proved to fit properly,
  - Appropriate to the hazard,
  - Issued on a personal basis and be used when required
  - Compliant with any relevant standards for the type of protection
  - Maintained in good working order
  - Recorded as having been issued to an individual member/volunteer.
  - Issued Free of charge.
- 7.4 Any person provided with personal protective equipment will receive appropriate training and information on the reason for the issue of the PPE, how to acquire replacements, its correct use, identification and reporting of defects and its maintenance.
- 7.5 The Company will endeavour to ensure that those to whom PPE is issued use it properly and that it is maintained.

## **8. Manual Handling Operations Policy:**

- 8.1 It is the policy of the Company to comply with the law as set out in the Manual Handling Operations Regulations 1992 (as amended 2002 and from time to time).
- 8.2 Manual handling operations will be initially assessed for risk and those that present risk of injury will be avoided as far as is reasonably practicable.
- 8.3 Where it is not practicable to avoid manual handling operations that present risk, a detailed assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.
- 8.4 All possible steps will be taken to reduce the risk of injury to the lowest level possible.
- 8.5 All Officers and volunteers are aware that they should not attempt to handle any load that may cause them injury

## **9. Control of Hazardous Substances Policy:**

- 9.1 It is the policy of the Company to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 as amended from time to time.
- 9.2 Risk assessments will be conducted for all work involving exposure to any hazardous substances that are used within Show activities and these shall be based on manufacturers Health and Safety Data Sheets and our own knowledge of the work process.
- 9.3 Assessments will be made in relation to exposure of workers to hazardous substances that are generated by activities such as dusts, mists, fumes and vapours.
- 9.4 Exposure to any hazardous substances is minimised as these are used in open air but, in all cases, PPE is used to control any residual risk.
- 9.5 All persons who come into contact with hazardous substances during Show activities will have access to a copy of the Risk assessment and Health and Safety Data sheet and will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.
- 9.6 Assessments will be reviewed periodically, whenever there is a substantial modification to the work process, new information is published by the manufacturer or if there is any other reason to suspect that the assessment may no longer be valid.

Any subsequent amendment to the risk assessment will be issued to those employees to whom it affects.

## 10. Young Persons Policy:

- 10.1 The Company recognises that there are greater risks posed to young persons (those under the age of 18 years) than to adults and it is the Policy of the Company to comply with the Health and Safety (Young persons) Regulations 1997 as amended from time to time.
- 10.2 In addition to the general risk assessment, further risk assessments will be made that will account for,
- The risk posed to young persons by virtue of the young person's inexperience and immaturity and lack of awareness of existing or potential risks
  - The availability of suitable PPE as protective measures
  - The physical strength, body dimensions, stature and ability of the young person to operate equipment safely e.g. finger access to danger zones identified in BS5304 the Safeguarding of Machinery where an adult would not normally be able to reach.
  - The way work is organised and high work rates
  - Whole body and Hand arm vibration
  - Extremes of heat or cold
  - Noise
  - The risk posed by biological hazards and /or chemical agents
  - The range, form and use made of work equipment
  - The degree of training and supervision
- 10.3 The Company shall ensure that, such additional risk assessments are place prior to the young person being allowed to work on or to be exposed to Show activity.
- 10.4 The Company shall ensure any child belonging to member of the public that is lost during the Show day is cared for until collected and that any such situation is reported over the Public address System. For further information please see the Society's Safeguarding policy.

## 11. Fire Safety Policy:

- 11.1 It is the policy of the Company to comply with the Fire Precautions Act 1971, Fire Precautions (Workplaces) Regulations 1997 and Amendment Regulations 1999 as amended from time to time.
- 11.2 The Company's Fire Safety Policy and procedures take account of any special fire hazards in specific areas of the workplace including the use of any flammable substances during fuelling operations and in catering.
- 11.3 The Company assesses practices and procedures in relation to fire including fire fighting equipment, fire fighting procedure, Fire Warning, Fire prevention and protection equipment and means of escape in relation to the site and reviews the assessment as necessary.
- 11.4 Fire extinguishing appliances will be provided and will be maintained by a company throughout the show ground.
- 11.5 All Company officers have a duty to conduct their operations in such a way as to minimise the risk of fire and notify the safety officer of any additional risks identified.
- 11.6 The Company operates a No Smoking Policy within all structures and tents on the Show Site.

### **11.7. Fire Detection:**

- 11.7.1 If smoke is detected it is the responsibility of the Section secretary/Council member present to raise the alarm, notify the Safety officer and, in conjunction with the Safety Officer evacuate the Show tent. All Company officers have a duty to report immediately any fire, smoke or potential fire hazards to the show management and Fire service (dial 999) (See Emergency procedures).

### **11.8. Fire Fighting Equipment:**

- 11.8.1 Fire extinguishers are located at strategic points on the site. Section Secretaries /Council members and are expected to tackle a fire:-
- ◆ Only if they have received training in the use of fire extinguishers and fire fighting
  - ◆ Only if it would pose no threat to their personal safety to do so.

If the situation is potentially dangerous the employee should alert others and evacuate the tent/caravan immediately.

### **11.9 Flammable materials:**

- 11.9.1 Flammable liquids (LPG, generator fuel) are kept in open air, in the shade and away from any artificial heat source.
- 11.9.2 All users of generators and exhibitors of stationery engines will carry out local risk assessment to minimise risk from exhaust gases, heat generated by engines, fuelling and spillage.
- 11.9.3 Only a minimum amount of fuel required for current use will be kept available.
- 11.9.4 Any additional fuels will be held with vehicles and kept secure.
- 11.9.5 Gas appliances will be operated in accordance with the requirements of official guidance applicable at the time. It is the responsibility of the operator to comply with said guidance.

## **12. Emergency Evacuation Policy:**

- 12.1 The Company recognises its responsibility for the health and safety of all persons on site in the event of emergency such as a bomb or similar threat, receipt of a suspicious parcel or letter, gas leak, flash flood or lightning strike and, to this end, has developed emergency procedures.
- 12.2 The Emergency Evacuation procedure is provided to all Company officers and is posted in the Secretary's tent.
- 12.3 Procedures for dealing with specific emergencies are detailed in the separate Emergency Procedures document.

## **13. Accident Investigation & Reporting Policy:**

- 13.1 It is the policy of the Company to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95) as amended from time to time.
- 13.2 All accidents, incidents and health issues, whether or not they cause significant harm will be reported to the Show Manager and Safety officer in order to facilitate an appropriate level of investigation.

- 13.3 The Company sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Safety Officer detailing:
- The circumstances of the accident including photographs and diagrams wherever possible of the accident scene
  - The nature and severity of the injury sustained
  - The identity of any eyewitnesses
  - The time, date and location of the incident
  - What appeared to be the causes of the accident
  - The date of the report.
- 13.4 All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer present at the Company's expense.
- 13.5 The completed report will be analysed to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.
- 13.6 All reports will be submitted to the Company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.
- 13.7 The Safety officer is responsible for reporting certain accidents, incidents, illness or disease that may be attributed to the employee's work to the Health and Safety Executive as required under RIDDOR 95.

## **14. First Aid Measures Policy:**

- 14.1 The Company takes steps to comply with the Health and Safety (First Aid) Regulations 1981 and Local Authority and HSE requirements as amended from time to time.
- 14.2 The Company will ensure that there are adequate First aid facilities available whenever persons are working on the site.
- 14.3 First aid Facilities are located in the Site office and in Company vehicles.
- 14.4 First Aid facilities on Show day shall comprise,
- ◆ A fully equipped Paramedic ambulance positioned for access to emergency vehicle route
  - ◆ A currently qualified Medical Technician
  - ◆ A currently qualified Paramedic
  - ◆ At least four currently qualified First aid practitioners or suitably qualified medical practitioners
  - ◆ Honorary Doctor
- 14.5 Suitable Radio contact will be available between the first aid crew and the Show management.

## **15. Work at Height Policy:**

- 15.1 The Company recognises the significant risk posed to employees by access to places and work activity undertaken above ground or floor level and it is the policy of the Company therefore, to comply with the Work at Heights Regulations 2005 and associated guidance as amended from time to time.

- 15.2 Work activities will be undertaken without the need to work at height wherever practicable.
- 15.3 Where work at height is unavoidable the Company will ensure that the safest means of access is used and that appropriate equipment is available for the work.
- 15.4 Generic Risk assessments are available in relation to all access techniques including the use of ladders.
- 15.5 Any access equipment owned by the Company is periodically inspected and the inspections are recorded.
- 15.6 A current Certificate of Inspection shall be obtained and checked in relation to any hired equipment including towers, ladders, etc.
- 15.7 Persons will not be allowed to work at height if they have any health condition that may affect their safety above ground level.
- 15.8 Any Company officer or volunteer is responsible for checking that the equipment is in a serviceable condition before they use it.

## **16. Smoking Policy:**

- 16.1 It is the Policy of the Company that smoking shall be prohibited within tents, marquees or other enclosed spaces.
- 16.2 Smoking shall be prohibited while driving any vehicle hired by the Company.

## **17. Violence Policy:**

- 17.1 The Company, in recognising its responsibility for compliance with the Health and Safety at Work Act, accepts that it has a duty, so far as is reasonably practicable, to prevent any form of violence on site whether in the form of physical or psychological ill treatment.
- 17.2 The Management will investigate and take the appropriate action in respect of any case of reported physical or psychological bullying, verbal abuse and obscenities or aggressive behaviour towards another person or any action specifically designed to humiliate another individual. Appropriate action may take the form of Police intervention.
- 17.3 The Company advises its officers that, in the event of robbery, they should not offer any resistance to the aggressors but should attempt to calm the situation and report any incident immediately to the Show Manager who will liaise with the Police.

## **18. Contractors Policy:**

- 18.1 The Company, normally employ contractors for the First aid provision, Tent and Marquee provision, Toilet provision, PA systems and catering. The Management regard contractors as officers of the Company whilst they are undertaking tasks on behalf of the Company. As such, the Company has an obligation to manage their activities to ensure the health and safety of anyone that their work activities may affect.
- 18.2 The Company will use reasonable endeavours to ascertain that contractors are suitably qualified for the work they are asked to undertake and specifically in respect of any applicable Health and Safety legislation including the CDM regulations 2015.
- 18.3 The Company may obtain references from previous contracts, where it feels this appropriate, prior to agreeing contract.

- 18.4 The Show Manager will ensure that the proposed contractor specifies the health and safety procedures and arrangements in written Risk assessments as may be relevant to his work activity and that these are submitted and verified by the Safety Officer as acceptable prior to agreeing contract.

## **19. Transport policy:**

- 19.1 The Company has a duty to comply with the Road Traffic Act and the Health and Safety at Work Act as amended from time to time in relation to the operation of hired vehicles on the public highway and on site.
- 19.2 The Company shall verify the qualification of all its drivers of vehicles prior to allowing the driver to drive.
- 19.3 The Company will ensure that adequate insurance cover is arranged for all drivers of hired vehicles.
- 19.4 Drivers of vehicles will ensure that any load carried is within vehicle load weight limits and is secured.
- 19.5 Drivers of vehicles will be advised of their responsibility for ensuring that the Company vehicle is suitably checked before driving.
- 19.6 Drivers of vehicles will report any health condition that may have a bearing on their ability to drive a company vehicle.
- 19.7 Drivers will ensure that no persons ride on the back of any hired pickup vehicle.
- 19.8 Drivers will be advised to report any incident on the public highway or on client or supplier premises that involved a company vehicle. The management will investigate all such incidents and report as necessary to the Company's insurers.

## **20. Pollution Control Policy:**

- 20.1 The Company recognises that it has a duty of care for the environment and will take all steps necessary to ensure compliance with the Environmental Protection Act and the Hazardous Waste Regulations (2005) and related guidance as amended from time to time.
- 20.2 Waste fluids that could be a hazard to the environment will be stored in a way that prevents spillage and leakage into drains and will be disposed of by the Contractor through an approved hazardous waste contractor.
- 20.3 The Company will arrange for the provision of bins and skips for litter and waste as required and their removal once filled and that these are placed so as to minimise risk of any obstruction on the site.

## **21. Catering policy**

- 21.1 The Company recognises that it has a duty as far as is reasonably practicable to prevent ill health arising from the consumption of foods and drinks provided on the Show field.
- 21.2 All caterers will comply with the Food Safety Act and Food Hygiene regulations requirements
- 21.3 All catering staff will demonstrate evidence of food hygiene certification to, at least, basic foundation course competence.

21.4 All caterers will ensure compliance with HSE guidance HSG 55 Health and Safety in Kitchens and Food Preparation Areas and HSG 156 Slips and trips Guidance (Information Sheet No6 Slips and trips Summary guidance for the Catering industry).

## **22. Vehicles on site Policy:**

22.1 The Company recognise the danger posed by vehicle movement whilst people are in the immediate vicinity on the Show site and will take necessary precautions to reduce risk from collision or other incident to a minimum.

22.2 Any parades of vehicles within the Main ring will be controlled and guided by Stewards who will keep members of the public clear of the route during entry into and exit from the Main Ring.

22.3 A Speed limit of 5 mph is imposed at all times for vehicles in any area forming part of the site (including car parking areas).

22.4 No vehicle other than the Emergency Ambulance Police or Fire vehicles will be allowed to move onto or leave the Show field during the period 09.00hrs until 1700hrs. Late Exhibitor arrivals will be allowed onto the Show field only under the immediate and active supervision of the Stewards.

22.5 All vehicles not forming part of the Show will be parked in the Car parking areas.

22.6 Vehicles arriving at the Show site will be directed and controlled by Stewards at the entrance gates.

22.7 No vehicle other than an Emergency vehicle as defined in 22.4 will be allowed to use or to park on the Emergency Vehicle Perimeter route.

## **23. Health and Safety Management System Review:**

23.1 The Company recognises the importance of health and safety performance review if it is to achieve its goal of an incident free environment and minimise the impact of lost time accidents and incidents on its overall efficiency and financial performance and that of its clients.

23.2 The Council together with the Safety Officer and Show Manager will, at the end of each year, review the following,

- Site inspection reports
- Feedback from public and other contractors
- Accident Book records
- Accident investigation reports including those made under RIDDOR
- Costs of loss events –time, repairs replacements
- Civil claims made against the Company
- Enforcing Authority and Insurance Assessor reports
- Audit Reports
- The impact of new ACOPS, guidance and Legislation
- External competent assistance reports and guidance
- Enforcement notices issued

23.3 The Company will ensure revision of the Health and Safety Policy and any procedures, Risk Assessment, documentation, recording system, etc. as necessary to resolve any issues that have arisen.