

LLANGYNIDR AGRICULTURAL SHOW SOCIETY

HEALTH & SAFETY ACT 1974

STATEMENT OF SAFETY POLICY

By its nature the show presents a potentially hazardous environment. All persons concerned in the presentation of the show need to be vigilant and ensure that any perceived hazard is, if possible, dealt with immediately and reported to one of the following; Mrs Jenny Thomson, Show Secretary; the Show Safety Adviser, Mr Barry Jones; the Chairman Mr David Mantle, Vice Chair and Showground Organiser Mr Brian Cope, the Chief Horse Steward Mrs Viv Cresswell, Chief Livestock Steward Mr Derwen Hughes or Bio-Security Coordinator Mr Rob Davies/Deputy Mr David Mantle in order that necessary action can be taken.

Visitors to the event will be provided with; information, on Health and Safety, Fire and Hand Washing information notices and have access to welfare facilities.

Stewards will aim to provide a safe and welcoming environment.

All problems/incidents/accidents should in any case be reported for record. In this manner it is aimed to provide a safe and healthy environment for all persons attending the show in whatever capacity, whether as officials, contractors, exhibitors, traders, performers or members of the public.

This section must be seen as an ongoing commitment in which all are involved. In particular the Show Committee must be satisfied that their stewards have the training and experience to carry out any task allotted to them.

The Show Secretary will be responsible for sending a copy of the Policy Statement to each officer, committee member. The Show Secretary shall keep the Accident Register in accordance with the Regulation and where necessary report any incident to the enforcing authority, the Health and Safety Executive.

Contractors

The Show makes very little use of Contractors in that most work is carried out by members and volunteers. It is however recognised that potentially many hazards can arise from the activities of contractors. Only professional and appropriately qualified and/or experienced contractors shall be engaged for:- general showground work, electrical supply and maintenance and catering. Any contractors employed must undertake to have sufficient experienced staff on site to deal with emergencies on show day and to have sufficient insurance cover.

- a) The Show Organiser will advise any contractors that they must observe the Health and Safety Act appropriate to their trades, in terms of all work, equipment and in handling and storage.
- b) Where needed, The Safety Advisor will advise all traders similarly and where any of their activities on the showground give rise to potential hazards, e.g. demonstrations of machinery, overhead electricity cables; they must provide any

- necessary barriers and or attendants to ensure public safety. Where LPG is brought onto site a valid risk assessment must be supplied.
- c) Any operator of fairground or similar equipment which needs safety certification must certify to the Show Secretary that a valid certificate exists.
 - d) The Chief Horse Steward, Mrs Viv Cresswell, will advise all exhibitors of horses that only designated parking and exercise areas and walkways may be used.
 - e) The Chief Livestock Steward, Mr Derwen Hughes, will advise all exhibitors of cattle or sheep as appropriate that the designated unloading areas and pens must be used and that competent adult handlers must be present.
 - f) The Dog Section Secretary, Ms Penny Hughes, will advise all exhibitors that all dogs must be kept on leads unless secured away from the public or under direction of a show steward.

The showground committee will plan the site layout having regard to representations of all interested parties, giving particular attention to the designation of parking, unloading and penning arrangements for livestock to comply with the DEFRA and Sheep/Goat Health Scheme for approved shows, and for parking, exercising and movement of horses. The Show Secretary will be responsible for sending the required plan to DEFRA. This is normally covered when we apply for the Show licence from DEFRA in February

A contingent of Professional First Aiders, plus the Shows own First Aiders and a Veterinary Surgeon will be on site on show day.

All personnel must be aware to the possibility of accidents/incidents, where one occurs. A quick assessment must be made of the situation and action taken or instituted as required.

The Show Secretary and appropriate emergency service must be informed without delay. The objective is to protect the public, contain the incident and minimise the consequence. Gate Stewards must be ready at any time to control incoming traffic in order to facilitate speedy evacuation of any casualties from the showground. In event of a serious fire or accident all admission to the showground will be stopped, except for the emergency services. Stewards will direct people to safe areas of the showground/Fire Assembly Points, to leave the entrance and exits clear for emergency services. The public address system will normally be the best way to communicate instructions and information to the public. Further information is available in the Show Stewards Handbook!

Accident Procedure

In the event of any accident, the Show Secretary should be informed immediately. The Health & Safety Advisor will provide assistance for investigating the accident and taking all necessary action, in order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

An Accident report book and forms are kept at the Show Secretary's Office.

All accidents must be recorded as soon as possible after the incident.

First aid

First aid is available by contacting any show steward or committee member, or any professional first aider, or by visiting the Show Secretary's Caravan to where a first aider can be summoned

Fire Precautions & Procedure

All Stewards must be aware of the following of the Show's Fire Precautions & Procedure

Fires and Barbecues

No exhibitor may light a fire for any purpose whatsoever unless he has the authority of the Society to do so. All authorised fires must be put out at the time of closing of the showground each day.

The action to take on discovering a fire and raise the alarm.

On **discovering a fire**, the alarm should be raised by shouting **FIRE!** (to alert anyone in the immediate vicinity) and help called for.

Stewards will, if safe to do so, use an appropriate **fire** extinguisher to tackle the **fire**, but only if their exit is clear.

Action to take when a fire alarm is raised.

Stewards should alert members of the public and where appropriate, direct them to exits or escape routes.

Stewards should call the Fire Service. (The Fire Service should be called to every outbreak of Fire).

Evacuate the area and direct people to a place of safety, the marked Assembly Points.

Stewards should know the location and how to use fire fighting equipment.

Stewards should know the location of escape routes and exits, and making sure that they are kept clear and how to open any escape doors, **no escape doors should ever be locked while the Show is in progress!**

All fire doors must be kept closed.

Stewards should not allow re-entry until advised to do so by the Fire Service.

Smoking

It is an offence to smoke in enclosed or partly enclosed areas, including buildings, tents or other structures.

Any person smoking in such areas, should be courteously asked to refrain from doing so.

If such person refuses to co-operate, Stewards should seek the assistance of a Chief Steward as soon as possible. Any further non-co-operation should be reported to the Police.

Lost Child/Vulnerable Person Procedure

When presented with or on finding a lost child/vulnerable person.

Two persons should take the lost child/person concerned to the Show Secretary's Caravan .

Information must be given to the Secretary/Police giving details of the circumstances in which the child/person was found plus location, time etc.

The child/person should then be cared for, until claimed by parents/guardian.

Under no circumstances should the child/person be relinquished en route to the Show Secretary's Caravan .

Any claimant should be asked to come to the Show Secretary's Caravan , so that a positive identification can be completed.

Any Show Official approached by persons seeking a lost child/person, must ensure that they immediately contact the Show Secretary's Caravan , or the Police on 999 or 101 with particulars and then guide them to the Show Secretary's Caravan .

The name of the child/person must be kept confidential and not broadcast on the PA system or radio.

Walkie Talkies will be available to all Chief Officers.

Children's Entertainment – Entertainment devices must comply with 'HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice'. They must be run by qualified adults, provided with the necessary safety fences and operated within the designated areas.

Inflatable play equipment must have an up to date ADIP/PIPA (or equivalent) inspection tag/certificate See Special Rules. ***The Relevant Documentation should be available on site. The Society reserve the right to audit this documentation.***

Additional Safety Information on items such as C.O.S.H.H., L.P.G., Electrical safety and Food Hygiene can be found on the LASS Risk Assessment documentation.

The Safety Adviser will be on site before and during the show to monitor and assist the implementation of safety requirements and to undertake general liaison.

The need to amend or update the Policy Statement will be considered at show review meetings.