



# **HEALTH & SAFETY POLICY 2019**

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## Health & Safety Policy Statement

The Moreton-in-Marsh Show Council acknowledges its legal and moral responsibilities for ensuring the safety, health and welfare of all persons who could be affected by the activities of the show and the environment it is held in. Not limited but to include, Moreton Show office staff and council members, all stewards and volunteers, judges, members of the public, trade stand holders, exhibitors and contractors.

Planning for the show is developed on an ongoing basis with continual improvement being a primary element of delivering an event that will offer enjoyment for all people providing a service or attending, with due consideration for their health, safety and welfare.

The Council will strive to effectively communicate the policy and ensure that all members of the Society, contractors and others who may be working on behalf of the Society, in a paid or voluntary capacity, fully understand the requirement on their part in carrying out the policy and that their activity is undertaken in a manner which does not expose themselves or others to risk.

The show will be organised and managed in accordance with the requirements of the Health and Safety at Work Act 1974 and other relevant legislation.

Adequate financial, human and other resources will be made available to ensure the effective implementation of the policy.

The same health and safety standards shall be applied to voluntary workers as they would to employees exposed to the same risks irrespective of whether there are strict legal duties.

The Council and its committees' will liaise with relevant external bodies and neighbouring parties to ensure that the impact on the locality in terms of safety and environmental matters is effectively and efficiently managed and any associated risks minimised.

The duties incumbent upon any person or group who have an active role within the show will be clearly detailed.

Where appropriate, the provision of suitable and sufficient training and instruction for people will be provided for.

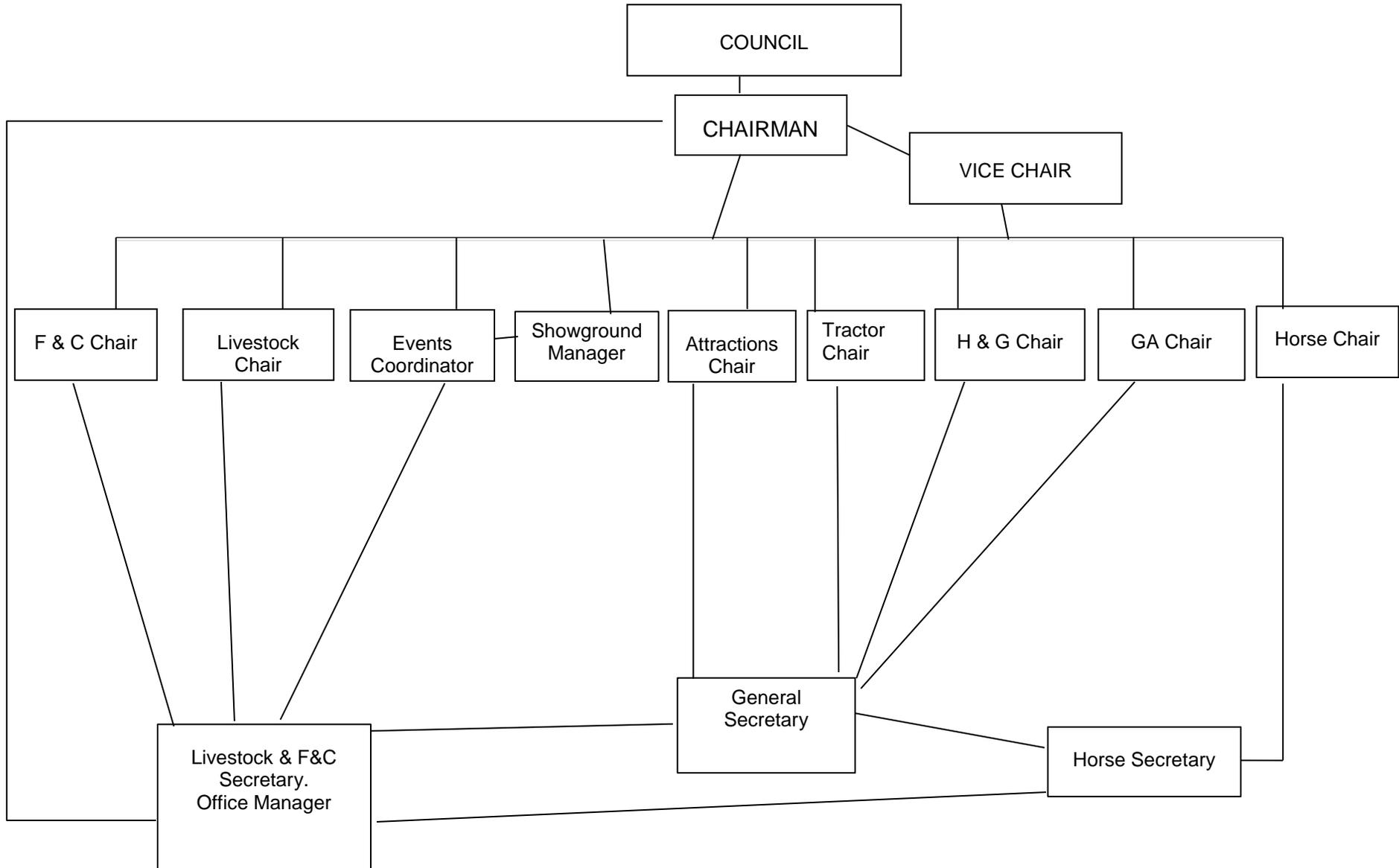
The Council supports its considerable knowledge and experience of event safety by the appointment of a suitably competent Safety Advisor to provide advice on safety matters and general health and safety assistance

The policy and its arrangements will be subject to annual review to ensure its ongoing appropriateness and that aims and objectives are being met.

.....  
Chairman

Date:

### ORGANISATION STRUCTURE



## **Roles and responsibilities**

### **Chairman and Council**

- Overall responsibility for ensuring the arrangements detailed in the policy are implemented and achieving the objectives contained in the health and safety policy statement.
- Ensure that appropriate and adequate resources are made available to implement the policy.
- Ensure that the appropriate competency is provided to advise and assist in health and safety matters.
- Ensure the policy is effectively communicated and shared widely.
- Institute an effective means of feedback from key people to provide information for reviewing the adequacy of the arrangements for health and safety for the show.
- Ensure that the policy is reviewed annually.
- Promote the Moreton-in-Marsh Show Society's commitment to health and safety at all times.

### **Show Committees**

- Effectively support the Council in achieving the objectives and implementing the arrangements contained within the policy.
- Committee members shall make themselves familiar with the content of the health and safety policy and other appropriate safety documents so as to be able to ensure activities within areas of responsibility are performed in compliance with the documented requirements.

### **Events Coordinator**

- Effectively support the Council in achieving the objectives and implementing the arrangements contained within the policy
- Be the first point of contact with police, local authority, other official or enforcement bodies, emergency services and local service providers.
- Ensure that trade stand exhibitors are understanding of the need for risk assessments that contain sufficient detail so as to minimise the risk of harm to themselves and others who may be affected by their activities before applications are accepted.
- Provide assistance for contractors (and trade stands) to help write risk assessments where required
- Liaise with the office during engagement of contractors or other companies/persons providing specialist services for the society to ensure that RAMS (Risk assessments and Method Statements) where appropriate are received.
- Ensure that companies or individuals who are engaged to provide services to the showground have the necessary competency to provide such services properly and safely
- With support of the office, ensure that persons providing services to the society on a voluntary basis are equipped with adequate instruction, information and support to allow them to execute their roles successfully:
  - This will include all stewards being issued with a written statement of their duties, emergency procedures and a showground layout.
  - This will also include a verbal briefing to all stewards with input from the local police, where there is non attendance of a briefing a video message will be electronically circulated.
- Annually, undertake the updating of the risk assessment and Health and Safety policy on behalf of the Council and ensure that the key control measures are effectively communicated and carried out.

- If significant policy related issues are identified between review dates, ensure the Council is informed as to the matter in a timely manner to allow for policy revision if necessary.
- Provide the Council with costs and anticipated benefits for actions deemed necessary to improve health and safety.
- Oversee the setting up, breakdown and dismantling phases of the show.
- Ensure that contractors are understanding of the requirement to provide suitable and sufficient risk assessments and method statements identifying all significant hazards and risks and the required control measures relating to their activities.
- Liaise with the show council and committees on all health, safety and welfare matters relating to the showground and persons in attendance.
- Liaise with the Showground Manager on show day to ensure controlled, effective and dedicated channels of mobile and static communication are in place, and are used properly
- Ensure that appropriate and adequate visual information for the public is strategically and clearly displayed.
- Ensure that emergency routes are clearly identified and that contingency plans are in place to ensure a clear passage for emergency services vehicles should an emergency condition arise.
- With the Showground Manager, carry out a post event review of health and safety. Based upon the review prepare a report for the council summarising the findings.
  - Include the Show's Safety Advisor's post show report findings and any remedial actions identified
  - Undertake a post event review and analysis of accident/incident reports and investigations.
- Promote the Moreton-in-Marsh Show Society's commitment to health and safety at all times.

### **Showground Manager**

- Support the Council and Events Coordinator in achieving the objectives and implementing the arrangements contained within the policy.
- Manage the setting up of the showground in accordance with design drawings and meeting schedules and timescales
- Manage the breakdown, dismantling phases of the show in line with timescales for completion.
- With the Events Coordinator be the primary point of contact for issues arising during setting up, delivery and dismantle phases of the show.
- Co-ordinate the activities of volunteers and contactors in line with the Health and Safety Policy
- Support the activities and movement around the site of service providers in a safe manner
- Ensure that suitable arrangements for welfare, sanitation and waste management are in place.
- Promote the Moreton-in-Marsh Show Society's commitment to health and safety at all times.

### **Stewards**

- It is a general requirement of stewards that they shall:
  - o Be properly equipped and dressed for the event and be easily identifiable, e.g. wearing fluorescent jackets, tabards or arm bands etc.
  - o Have received adequate training and instruction to carry out their duties effectively.
  - o Have a full understanding of what action to take in an emergency including the use of coded messages.
  - o Assist the emergency services as required
  - o Be aware of the location of the entrances and exits, first aid posts and fire-fighting equipment;
  - o Know the layout of the site and be able to assist the public by giving information about the available facilities, remembering people with disabilities.

- o Recognise crowd conditions so as to ensure the safe dispersal of spectators and the prevention of over-crowding
- o Ensure that routes, gangways, circulation areas and exits, including entrances and exits for emergency services are kept clear at all times.
- o Be able to handle conflict or threatening situations in a controlled manner so as to prevent escalation of the situation.
- o Not consume alcohol until completion of duties.

#### **Contractors/Sub-contractors**

- Provide documented evidence of competency and suitability to undertake work on behalf of the Moreton-in-Marsh Show Society.
- Ensure that control measures identified by risk assessments are in place and adhered to.
- Ensure that work equipment is fit for purpose and where appropriate has certificated evidence of inspection, testing and examination.
- Ensure that safe working practices are adhered to at all times.
- Ensure that all accidents involving own employees are recorded by the contract company and Events Coordinator to determine causation and developing an appropriate response.

#### **Safety Advisor**

- Provide the Society with advice and assistance on all matters relating to the management of health, safety and welfare for the show during the set up, delivery and dismantling of the show.
- Be in attendance and readily accessible on the set up day and day of the show, with an on call service provided the week prior to the show.
- Undertake regular safety tours of the showground throughout the show day, to monitor the safety arrangements provided by the Society and those expected to be put in place by others, e.g. Trade stand exhibitors and contractors. Be available at all times during show day.
- Produce a post show report for the Events Coordinator, detailing the key findings of the day.
- Liaise with the Events Coordinator and Showground Manager to ensure accidents and incidents are reported and the appropriate level of investigation is carried out.
- Annually review the health and safety policy and risk assessment
- Suggest any amendments to the above documents to the Events Coordinator who will take these forward for Council and Chair approval.

## **Arrangements for Health and Safety**

### **1: Training and instruction**

Appropriate training and instruction will be provided for all persons who have an active role in the organisation and facilitation of the show to ensure they have the necessary competency to execute their duties effectively:

- o As a minimum a stewards briefing will be provided for all stewards with the opportunity to ask questions.
- o The events coordinator, showground manager and Health and Safety advisor will be trained to the level of a NEBOSH national general certificate in Health and Safety or equivalent.

### **2: Stewardship and public safety**

### General arrangements

- A 5mph speed limit for any vehicles across the showground shall be enforced (emergency services are exempt from this).
- Ground conditions in public areas and access pathways shall be suitable for people with disabilities, as well as families with toddlers and pushchairs.
- Exit points shall be large enough to permit an orderly evacuation from the site in the event of an emergency.
- Where reasonably practicable grass will be cut to such a length that will minimise the risk of tripping – typically 4” (100mm)
- Dogs must be kept on a lead at all times and signage shall be displayed to state that they must not be left in vehicles
- All staff/volunteers and contractors shall wear appropriate PPE during event build and dismantle.
- Work on the showground will only take place during daylight hours (to include dawn and dusk) if weather conditions dictate lighting will be provided for key areas.

### Stewarding:

- Examples of pre-show training and instruction for stewards will include general control of crowds; emergency response/actions, escaped animals; methods of communication; key control measures of the event risk assessment, conflict management.
- An appropriate number of adequately trained stewards will be provided for the security and control of the site and the attending public. The required ratio of stewards is determined by assessment of the number of duties and tasks to be covered, including:
  - staffing entrances and exits
  - controlling access to attractions/activities
  - supporting trade stand set up and parking
  - general crowd control
  - patrolling public areas
  - securing unauthorised areas
  - securing hazards
  - car parking duties; etc.
- Due to the length of the event, consideration should be given to making sure extra stewards are available to allow others to take rest periods and comfort breaks etc.
- Contingency arrangements are made to cope with excess numbers of people in show areas. This may include the creation of holding and/or queuing areas.

### Communication and information

- Communication amongst show officials and senior stewards is facilitated by the use of radios with dedicated channels.
- Senior Stewards and key showground staff shall be instructed in the correct use of radios, the selection of channels and laid down and wording to be used in particular situations.
- General communication, announcements and information is provided for by the website, social media, Show guide and catalogue (purchasable) public address system, information boards, the secretary's tent and way finding signage.

### Lost Children and vulnerable adults

#### Found Child Procedure:

- Police/Stewards should make immediate contact with the lost Children point (Secretary's Tent) in case the parent/guardian is there, to advise that the child has been found.
- The child is then to be escorted by a steward/police officer to the secretary's tent.
- A form is to be completed in the presence of the steward/police officer to detail where the child was found.
- Details of the child are to be forwarded onto Event Control by the Secretary
- Ensure that the child is occupied and distracted with a designated person (usually the Secretary).
- Control to give a description of the child but no name. Or put a call out for the parent by name if the child can give this information
- Inform the child that someone (mummy/ daddy/guardian) has been called and is on the way to collect them.
- A member of staff stays with the child and reassures them that everything will be ok and someone will be there for them soon.
- Keep putting out calls at regular intervals through control on the main PA system
- Event Control should also issue details to all Police/stewards regarding the lost child in case they are contacted by a parent/guardian.
- No food or drink, except plain water should be given to the child in case of allergies.
- Parents/guardians/carers claiming the child must show a form of identification (A photo driving licence, passport or correspondence showing their name and home address) before the child is released. In the event of any uncertainty, it will be the responsibility of the Police to determine if the child should be allowed to go with the person who is claiming them.

#### Lost Child Procedure

- If a missing child report is made to Police/Stewards then they should contact the lost children point to ascertain whether the child is there.
- If the child is there then parents/guardians should be directed/escorted directly to the lost children point.
- If the child is not there, then parents/guardians should be directed to the lost children point to complete a missing child form with a description of the child. Details of the missing child should then be forwarded to Event Control.
- Event control should then issue a message to all Police/Stewards so that they can remain vigilant. No details of the lost child should be relayed over the PA without permission of the Police Officer in charge.

- Any Police officer/Steward finding the lost child must contact lost children point immediately. The child then must be immediately escorted to this point.

#### Livestock movement

- Physical segregation will be implemented to separate spectators from animals when they are being moved in the form of crowd barriers, gates and stewards manning said points.
- When animals are being loaded and unloaded from road transport vehicles and when being moved *en masse* between standings and show rings the areas of transit will be closed to public access and be controlled by stewards to prevent unauthorised access.

### **3: Trade Stand Exhibitors and contractors**

- All exhibitors complete a risk assessment upon applying to exhibit.
- Exhibitors and contractors will provide their own public liability (and professional indemnity) insurance.
- Larger exhibitors in terms of buildings/structures and activities, or the contractors engaged on their behalf, should have a suitably complex risk assessment. Although not exhaustive, examples of this requirement would include the erection of large structures catering for the public and activities involving moving vehicles, machinery or mobile plant in close proximity to spectator areas.
- Exhibitors shall ensure that their activities, e.g. setting and up and taking down/dismantling of any structure, the laying out of wares, exhibits or delivery of demonstrations is carried out in accordance with site rules and instruction provided in the trade stand rules, procedures and information document which all are prompted to read prior to making an application and confirm in writing they have read as part of their risk assessment declaration.
- Children under the age of 16 are at particular risk during the setting up and taking down periods of the event and it is therefore advised that they are not brought onto the show ground at these times. If this is unavoidable or required as part of the event set up, then they must always be supervised by an adult.
- Showground avenues must not be obstructed or encroached upon during the erection or dismantling of stand structures by vehicles used in the course of erection. Vehicles should be parked considerately and without inconveniencing other showground users. Once set up is complete they must be moved to the appropriate area of the showground e.g. Trade stand car park, offsite or contractor compound.
- When there is a high pedestrian footfall in the area of working a banksman must always be used to reverse.
- Trade stand exhibitors engaging the services of others, e.g. contractors (companies or individuals) to carry out work on their behalf must ensure they have determined the competency of the person(s) to carry out the work properly and safely before engagement,

and have the relevant paperwork to prove this. Trade stand exhibitors remain responsible for their contractors at all times and have signed a declaration to confirm this.

- If it is determined by show officials that contractors do not possess the necessary competency for the work engaged to carry out, then we retain the right to prevent such work commencing/continuing until a suitably competent person is engaged.
- Regular monitoring by the show officials will be carried out to ensure compliance with legislation and best practice is being met.
- **Accident reporting:** All accidents or near misses onsite should be reported to a Moreton show staff member, if this is during set up to the Events Coordinator if this is during show day there will be an accident book in livestock, horse and the secretary's tent.

#### **4: General traffic management and car parking**

##### Public roads and gates

- The show committee liaises closely with local police and a professional traffic management company (SEP) employed to produce an effective traffic management plan.
- A TMO road closure and no waiting order for Batsford Road is applied for as part of the traffic management plan to help manage the flow of vehicles effectively egressing the showground from 15:00 onwards for approximately 4 hours.
- Although stewards have no power to direct traffic on the public highway, they will be deployed to marshalling traffic entering and leaving the site to ensure free and uninterrupted access so that traffic congestion does not occur.
- A dedicated, sole use route/gate shall be established and identified for unobstructed access to and egress from site by the emergency services for the duration of the event.

##### Showground parking

- Car parking areas are established well away from the main (pedestrian) areas of the showground and are clearly signposted.
- Parking areas will have separate access and exiting points
- SEP are contracted to provide control of car parking arrangements and for patrol purposes.
- Unless authorised due to exceptional circumstances, the parking of cars anywhere else but in designated areas is not permitted.
- Vehicles parking on the showground will be kept to an essential and safe minimum.
- Pedestrian routes from car parks to the show areas are clearly laid out with suitable and sufficient signposting and where required, crowd barriers and herring fencing.
- Close to showground parking arrangements are made for disabled drivers who are blue badge holders. An appropriate car sticker must be displayed at all times.

##### Showground

- Dedicated safe access and egress routes will be designed into the showground layout.
- Trade stand exhibitors and their contractors shall only be authorised to move vehicles (or mobile plant) in the detailed set up and break down times. If additional stock is required during show hours, then trade stands will be directed to park and drop off at the nearest point to their stand and walk material onsite with the use of a flatbed/trolley and the help of showground staff.
- For any exceptional situations where it is unavoidable that a vehicle enters the showground they will have a steward chaperone the trip on and offsite and take the shortest route.
- Emergency services - The emergency services are permitted to move vehicles on showground during the event – for emergency purposes only.
- Service vehicles
  - There is a requirement for vehicles servicing the event to operate on the showground during day, for example toilet & waste management.
  - All service vehicles shall be signed in and display a visible permit which demonstrates their compliance to several rules when driving onsite:
    - A 5 MPH speed limit
    - The use of a banksman to reverse
    - To park considerately
    - Only take necessary trips
- All-terrain vehicles/quad bikes. The riding of them on the showground is **not permitted**. The provision of such vehicles in a static mode for display on trade stands is accepted.

## 5: First aid and accidents

### Show set up

- Events coordinator and showground manager to be first aid at work trained.
- First aid kit to be at Gate 5 for set up and dismantling.

### Show day

- Immediate care medical will be in attendance on the day of the show to provide first aid cover. This includes:
  - 1 x Fully Equipped Ambulance
  - Paramedics, Technicians and First Responders

Who are trained in the use of:

- Medical gases, AED and Immobilisation extraction techniques

And have a direct liaison contact with the local ambulance service.

- First aid points shall be clearly identified on maps.
- An ambulance parking area shall be provided close to the to the first aid post with a clear exit from the site.

#### Accident reporting and investigation

- Three accident books (meeting data protection requirements) are provided on the showground. During the set up phase they will be placed in the site office at Gate 5. On Showday there will be a copy in Horse, Livestock and with the General Secretary.
- All incidents, involving injury or potential injury to persons (and damage to property or plant) occurring during the event, including the build-up and break-down, must be reported immediately to the Events Coordinator.
- Internal recording of accidents/incidents shall include the date, time, location, and nature of incident, environmental conditions at the time and the names(s) and address(s) of all those involved, including witnesses and First Aiders.
- Where possible the immediate post event action should include sketches, plans and photographic or video evidence to assist the investigative process.
- The first aid contractor will record the details of accidents, which they respond to. The Events Coordinator will be responsible for liaising with them to ensure that details of accidents are captured post show.
- Should any accident or dangerous occurrence (or show related disease) fall within the requirements for reporting under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), then the Events Coordinator shall ensure that the report is made at the earliest opportunity and no later than within ten days of the show day.
- The scale of any post-incident investigation will be proportionate to the incident.
- For major incidents, the Events Coordinator, Showground Manager, Chairman and Vice-Chairman will be responsible for any follow up investigation and recommending any preventative or necessary remedial action.

#### Fatality

- In the event of an unconscious person the first response will be to send for first aid. Should it be determined that the person has died then the Police must be informed immediately and other than screening or covering the deceased person to minimise distress to others no other action shall be taken until the Police arrive at the scene.

## **6: Fire Precautions**

### General precautions

- Stewards, show officials and the Events Coordinator shall undertake continuous monitoring of the event and its build up and break down looking for situations where combustible materials and/or flammable liquids are being stored or used in close proximity to potential sources of ignition or oxidising agents.
- Smoking is strictly prohibited in any enclosed structure/building
- Fire extinguishers are strategically positioned about the showground with information on how to use these provided
- All trade stands will have a fire extinguisher
- There is a permanent fire and rescue service presence for the duration of the show opening hours
- There is a water supply for hoses available across all areas of the showground
- In the event of a fire an alarm will be raised manually and a controlled evacuation of the area/showground shall commence under the control of the emergency services, the Events Coordinator, Showground Manager and Stewards.
- Fire appliances can access all parts of the site and are able to get within 50 metres of structures.
- Quantities of stored fuel for use with generators should be kept below 50 (fifty) litres or half a day's supply, whichever is the lesser. The fuel container should be kept in a fire resistant locked construction.
- Stands that have flammable materials onsite and or sources of ignition state their control measures in their risk assessment, and this will be monitored by the Health and Safety coordinator on show day.

### Liquefied Petroleum Gas

- Trade stand exhibitors or contractors using liquefied petroleum gas (LPG) shall ensure that the gas and fittings/appliances are installed, stored and operated without risk to themselves or other persons
- No smoking information shall be clearly displayed.
- Cylinders are to be positioned on firm level ground and at least 1m from vehicle openings and sources of ignition
- If an LPG cylinder is stored in/on a vehicle, adequate ventilation must be provided to the vehicle compartment where an LPG fire appliance is located. This will include for fixed high and low vent openings being positioned so that they are not obstructed.

### Pipework

- Where possible pipework should be copper/stainless steel and well supported along its whole length.

- Where flexible high-pressure hoses are used, they should be as short as possible.
- All pipework/hosing shall be positioned to avoid being damaged.

### Catering

- A risk assessment is required from each trade stand undertaking cooking or heating.  
The assessment shall include:
  - Ensuring the food preparation area is laid out fit for purpose
  - Identifying types of equipment and/or means of heat to be used for cooking
  - Ensuring that cooking equipment is maintained and in good working order
  - How heat will be contained, i.e. heating appliances should be fixed securely on a firm non-combustible heat insulating base and surrounded on three sides by shields of fire resisting non-combustible material.
  - Provision for ensuring there are no combustible materials or flammable liquids in close proximity
  - Isolation of fuel
  - What firefighting measures will be in place.
  - Appropriate training of staff
  - Provision for burns and scalds
- Hot catering appliances must not be left unattended whilst in use.
- Deep fat fryers –
  - Any canopy/ventilation hood fitted to fryers should vent directly to atmosphere.
  - An auto high temperature limit device should be fitted.

### Straw bales

- Straw bales must not be used inside marquees or other enclosed structures unless they have been treated with a fire retardant and a notice to this effect being clearly displayed.
- Straw bales used externally must not be placed adjacent to marquees, buildings or equipment which would constitute a fire hazard.
- Should straw be used as litter for livestock, a suitable means of fighting a fire must be readily available.
- Any loose straw should be contained within suitable receptacles, e.g. steel bins

### Fire occurrence

- Information is provided to all show staff and stewards on how to safely use a fire extinguisher and the right extinguisher to use for different types of fire.
- Where possible, show staff and stewards are encouraged to extinguish a small (no larger than a waste paper bin size) fire with extinguishers, if it is safe and practical to do so. This can take place without evacuating the showground zone but the immediate area around the fire should be cleared of people and animals.

- Where a fire occurs and it is not safe or practical to extinguish, then the steward/staff should immediately raise the incident with event control (or the Events coordinator if during set up/pulldown) who will liaise with the fire and rescue service and an evacuation of people and animals will take place of the zone in a safe and calm manner. The fire and rescue service will then take control of the incident and any further steps.

## **7: Electrical Safety**

- Power to the show is provided by generators hired in.
- Outfeed cables from generators for supply to the show areas are connected to the generator and laid out by competent electrical contractors.
- Exhibitors can purchase electricity from the official electrical contractor for the show or provide their own generators.

### General rules

- Large structures will have had their electrical system inspected & tested in accordance with BS7671 with a current certificate being made available to confirm the requirement has been met.
  - All electrical equipment used by the show will only be supplied by the show's electrical contractor.
  - All equipment shall be connected to the means of supply through a Residual Current Device (RCD) having a maximum tripping current rating of 30 mA.
  - 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.
  - All cables shall be of the correct rating for the potential load with no damage to the insulation.
  - All electrical connections shall be suitable for external use
  - All supply cables shall be positioned so they are not liable to physical damage, e.g. not run across (on top of) roadways liable to heavy traffic or heavily populated door openings. Such cables must be suitably protected, e.g. wire armoured, deeply dug in the ground.
  - Cable runs are made freely available to the prevent slip and trip hazards
  - Socket outlets should not be overloaded and extension leads used only where really necessary and should not create a trip hazard.
  - All electrical equipment must be in sound condition and be suitable for the type of use intended, e.g. IP 65 rated if used in damp or wet conditions, or where they could potentially be. PAT tested etc. This is detailed to trade stand exhibitors in their terms and conditions.
- Spot checks will be carried out by the Health and Safety coordinator and the show's electrical contractors and any equipment found to not meet the above guidelines will immediately be withdrawn from use

### Trade stand generators

- Exhibitors must purchase a Generator Permit if they intended to use their own generator on the showground. The generators must adhere to the following:

- Provide evidence of inspection and testing.
  - The maximum output is limited to 5 kVA.
  - Should be sited on a secure platform away from all flammable materials.
  - One point of the generator output circuit should be earthed. Earthing should be by earth rods.
  - Fuel for generators must be stored in suitable sealed containers out of direct sunlight.
  - Quantities of fuel must be kept to a minimum.
  - Generators shall not be refuelled when they are running.
  - Any generator that may be at risk of unauthorised access or interference or damage due to show activities must be suitably protected by suitable enclosure or physical barrier.
  - Adequate caging of the exhaust outlet must be in place to prevent any person being burnt.
  - The generators should be of a low noise type.
- Spot checks will be carried out by the Health and Safety coordinator and the show's electrical contractors and any equipment found to not meet the above guidelines will immediately be withdrawn from use.

#### Overhead power lines

- Overhead power distribution lines (Shipston/Moreton 66kv circuit 5.2m high) are carried on wooden poles that run across the showground. Show staff, Trade stand exhibitors and contractors will be informed of the precautions they should take throughout the showground to minimise the risk of electric shock.
- All Moreton Show structures are located a safe distance from the OHPL's.
- Any persons erecting structures or positioning items such as high/tall notice boards/ flagpoles and structures shall maintain a safe distance as electricity can jump. Plant or equipment should not be operated within 10 (horizontal) metres of the cables (HSE guidance).
- It will be ensured that when carrying extended poles or other long items they are not carried vertically when under or in close proximity to the OHPL's
- Clear instruction and marshalling by the Showground Manager will be provided for any vehicle bringing materials or equipment onto the site and needing to operate in close proximity to OHPL's.
- If required temporary fencing/barriers will be erected to facilitate safe working practices.
- The route of the power lines will be clearly shown on the showground map.
- No structural work will take place during the hours of dawn or dusk when the OHPL's are more difficult to see, and should the situation arise whereby weather conditions restrict daytime visibility then the Events Coordinator and Showground Manager will take suitable measures to ensure that the OHPL's are protected and workers are aware of their presence.

- Emergency plans are noted in the Event Management plan should an accident occur whereby we need to switch off the power supply to these lines.

## **8: Temporary buildings and structures**

- Any temporary structure such as marquees, barriers/fences, gates, platforms, dais, information/notice boards etc. will be soundly constructed, erected and safe for their intended purpose by competent contractors.
- The electrical installation for temporary buildings should be installed, tested and maintained in accordance with the provisions of the IEE Regulations for Electrical Installations.

### Marquees:

- Showground marquees will be erected in line with the Made Up Textiles Association's *MUTAmarq "Best Practice Guide for the Safe Use and Operation of Marquees and Temporary Structures"* with erection (and dismantling) contractors being MUTAmarq accredited.
- Shall have adequate means of unobstructed access and egress, with due consideration for emergency exiting needs
- Shall have entrances and exits and exhibits positioned so as not to coincide with main guy lines and must be free of obstruction by tent pegs.
- Shall have any tent pegs in the vicinity of an entrance and exit suitably protected to avoid tripping and injury.

### Barriers and fences

- Types of restraint will usually be dictated by specific activities, e.g. the type of exhibit.
- Whereas a single or double rope and post fence might be adequate for minimum protection, a secure wire mesh or vertical barrier rail type fence will be needed where total public access is to be prevented.
- The Society does not allow the use of rope and post fencing for any of the show rings as a means of segregating large animals and the public, instead crowd barriers or scaffolding should be used.
- When it is deemed that single or double rope barriers may not be suitable for a specific situation then any barrier/fencing used must be capable of withstanding reasonably foreseeable loading.

### High notice boards and flagpoles

- Sufficient space around notice boards should be provided in the event that tall structures are at risk of becoming a hazard due to high winds can be taken down quickly and easily

- Structures and any flagpoles must be securely installed, be of adequate strength taking into account wind and other stresses and must not be erected in close proximity (within 10 metres) to overhead electric cables.
- The use of guy ropes and wire for flagpoles should be avoided, but, if they have to be used, the guyed area must be adequately fenced.
- Guy ropes and other means of securing that have not been installed by the Society's approved contractors shall be inspected by the HSE before use.

#### Inflatable structures

- Any activity associated with an inflatable structure or equipment must be supervised at all times by a competent person and appropriate safety notices be clearly displayed.
- An inflatable brought onto the showground for use shall have been tested under an accredited UK testing scheme (e.g. ADIPS or PIPA) with a current safety certificate issued by an independent examiner.
- RAMS and insurances will be checked prior to admitting on the showground.
- Structures should be provided with an adequate anchorage and/or ballast system. Any anchorage points should be suitably protected. The size, number and strength of anchorage points should be adequate for the structure and take into account likely wind loading.
- Suitable weather management planning will take place with the operators to ascertain how they will manage high winds if they are forecast and the point at which the structure is dismantled.

### **9: Environmental Management**

#### Sanitation

- Sufficient and suitable WC's and urinals including adequate provision for disabled persons and for during set up and dismantling will be provided.
- Typically, events with a gate opening time of 6 hours or more will have a toilet provision in line with the following:
  - o Females: 1 toilet per 100 females
  - o Males: 1 toilet per 500 males, plus 1 urinal per 150 males
- Large event portable toilets are hired for the show and they are maintained throughout the show
- Hand washing facilities will be provided at a ratio of 1 per five toilets with no less than one hand washing facility per ten toilets and include for suitable hand drying facilities.

#### Refuse, rubbish, waste

- Professional waste contractors will deliver commercial bins on site on the Thursday prior to the show, all bins will be laid out on Friday, in situ Saturday and dismantled Sunday.
- Waste bin stations are strategically positioned round the showground and all persons are expected to use them.
- Spare bags will provided and sited nearby on each section of the showground.
- Senior stewards will use their radios to contact the Showground control if bags are found to be overfull.
- Waste contractors will be patrolling and collecting waste on the showground throughout the opening times of show day.
- Exhibitors are required to ensure the removal of rubbish from their stands on a regular basis to minimise safety and health hazards. Stewards will direct them to their nearest refuse point.
- All rubbish from the show is compacted and stored at a central point for removal from the site by our registered waste carrier. Waste is recycled, re-used and digested with as little as possible entering landfill.
- It is unlikely any hazardous waste will be generated by any showground activities – if it is, special arrangements will be made for the storage and removal of such items.

#### Environmental nuisance

- Whilst elevated levels of noise may be produced the location and the hours that show is open for will minimise any adverse impact on the locality. The events coordinator and the Showground manager will actively monitor noise to ensure unplanned & abnormal noise is not created.
- Bonfires shall not be lit as a means of disposing of waste arising from the show or for any other reason.

#### **10: Health hazards**

- There are number of health hazards associated with human contact with livestock the zoonoses most likely to be encountered in a show environment would be *Escherichia coli* (E coli) 0157 and *Cryptosporidiosi*. Practical precautions will to be adopted as follows:
  - o Reducing so far as is reasonably practicable, opportunities for members of the public to contact build-ups of faeces.
  - o Providing sufficient and suitable warning and information notices.
  - o Providing adequate washing facilities (with running water) close by to wherever contact with stock by the public is likely.
  - o Providing strategically positioned disinfection baths and brushes for footwear cleansing
  - o Prohibiting dogs in the livestock areas
  - o Prohibiting eating and drinking in the livestock areas

- Any veterinary medicines that have been authorised to be brought onto the showground must be stored securely, under lock and key control of the veterinary practice.
- The use of any substance containing toxic chemicals, including sheep dips to prepare animals for showing, whilst on the show ground, is forbidden.

## 11: Catering

- Professional caterers will be expected to carry out their duties in accordance with the *Food Safety Act 1990 (as amended) and the Food Hygiene (England) Regulations 2005* and persons employed by them shall have had suitable and sufficient training.
- Preference will be given to caterers that have achieved a food hygiene rating of 5.
- A contracted qualified Inspector of food hygiene will make checks during the show day to ensure that food operators understand and are complying with relevant legislation.
- Food and drink must be clearly labelled for allergies so that the customer can understand what they are buying.

### General catering controls

- Hands must be washed after handling, raw foods or waste, and after going to the toilet, these facilities will be provided in the food tents as part of the showground – all other caterers will have their own hand wash stations.
- Use potable water only
- Aprons or overalls should be worn to protect food from contamination
- There should be enough tongs, utensils boards, containers and surfaces to avoid cross-contamination
- Fridge temperatures must be kept below 8<sup>0</sup>c
- Raw and cooked foods should be stored separately in fridges
- Jewellery, other than plain bands, should be removed before handling food
- Long hair should be covered or tied back
- There will be sufficient waste receptacles, that have closable lids and that are not allowed to overflow
- Temperature probing or other adequate checks will be made when cooking and particularly re-heating food
- Hot oils must be allowed to cool sufficiently before draining and must be disposed of offsite by the contractor/exhibitor
- Demonstration knives, kitchen equipment etc. must not be left lying about
- Hot pans and heated surfaces must be protected from the public
- Allergen notices will be placed in the Home and Garden tent regarding the exhibits.
- Waste food/waste meat must not be used for animal feed

## 12: Livestock and Equestrian events control

- Livestock exhibitors are entirely responsible for the safe handling of their animals and any the suitability of any equipment brought onto the showground.

- Members of the public will not be allowed in the livestock areas during judging when animals may be left alone without their handlers.
- Exhibitors should be aware that spectators are unlikely to be familiar with the characteristics of animals and unaware of the potential danger which they might be in or which they might create by their own actions. As such, when animals are being handled for preparation etc., the safety of spectators/members of the public close by must be a primary consideration.
- Wherever there is likelihood of public contact with animals, washing and/or disinfection facilities shall be provided and suitable notices will be provided with guidelines on how to behave round animals.
- Where animals are in pens, care must be taken to ensure that the means of securing such enclosures are in good order and they are properly closed.
- Safe routes shall be established for the movement of cattle from holding areas to display rings so as to keep members of the public at a safe distance from livestock being transferred. This cordoning may be provided by the use of temporary barriers or by the use of stewards.
- Exhibitors should minimise the movement of stock and take particular care to ensure should any animals have to be halter lead that this is done by a person who is competent by training and experience.
- Horses must not be ridden, exercised or schooled in the car parks, trade stand avenues or other areas to which the general public has access.
- No one is allowed in an exercise or collecting ring who is not a rider or bona-fide groom.
- Anyone riding a horse or pony on the show ground must wear protective headgear of a standard approved by their appropriate governing body.
- A protected corridor with barriers shall be established for the movement of horses from the collecting ring to the Grand Arena and this shall be manned by stewards in high vis vests at crossing points.
- All dogs on the showground will be on leads.

#### Escaped animals

- In the event of an animal escaping all available stewards should assist handlers in recapture and in ensuring the safety of the public.
- All gates in the vicinity shall be closed to prevent escape on to the public highway, even at the expense of admissions to the ground.
- Once apprehended the livestock or horse secretary with the showground manager shall decide whether the animal should remain on the show field.

#### Sheep management

- Under DEFRA licence the showing of sheep in the Livestock Field and use of the Livestock Lorry Park, is authorised but *Maedi Visna* (MV) accredited and non-MV accredited sheep must always be kept separated by at least two metres distance and not allowed to come into contact at any time during the show. The licence does not allow sheep to be 'walked' out of a licensed area.
- It is essential that DEFRA AML1 movement forms are completed for all consignments of sheep to the show. These must include the individual identification number for each sheep and not just the flock number. An AML1 shall be required for the journey to the show and for the return journey.
- Maedi Visna Accreditation - Show stewards are responsible for ensuring that exhibitors of MV accredited Sheep have a current, fully completed green SAC MV certificate before any animals are unloaded.

### Judging

During judging the following conditions should apply:

- Ensure separate routes to rings and on return to dedicated pens
- Ensure separation of MV accredited and non-accredited sheep
- Ensure MV accredited sheep are judged and mouthed first
- MV accredited sheep must be lead by a halter
- Examination of mouths should be carried out by handlers
- If a judge mouths sheep, then disinfectant must be used between each mouthing.

### **13: Security**

- Gate cash handling and entry to the show is undertaken by a professional ticket contractor who bring along a sufficient number of suitably trained staff and a secure storage facility.
- A professional security firm, with SIA licences and security dogs is employed from Tuesday through to the following Monday, with the highest amount of coverage being provided on show day and a suitable number of staff at the gates.
- The remit of the security firm is to protect equipment and people on the showground during set up and dismantling and to supervise entry, behaviour, and security on the showground during show day.
- There will always be a means of communication at all show entrance points on show day to event control.
- All stewards are given a basic security awareness training via the stewards briefing.
- The police service are present at the event on show day and have input into the planning stages of the event to ensure that control measures are appropriate to the current security status.
- There is a cash plan drawn up to supervise safety of the cash movement on the showground in the bank, at the cash point and for the various prize givings.

## **14: Plant and machinery**

- Forklift trucks (telescopic-handlers) will be available for use by showground staff to unload and load equipment. These can only be operated by persons with an appropriate license. The use of the forklifts will remain under the supervision of the showground manager.
- The truck is not designed for carrying passengers and it should only carry the driver.
- Safe working practices will be adopted when using plant machinery and fork lift trucks including only using the equipment within the manufacturer's guidelines.
- Show day activities may involve the use of heavy vehicles and mobile plant in the Grand Arena and/or the Attractions Ring. Both areas are adequately fenced/stewarded to provide for the safety of the public and segregation from vehicles.

### General machinery/plant safety

- All trade stand exhibitors have signed a declaration to indicate if plant machinery will form part of their stand.
- Plant and machinery must only be operated and demonstrated after ensuring that adequate precautions are taken to protect the operator and bystanders. Such precautions will include:
  - Machinery with moving parts that a person could foreseeably come into contact with being fixed or adequately guarded. For example exposed shafts, belts, pulleys and gears.
  - Demonstrations only taking place in areas adequately fenced off from the public (rope barriers would not be deemed to be adequate/appropriate).
  - Machinery operators having the appropriate licenses and experience to undertake the task required of them.
  - Any equipment operated by hydraulics, e.g. trailers, tractor buckets, fork lift masts, etc. being mechanically inspected or repaired in an extended/elevated position must be suitably propped with steel props and at separate stages if in multi-stage rams.
  - If equipment is protected by a fail-safe valve system, a notice indicating this should be shown on the machine along with evidence of regular machine inspection/maintenance of the machine being available for viewing by the H&S inspector.

## **15: Working at height**

- Work such as the erection of temporary structures should be planned for as much of the work as is reasonably practicable to be carried out at ground level, e.g. pre-assemble as much as possible before lifting and positioning so as to reduce the risk a fall from height.
- Where reasonably practicable the use of non mechanical access equipment such as mobile elevating work platforms (MEWPS) will be used instead of ladders.

- Where mechanical access equipment is used it shall have evidence of examination by a competent person under the Lifting Operations and Lifting Equipment Regulations (LOLER) and inspection under the Provision and Use of Work Equipment Regulations (PUWER) and only persons who are competent through appropriate training and experience shall operate the machine.
- Ladders and stepladders – Must be fit for purpose and in sound condition, be of wood or fibre glass construction if working under or close to electricity and be used upon firm and stable surfaces.
- Ladders must only be used for low level, low risk, short duration and light duty working

### **16: Lifting operations and lifting equipment**

- Any complex lifting operations with significant risk as identified by a risk assessment will require a lift plan being produced and provided in sufficient time for review by the Society's Safety Advisor and Showground Manager before commencement of the operation.
- Lifting equipment used will have current certification as evidence of examination by a competent person within the last twelve months.
- Lifting accessories (e.g. chains, slings, shackles) will have current certification as evidence of examination by a competent person within the last six months and the safe working load identified by an appropriate means of marking, e.g. tagging or stamping.
- Trade stand exhibitors or contractors using vehicles with tails lifts should be able to demonstrate evidence of the tail lift being examined by a competent person within the 6 months prior to use.

### **17: Manual handling**

- It should always be assessed whether manual handling can actually be avoided and preference should be given to manual handling aids where possible.
- Where assessment determines that manual handling cannot be avoided then planning and consideration of the work required is to be undertaken with a suitable staff ratio allocated. For general manual handling tasks the principles of **TILE** (Task, Individual, Load, Environment) as an assessment tool for identifying risk and what precautions will be implemented will be adopted.

## **Appendices**

### **Appendix 1**

A copy of the emergency plan (separate document).

### **Appendix 2**

**Primary legislation/regulations relevant to the show:**

- *Health and Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 & 2006 amendments*
- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*
- *Regulatory Reform (Fire Safety) Order 2005*
- *Electricity at Work Regulations 1989*
- *Control of Substances Hazardous to Health Regulations 2002 (COSHH)*
- *Provision and Use of Work Equipment Regulations 1998 (PUWER)*
- *Health and Safety (First Aid) Regulations 1981*
- *Work at Height Regulations 2005*
- *Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)*
- *Corporate Manslaughter and Corporate Homicide Act 2007*
- *Environmental Protection Act 1990*
- *Traffic Signs Regulations and General Directions 2016*
- *The Traffic Management Act 2004*
- *Food Safety Act 1990*
- *Food Safety and Hygiene (England) Regulations 2013*
- *The Purple Guide to health safety and welfare at music and other events*