

HENLEY & DISTRICT AGRICULTURAL ASSOCIATION

HEALTH & SAFETY POLICY

Introduction

The Henley Show is an Agricultural show held annually at Greenlands Farm, Dairy Lane, Hambleden RG9 3AS. There is also a Sheepdog Trial and an annual ploughing match.

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

Policy Statement

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

H & DAA will annually review this policy as required by the Health & Safety at Work etc Act 1974.

ORGANISATION

Responsibilities of Chairman and Show Committee

The Chairman, Trustee/ Directors and Event Committee Managing Members shall have overall responsibility for all aspects of Health and Safety and shall so far as is reasonably practicable ensure that everybody under their control is familiar with H & DAA's Safety Policy, risk assessments and arrangements. The Chairman, Directors, Trustees and Committee members will encourage at all times the cooperation of all members, stewards, exhibitors and members of the public for their commitment to the same.

Responsibilities of Safety Adviser

The Safety Adviser shall be responsible, in conjunction with the Chairman and Show Committees, for preparing and revising (as appropriate) the Health and Safety Policy for the Association and in addition shall: Provide guidance and advice on Health and Safety matters:

- In conjunction with the Chairman and Show Committees shall promote safety consciousness at all levels
- Liaise with Medical, Fire Authority, HSE, Local Authorities and other bodies as appropriate during the show and afterwards
- Carry out a pre event inspection of the site
- Be available during the show to monitor compliance with the event safety requirements and to be the point of contact for health and safety matters
- Investigate and record all serious accidents/ incidents and provide statistics for the Chairman and Show Committee
- In addition to the above the Safety Adviser has the authority to require the cessation of unsafe practices where this is considered essential
- Where a requirement to stop an unsafe practice is not complied with the Safety Adviser will liaise with the Chairman to deal with the problem
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Responsibilities of all Stewards, Secretaries and Organisers, Marshall's and Coordinators

These persons have specific responsibilities as listed above and in addition will assist with the implementation and enforcement of the Health and Safety Policy and arrangements, and will liaise with other stewards, the Health and Safety Adviser and the Chairman in dealing with emergencies and major incidents at the events organised by the Association.

Responsibilities of Exhibitors Contractors and Trade Stand Holders

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

HEALTH AND SAFETY ARRANGEMENTS

Risk Assessments

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

Electricity

Electricity at 230 volts, single phase, is not available on the show ground from the public supply. All electrical equipment must be approved by the Show's official contractor prior to use. Temporary low voltage distribution systems of 415 volts or less on the site will be subject to the 'Electricity at Work Regulations 1989'. Anyone who provides electrical apparatus for their own or anyone else's use must, before it is connected to the supply, arrange for its inspection / test by a competent person. Documentation must show the date and name of the person carrying out the test /inspection. Show officials may carry out spot checks, and any equipment found to be faulty will be confiscated. All equipment shall be connected to the supply through a Residual Current Device (RCD) and all cables and connections where not protected by a weatherproof structure shall be of such construction, or protected as necessary to prevent danger arising from exposure. Socket outlets should not be overloaded and extension leads used only where really necessary and should not create a trip hazard.

Generators

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

Liquid Petroleum Gas (LPG)

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

Catering

All static and mobile caterers must ensure that they comply with all the relevant Food Hygiene Regulations. All caterers should realise that Inspectors of Local Council Environmental Health Departments may make inspections prior to, and during events, to ensure that food operators understand and comply with the relevant legislation.

Guidance on Health and Safety in Kitchens and Food Preparation Areas HS (G) 55 is available from HMSO on 0171 873 0011. Caterers should obtain a copy and follow its guidelines.

Stands

All temporary structures including marquees, buildings, information boards, fences and gates must be soundly constructed, erected and safe for their intended purpose and comply with any relevant current guidance.

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

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

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

Fire Prevention

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

- Fire extinguishers must be sited in prominent position and full view.

Exhibitors should have available extinguishers, which are most suited to the risks.

Exhibitors should note that fire extinguishers will be subject to random checks and any stand without a suitable extinguisher will be closed down.

Exhibitors bringing their own tents must ensure that it has been treated with a suitable fire retardant, and in the case of a large marquee a plan showing all fire exits must be submitted for approval by the Health and Safety Adviser.

Machinery

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

Machinery must only be operated or demonstrated in areas fenced off from the public.

Operators must cease their activities should any person encroach into a danger area. When positioning ropes, fences or barriers to restrict access into potential danger areas, an adequate margin of safety must be observed. Particular care must be taken to assess and control the risk to persons from materials, which may be ejected from machines.

Plant and machinery must only be operated and demonstrated after ensuring that adequate precautions are taken to protect the operator and bystanders. Operators will be told that unsafe operation will not be allowed and may lead to possible legal action by the relevant enforcing authority. All machinery used must comply with the "Provision and Use of Work Equipment Regulations 1992".

Any plant, machinery or equipment used prior to, during, or after the event must be operated by an adult who is fully trained in its safe use.

Use by inexperienced or untrained persons under 13 is prohibited.

Passengers must not be carried on vehicles and machines unless designed or adapted for that purpose.

All static exhibits must be erected in a way that ensures they do not present a risk to any persons during the event (including erection and dismantling).

The correct protective clothing and equipment must be worn at all times when participants or exhibitors are engaged on any activity for which protective or equipment is required, for instance when using a chain saw.

All such protective clothing and equipment must comply with the requirements of the Personal Protective Equipment at Work Regulations 1992.

Motor Vehicles

- Motor vehicles must be driven with great care and a **5 mph speed limit** observed on the show ground.
- Between the official opening and closing times of the show only authorised vehicles will be allowed to be driven on the show ground.
- No motorcycles, cycles, ATVs or any other vehicle may be taken on to the show avenues without prior authorisation.
- No vehicle may be demonstrated or exhibited in any of the show avenues.
- Persons using quad bikes must wear suitable approved protective headgear.

Livestock

- Exhibitors and stock attendants must be fully aware of their obligations for the safety of the general public and fellow exhibitors and stock attendants at all times whilst on the show ground and observe orders given by stewards or officials when leading stock to and from the Judging Rings.
- All stock must be inspected beforehand and must be free of zoonoses and in good health.
- In the interests of safety, unauthorised movement of animals during the show is not allowed. All cattle must be accustomed to being halter led and at least one competent person must attend each animal during its movement to and from the Show Ring, remaining as far as possible, behind the movement barriers provided.
- Exhibitors must control and take every care when moving animals and endeavour to segregate the public from their animal when moving through the show ground. It is advisable to provide two handlers for each bull in the Grand Parade and all bulls over 10 months old must have rings in their noses and be led with poles, ropes or chains.
- All exhibitors of bulls should make themselves familiar with HSE Guidance Note GS36 "Safe Custody and Handling of Bulls at Agricultural Shows, Markets and similar premises off the farm." This Guidance Note gives the following methods for handling bulls at events:
 - Two people, one using a bull pole attached to the bulls nose ring, and the other using a rope attached to the halter or head chain through the nose ring.
 - Two people both using ropes or chains, one rope or chain attached to a halter, the other either attached directly to the nose ring or via the nose ring to the halter;

- One person using a bull pole attached to the bull's nose ring and a rope or chain attached to a halter or head chain through the nose ring with a competent person standing by able to assist in the control of the bull if required;
 - One person using a rope or chain attached to a halter with a second rope or chain attached directly to the nose ring or via the nose ring to the halter, with a competent person standing by able to assist if necessary.
- The stewards have the power to refuse the entry of any animal, which they consider might get out of control, or to ask for any animal to be removed from the show ground.
 - Exhibitors and stock attendants must take every precaution to protect visitors to the livestock lines from injury.
 - Any bull over 10 months old being led on the show ground **must** be accompanied by **two** handlers at all times. Young persons should not be allowed to handle bulls.
 - Cattle must be halter tied through the rails, binder twine or string must not be used to tie cattle. The use of any substance containing toxic chemicals, including sheep dips is strictly forbidden whilst on the show ground.
 - Exhibitors of horses should familiarise themselves with any rule or guidance notes issued by the appropriate authority or society which control the particular activity and they must comply with these standards.
 - Horses must not be ridden, exercised or schooled in the car parks, trade stand avenues or other areas to which the general public has access but only in the area designated. No one is allowed in the collecting rings who is not a rider, bona-fide groom or show official.
 - Anyone riding a horse or pony on the show ground must wear protective headgear of a standard approved by their appropriate governing body.
 - Dogs must be kept on a lead at all times, and are not permitted on the show ground before the show unless prior authorisation has been given by an official.

General Hazards

- Fire hazards exist throughout the show ground. Smoking is prohibited in all marquees, tents and buildings. This will be strictly adhered to, and anyone found breaking this regulation may be asked to leave the showground.
- Guy ropes and tent pegs are used throughout the show ground and care must be taken to avoid these.
- Children are at particular risk during the setting up and taking down periods and are strongly discouraged from being brought to the ground at these times, and at all times should be supervised by an adult.

Emergencies

Fire

Evacuate people from the area of the fire immediately. Clear the surrounding area. Report the Fire to the Secretary's tent, where the fire brigade will be called. Keep spectators well clear of the area.

Accident/Injury.

The priorities are:

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

Escaped Animals.

All available stewards to assist in recapture. The Senior Steward present to take charge.

After recapture a decision to be made as to whether the animal should remain on the show ground.

Bomb Threat (or any "Mass" hazard).

Contact the Police, via the Secretary's tent if necessary. Treat as genuine unless Police advise otherwise.

Clear people from the area.

General.

Any incident must be notified to the Secretary by the steward involved in dealing with the matter, and must be recorded.

Event Conditions

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

Signed..... Dated.....

PLEASE RETAIN THIS DOCUMENT FOR YOUR INFORMATION

NOTE THE NEW SHOW LAYOUT FOR 2008

DIFFERS FROM PREVIOUS YEARS LAYOUT