

Bridgend County Show
Health & Safety Policy Amended June 13th 2017
Acceptance of an Exhibitor's Application Form shall be subject to the
Exhibitor's agreement to read and adhere to this statement.

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In this document "the Society" means the Bridgend Show Limited, and the expression "Exhibitor" shall include exhibitors, retailers, caterers and their agents and employees.

1. Safety Policy

1.1 It is The Bridgend Show Limited general policy that an environment is created and maintained at all events which is both safe and healthy for the benefit of all members, participants and spectators. The prevention of all accidents, particularly those involving personal injury or damage to equipment and property is recognised as being essential.

1.2 The Society will conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that persons who may be affected by its activities are not exposed to risks to their health and safety.

1.3 The Society will bring to the notice of all exhibitors, retailers, caterers and their agents and employees their duty to co-operate with the Society to ensure that this policy is effective, and to offer all necessary assistance to ensure the health and safety of all persons at all times.

1.4 The Bridgend Show Limited Society's Health and Safety Policy Statement commits the Society to the implementation of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 (plus any amendments as from time to time may occur), and actively seeks the co-operation of all members, participants, exhibitors and the public for their commitment to the same.

1.5 The Society will revise this Safety Policy Statement, as required by section 2(3) of the Health and Safety at Work Act 1974 as often as may be appropriate.

Barry King C E O Bridgend County Show

2. Personnel Responsible For Health And Safety

2.1 Barry King, C E O of Bridgend County Show

shall have overall responsibility for all aspects of health and safety and shall require everybody under his control to be familiar with the regulations, codes of practice and the Society's procedures for ensuring the safe working conditions on the Society's premises.

2.2 Marc King, the Showfield Manager

shall supervise the day to day running of the Health and Safety Policy and shall report directly to the Chief Executive Officer.

The Chief Safety Steward shall be responsible for:-

2.2.1 Providing guidance and advice on Health and Safety matters;

2.2.2 Promoting safety consciousness at all levels within the Health and Safety training programmes;

2.2.3 Liaising with all persons, medical, Fire Authority, HSE, Local Authorities and other appropriate departments;

2.2.4 To advise on accident prevention techniques and investigate and record all accidents and provide reports as necessary for Directors and the Health and Safety Committee.

2.3 The C E O

shall be responsible for the supervision of the Health and Safety Policy within the office and administration buildings and report to the Directors as and when necessary.

2.4 Showfield Manager

The Show field Manager shall be responsible for the supervision of the Health and Safety Policy within the showground and estate premises and report to the C E O.

2.5 Section secretaries

are responsible for the work of all stewards and contractors in their sections of the show, they have a duty to see that safe methods of working are adopted in his/her own area of work, that practical regulations and codes of practice are observed and that the employee doing the work is aware of these and that methods provided to avoid hazard to safety are used at all times.

2.6 Health and Safety Committee

A Health and Safety Committee has been established and shall consist of the C E O, Show Secretary, Show Field Manager, Show Chairman,

2.7 Responsibility of Exhibitors

All exhibitors must take reasonable care for the health and safety of themselves and all other persons

who may be affected by their acts or omissions. No exhibitor may misuse, fail to use or recklessly interfere with any equipment provided by the Society in the interests of health and safety under statutory obligations or otherwise. All exhibitors should note the Management of Health and Safety at Work Regulations 1992, which

requires co-operation and co-ordination between all exhibitors and the show Society relating requirements to carry out adequate risk assessments covering the work to be carried out, to implement any procedures as required by the above legislation and also inform all those concerned of these assessments and procedures. Any irresponsible conduct or abuse of Health and Safety legislation by exhibitors in relation to their exhibits or towards any of the Society's Stewards or other persons will be dealt with as defined in the current Livestock and Tradestand rules and regulations.

3. Arrangements For Health And Safety In our depot and on the show field

3.1 Housekeeping

Good "housekeeping" is an essential feature of the Health and Safety Policy. Exhibition areas must be kept clean and tidy, with all rubbish and discarded materials placed in the waste receptacles provided. Proper attention must be paid to hygiene. All floors, steps, stairs, passages and gangways shall be kept free from obstruction and clean, so far as is reasonably practicable.

3.2 Safeguarding of Machinery

All machinery exhibits must be inspected by competent persons.

Any plant, machinery or equipment used prior to, during or after the event must only be operated by an adult who is fully trained in its safe use. Use by inexperienced or untrained persons is not permitted. Passengers must not be carried on vehicles or machines unless they are designed or adapted for that purpose. Any use of such equipment by persons under 16 years of age is prohibited. Plant or machinery must only be operated after ensuring adequate precautions are taken to protect the operator, and bystanders. Working space around machines must be kept clear. Guards must be fitted, mobile machines fenced off, static exhibits properly erected, propped, stacked, and all hydraulic systems locked off or otherwise made safe. All plant and machinery must comply with the "Provision

and Use of Work Equipment Regulations 1992." Guidance on standards to be achieved in respect of machinery safety is contained in BS 5304 - 1988 "Safety of Machinery" and any other relevant guidance issued by the HSE.

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

All electrical tools used outside must be 110v or be battery type. All extension leads of a flexible wire type and connections to plugs and sockets must be inspected before use. All portable electrical equipment used must comply with the Electricity at Work Regulations 1989. Anyone who provides electrical apparatus for their own or anyone else's use, demonstration etc. should, before it is connected to the supply, arrange for its inspection and testing by a competent person and documentation should show the date of the test and the name of the person carrying out the test. All equipment should be connected to the supply through residual current devices (RCD)

and all cables and connections where not protected by a weatherproof structure shall be of such construction or protected to prevent, so far as is reasonably practicable, danger arising from such exposure. Socket outlets must not be overloaded and extension leads must not be used indiscriminately. Steam/Water Pressure Cleaners should be used with a circulating current earth monitoring device or a residual current device (RCD) (sometimes called an ELCB). These devices should be fitted at the mains supply point, where they should be protected from splashes or deposits by a waterproof cover. Power washers must be used in accordance with the manufacturers' instructions with particular reference to the dangers of electrocution - see guidance note PM 29 'Electrical Hazards from Steam/Water Pressure Cleaners'. Sockets for pressure washers will be 3 pin, 16 amp, 240 volt plug to BS 4343. Chain saws or similar tools or equipment shall only be used by a person who is qualified and all the required protective safety equipment must be worn at all times.

3.3. Protective Clothing

The correct protective clothing/equipment must be worn at all times when participants or exhibitors are engaged on any activity for which protective clothing/equipment is required, e.g. any person using a chain saw must wear the relevant protective clothing at all times. All such protective clothing/equipment must comply with the requirements of the Personal Protective Equipment at Work Regulations 1992.

3.4 Accidents

3.4.1 In the event of any accident, the Society should be informed immediately. The CEO will be responsible for investigating the accident and taking all necessary action, in order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

3.4.2 Accident books are kept in the First Aid Centres which are clearly identified on the site, and details of all accidents must be recorded as soon as possible after the incident.

3.4.3 First aid is available at all First Aid Centres.

3.5 Fire Precautions

In accordance with legislation all persons are further prohibited from smoking in any enclosed or partly enclosed buildings, tents or structures on the showground. Smoking is prohibited in and around all the Society's permanent buildings, tents or shedding for exhibits or forage, estate yard, LPG compound/storage and diesel tanks.

Cigarettes, matches etc. must be extinguished before discarding safely in suitable receptacles. Fire risk assessments are to be completed as required under the Fire Safety Order 2005. All tradestands, catering outlets and areas not directly under the control of the Society will be responsible for the completion of their own assessments. Exhibitors bringing their own tentage must ensure that it has been treated with a suitable fire

retardant and in the case of large marquees, a plan showing all fire exits must be submitted to the Society for approval by South Wales Fire Services.

All tradestands and caravans must have fire extinguisher(s) sited in a prominent position and in full view. These appliances should be held at the following rate:- 250 to 500 sq.ft.-one; 500 to 1000 sq.ft. -two; for each additional 1000 or part of, a further appliance is required. The most suitable fire extinguisher is a 5-kilo dry powder type, which in the case of most fires, will contain the outbreak until the arrival of the fire brigade. The provision of fire extinguishers is a condition of entry and must be observed by all tradestand holders. The CEO and Showfield Manager will inspect each tradestand

to ensure that all fire precautions have been carried out correctly.

3.6 Fire/Emergency Procedure

3.6.1 In the event of a fire, telephone 999 and report to the CEO 07976 430086.

3.6.2 Switch off all electrical equipment and machinery.

3.6.3 Evacuate the building in question by the nearest fire exit. Do not stop to collect personal effects.

3.6.4 Do not re-enter the area until express permission has been given by the Senior Fire or Police Officer.

3.6.5 Please note the CEO or Show manager will take charge of operations until the arrival of the Fire Brigade.

.7. Livestock and Tradestand Rules and Regulations

Attention is drawn to the current Society Livestock and Tradestand rules and regulations which must be read by every exhibitor of Livestock/Tradestands. Particular attention is drawn to the following matters:-

3.7.1 Hard Hats

Anyone riding a horse, pony or donkey must wear a hat to British Standard specification and of a standard approved by the governing body of their respective horse or pony Society, Association or discipline and under whose rules they are exhibiting or competing. This hat must be worn at all times.

3.7.2 Cooking & Sleeping

No cooking will be allowed in the stock lines and sleeping in the lines will only be allowed on the approval of the CEO.

3.7.3 Cycles

No motorcycles, motor scooters or cycles, of any kind, may be taken on to the showground. ATVs, mules and buggies cannot be operated on the showground without authorisation. In addition all operators must have received the appropriate training and are strongly advised to wear appropriate headgear when use of such vehicles is authorised.

3.7.4 Dogs

Please note that NO dogs are allowed in the Livestock (cattle, sheep, pigs and goats) Buildings, Horse Lines, Collecting Rings, Poultry Tent,

3.7.8 Electrical Distribution System

Exhibitors are also warned of the danger from the distribution of high or low voltage systems throughout the showground. Exhibitors are asked to check on the position of all cables, above and below ground, prior to erecting stands, marquees, signs or flagpoles. Permission must be sought before any work commences.

3.7.9 Vehicle Exhibits

Exhibitors are not allowed to demonstrate or exhibit any vehicles in the avenues during the show.

3.7.11 Excavation

No exhibitor will be allowed to excavate in any part of his/her stand without written permission from the Society. It is imperative that the exhibitor checks the position of underground services. Prior to any excavation works being carried out, permission must be sought from the Society.

All fence, post and flag pole holes must be filled and reseeded or re-turfed by the exhibitor.

3.7.12 Contractors

Exhibitors are responsible for ensuring that their contractors are aware and follow all relevant Health and Safety Legislation together with the Society's Health and Safety Policy.

3.7.13 Electricity

All portable electrical equipment used must comply with the Electricity at Work Regulations and before any such electrical equipment is used, exhibitors should arrange for its inspection and testing by a competent person and documentation should show the date of the test and the name of the person carrying out the test. All equipment should be connected to the supply through a residual current device (RCD) and all cables and connections where not protected by a waterproof structure shall be of such construction or protected to prevent, so far as is reasonably practicable, danger arising from such exposure. Generators: These are not allowed without the permission of the Society and when given, only diesel generators will be permitted.

3.7.14 Fires and Barbecues

No exhibitor may light a fire for any purpose whatsoever

3.7.15 Liquid Petroleum Gas (LPG)

All exhibitors, tradestands, caterers, retailers, etc, who use LPG must comply with the Guidance Notes referred to below, in respect of the storage and use of any LPG containers that they bring onto the site. Any full or empty cylinders not in current use must be kept in an adequate store Exhibitors, caterers, etc, are required by the terms of their contract of agreement made between them and the Society to ensure that all their gas appliances have been recently examined and tested by a competent person and labelled to indicate the examiner's name and date of examination. Exhibitors should be aware that the Society will not allow any appliances to be used until this has been done.

3.7.16 Catering

No exhibitor may sell any foodstuffs or beverages on his/her stand unless written permission has been obtained from the Show Secretary prior to the Show. All static/mobile caterers must ensure that they comply with all relevant Current Food Hygiene

Regulations:-

The Current Food Hygiene (General) Regulations.

The Current Food Hygiene (Markets, Stalls and Delivery Vehicles) Regulations.

The Current Food Safety Act.

The Current Food Labelling Regulations.

The Current Health and Safety at Work Act .

All caterers should be aware that inspectors of the Local Council Environmental Health Department may make inspections prior to and during events, to ensure that "food operators" understand and comply with the relevant legislation. All establishments selling food and/or drink must comply with the above Food Hygiene

Regulations. Guidance on Health and Safety in Kitchens and Food Preparation Areas HS(G)55 is available from:- HMSO - 0870 600 5522 Caterers should obtain a copy and follow the guidance therein.

3.7.17 Current Safety Requirements - Health and Safety at Work Act

Special attention should be given to the safety requirements outlined in the regulations governing the allocation of space for machinery and other stands. The ruling of the steward on the safety of any exhibit or part of an exhibit shall be immediate and final; but consent to the working of an exhibit shall not relieve any exhibitor of liability as laid down in the regulations. The Society holds exhibitors wholly responsible for the observance of statutory regulations governing the safety of

machinery exhibited by them. Machines and appliances are accepted for adjudication on the understanding that they are capable of complying with the Health and Safety at

Work Act 1974 and the regulations which are implemented under it.

3.7.18 Show Stand Safety

- a) Tradestand exhibitors should display only pesticides and other substances hazardous to health in new empty containers.
- b) Any steam or pressure vessels or lifting appliances used/demonstrated must be examined and documented; this also applies to electrical and gas appliances.
- c) All temporary structures, information boards, fences, gates, flagpoles, grandstands, viewing platforms etc, must be safe for the intended purpose and comply with the latest and relevant codes of practice. Exhibitors must give regard to the stability of their exhibits and ensure that they cannot under reasonable circumstances be knocked over.
- d) Petroleum product storage must be in accordance with standards laid down by the fire prevention department of South Wales Fire Service.

3.7.19 Risk Assessments

Risk assessments will be undertaken by the Society to cover staff, exhibitions and the public. These risk assessments will cover chemicals used, jobs and tasks undertaken, crowd control, and evacuation procedures.

Tradestands and exhibitors with displays/working equipment are expected to provide the Society with their own risk assessments covering their operations. Those organisations not having up to date risk assessments will use the societies.

4. Emergency Procedure

Emergencies and Major Incidents at the Show

4.1 These instructions should be adhered to in the event of a major incident occurring on the showground during the Show period, especially in the event of it causing or threatening death or injury to people.

4.2 The CEO or Show Manager should remain in charge, certainly in the early stages. They would need to make early decisions until command was centralised. An atmosphere as near to normality as possible should be created.

4.3 If the incident occurred in or near a particular section the CEO or Show Manager concerned should immediately contact Radio Control by radio (stating RED ALERT/EMERGENCY and giving location only). In the absence of the CEO, the Show Manager should take charge.

4.4 In the event of a situation requiring emergency procedures, the Major Incident Plan would be activated.

The Major Incident Panel would comprise:-

CEO

Show Chairman

Company Secretary

Show field Manager

Police

Fire Service

Ambulance Service

County Emergency Planning Manager

4.5 The Police would appoint the Incident Control Officer.

4.6 A Major Incident Control point would be designated .

4.7 Traffic and gate stewards should assist emergency vehicles to the scene of the incident.

All unnecessary vehicles should be directed to the car parks.

4.8 Casualty centres have been identified as follows:-

Members Marquee

First Aid Centre

4.9 Should total evacuation of the showground be required, then CEO /Show Manager should enlist the help of all stewards to ensure that it was done in an orderly fashion via the pedestrian entrances C F + J vehicle entrance, between E & D gates at rear of Show field.

4.10 The Police would appoint a Press Officer who would liaise with the Press at the Press Centre. No one else should comment to the Press, unless authorised by the Honorary Show Secretary