

# EASTRINGTON SHOW – SITUATE THE PLAYING FIELDS, EASTRINGTON, EAST RIDING OF YORKSHIRE

## HEALTH AND SAFETY POLICY

### HEALTH AND SAFETY STATEMENT

#### **1 PRINCIPLES**

- 1.1 The Eastrington Show Committee (ESC) is committed to maintaining safety standards and reducing risk to those acting for the Show, and to exhibitors, traders, and members of the public.
- 1.2 The ESC will expect contractors, exhibitors, caterers and other participants in events organized by the Show, to carry out their duties under the relevant Health and Safety legislation in respect of the safety of their own employees and members of the public who may be affected by their activities.
- 1.3 The ESC's Health and Policy Statement commits the Show to the requirements of the Health and Safety at Work Act 1974 where it is relevant to ESC, the Management of Health and Safety at Work Regulations 1992 (and any amendments which may from time to time occur) and to actively seek the co-operation of all participants in the ESC's events and activities in order to ensure that this policy is effectively promoted and maintained.
- 1.4. The ESC will revise this Safety Policy as often as may be appropriate and bring any such revision to the notice of those engaged in carrying out work in whatever capacity on behalf of the ESC's activities.

#### **2 ORGANIZATION**

- 2.1 The Show is organized by a Committee, duly elected, on a voluntary basis. Neither employer, therefore, nor employee as such is involved. Committee members and their helpers are covered by an Insurance Policy under which they are insured against personal injury over the period of the show and during its preparation and clearing up. The Committee may also organize from time to time other such events to support the provision of Shows.
- 2.2 The Chairman of the ESC is deemed also to be in control of the overall safety of the event in regard to the general public.
- 2.3 There will be a nominated Health and Safety Officer (Deputy and/or Assistant) and his/her advice will be sought and utilized on all relevant matters concerning the ESC's Health and Safety policy, in particular:-
  - a) Providing guidance and advice on Health & Safety matters in general.

- b) Liaising with the relevant organizations, i.e. Police, Fire Authority, Local Authority, Health and Safety Executive, St Johns Ambulance etc.
  - c) The investigation and reporting of accidents and/or dangerous occurrences or near misses and formulating appropriate recommendations arising from such investigations.
- 2.4 The ESC will not accept responsibility for events and activities organized by other persons on the Showground, or other premises in the care of the ESC, other than any involvement by persons authorized by the ESC.

### **3 METHODS**

- 3.1 The ESC will produce suitable written instructions on the implementation of the Safety Policy and the necessary measures and procedures. He/She will ensure that all persons carrying out work on behalf of the ESC and in particular stewards are effectively informed on relevant safety matters. He/She will in conjunction with the nominated Health and Safety Officer (Deputy/Assistant) arrange the provision and maintenance of safety equipment as required.
- 3.2 Members of the ESC and Stewards will be responsible for ensuring that those working or acting under them comply with the instructions on safety.

**Signed:**

**Chairman of Eastrington Show Committee**

**Date: (2015)**

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## ARRANGMENTS FOR HEALTH AND SAFETY ON THE SHOWGROUND

### 4 REFERENCE

- 4.1 These instructions are produced in accordance with the Health and Safety at Work Act 1974 etc..

### 5 INTRODUCTION

- 5.1 This document will detail the Committee's policy on safety in relation to its staging of an annual show. Relevant safety instructions covering these circumstances are detailed below.

#### 5.2 AIM

***'It is the aim of the Eastington Show Committee (ESC) to ensure so far as is reasonably practicable, that all steps are taken to ensure the safety, health and welfare of all persons entering the show field for whatever reason, providing that those people are legally on the Show Ground in accordance with all relevant safety legislation and official safety guidelines.'***

### 6 RESPONSIBILITIES

- 6.1 The drafting of safety policies will be the responsibility of the Secretary who will consult with the Chairman of the Committee and the nominated Health and Safety Officer.

- 6.2 Persons responsible for the control and supervision of others carrying out work on behalf of the ESC are responsible, so far as is reasonably practicable, for ensuring that those working under them conduct themselves with proper regard to the safety of themselves and other persons. Equally those carrying out work for the ESC must ensure that they take reasonable care for the health and safety of themselves and other persons and must co-operate with instructions in complying with health and safety legislation.

- 6.3 During the actual Show, each Steward, has a continuing responsibility whilst carrying out their duties as directed and can take such measures as it is reasonable for a person in his/her position, to ensure the safety of all persons on the Showground. All stewards have the authority of the Chairman of the ESC to intervene or stop any event, movement of stock vehicles, demonstration or display which they consider to be unsafe.

The appointed Safety Officer has a further responsibility to give advice on safety matters to any person on the Showground and likewise is authorized to intervene or

stop any action which he or she considers is unsafe or in contravention of statutory Health and Safety requirements or guidelines.

6.4 Committee members will be available to answer queries from members of the public and exhibitors.

6.5 In the event of an individual failing to comply with proper safety procedures, then the matter must be reported to the ESC Secretary where action if necessary will be taken to remove that person from the Showground.

## 7 ACCIDENTS

7.1 Should an accident occur, then those present, under the guidance of the senior person at the scene, should take such necessary action to save or preserve life and seek the necessary medical assistance at the scene. It follows, therefore that it is the responsibility of Stewards and ESC Members to be aware at all times of the availability of first aid or medical or veterinary assistance.

7.2 All accidents involving injury **must be reported to the Secretary's Marquee as quickly as possible.** Accidents involving livestock should be reported, through the Secretary, to the Health and Safety Executive and those from other causes should be reported to the local authority Environmental Health Officer. The Safety Officer will be responsible for investigating accidents and taking all the necessary reporting action. (Appendix 1)

7.3 The Secretary will maintain an Accident Record Book.

## 8 INCIDENTS INVOLVING VIOLENCE, ABUSE OR CRUELTY

8.1 All Stewards and show officials are expected to use their discretion and to exercise responsibility on behalf of the ESC in the event of an incident of antisocial behaviour or cruelty to livestock. If the incident cannot be dealt with satisfactorily and promptly by the official concerned then the matter must be reported to the Secretary's Marquee as quickly as possible. The ESC Secretary will contact the police and/or Veterinary Officer immediately as appropriate if the official has been unable to do so.

## 9 ELECTRICITY

9.1. There is no mains electricity linked to the show field (excluding the Village Hall) and no portable electrical or generating equipment is provided by the ESC.

9.2. Exhibitors who bring their own electrical equipment will be asked to confirm that the equipment is suitably maintained, tested to ensure it is safe, and complies with the latest edition of the BS 7671:2008 IEE Wiring Regulations 17<sup>th</sup> Edition. The ESC reserve the right to inspect equipment to ensure equipment is in good condition. When unsafe equipment is found it will be removed from service.

## **10 LIQUID PETROLEUM GAS (LPG)**

- 10.1 Users of liquid petroleum gas (LPG) on the show field are responsible for ensuring the correct and proper usage of this gas, together with proper storage of cylinders. It is also their responsibility to ensure that all appliances have been properly examined, tested and labelled accordingly.

## **11 CONTRACTORS AND EXHIBITORS**

- 11.1 All Contractors and Exhibitors must read and comply with the instructions contained in the appropriate Trade Stand Regulations. (Appendix 2)
- 11.2 Contractors and Exhibitors at the show must ensure that they take all reasonable measures in the interests of the safety of their employees and of the public. With regard to their employees, this is to include such training as may be necessary before the show for the safe use of all equipment associated with the show including machinery, catering equipment and tentage.
- 11.3 Where necessary they will be asked to complete their own risk assessment and submit it to the ESC Secretary. (Appendix 3)

## **12 MACHINERY**

- 12.1 No plant, machinery or equipment used on the Showground may be operated by any person who is not fully trained in its safe use and no item of equipment may be used by persons under thirteen years of age. All sections relevant to Road Traffic Act (as amended) must be complied with. Users of all-terrain vehicles (ATVs) should wear a motor cycle helmet to proper standards when using ATVs.
- 12.2 The driver of a vehicle when reversing should ensure that there is another person observing at the rear of the vehicle.
- 12.3 Plant or machinery may only be operated and demonstrated providing adequate precautions are taken to protect the operator and by-standers. A fenced-off area must be used and members of the public prevented from entering it. The area must be of sufficient size to keep the public clear of ejected objects, e.g. chippings. Stewards will check any demonstrations and have the authority to close them if it is felt they are unsafe and a risk to the public.
- 12.4 Any ropes, chains or other devices used to tow vehicles or trailers on or off the site should be checked previously to ensure they are adequate strength or construction. Drivers must be told of the importance of hitching the towing chain or rope below the axle of the towing tractor and only tractors fitted with approved rollover protection should be used for this purpose.
- 12.5 Static exhibits of machinery must be equipped with guards to full current regulation standards, and established in such a way that they do not present a risk to any person. Any part of the plant which relies on oil pressure in a ram or similar device to support it must be physically propped during the period it is on display.

## **13 ANIMALS**

- 13.1 Whenever animals, particularly horses and cattle, are being moved through areas from which the public are not excluded, all reasonable practicable measures are to be taken to segregate such animals from the public by means of separate walkways, crossings, etc. With a large majority of the public attending shows who are unfamiliar with these animals it is essential to enforce this segregation and thus avoid accidents. It is the responsibility of exhibitors to ensure that their particular animal will not cause risk to the public and it is the responsibility of stewards and other officials to ensure that the preventative measures are maintained.
- 13.2 It is particularly important to avoid the accumulation of exhibitors and stock outside collecting rings and Stewards should take the necessary action if a class is running late to delay the arrival of the exhibitors for the next class. There is a particularly high risk when animals are kept stationary in areas to which the public have unrestricted access.
- 13.3 Where necessary Stewards are empowered by the ESC to deny members of the public access to the areas housing livestock should this be necessary in the best interests of safety. When stock is moving from its lines to judging rings the steward of that section is requested to maintain supervision by his/her stewards, who will be supported by the Safety Officer, to ensure that the proper routes are used
- 13.4 No animal that is excited or aggressive should be paraded and may, at the discretion of the Steward or ESC Secretary, be instructed to be withdrawn from the class or parade. Children must not handle any large or fractious animal.
- 13.5 Riders of horses and ponies are to wear suitable protective headwear at all times on the show field in accordance with the Eastrington Show Regulations. Those wearing hats must have chin straps secured at all times, except when receiving prizes. The provision of other safety equipment / clothing is the responsibility of the rider or responsible adult.
- 13.6 Dogs, with the exception of guide dogs or other trained dogs taking part in an exhibition, display or dog event at the show must be on a lead.
- 13.7. The Veterinary Officer is available for consultation and advice regarding any concern for the welfare or injury to an animal may be sought.
- 13.8. All Bio Security, as recommended by DEFRA and Sheep and Goat Health Schemes, will be complied should such animals be present at the Show.

## **14 FIRE PRECAUTIONS**

- 14.1 All persons must ensure that fire risks are kept to the minimum and should take preventative action in any situation which might be considered to constitute a risk. Particular attention should be given to marquees and stalls where straw and dry fodder is in use. Smoking is prohibited in all such areas as well as enclosed public areas. Caterers are to ensure that adequate safety checks are carried out on food preparation and cooking equipment and also to ensure that an adequate supply of hygiene provisions and operational fire extinguishers is available.

All stewards are to ensure that they are familiar with the Showground layout and are aware of the location of fire fighting equipment.

## **15 MOTOR VEHICLES**

- 15.1 A special area is designated for the display of Vintage Machinery. Tractors, Classic Cars etc. and should not be used for any other purpose.
- 15.2 Stewards should ensure that the route to display areas, arenas or rings is kept clear of motor vehicles and properly marshalled.
- 15.3 Parking is permitted only in designated parking areas as defined from time to time by the ESC. A special area is reserved for vehicles containing **disabled persons or persons of frail means**. 'Friends' in particular are advised of the restricted parking. Car Parking areas are clearly defined.
- 15.4 Speed restrictions are applied throughout the site and there is a maximum speed limit of 5mph on all areas of the Showground.
- 15.5 All vehicle drivers must be properly licensed and insured in accordance with relevant Road Traffic Acts and Regulations, and passengers or riders should be competent and wear appropriate head protection where applicable. No under age drivers are allowed.
- 15.6 The local Police are invited to attend all areas of the Showground at their discretion, or upon request.
- 15.7 The direction of traffic on the Showground will be under the control of the Stewards. In the event of any dispute then they should consult an ESC Member. All Stewards will wear reflective Day-Glo type vests / jackets provided by the ESC.
- 15.8 In the event of an emergency Stewards will give precedence to emergency vehicles. Car park exits or pedestrian walkways may be temporarily closed during such occurrence.

## **16 PEDESTRIAN VISITORS**

- 16.1 Pedestrian visitors will be segregated, as far as is practicable, from moving traffic and Stewards will monitor such areas. Pedestrian entrances are clearly marked.
- 16.2 Appropriate signs are located in the relevant areas.

## **17 CHILDREN**

- 17.1 Having regard to the natural curiosity of children and their ability to circumvent fences, barriers and other safeguards, Stewards and other officials should be alert to circumstances where children could be at risk and be prepared to advise or act to eliminate such risk. Persons accompanying or in charge of children are to pay full and proper regard to protecting them from all sources of hazard to safety.

17.2 Children under the age of thirteen must not be allowed to ride on or operate machinery, including all-terrain vehicles.

## **18 FIRST AID**

18.1 On the Show Day first aid provision is available on the Showground.

18.2 All Stewards and other officials should be aware of the procedure for calling for first aid assistance.

18.3. Assistance from the Emergency Services (Ambulance / Fire / Police) may additionally be summoned from the Secretary's Marquee.

## **19. SHOW FENCING**

19.1 Areas used by livestock are defined by fencing (including rope fencing).

19.2. Show Rings are similarly defined.

19.3 The provision of fencing, including perimeter fencing, is reviewed by the ESC and may be subject to change at short notice.

## **20. EMERGENCY CONTINGENCY PLAN**

20.1 [See appendix 5](#)

## **21 REVIEW OF PERFORMANCE**

21.1 After each show/event there will be a review of the health and safety performance. Successes and failures will be recorded and where necessary adjustments to this policy will be made.

## **22 CONCLUSION**

22.1. Good safety is basically straightforward; it requires awareness, common sense and application. If you see something which is unsafe or somebody doing something which could lead to an accident, then take action. Most accidents are preventable.

Chairman of the Committee  
2015



**EASTRINGTON SHOW – EAST RIDING OF YORKSHIRE**

**Accident Report Form**                      **Reference no.....**

- 1. a).      **Committee/employee/visitor/exhibitor**  
.....
- b).      **Date and Time of Accident** .....
- c).      **Room or Place of Accident** .....
- 2.    **Details of Injured Person** – Preferred Title: Professor / Dr / Mr / Mrs / Miss / Ms  
**Full Name** ..... **D.o.B.** ..... **Sex: M / F**  
**Home Address** ..... **Phone Number** .....  
..... **Post Code** .....
- 3.    **Occupation of Injured Person at Work or Status if not a Steward etc.** (e.g. visitor, exhibitor etc).  
.....
- 4.    a).      **Cause of Accident**  
**Injured Person’s own verbal account:**

**Account by person filling in form** (State clearly the work or process being performed at the time & how the accident occurred):

b). **Nature of the Injury** (what is the extent of the injury and exactly where is it?)

5. **Witnesses** (Please give the names, addresses and occupations of any witnesses to the accident)

.....  
.....  
.....

6. **Management of the Injury**

- a). **First aid only**
- b). **Advised to see a Doctor**
- c). **Doctor called to the casualty**
- d). **Casualty sent or taken to hospital**
- e). **Other (please state)**.....

7. **Signature**

Injured person ..... Date .....

**OR**

Name and Address ..... Date .....

(of person acting on .....

his/her behalf ) .....

Job Title ..... Phone number.....

8. **Signature of the Safety Co-ordinator** ..... **Date** .....

**THE SIGNED FORM MUST BE SENT TO THE EASTRINGTON SHOW HEALTH & SAFETY OFFICER**

**Note:** One copy of this form should be retained by the Show Committee and a copy should be posted to the injured person or the person acting on behalf of the injured person.

<b><u>For Safety Office Use Only</u></b>	
Report sent to enforcing authority – HSE / EH	Date.....
Method by which event was reported .....	
Copy sent to *injured person / *person acting on behalf of the injured person on (date).....	
to the address shown at *2 or *7 above.	
(*delete as applicable)	

### **EASTRINGTON SHOW - TRADE STAND REGULATIONS**

#### **“Show Committee” refers to the Eastrington Show Committee (ESC)**

1. Boundaries of all Plots will be clearly allocated on site. The sub-letting of the Plot or any part of the Plot is prohibited, although the sharing of the Plot may be permitted with the prior written consent of the Show Committee.
2. Plots will be allocated to the Exhibitor on their arrival at the Showground or by prior agreement of the Committee. The Exhibitor is responsible for providing their own Stand. No tables or chairs or other equipment will be provided by the Show Committee.
3. The Exhibitor must apply and pay for sufficient space to accommodate their Stand including all stays and guy ropes for any tents, marquees or structures; and all towing bars, awnings and other extrusions to vehicles and trailers must be contained within the Plot boundaries.
4. The Exhibitor must provide a completed **Risk Assessment Form** and comply with the current Health and Safety Regulations. All exhibits containing moving parts must be fitted with guards to comply with the safety regulations applicable to the particular exhibit.
5. **If appropriate to the use of the Plot, the Exhibitor must hold public liability insurance.**
6. The Exhibitor shall receive free admission to the Plot for the purpose of attending the Stand. The number of free admissions shall be reasonable and at the discretion of the Show Committee.
7. **All vehicles not to be parked on the Plot for the duration of the Show must be moved to the car park.**
8. Motor vehicles must not interfere with nor cause inconvenience to other exhibitors or visitors by their presence and if retained on the Plot must be parked within the Plot boundary with their engines turned off and remain parked until the end of the Show.
9. The Show Society reserves the right to remove vehicles by mechanical means which in their opinion cause an obstruction and recover the cost incurred from the vehicle owner or driver without claim for any damages that may be caused in the removal.
10. Raffles, lotteries, tombolas and the use of audio and speaking equipment is prohibited except with the prior agreement of the Show Committee.
11. The Exhibitor shall not sell or offer for sale any foodstuffs or drinks on their Stand that may contravene the terms of the Show Committee’s catering concession unless written permission has been obtained from the Show Committee.
12. The Exhibitor is strongly advised to make their own security arrangements to safeguard their property as the Show Committee will not accept responsibility for any damage or loss.
13. At its complete discretion the Show Committee reserves the right ;
  - a. To refuse to accept any Trade Stand application;
  - b. To refuse admission to any person to the Showground;
  - c. To evict from the Show Field any person who does not comply with the conditions laid down by the Show Society for the good order, conduct and safety of the Show, or who causes any kind of disorder or nuisance.
14. The Show Committee shall exercise all reasonable care for the comfort and safety of exhibits entrusted to them, but the Show Committee will not be responsible for the entire or partial loss, non staging or detention of, or damage to same, or to any person or property, whether arising from accident or other persons or from any other cause. Further, it is a condition of entry that the Exhibitor will hold the Show Committee blameless and will indemnify them against legal proceedings and also against compensation for damage arising out of, in consequence of, or in connection with any such accident, loss or damage and entries are accepted only on this strict understanding.
15. All Stands, equipment and exhibits must be removed as soon as possible after the end of the Show Day.
16. The Exhibitor must remove all waste material from their Plot and take it from the Showground.
17. No refunds will be made to the Exhibitor if a reservation is cancelled by the Exhibitor other than by agreement of the ESC.

## APPENDIX 5

<b>20</b>	<b>EMERGENCY CONTINGENCY PLANS</b>
20.1	A Site Control Plan has been drawn up where the show ground and public parking area has been zoned with each area containing a holding area. (see Appendix 2)
20.2	A declaration of an emergency can be made by any two Show Committee Members or the designated Health and Safety Officer after consultation with the senior police officer on duty. The implementation of the Emergency Plan should not be taken lightly and all haste should be made to put it into action.
20.2	In the event of it being necessary to put the Emergency Plan in place, the emergency will be notified by way of a loud speaker announcement requesting all Stewards to report to the <b><u>SECRETARY'S TENT</u></b> . This message will be repeated three times. All Committee members and Stewards will make their way if safe to do so to the Secretary's marquee which will be used as the Incident Control centre.
20.3	Should there be a power failure of the communications system, the Show Secretary (or any Steward) will send a 'runner' to verbally notify Stewards of the emergency. On hearing this Committee members and Stewards should make their way to the Incident Control point (Secretary's Marquee) as soon as possible.
20.4	The message delivered in this way should help prevent any panic.
20.5	In the event of the Secretary's Marquee being unavailable due to the incident affecting this area, then the Village Hall MEETING ROOM will be used as the RESERVE Incident Control centre.
20.6	In the event of the loudspeaker being unavailable in this instance, mobile phones should be utilised to notify Stewards / Committee members, who should make their way to the RESERVE Incident Control point as soon as possible.
20.7	Emergency communication between the Incident Control Point and Nominated personnel will be maintained by way of two way radio and / or mobile phones listed on the 'Contact List'.
20.8	Once an emergency has been declared Committee members and Stewards will offer all assistance possible to the emergency services and will comply with the senior police officer / fire officer / ambulance officer's instructions.
20.9	Upon the advice of the emergency service senior officer present, the holding areas or emergency exit will be utilized allowing the main entrance to be used for emergency services.

All Stewards and Committee members will be issued with an information sheet regarding the emergency contingency plans.