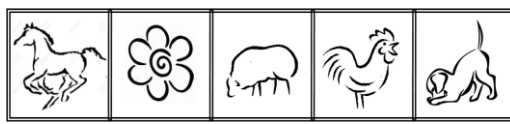


Cornwood Agricultural & Horticultural Society



HEALTH AND SAFETY POLICY

REVISED AND ISSUED 5th May 2018

POLICY STATEMENT

The Society acknowledges its responsibility under the Health and Safety at Work Act to provide, so far as it is reasonably practical, a safe environment during the setting up, running and dismantling of the Shows. Our statement of general policy is:

- To provide adequate controls of health and safety that enable safe and healthy practices around the Show;
- To ensure widespread understanding of our policy and to comply with its requirements ;
- To ensure any necessary safety equipment is provided and maintained ;
- To ensure the safe handling of substances & equipment;
- To provide information, instruction and training to Show Committee members & Stewards;
- To prevent accidents
- To review and revise this policy after each show

Details of the Policy will be housed in the Secretary's Tent on Show Day. The Health & Safety Officer will be onsite throughout the day.

RESPONSIBILITIES

As administrators of the charity, the Show Trustees have overall responsibility for all aspects of Health and Safety and shall, so far as is reasonably practical, ensure that everybody involved in the show is familiar with this policy.

Responsibility for ensuring that this policy is put into practice is delegated to the Show Committee; Showground Director and the Health and Safety Officer. They are responsible for

- promoting safety awareness at all levels
- liaising with medical, emergency and statutory bodies
- Carrying out a pre-show inspection
- Monitoring compliance during show day
- Taking action where necessary
- Investigating all recorded accidents
- Reviewing the Show within one month of its completion & revising the policy as required for future events.

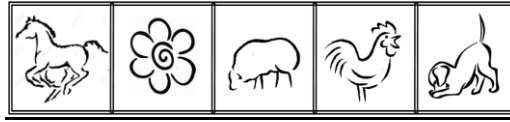
Practical responsibility for the implementation of the Policy is delegated to the relevant Section Secretaries.

The Section Secretaries have specific responsibilities for their specified areas of activity and will direct their stewards to deal with health and safety issues. All Section Secretaries can be contacted via the Secretaries tent.

All people taking part in the operation of the show (exhibitors, committee, trade stand holders, contractors etc.) have a responsibility to take reasonable care for their own health and safety, to comply with this policy and to report all health and safety concerns to the appropriate Chief Steward.

A safety notice for the general public is contained in the show schedule, on the Show website and displayed outside the Secretary's tent.

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RISK ASSESSMENTS & SPECIFIC DETAILS

The CAHS will carry out and record risk assessments for the management of the show.

Setting up / taking down field

The field will be set up by members of the committee and other volunteers. Where machinery is being used it will be the responsibility of the owner to ensure safe operation and any necessary briefing of volunteers. Contractors are required have in place their own risk assessments and comply with appropriate health and safety legislation and requirements.

Trade stands

All Trade Stand holders are required to be responsible for their own fire, health and safety, public liability insurance and environmental health arrangements. These will be checked by the relevant section secretary.

Entertainments

All Entertainers are required to be responsible for their own fire, health and safety, public liability insurance and environmental health arrangements. These will be checked by the relevant section secretary. Entertainers inviting public participation must ensure that the safety of the public is paramount and that clear instructions are given.

Catering

All Caterers are required to be responsible for their own fire, health and safety, public liability insurance and environmental health arrangements. These will be checked by the relevant section secretary. Caterers must ensure that they comply with all relevant Food Hygiene Regulations. Inspectors from South Hams District Council may make inspections prior to and during show day to ensure that food providers understand and comply with the relevant regulation.

Livestock Exhibitors (including horses and dogs)

Livestock exhibitors are entirely responsible for the safe handling of their animals and for ensuring that any equipment brought onto the show field complies with rules and guidance from regulatory authorities.

All livestock exhibitors should ensure they have adequate public liability insurance cover (suggested minimum of £5 million)

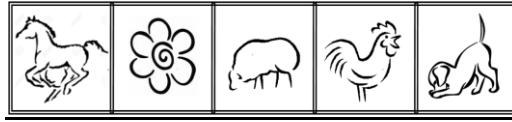
Exhibitors must minimise the movement of stock and take particular care to ensure animals are being halter lead by competent and trained personnel of suitable age, fitness and strength. Stewards will advise on the movement of stock to and from judging rings. Safety barriers are provided between the stock and members of the public.

(If we have Cattle at any point)...

All exhibitors of bulls must make themselves familiar with HSE Guidance Note GS36 'Safe custody and handling of Bulls at Agricultural Shows, Markets and similar premises off the farm.'

Cattle exhibitors must also be aware of HSE Guidance AIS 35 on the handling & housing of cattle.

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Horses must not be ridden, exercised or schooled in car parks, trade stand avenues or other areas to which the general public have access other than to access their ring. An Exercise and collecting ring are provided for this purpose and should only be occupied by horses, riders & grooms. Riders should ensure they are competent to control their mount.

Anyone riding a horse or pony on the show ground must wear protective headgear and footwear of a standard approved by their appropriate governing body.

Mobile phones must not be used when handling animals in the Main Ring or around the show ground.

Suitable footwear must be worn when leading animals.

Dogs must be kept on a lead at all times in public areas and under close control in the rings.

FURTHER DETAILS (INCLUDING CLASSES OF PERMISSIBLE STOCK) ARE CONTAINED IN THE SHOW SCHEDULE.

Public

The safety and welfare of the public is of prime consideration at all times. The public will be kept informed of any potential hazards on the show field by clear signs and notices, instructions from stewards and where necessary public address announcements.

Similarly members of the public are expected to act in a reasonable and safe manner whilst attending the show and not put any person or property at risk. Appropriate action may be taken by the Society against anyone in breach of this requirement.

The general public are advised not to enter the fenced off livestock areas and hand washing facilities are available in compliance with the relevant Code of Practice. The Show will also comply with the relevant Defra licensing requirements in place at the time of the show.

Other General Responsibilities

Smoking

Smoking is not allowed within any marquee or covered area including trade stands.

Electricity

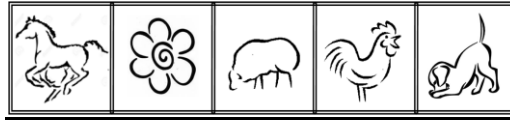
Electricity and other cables must be carefully routed to avoid trip hazards and portable appliance testing must have been carried out in accordance with appropriate regulations.

Water

Water is not provided by the show committee.

Temporary Structures

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All marquees, buildings, display boards, fences and gates, jumps, signs etc must be soundly constructed and erected safely for their intended purpose. Exhibitors must give regard to the stability of their exhibits and ensure that they are securely installed.

Fire Prevention

Exhibitors are responsible for their own fire precautions and must therefore provide suitable fire extinguishers/blankets which must be in full working order.

The Society will have fire extinguishers on site in key locations to be deployed by the H&S Officer as required. Fire exits will be suitably signed.

Machinery

Machinery or equipment used prior to, during and after the show must only be operated by fully trained and experienced personnel aged 16 years or older. Appropriate safety equipment should be worn.

Vehicle movements

Vehicles may only be operated by licensed and insured drivers. Vehicle speeds must be restricted to 5 mph at all times on the Showground. Stewards must ensure that vehicles are removed to designated car parks as soon as exhibits have been set up. Under no circumstances should vehicles be left in thoroughfares, trade stand avenues, entrances or anywhere where they may cause obstruction. Traffic movements and car parking arrangements are specified in the Car parking plan.

First Aid/Accident and injury

Main Show - The Blood Bikes will provide onsite first aid treatment from their demonstration area located adjacent to the Secretary's tent. A doctor is also available through contact with the Secretary's Tent. Details of all accidents must be recorded in the First Aid book and returned to the Secretary's tent at the end of the show.

Horse Show- NHS First Responders will be on site during the show.

The Health and Safety Officer is responsible for investigating accidents and acting upon the findings to mitigate a recurrence.

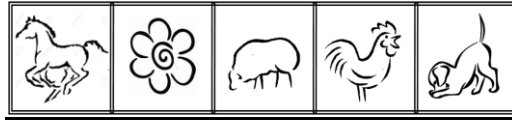
A death or serious injury will be reported immediately to the Health and Safety Executive.

Emergency Procedures

In the event of a major incident an Emergency Group comprising the Chairman, Director of the Yard, the Secretaries and the Health and Safety Officer as well as the most senior person(s) from the emergency services, shall decide on the appropriate actions. These will be disseminated to the Secretaries via radio &, from them, to their Stewards. The public address system will be used to inform everyone on the Showground & provide instructions.

The Secretaries & Stewards should remain at their appointed areas of responsibility until told to do otherwise or it is unsafe for them to do so. They should ensure that everyone is moved well away from the danger area & cooperate with the emergency services. Stewards may assist in the recapture of an escaped animal under the direction of the relevant Chief Steward. That Chief Steward has the authority to order the removal from the Showground of any animal that they deem to be a risk to the public.

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Car Parking Plan. – Draft depending on showground plan

The plan is to ensure safe movement of vehicles around the show ground. Overarching principles include:

- Ensuring vehicles enter the show ground smoothly to avoid queues forming on the main road (where there are some blind bends). Signs will be in place to warn and slow traffic on the approach to the show entrance.
- As far as possible, vehicles are moved around the edge of the show ground, physically separated from the pedestrian areas by roped barriers.
- Stewards will 'triage' vehicles to ensure they move to the appropriate parking area as follows:
 - o Sheep show exhibitors
 - o Classic Cars
 - o Dog Show
 - o Disabled parking
 - o General parking
- Stewards will be in place in the gateway between the main field and the parking field. At peak times a tidal flow will be in operation so pedestrians can safely move from field to field.