



# Health and Safety Plan

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## **1. Introduction**

The Malham Show Committee has prepared and approved Health and Safety Policies and Procedures to be followed by all those involved by volunteering their services.

A General Risk Assessment has been prepared for the overall show together with individual risk assessments for Show Jumping, the Fell Race and the Trailquest. All Trade Stands and Market Stalls were required to provide their own risk assessments prior to their acceptance.

This Health and Safety Plan has been prepared to provide clear information and guidance for all those involved in preparing the site, participating on the day and dismantling the site.

All volunteers and especially all Stewards should familiarise themselves with these documents. Copies can be found on the Malham Show website ([www.malhamdale.com/showindex.htm](http://www.malhamdale.com/showindex.htm)).

## **2. Show Safety Rules**

- Visitors and competitors must heed the requests made by Stewards, particularly in regard to parking and movement of animals.
- No movement of vehicles on the show ground is allowed between 9.30am and 4.30pm unless under the supervision of a Steward.
- Vehicles must only be left parked in designated parking areas
- Speed limit within the showground and car park is 10mph.
- All dogs to be kept on a lead.
- No dogs or unaccompanied children allowed in cattle tents, horse exercise and livestock areas.
- All Gate and Car Parking Stewards to wear Hi Viz jackets.
- No smoking within Marquees.
- The public must stay out of the show ring, show jumping arena exercise and collecting rings.
- The public must not enter the Cattle Marquee or the area between the Marquee and the rings whilst judging is in progress.

### **Livestock Exhibitors must:**

- Follow Stewards advice on the movement of stock to and from judging rings.
- Minimise the movement of stock.
- Ensure animals are being halter lead by competent and trained personnel of suitable age, fitness and strength. Minimum age of 13.

### **Horses and riders**

- Horses must not be ridden, exercised or schooled in car parks, trade stand avenues or other areas to which the general public have access.
- Warm-up areas will be clearly indicated and all exhibitors must use roped walkways to and from the rings.
- Exercise and collecting rings should only be occupied by horses, riders or bona-fide grooms.
- Anyone riding a horse or pony on the show ground must wear protective headgear of a standard approved by their appropriate governing body

## **Fell Runners**

- All competitors must complete and sign an entry form at the registration post before the race.
- In addition all Juniors must have a parent or legal guardian also sign the form. Minimum age 6 years.

## **Trailquest**

- All competitors must comply with BMBO rules and entry requirements. Minimum age 12 years.
- All competitors must wear a helmet and carry with them a Waterproof Top, First Aid Kit, Whistle, Map and Map cover, Watch, and Money for a pay phone.
- All competitors must report to the Finish, even if they retire.
- All competitors must offer help to other competitors if injured or in need of assistance.
- All competitors must pass walkers and horse riders slowly and courteously.

## **Trade Stands**

- All trade stands and market stalls before being accepted on to the show are required to provide evidence of public liability insurance, a suitable and sufficient risk assessment and where relevant food and hygiene certificate, local authority registration, gas and electrical appliance inspection.
  - They are also required where appropriate to provide their own fire extinguishers and fire blankets.
- Generators if used should be sited in a sensible place, at the rear of the stall or tent. Care should be taken to ensure that all moving parts and hot exhausts are properly guarded.
- Power leads and hose pipes if used should be routed away from public walkways and vehicle access.
- Users of Liquefied Petroleum Gas must ensure its correct and proper use and storage and that all appliances have been examined, tested and labelled.

### **3. Traffic Plan**

- Cones to be placed along the highway verge to prevent parking.
- Warning signs to be placed on approach to the showground.
- Speed limit on the showground 10mph.
- Traffic Stewards to wear Hi Viz jackets.
- Traffic Stewards to control traffic in and out of the Car Park and Show ground and assist pedestrians.
- Cars to be parked from the highway wall outwards to safeguard pedestrians.
- No vehicle movement allowed on the show ground between 9.30am and 4.30pm unless under the supervision of a Steward.
- One-way system in operation on the showground.
- No reversing on the showground without banksman or Steward in attendance.

### **4. Fire and Emergency Plan**

All Marquees will have signed emergency exits and fire extinguishers:

- Dining Tent x 2
- Exhibits Tent x 2
- Farmers' Market/Craft Tent x 2 + 1 dry powder for use on electrical fires (3 total)
- Secretary's tent (Main Fire Point) x 2 + 1 dry powder for use on electrical fires (3 total)
- Cattle Tent x 1

All Trade stands using LPG are required to have fire extinguishers and a fire blanket.

No smoking signs posted in all Marquees and adjacent to flammable materials identified on risk assessments.

### **In the event of a fire**

Stewards should calmly but firmly guide all members of the public away from danger, taking care to avoid other hazards like moving traffic and ensure the area is safely evacuated.

Stewards to use any available fire extinguishers to extinguish the fire providing this can be done without personal risk.

Stewards to warn all radio users and the H&S Officer, Chief Steward and Chairman should go immediately to the scene, take charge of the situation and assess whether to call the emergency services. As soon as practical a public announcement should be made to provide information and reassurance.

The public should not be allowed back to the area until it has been declared safe.

If the emergency services are called, Stewards are to prevent vehicles from leaving the car parks and blocking the entrances clearing the route for fire engines.

### **Other Emergency situations**

In the unlikely event that there is a major emergency such as a bomb threat, structural collapse, dangerous overcrowding etc., the duty steward should inform all radio users and the H&S Officer, Chief Steward and Chairman should go to the scene, take charge of the situation and decide on the best course of action. Such situations can be made worse by hasty and uninformed responses. (eg. evacuation in response to a bomb threat might send people in the direction of the device.).

## **5. Accidents and First Aid**

In the event of an accident, the first aid team supplied by Events Medical Services (EMS) should be called who have a permanent first aid post and ambulance on the show field, together with the H&S Officer who should warn other radio users.

It will be the EMS responsibility to call for an ambulance if they deem it necessary. If the Air Ambulance is called out the designated landing area must be cleared under the supervision of the Chief Steward. The Chairman and Secretary must be kept informed.

EMS will record the details of all accidents and will supply the secretary with a copy at the end of the show.

In the case of all major reportable accidents, the H&S Officer will carry out an investigation and complete a report. It will be the responsibility of the Secretary to make the report to the HSE and any other appropriate body.

## **6. Welfare and Hygiene**

A male and female toilet block is provided in the south west corner of the showground. There are also two individual toilets and a disabled toilet located in the show ground. Hand washing facilities are provided adjacent to the cattle tent and show jumping area.

Stewards will report any problems with these facilities to the H&S Officer.

In addition, there are public toilets just outside the showground in the National Park car park.

## **7. Child Protection**

Any lost child must be taken to the Secretary's tent. The Secretary will then arrange for a general announcement to be made over the Public Address System.

The child must only be placed back in the care of the parent or guardian after they have provided proof of identity.

## **8. Care of the Disabled**

- There is special provision of disabled parking adjacent to the showground entrance
- Disabled persons or their carers who require assistance should approach one of the Stewards.
- Toilets for the disabled are provided

## 9. Health and Safety Monitoring

The Health and Safety Officer will carry out a pre-show inspection and monitor the showground during the day assisted by the vigilance of stewards, in particular with respect to:

- Fire Plan
  - Safe location of combustible material and sources of ignition
  - Correct location of fire extinguishers and signs
  - Fire exits free of obstruction
- Trade stands
  - No unexpected hazards
- Pedestrians
  - No-one, in particular children straying into unauthorised areas
- Vehicle Movement
  - No unauthorised movement
- Ring safety
  - Maintenance of a secure boundary
- Marquee security
  - Secure guy ropes
  - Water accumulation and high winds
- Trip hazards
- Condition of Toilet facilities
- Signage
- Waste
  - Safe Disposal
- Security

# 10. Key Contacts

<b>Title</b>	<b>Name</b>	<b>Contact</b>
Chairman	Ashley Caton	Radio
Secretary	Judith Lancaster	Radio
Treasurer	John Mitchell (Acting Treasurer on Show Day: Tony Colgrave)	
Trade Stand Manager	Dave Schindler	
Chief Steward	Bill Bland	Radio
H&S Officer	Nathan Ayles	Radio
Car Park Steward	Robert Hudson	Radio
Gate 1 Steward	Chris Sharp	Radio
Gate 2 Steward	John Milner	Radio
Gate 3 Steward	Damian Petrucci	Radio
Commentator	Ray Parsons	Radio
Field & Events	Sarah Peel	Radio
Show Jumping	Shirley Robinson	Radio

## Emergency Contacts

On Site First-Aid & Ambulance (EMS)		Radio
Ambulance		999
Fire Brigade		999
Police		999
Hospital (Airedale)		01535 652511
Fell Rescue (CRO Clapham)		999
Marquee Supplier		07775515398/ 01282617398