



# **MALHAMDALE**

## **Agricultural & Horticultural Society**

# **Health & Safety Policy**

# MALHAM SHOW

## Health & Safety Policy

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### HISTORY

This document was initially prepared for the Malham Show Committee in 2008 by

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It has subsequently been reviewed and revised as necessary by the Malham Show Committee.

Revision	Changes	Issued by	Issue date	Issued to
Rev. 1	Organisation chart added	MEG	01.03.2013	Chairman for review
Rev. 2	Responsibilities defined	MEG	13.05.2013	Committee for review
Rev. 3	Changes to Org. Chart	MEG	01.08.2014	Committee
Rev. 4	Changes to Org. Chart	MEG	09.07.2015	Committee
Rev. 5	Changes to Org. Chart	MEG	08.07.2016	Committee
Rev. 6	Minor amendments and Changes to Org. Chart	RCTB	23.08.2017	Committee
Rev. 7	Minor amendments and Changes to Org. Chart	RCTB	24.08.2018	Committee
Rev.8	Minor amendments and Changes to Org. Chart	RCTB	21.08.2019	Committee

Approved by the Chairman on behalf of the Malham Show Committee.

Signed.....date.....

## History

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### **Introduction**

The Health and Safety Policy Statement in section 1.2: establishes the commitment the Event Organisers of the Malhamdale Show (hereafter referred to as the Event Organisers), have towards the effective management of health and safety. The Event Organisers recognises their obligations for satisfying their moral and statutory duties in relation to health and safety.

The Event Organisers and their appointed managers / agents have a duty to ensure that the organisation can fulfil its statutory duties in relation to those matters under their control. They have a specific duty not to consent to, connive in, or by negligence permit any breach of statutory duty.

All responsible members of the Organising Committee and those engaged to deliver the event acknowledge that they have legal obligations imposed upon them through Health and Safety legislation.

### **General Duties**

All responsible members of the Organising Committee and those engaged to deliver the event have duties to:

- Co-operate with the Event Organisers to enable them to fulfil their statutory duties.
- Take steps to ensure that, so far as is reasonably practicable, they do not adversely affect the health and safety of themselves or of other persons.
- Ensure that they do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Report any health and safety concerns to the Event Organisers and or person appointed responsibility for health and safety at the event.

Remember! Anyone found working to the detriment of themselves or any other person in disregard of this safety policy and / or any other policy or procedure the Event Organisers have in place to safeguard health safety & welfare, may lay themselves open legal / criminal prosecution.

### 1.0: Guiding Policy

This Health and Safety Policy consists of:

- Policy Statement
- Environmental Policy Statement
- Organisation
- Arrangements

The inclusion of these elements fulfils the legal duty of the Event Organisers in the UK in respect of Section 2 (3) of the Health and Safety at Work etc Act 1974.

### 1.1: Health and Safety Policy

The Event Organisers are committed to the safety of those engaged to deliver the Event, those affected by their work activities and the compliance with applicable statutes, regulations and ordinances throughout their undertakings.

The principles, beliefs and culture of the Event Organisers are such that it empowers the organisation and individuals to achieve the highest level of performance.

The guiding policy is:

- All injuries and occupational illnesses are preventable.
- The Event Organisers whilst engaged in their Event operations and undertakings strive for an injury free workplace; where an injury occurs, an investigation and review of existing systems and procedures will be implemented and the required action taken to prevent reoccurrence.
- All procedures, equipment and operating exposures can be reasonably safeguarded.
- For all activities in which there may be a significant safety hazard, a risk analysis is conducted which will determine safe working practices, develop safe operating procedures, and take the necessary actions to minimise risk to those engaged to deliver the Event, and others not engaged by the Event Organisers who may be affected by the Event Organisers undertakings.
- The Event Organisers will not undertake any activities that cannot be conducted safely.

The Event Organisers daily business decisions shall give equal consideration to safety and safety shall never be compromised in order to meet productivity deadlines and/or other business demands.

Working safely is an essential element of the performance of those engaged to deliver the Event. All those engaged to deliver the Event have a responsibility to work safely, report injuries immediately, and participate in accident and incident investigations.

Individuals are held accountable for conducting themselves in a way that their actions or inactions shall not cause injury to themselves, their co-workers or the general public.

### 1.0: Guiding Policy (continued)

#### 1.2: Health & Safety Policy Statement

The Event Organisers are committed to health and safety. The prevention of risk, accidents, ill health and the promotion of a safe working environment are integral to operational management and are supported by a competent health and safety responsible person.

The Event Organisers objectives are to:

1. Develop organisational and operational structures to manage health and safety, implemented by:-

- Nomination of a director/senior member of the organising committee to have responsibility for the general oversight of health and safety at the event.
- Definition of managerial and employee (inclusive of those working in a voluntary capacity) responsibilities.
- Explanation of the arrangements for implementing and complying with the policy.
- Delivery of comprehensive and competent advice on all health and safety matters.
- Procedures to identify hazards and assess and control risks from activities;
- Development and enhancement of vertical and horizontal links within the Event Organisation to encourage a common understanding of the organisations methodology for the control of risks;
- Development and promotion of accident and ill health prevention programmes with defined targets;

2. Promote a health and safety culture ensuring effective representation and participation of all persons employees and volunteers engaged to deliver the event by:-

- Provision of clear and comprehensible instructions, guidance and codes of practice.
- Development of a procedure for effective consultation in health and safety matters;
- Provision of information instruction training and supervision to ensure that personnel are competent in health and safety in their work.

3. Develop mechanisms and systems to ensure the progressive improvement of health and safety by:

- Identifying and control risks to health and safety;
- Monitoring and measuring activities, achievements and performances;
- Developing appropriate reporting systems for accidents and ill health;

## **2.0: Environmental Policy Statement**

The Event Organisers recognises that, in their day-to-day operations, their business impacts on the environment in a number of ways and they strive to integrate sound environmental values, principles and practices in all their undertakings.

The Event Organisers are committed to seeking continuous improvement in all aspects of the Event Organisers' environmental performance and the prevention of pollution whilst carrying out their undertaking(s).

The Event Organisers aim to:

- Reduce emissions where possible and look for alternative sources that have a reduced impact on the environment
- Work with suppliers and contractors to develop more environmentally friendly practices
- Manage programmes that reduce both water and energy consumption without compromising safety or customer service.
- Have a waste management programme that aims to reduce the percentage of waste that is delivered to landfill sites every year through recycling and recovering.
- Operate in a socially responsible manner and provide support to local charities and organisations
- Lead by example within the event industry by integrating sustainability into business practice
- Promote public transport and travel sharing

To achieve its aims the Event Organisers will:

- Understand and comply with the relevant legislation pertaining to the environment
- Develop systems as a means of understanding its impacts and implement an environmental management system
- Monitor energy usage, water usage and waste levels and set targets for reduction
- Frequently review procedures and work to improve performance continually
- Implement new technology where possible and practicable to improve working practices
- Work with Event Organisers of events to improve the sustainability of the events

## **3.0 Equal Opportunities**

### **3.1: Introduction**

The Event Organisers recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's provision for equality and provides guidance and encouragement at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, and disability (as defined by the Disability Discrimination Act 1995 & 2005 & 2010) age, sexual orientation or religion.

### **3.2: Definition of Discrimination**

Discrimination can be direct or indirect. Both forms of discrimination must be avoided.

- Direct discrimination occurs when one person is treated less favourably than another on grounds relating to sex, race, marital status, age, disability, sexual orientation or religion.
- Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, than persons in another group and which is not objectively justifiable in the given situation.

### **3.3: Equal Opportunities Policy**

It is the policy of the Event Organisers to ensure that no person engaged to deliver the Event receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The Event Organisers are committed not only to satisfying its legal obligations but also to the positive promotion of equality of opportunity in all aspects of their undertakings.

The Event Organisers recognise the great benefits in having a diverse workforce with different backgrounds, solely employed on ability. The application of recruitment policies to all individuals will be on the basis of job requirements and the individual's ability and merits.



## **4.0: Child and Vulnerable Persons Arrangements**

### **4.1: Introduction**

Due to the nature of the activities undertaken by the Event Organisers there is a high probability that these undertakings shall bring those engaged in the delivery of the Event into contact with children. Therefore, Event Organisers has adopted the following policy.

Children and young people are the future and any child who is involved in any activity should be able to participate in a fun, safe environment, and be protected from harm. When children have a chance to interact with their own peerage it provides an opportunity for enjoyment, achievement and it can also help to develop valuable qualities such as self-esteem, teamwork and leadership. These positive effects can only take place, however, if they are in the right hands – those of professionals who have the welfare of young people at heart, and who operate within an accepted ethical framework.

The Event Organisers places the highest priority towards their Duty of Care towards children and their right to enjoy those activities organised by the Event Organisers in safety.

### **4.2: Child Protection Arrangements**

All lost children shall be taken directly to the secretary's tent and handed over to either the parents / guardian or local police whichever is the most expedient.

A general announcement shall be made over the PA system:

**'Could the parents of (*name of child*) make their way to the secretary's tent?'**

## **5.0: Roles and Responsibilities**

### **5.1: Aim of this policy**

This policy details the health and safety responsibilities imposed by Regulations on the Event Organisers, and those engaged to deliver the Event.

### **5.2: Primary Regulatory requirements**

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- All other applicable safety legislation

### **5.3: Responsibilities**

The Event Organisers' responsibility for Health, Safety and Welfare include:

- Ensuring that the Policy satisfies both the legal and practical requirements for the prevention of risk, accidents and ill health and the promotion of a safe working environment.
- Ensuring that the Event Organisation is structured so as to meet the requirements of the Health and Safety Policy.
- Ensuring that arrangements are in place to implement the Health and Safety Policy
- Ensure that there are effective procedures for risk assessment and implementation of control measures to reduce risk so far as is reasonably practicable.
- Ensure that the Policy is monitored and regularly reviewed and developed.
- Ensure that procedures for investigation of accidents and incidents are in place and that recommendations for corrective action are carried out.

## **5.0: Roles and Responsibilities (continued)**

### **5.4: Management responsibility**

The Event Organisers are responsible and held accountable for providing a safe working environment for those engaged in the delivery of the Event and others who may be affected by the organisation's undertakings.

The Event Organisers have a responsibility for ensuring that all those engaged to deliver the Event are trained to work safely and in accordance with the Events policy and procedures.

All those engaged to deliver the Event are provided with training (as necessary) for activities and tasks where there may be a significant safety hazard.

The Event Organisers strive to maintain a level of safety performance that promotes a positive work environment, minimises risk to those engaged to deliver the Event and those visiting or affected by the event and supports our relationships with end users, and maximises value.

### **5.5: Officials**

All show officials must familiarise themselves with the show safety policies and procedures which are available on the website or from the secretary.

The Event Organisers may appoint others to assist them in satisfying their health and safety duties, this may include but is not limited to the following:

#### **Chairman (On behalf of the Committee)**

- Appoints sufficient volunteers to organise the event safely.
- Provides adequate resources.
- Ensures that policies and procedures are put in place to satisfy health and safety legislation and that all volunteers are made aware of these.
- Ensures that health and safety is on the agenda of all committee meetings.
- Ensures that the event is covered by adequate Public Liability Insurance.

## **5.0: Roles and Responsibilities (continued)**

### **5.5: Officials**

#### **Secretary**

- Produces and administers the safety policies and procedures as agreed by the committee.
- Communicates the policy and procedures at meetings, the website, by email, by documents and notices.
- Arranges for the production of safety signs and notices as agreed by the committee.
- Liaises with the local police and emergency services prior to and if necessary during the event.

#### **Event Coordinators (Sub Committees Secretaries)**

- Programmes and coordinates all activities on the day in accordance with the show safety policies and procedures.
- Has the authority to stop any activity considered dangerous or unsafe
- Reviews the Event Risk Assessment and ensures that resultant actions are carried out.
- Supervises, or deputises people to monitor the erection and dismantling of the marquees etc. by the contractor.
- Ensures so far as is reasonably practicable that
  - the showground is laid out and events are sequenced in a safe manner
  - there are sufficient stewards
  - there is good communication between the stewards and other organisers

#### **Livestock Organiser (Agricultural Sub Committee Secretary)**

- Prepares the Event Risk Assessment with respect to the Livestock area and ensures that resultant actions are carried out
- Supervises, or deputises people to supervise the erection and dismantling of livestock pens etc.
- Ensures so far as is reasonably practicable that
  - there are sufficient Livestock stewards
  - all livestock handlers are aware of the Show Safety Plan
  - all necessary Bio-security measures as required by Defra are carried out

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### 5.0: Roles and Responsibilities (continued)

#### 5.5: Officials

##### **Equestrian Organiser (Horses Sub Committee Secretary)**

- Prepares the Event Risk Assessment with respect to the Equestrian Events and ensures that resultant actions are carried out
- Supervises, or deputises people to supervise the erection and dismantling of the equestrian course etc.
- Ensures so far as is reasonably practicable that
  - sufficient equestrian stewards are appointed
  - all participants are aware of the Show Safety Plan
  - the show jumping course is regularly inspected and complies with BSJA safety guidelines for course design.

##### **Trade Stand Organiser (Trade Stand Manager)**

- Prepares the Event Risk Assessment with respect to the Trade Stands and ensures that resultant actions are carried out.
- Supervises, or deputises people to supervise the installation of the trade stands etc.
- Ensures so far as is reasonably practicable that all Trade Stands admitted to the show comply with the Show Safety Plan
- Monitors the Trade Stands on the day

##### **Fell Race Organiser (Fell Race Sub Committee Secretary)**

- Prepares the Event Risk Assessment with respect to the Fell Race and ensures that resultant actions are carried out
- Supervises, or deputises people to supervise the erection and dismantling of equipment on the Fell Race course etc.
- Ensures so far as is reasonably practicable that the Fell Race is conducted in accordance with the Show Safety Plan
- Organises the Fell Race Stewards

### 5.0: Roles and Responsibilities (continued)

#### 5.5: Officials

##### Chief Steward

- Ensures so far as is reasonably practicable that
  - there are sufficient stewards.
  - Stewards are familiar with Show Safety Plan.
  - good communications are maintained with stewards and the event coordinator

##### Car Parking Organiser (Car Park Sub Committee Secretary)

- Prepares the Event Risk Assessment with respect to Car parking and ensures that the resultant actions are carried out.
- Ensures so far as is reasonably practicable that
  - there are sufficient car park stewards
  - stewards are familiar with Show Safety Plan
- Organises the car parking stewards

##### Health and Safety Adviser (External or Internal) (Event Safety Coordinator)

- Provides competent Health and Safety advice and recommends suitable policies and procedures for the committee's approval.
- Investigates any reportable accidents or dangerous occurrences and informs the relevant authority. Recommends any remedial action necessary.
- Assists in the preparation of an Event Risk Assessment and Event Safety Plan
- Recommends and assists with health and safety training.

##### Health & Safety Officer

- Monitors the show field during the day and reports to the Event Coordinator and Health and Safety Adviser any significant breaches of safety procedures.
- Investigates all minor accidents and ensures that the first aid post maintain accident records. Recommends any remedial action necessary.
- Has the authority to stop any activity considered dangerous or unsafe

### **5.0: Roles and Responsibilities (continued)**

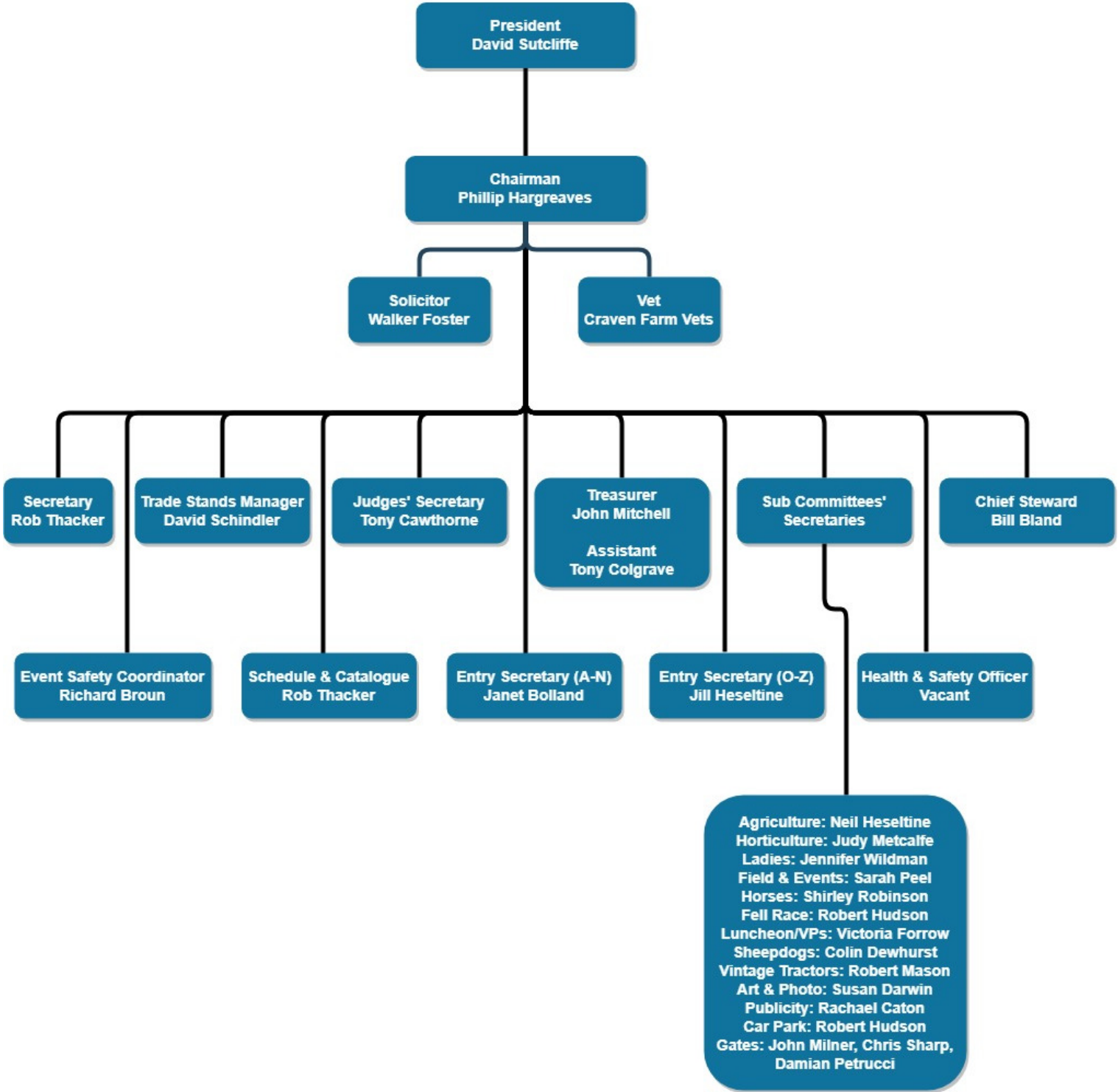
#### **5.5: Officials**

##### **All Exhibitors, Trade Stand Operators, Participants and Visitors**

- Take reasonable care of their own health and safety and those for whom they are responsible
- Take reasonable care not to put other people at risk by what they do or do not do in the course of their visit
- Co-operate with the show officials, making sure they understand and follow the show safety rule

# 6.0: Organisational Chart

## Malham Show Organisation 2019





## **7.0: Procedures**

### **7.1: Risk Assessments**

#### **Scope**

The aim of this procedure is to ensure that all activities and processes, not specifically controlled by other Regulations, are adequately risk assessed and where necessary, control measures are put in place to ensure the safety of those engaged to deliver the event including volunteers and any other person affected by the activity or undertaking.

#### **Primary Legislation:-**

The Management of Health and Safety at Work Regulations 1999

#### **Procedures**

The risk assessment process will be co-ordinated by the health and safety responsible person.

The Event Organisers are responsible for ensuring that a competent person shall, for every task, duty, activity and workplace under their control complete risk assessments. All significant findings of risk assessment will be recorded on a risk assessment form together with any existing control measures and or additional controls as may be necessary.

The results of a risk assessment will be communicated to all those affected and who, in turn, are under an obligation to act in accordance with the controls identified within the assessment, to look after their own safety and the safety of others who may be affected by their acts or omissions.

Risk assessments will be reviewed periodically or if there is:

- A change in legislation
- A change in control measures
- Any significant change in the work/task/activity/process carried out
- Any other reason to suspect that the original assessment is no longer valid

## **7.0: Procedures (continued)**

### **7.2: Control of Hazardous Substances**

#### **Scope**

The purpose of this section is to ensure, where present, the safe use, storage and disposal of substances hazardous to health.

#### **Primary Legislation:-**

Control of Substances Hazardous to Health Regulations 2002  
Personal Protective Equipment Regulations 2018

#### **Procedure**

The Event Organisers shall identify and control exposure to hazardous substances used during their undertakings.

#### **Assessment of risk**

No person engaged to deliver the Event may carry out any activity likely to expose them or any other person to hazardous substances until a suitable risk assessment has been carried out. Material Safety Data Sheets (MSDS) will be obtained for all substances identified in the risk assessment. These documents will be passed to the Event Coordinator who, with other relevant people will carry out an assessment of the risks involved in the process for which the substance is being used.

The completed assessment form will be placed in the Event Safety File and will be brought to the attention of those engaged to deliver the event including volunteers who may be exposed to the hazard, together with any training requirement and issue of PPE.

The assessments will routinely be re-assessed every year or earlier if:

- An up-dated MSDS sheet is received
- The process changes
- Any safety issues are identified with the substance or process

## **7.0: Procedures (continued)**

### **7.2: Control of Hazardous Substances**

#### **Prevention of exposure**

Suitable measures will be put in place to prevent or control exposure to hazardous substances as identified in the risk assessment.

This may include:

- Substitution of the substance for something less hazardous
- Reducing the quantities or exposure times for the substance
- Provision of PPE

#### **Personal Protective Equipment (PPE)**

Where the prevention of exposure is not reasonably practicable by other means, PPE will be provided which is suitable for its intended purpose and conforms to the relevant UK or EC directive. Where PPE is provided, those engaged to deliver the event including volunteers will be trained in its use. Sufficient stocks of PPE will be maintained and made available at all reasonable times.

#### **Information training and instruction**

All those likely to be exposed to hazardous substances will be provided with sufficient and suitable information, training and supervision to enable them to use the substance safely. They will also be made aware of the precautions necessary for their protection and the protection of others who may be at risk. Contractors and members of the public who may come into contact with hazardous substances as part of their involvement with activities organised by the Event Organisers, will also be provided with sufficient information for their protection.

## **7.0: Procedures (continued)**

### **7.3: Fire Prevention**

#### **Scope**

The aim of this procedure is to ensure the safety of those engaged in the delivery of the Event and the general public, in the event of fire in all premises used by the Event in the fulfilment of its activities.

#### **Primary Legislation:-**

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 2016

#### **Procedure**

All areas under the control of the Event Organisers shall be subject to a fire risk assessment.

#### **Arrangements**

In particular we will ensure that:

- Fire risk assessments will be carried out and controls measures communicated to all those engaged to deliver the event including volunteers.
- Periodic inspections and assessments will be carried out to identify fire risks and ensure that appropriate precautions are in place.
- Those engaged to deliver the event including volunteers must report any concerns about fire hazards to their supervisor as soon as possible
- Only approved and clearly maintained temporary fire fighting equipment will be utilised in temporary and de-mountable structures such as marquees and tents.

## **7.0: Procedures (continued)**

### **7.3: Fire Prevention (continued)**

#### **Arrangements (continued)**

The health and safety responsible person is required to ensure, where identified in the risk assessment as being required, the following control measures are in place / implemented: -

- Fire Risk Assessment
- Emergency Procedures
- Personnel Evacuation Plans (PEP's) are in place for vulnerable persons in the event of fire.
- Suitable fire exit signs are clearly visible and effective
- Fire marshals have been appointed as required. They have been trained in the use of fire extinguishers and evacuation procedures for their areas.

#### **Maintenance**

- All Fire alarm systems, fire extinguishers and emergency lighting are subject to regular maintenance by use of maintenance contracts.
- All hired equipment will be inspected prior to implementation.

#### **Training**

The Organisations will ensure that sufficient training is given to people identified in the fire risk assessment as having specific duties to perform.

## **7.0: Procedures (continued)**

### **7.4: Manual Handling**

#### **Scope**

To ensure that suitable assessments are carried out for all manual-handling operations with a view to avoiding such operations where possible and where this is not reasonably practicable, to carry out assessments to reduce the risks to the lowest level that is reasonably practicable.

#### **Primary Legislation:-**

Manual Handling Operations Regulations 1992 (as amended)

#### **Definition**

'Manual Handling Operations' means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force.

#### **Assessments**

All activities involving manual handling operations will be identified and checked against a risk assessment filter. Where the risk assessment filter, as detailed in **HSE Guidance L23** indicates that the activity falls within current guidelines, no further action will normally be necessary unless individuals are identified as being at significant risk.

Where via risk assessment it has been identified that a significant manual handling risk is present, a more detailed and specific risk assessments will be carried out in order to avoid the operation or reduce the risk of injury to the lowest level reasonably practicable.

#### **Persons especially at risk**

Particular consideration will be given to those who:

- Are known to have a history of back, knee, or hip trouble, hernia or other health problems which may affect their manual handling capacity
- Have previously had a manual handling injury
- Are, or have recently been, pregnant
- Are a young persons
- Are a person to whom the Disability Discrimination Act applies

## **7.0: Procedures (continued)**

### **7.4: Manual Handling (continued)**

#### **Procedure**

- Those engaged to deliver the event including volunteers are encouraged to notify the chief steward or other senior event official regarding any medical condition, which may inhibit their ability to carry out manual handling operations.
- All persons are required to co-operate in any assessment made on their behalf, to take reasonable precautions for their own health and safety and for others who may be affected by their activities.
- Persons must also make full and proper use of systems of work provided in compliance with the regulations.

Further information available at:-

<http://www.hse.gov.uk/contact/faqs/manualhandling.htm>

## **7.0: Procedures (continued)**

### **7.5: Control of Contractors**

#### **Scope**

The aim of this procedure is to ensure the safety of all employees, those engaged to deliver the event including volunteers and others who may be affected by contractors working on behalf of the Event Organisers.

#### **Primary Legislation:-**

- Health and Safety at Work act 1974
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) as amended Regulations 1994
- Provision and Use of Work Equipment Regulations 1998
- Electricity at Work Regulations 1989
- Electrical Equipment (Safety) Regulations 2016

#### **Procedure**

All contractors to comply with all current health and safety legislation and any local safety rules established on the show ground to minimise safety risks.

- The contractor shall have available for inspection a copy of their public, and employees' liability insurance and any other additional documentation as required i.e. Risk Assessments, Safe Systems of Work, relevant certification for plant and equipment etc.
- The contractor will ensure that their employees report to the person responsible for the site upon arrival and prior to their departure.
- The contractor shall inform the person responsible for the site, before the commencement of any work being carried out on their behalf by any sub contractor.
- Sub Contractors will be required to have available the same documentation as the principal contractor.



## **7.0: Procedures (continued)**

### **7.6: Electricity**

There is no permanent electricity supply to the show site. However electrical generators may be supplied.

#### **Scope**

The purpose of this procedure is to ensure that all work on electrical systems are carried out in accordance with the requirements of the Electricity at Work Regulations 1989, and that all circuits and portable electrical equipment are tested as statutorily required.

#### **Primary Legislation:-**

- Health and safety at Work Act 1974
- Electricity at Work Regulations 1989
- Management of Health and safety at Work Regulations 1999
- Electrical Equipment (Safety) Regulations 2016 and

Guidance Note: HSG 107 Maintenance of portable electrical equipment and  
H&S Guidance Note GS50 Electrical safety at places of entertainment

#### **Procedure**

The Event Organisers will ensure that no person shall work on any electrical system unless they are proved competent to do so.

- All Contractors must be approved in accordance with the approval system.
- All contractors must comply with the requirements of the Electricity at Work Regulations 1989. They may be required to provide written method statements before work commences, or conform to permit to work systems as part of the agreed work method.

The Event Organisers will ensure that all electrical equipment purchased for use conforms to the requirements of the Electrical Equipment (Safety) Regulations 1994. All such equipment shall be suitably CE marked.

The Event Organisers will ensure that all portable electrical equipment is tested in accordance with the requirements of HSG107 and that suitable records are kept of all tests.

## **7.0: Procedures (continued)**

### **7.7: Gas Safety**

No LPG is supplied by the show organisers; however, LPG may be used by individual trade stands

#### **Scope**

The purpose of this procedure is to ensure that all gas systems and use of LPG is in accordance with relevant statutory legislation and Approved Codes of Practice.

#### **Primary Legislation:-**

- Gas Safety (installation and Use) Regulations 2018

#### **Procedure**

All fixed and temporary gas appliances shall have current, valid safety certification issued in accordance with the regulations above

#### **Storage of Spare (Disconnected) LPG cylinders**

Where supplies of cylinders are kept disconnected from the installation the cylinders should be stored in a safe, well-ventilated place, preferably in the open air, and away from occupied structures, boundaries and sources of ignition and of heat. Make sure the cylinders are properly secured and are kept upright.

#### **LPG Cylinders Connected to an Installation**

- Cylinders in use should be sited in a well-ventilated area, ideally external to the building / structure.
- Cylinders should be positioned in the upright position on firm, level hard standing. Considerations should be given to securing the cylinders from toppling over. A temporary post driven into the ground should be used to provide support, if a suitable rigid structure is not available.
- Cylinders should be protected from unauthorised interference as far as reasonably practical.
- Signs should be displayed bearing the wording EXTREMELY FLAMMABLE LPG. NO SMOKING. NO NAKED LIGHTS. The use of pictorial warning graphics as an alternative is permissible. These may be attached to the support post suggested in
- The storage of rubbish, cardboard or other flammable material should not be permitted adjacent to LPG cylinders. Where necessary, a physical barrier protecting the space around the cylinders should be considered.
- Cylinders should be accessible to authorised persons and emergency services at all times.

## **7.0: Procedures (continued)**

### **7.7: Gas Safety (continued)**

#### **Flexible Hoses**

Where an appliance or manifold is connected or there is an intention to connect to a cylinder by means of a flexible hose, the hose should comply with British Standard BS 3212 type 2 or equivalent and should not exceed 1 metre in length. All hose joints should be either factory made or made using crimp type clips. Hoses attached without hose clips are potentially dangerous.

All hoses should be regularly checked for wear and abrasion and cracking, and replaced as required. Hoses conforming to BS 3212 should be replaced every 2 years from date of fitment.

Hoses should be installed in such a way as to be protected from damage and excessive heat. They should not be routed under temporary flooring.

#### **Fire Precautions**

A minimum requirement of 1 x 5kg Dry Powder Fire Extinguisher should be available for each 2 x Gas cylinders.

Where the gas cylinder is sited outdoors from the appliance, consideration should be given to placing fire extinguishers adjacent to appliances and gas cylinders.

Fire extinguishers should be located in conspicuous places.

## **7.0: Procedures (continued)**

### **7.8: Reporting of Injuries Disease and Dangerous Occurrences (RIDDOR)**

#### **Scope**

The purpose of this procedure is to ensure that incidents, which occur as a result of activities carried out by the Event Organisers are recorded, investigated and where necessary, reported to the appropriate Enforcing Authority.

#### **Primary Legislation:-**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

#### **Accidents**

All accidents will be recorded in an accident book/accident report form. This will include accidents involving:

- Employees
- Volunteers
- Contractors
- Members of the public

Where an accident falls within the reporting requirements of RIDDOR, a nominated person shall assume this responsibility.

#### **Diseases**

Where any employee or person engaged to deliver the event believes they have a medical condition, which may be occupationally induced, they may ask for time off to consult a GP without prejudice.

#### **Dangerous occurrences**

A dangerous occurrence is defined as an incident with the potential for injury, but for which no injury occurred.

Where a dangerous occurrence takes place, it will be investigated and recorded. Where identified, remedial action will be taken to prevent a reoccurrence.

#### **Duties**

All employees and those engaged to deliver the event including volunteers are required to report, any incident or dangerous occurrence that has occurred. They are also required to co-operate with the nominated person in any investigation regarding any incident or dangerous occurrence. They are required to notify their supervisor if they become absent from their normal work as a result of an accident sustained at work.

## **7.0: Procedures (continued)**

### **7.9: Incident Investigation**

#### **Scope**

To ensure that all incidents, accidents, or dangerous occurrences occurring at any function or premises under our control are adequately investigated, recorded and where necessary, reported to the Enforcing Authority.

#### **Primary Legislation:-**

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Report of Injuries, Disease and Dangerous Occurrence Regulations 2013 and

Guidance Notes HSG 245 & HSG 65

#### **Procedures**

The Event Organisers will ensure that all incidents will be suitably investigated and recorded on an incident report form, where necessary incidents will be reported to the Enforcing Authority. All persons engaged in the delivery of the Event are required to report to their supervisor, any incident, near miss or hazardous occurrence.

The investigation may involve:

- Gathering information to establish facts
- Taking statements from individuals
- Identifying and implementing corrective actions
- Involving others in the investigations

On completion it may be necessary to:

- Carry out any additional corrective actions necessary
- Report under RIDDOR requirements if necessary

Reports can now be made on line directly, see:  
<http://www.hse.gov.uk/riddor/online.htm>

### 7.0: Procedures (continued)

#### 7.10: Display Screen Equipment

No display Screen Equipment is used in conjunction with this event. Should this situation alter the following procedure shall apply.

##### **Scope**

The purpose of this procedure is to ensure the health and safety of all employees who are users of display screen equipment.

##### **Primary Legislation:-**

Health and safety at Work Act 1974

Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)

##### **Definitions**

The Event Organisers will consider a 'user' of Display Screen Equipment (DSE) to be anyone who uses such equipment as an essential part of their employment, or someone who operates DSE for periods of an hour or more at a time, more or less on a daily basis.

A workstation shall be considered as an assembly comprising the DSE (including keyboard, mouse and ancillary equipment) the work surface, chair and other equipment, local lighting and the environment in the immediate vicinity.

##### **Procedure**

The Event Organisers shall complete a risk assessment for the use of display screen equipment and establish those control measures as identified in that assessment where required.

## **7.0: Procedures (continued)**

### **7.11: Medical Provision**

#### Scope

The purpose of this procedure is to ensure that there is suitable and sufficient medical provision.

#### **Primary Legislation:-**

- The Health and Safety (First-Aid) Regulations 1981

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

The Regulations do not place a legal obligation on for the provision of first aid for non-employees such as the public; however as part of their duty of care, the Event Organisers shall extend the provision of first aid cover to members of the public engaged in activities at their premises during normal Event open hours

#### **Procedure**

The Organisations shall prepare a medical risk assessment. This shall be incorporated into the safety file and shall take into account the requirements of the emergency plan.

This shall include the following information as a minimum:

- Who the medical provider is and all relevant contact details
- Details of who, where and when medical facilities will be available
- The arrangements for medical cover and record of how the level of cover was calculated

## **7.0: Procedures (continued)**

### **7.12: Welfare Facilities**

#### **Scope**

The purpose of this procedure is to ensure suitable and sufficient welfare facilities.

#### **Primary Legislation:-**

- The Health and Safety at Work Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992

The Event Organisers has a general duty under section 2 of the Health and Safety at Work etc Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work. People in control of non-domestic premises have a duty (under section 4 of the Act) towards people who are not their employees but use their premise. This can be interpreted as any area under the control of an organisation for the purpose of a public gathering.

#### **Procedure**

The Event Organisers shall ensure that the following facilities are available during normal event working hours:

- Medical cover (See Section 7.11)
- Drinking water
- Toilet facilities
- Hand washing facilities



## **7.0: Procedures (continued)**

### **7.13: Food Safety**

#### **Scope**

The purpose of this procedure is to ensure that food provided on site and that those persons offering food and drink for sale to the public are doing so in accordance with the relevant legislation.

#### **Primary Legislation:-**

- The Health and Safety at Work Act 1974
- General Food Regulations 2004

#### **Procedure**

The Event Organisers recognise that they and traders vending at their premises must comply with statutory duties and the General Food Regulations 2004, which requires the caterer (persons providing the food service) to identify potential food hazards, to identify and implement effective controls and to monitor and review those controls.

All caterers shall have available (as applicable) for inspection by the health and safety responsible person or other statutory enforcement authority the following documentation:

- Local Authority Registration Number (where applicable)
- Health and Safety Policy
- Risk Assessments
- Food Safety/Codes of Practice (HACCP) (Food Standards Agency S.F.B.B.)
- Public Liability Insurance Certificate (Minimum cover of £5 million pounds sterling)
- Food Hygiene Certificates
- Electrical Safety Certificate
- Gas Safety Certificate

## **7.0: Procedures (continued)**

### **7.14: Emergency Procedures**

#### **Scope**

The purpose of this procedure is to ensure that the Event Organisers have in place suitable and sufficient emergency procedures and that these procedures are communicated to and agreed with all relevant emergency services and other statutory authorities likely to be involved in a co ordinate response.

#### **Primary Legislation:-**

- The management of Health and Safety at Work Act 1974
  - Regulation 8 Procedures for serious and imminent danger and for danger areas
  - Regulation 9 Contacts with external services

#### **Procedure**

The Event Organisers shall:

- Establish and where necessary give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in his undertaking
- Nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation from premises of persons at work in his undertaking
- Ensure that all arrangements are communicated to external emergency services.

## **7.0: Procedures (continued)**

### **8.0: Monitor and Review**

All policies, procedures, assessments and other associated safety documentation will be subject to a review not less than annually (if appropriate) to ensure that all procedures remain effective, suitable and sufficient for the intended purpose and to ensure continuous improvement of the safety management system.

The review period shall be sooner if it becomes apparent that there is a need due to;

- Changes in legislation,
- Existing controls proving insufficient,
- Changes in working practise,
- Introduction of a new process or activity,
- An incident occurs or
- If any element is not working as documented.

### **9.0: Additional Safety Policies & Procedures**

Further policies and procedures will be appended to this document as appropriate. When these are issued this information shall be communicated to all employees and other relevant persons.

### **10.0: End Note**

This document is a live document and as such is subject to regular reviews updates and amendments. It is the duty of all persons engaged in the delivery of the event to familiarise themselves with its content and to review the content on a regular basis.