

# **SKELTON HORTICULTURAL AND AGRICULTURAL SOCIETY**

## **HEALTH AND SAFETY POLICY**

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Skelton Horticultural and Agricultural Society

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## **HEALTH AND SAFETY POLICY**

### **INTRODUCTION**

The Society (from 2009) hold an annual show on the first Saturday of July at Old Park, Hutton in the Forest (off the B5305 Penrith to Wigton Road 4 miles west of the M6 Junction 41) on land owned by Lord Inglewood. The Rules and Regulations of the society are reviewed annually and published in the List of Premiums. The Society is run by a committee of volunteers to promote the interest of horticulture and agriculture.

### **POLICY STATEMENT**

The Society acknowledges its responsibility under the Health and Safety at Work Act 1974 to provide and maintain, so far as it is reasonably practical, a safe environment during the setting up, running and dismantling of the Show.

Our statement of general policy is:

- To provide adequate control of health and safety
- To ensure the many stakeholders understand and comply with our requirements
- To ensure safe plant and equipment is provided and suitability maintained
- To ensure the safe handling and use of substances
- To provide information, instruction and training to Committee members
- To prevent accidents
- To maintain safe and healthy conditions
- To review and revise this policy before each show

Details about Health and Safety are kept in the Health and Safety files which is deposited in the Secretaries Tent on Show day.

### **RESPONSIBILITIES**

The Chairman (Mrs N Oxley) and Show Committee 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 Chief Field Steward (Mr D Irving) and the Health and Safety Stewards (Mr C Hewison and Mr A Dickinson). They are responsible for:

- Promoting safety awareness at all levels
- Liase with medical, emergency and statutory bodies.
- Carry out a pre-show inspection
- Monitor compliance during show day
- Taking action where necessary
- Investigate and record all accidents

They will be assisted in the above duties by the Show Director and Head Field Stewards as detailed in the show catalogue. The Head Stewards have specific responsibilities for their specified areas of activity and will direct their stewards to deal with health and safety issues. All Head Stewards will carry radios and 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 Head Steward.

A safety notice for the general public is contained in the show catalogue and displayed outside the Secretaries tent.

## **RISK ASSESSMENTS & SPECIFIC DETAILS**

The society will carry out and record risk assessments for the overall management of the show in accordance with HSE guidance note INDG163 (rev 1).

### *Setting up field*

The field will be set up by volunteers on the committee and contractors. 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 and environmental health arrangements as detailed in the Notice to Trade Stand Exhibitors (January 2023) contained in Appendix A of the H&S File.

### *Exhibitors*

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.

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 main ring and cattle lines and at other entry points where horses cross pedestrian avenues.

All exhibitors of bulls must make themselves familiar with HSE Guidance Note A1535 – Handling and housing cattle.

Horses must not be ridden, exercised or schooled in car parks, trade stand avenues or other areas to which the general public have access. Exercise and collecting rings are provided for this purpose and 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.

Dogs must be kept on a lead at all times in public areas.

### *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 must act in a reasonable and safety conscious manner whilst attending the show and not put any person or property at risk. Appropriate action will be taken by the Society against anyone in breach of this requirement.

The general public are advised not to enter the fenced off licensed 'animal contact' livestock area but those who do must use hand washing facilities that are available nearby to comply with the 2012 Code of Practice relating to "Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions" Version 3. 'Look and See' precautions will be in place around the main ring.

The society will also comply with relevant Defra licensing requirements.

### *CORONAVIRUS*

Whilst all formal restrictions have been lifted, we still need to exercise a duty of care to all. The following will therefore be promoted:

- a. Asking people not to attend if they are showing any symptoms
- b. Ensuring tents are well ventilated by dropping side walls
- c. Providing sanitiser at the gates, tents and livestock areas

### *Smoking*

In compliance with the law, smoking is not allowed within any marquee or caravan including trade stands.

### *Entertainment*

All entertainers shall be responsible for their own Health and Safety requirements and ensure that appropriate instructions are given to their audience. An Entertainment Village will be created by the bar operators including live bands and large screen TV's. These will have a 240v power supply from a generator all under the control of the Public Bar operator.

### *Safe handling and use of substances*

The Health and Safety Steward will identify all substances which need a COSHH assessment and be responsible for ensuring that all actions identified in the assessments are implemented.

### *Electricity*

Electricity at 240 volts, single phase, is provided to the catering tent, toilet unit by the church and Food Halls from a public supply loaded near the Church. The society's contractor John Bell is responsible for the installation and operations of this supply and all exhibitors must comply with any instructions he gives. A plan showing the location of all cables provided by the Society is contained in Appendix B of the H&S File.

Electricity is provided for lighting and refrigeration only. Cables must be carefully routed to avoid trip hazards and portable appliance testing must have been carried out by traders in accordance with appropriate regulations.

There are no overhead electricity cables on the show field.

A separate generator will be installed by the bar operator for beer cooling, refrigeration and power supply for the large screen TV's and live bands.

### *Water*

A water supply is provided to several locations on the show ground and a plan showing the location of buried pipes and stop taps is contained in Appendix C of the H&S File. Provision will comply with the 'Private Water Suppliers Regulations 2009 and BS8551 and be flushed and tested prior to show.

### *Catering*

All providers of food must ensure that they comply with all relevant Food Hygiene Regulations. Inspectors from Westmorland and Furness Council Environmental Health Dept may make inspections prior to and during show day to ensure that food providers understand and comply with the relevant regulation.

### *Temporary Structures*

All marquees, buildings, display boards, fences and gates, jumps, signs must be soundly constructed and erected safe for their intended purpose. Exhibitors must give regard to the stability of their exhibits and ensure that they are secured against collapse and comply with the Construction Design and Management Regulations 2015 and the site Construction Plan.

### *Fire Prevention*

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

The Society will provide fire extinguishers in the main marquees as well as suitably signed fire exits.

A Fire Safety Risk Assessment has been prepared and will be monitored by the Head and Safety Stewards.

#### *Machinery and Vintage Vehicles*

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 (in accordance with the 'Personal Protective Equipment at Work regulations 1992') should be worn when required. Particular care should be taken to ensure the safety of the public when viewing the vintage vehicles.

#### *Vehicle movements*

Vehicle speeds must be restricted to **10mph** and kept to an absolute minimum between 9.30am and 5pm on show day. 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 are causing congestion. The use of ATV's or two wheel motor cycles is not permitted without the express consent of a chief steward.

#### *First Aid/Accident and injury*

Kentdale personnel provide on site first aid treatment from the southern end of Ave B by the main gate. A doctor is also available through contact with the Secretary's Tent. Details of all accidents must be recorded in the First Aid book which will be retained by Kentdale personnel and returned to the Secretaries tent at the end of the show.

The Health and Safety Steward is responsible for investigating accidents and acting upon the findings to, as far as is reasonably practicable, prevent a recurrence. Accident reporting forms are contained in Appendix D of the H&S File.

A death or serious injury, must be reported by the quickest possible means to the Health and Safety Executive in writing using a RIDDOR form. (Incident Contact Centre on 0845 3009923 or online at [www.riddor.gov.uk](http://www.riddor.gov.uk))

At least one Veterinary Surgeon will be available on show day and can be contacted by radio from the Secretaries tent.

#### *Emergency Procedures*

A Police Control room is located adjacent to the North Car Park pedestrian entrance to the show ground. Stewards should remain/return to their station/duty and follow instructions given by the Police or Chief Stewards. Information for the public will be given out over the public address system.

In controlling an emergencies situation stewards should keep calm, move people away from the danger, get help and remain at the scene to help the emergency services. In the event of an animal escaping all available stewards should assist in recapture and the appropriate Chief Field Steward should decide whether the animal should remain on the show field.

In the event of a missing person being reported to the secretaries tent the gate security guards will be notified immediately of the details

In the event of a major incident an Emergency Group comprising the Chairman, Director, Head Field Steward and Health and Safety Stewards and a senior representative of each emergency service shall meet at the police control centre and be responsible for key decisions and instructions.

The Head Field Steward and Health and Safety Steward are responsible for implementing required actions and ensuring that Risk Assessments are reviewed annually.

**Reviewed and re -issue 1 JUNE 2024**

Nina Oxley (Chairman)

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