

CARNWATH AGRICULTURAL SOCIETY

HEALTH & SAFETY POLICY

Introduction

The Society hold an annual show on the last Saturday in July at Heads Inn Farm, Edinburgh Road, Carnwath, ML11 8HS on land owned by Mr Brian Hewitt. The Rules and Regulations of the society are reviewed annually. The Society is run by a committee of volunteers to promote the interest of 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 stakeholders understand and comply with our requirements.
- To ensure safe plant and equipment is provided and suitably maintained.
- To ensure the safe handling and use of substances.
- To provide information and instruction 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 file which is held in the Secretaries Tent on Show day. This policy will also be displayed on our website.

ORGANISATION

Responsibilities of President and Show Committee

The President and Show Committee shall have overall responsibility for all aspects of Health and Safety and shall so far as is reasonably practicable ensure that all stakeholders are made aware of the Carnwath Agricultural Society Safety Policy and arrangements. The President and Show Committee will encourage at all times the cooperation of all members, stewards, exhibitors and members of the public for their commitment to the same.

Responsibilities of Safety Adviser

Alan Smith the Safety Adviser shall be responsible in conjunction with the Show Committee for preparing and revising (as appropriate) the Health and Safety Policy for the Carnwath Annual Show and in addition shall:

- Carry out a pre-show inspection of the site.
- Be available during the show to monitor compliance with the Show's Safety requirements and to be the point of contact for health and safety matters.
- Record and investigate where necessary, all accidents/ incidents and provide statistics for the Show Committee.

In addition to the above the Safety Adviser has the authority to require the cessation of unsafe practices where this is considered essential.

Where a requirement to stop an unsafe practice is not complied with the Safety Adviser will liaise with the Vice President/Show Committee.

Stewards

Bar Steward – Hannah Watson

Car Park Steward – Jim Orr

Cattle Stewards – Jack Brewster and Scott Lindsay

Clydesdale Steward – Nicola Gibb

Craft Tent Steward – Heather Brewster

Fleece Steward – Lance Armstrong Jnr.

Horticultural Steward – Janet Baillie

Industrial Steward – Mary Armstrong

Light Horse & Pony Steward – Gillian Phillips

Pet & Dog Show Steward – Eve Hamilton

Red Hose Race Steward – Kenny Dunlop

Shearing Steward – Lance Armstrong Jnr.

Sheep Stewards – Alex Allison, Mary Gibb, Dave Gilchrist, Mark Graham, Archie Hamilton,
Gordon Johnston, Margaret Struthers and Alex Young

Shepherds Crooks & Walking Sticks Steward – James Bryce

Trade Stand Steward – Alan Smith

These persons will assist with the implementation and enforcement of the Health and Safety Policy and arrangements, and will liaise with other stewards, Alan Smith the Health and Safety Adviser and Vice President/Show Committee in dealing with emergencies and major incidents at the Carnwath Annual Show.

Responsibilities of Exhibitors Contractors and Trade Stand Holders

All persons taking part in the operation of the show (exhibitors, trade stand holders, contractors etc.) have a shared responsibility to ensure that they comply with the requirements of this safety policy and arrangements.

HEALTH AND SAFETY ARRANGEMENTS

Risk Assessments

It is a requirement of the Management of Health and Safety at Work Regulations 1999 that Carnwath Agricultural Society will carry out and record Risk Assessments for the overall Management of the Show.

Electricity

Anyone who provides electrical apparatus for their own or anyone else's use must, before it is connected to the supply, arrange for its inspection/test by a competent person. Documentation must be available, showing the date and name of the person carrying out the test/inspection.

All equipment shall be connected to the supply through a Residual Current Device (RCD) and all cables and connections where not protected by a weatherproof structure shall be of such construction or protected as necessary to prevent danger arising from exposure.

Socket outlets should not be overloaded, and extension leads used only where absolutely necessary and should not create a trip hazard.

Generators

Any generator used on the show ground may be subject to random checks throughout the period on site. Generators should be sited on a secure platform away from all flammable materials.

Liquid Petroleum Gas (LPG)

The user must comply with relevant regulations.

Catering

All static and mobile caterers must ensure that they comply with all the relevant Food Hygiene Regulations and bring on site the most recent EHO inspection and public liability certification.

Show Stands

All temporary structures including marquees (these will be put up by Myreton Marquees), buildings, information boards, fences and gates must be soundly constructed, erected and safe for their intended purpose and comply with any relevant current guidance. Exhibitors must give regard to the stability of their exhibits and ensure that they are secured against collapse.

No pesticides or other substances hazardous to health should be kept on show stands; exhibitors should display only new, empty containers.

All exhibitors will be required to bring public liability insurance and relevant risk assessments as necessary.

Fire Prevention

Exhibitors must comply with Fire Precautions (Work Place) Regulations 1997 and must bring their own fire extinguishers on to the showground at the time of setting up and keep them on the stand for the duration of the show.

A fire safety risk assessment will be completed for the Beer, Catering, Craft, Horticultural and Industrial, Hospitality, Light Horse and Pony and Secretaries tents on the day prior to the show and this assessment will be held in the secretary's office. This assessment will include the action to be taken in the event of a fire.

Machinery

Specific Risk assessments must be provided by the exhibitor for any operation or demonstration of machinery.

Any plant, machinery or equipment used prior to, during, or after the show should be operated by an adult who is fully trained in its safe use in line with DVLA requirements.

Passengers must not be carried on vehicles and machines unless designed or adapted for that purpose.

Motor Vehicles

- Motor vehicles must be driven with great care and a 5-mph speed limit observed on the show ground.
- Between the official opening and closing times of the show only authorised vehicles will be allowed to be driven on the show ground.
- No vehicle may be demonstrated or exhibited in any of the show avenues.

Livestock

- Exhibitors and stock attendants must be fully aware of their obligations for the safety of the general public and fellow exhibitors and stock attendants at all times whilst on the show ground and observe orders given by stewards or officials when leading stock to and from the Judging Rings.
- In the interests of safety, unauthorised movement of animals during the show is not allowed. All cattle must be accustomed to being halter led and at least one competent person must attend each animal during its movement to and from the Show Ring, remaining as far as possible, behind the movement barriers provided.
- The stewards have the power to refuse the entry of any animal which they consider might get out of control or to ask for any animal to be removed from the show ground.
- Exhibitors and stock attendants must take every precaution to protect visitors to the livestock lines from injury.
- Cattle must be halter tied through the rails, binder twine or string must not be used to tie cattle. The use of any substance containing toxic chemicals, including sheep dips is strictly forbidden whilst on the show ground.
- Horses must not be ridden, exercised or schooled in the car parks, trade stand avenues or other areas to which the general public has access but only in the area designated. No one is allowed in the collecting rings who is not a rider or bona-fide groom.
- 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.
- A vet will be on hand throughout the opening hours of the show.

General Hazards

- Guy ropes and tent pegs are used throughout the show ground and care must be taken to avoid these.
- Children are at particular risk during the setting up and taking down periods and are strongly discouraged from being brought to the ground at these times, and at all times should be supervised by an adult.

Emergencies

Fire

In the event of a fire all available stewards to assist, they will be contacted via mobile phone or by voice. Stewards will evacuate people from the area of the fire immediately. Clear the surrounding area and report the fire to the Secretary's tent, where the fire brigade will be called. Keep spectators well clear of the area. There will be an air horn (this will be kept in the Secretary's tent during the day and at the dance it will be kept at the door) which will be sounded to get people's attention and it will be announced over the microphone.

Fire hazards exist throughout the show ground. Smoking is prohibited in marquees. Where no smoking signs are exhibited this will be strictly adhered to, and anyone found breaking this regulation may be asked to leave the showground. No Smoking signs will be on display in all marquees.

- Waste will be managed to assist with the prevention of a fire

Accident/Injury

The priorities are:

- The safe treatment of the injured persons.
- Immediate action to prevent a re-occurrence.

Active First Aid personnel are on the show ground between the hours of 9.00am and 4.30pm. They can be contacted by voice over the P.A. system. Out with these times a doctor will be contacted. Doctors can be contacted via mobile phone in the Secretary's tent. A First Aid box will also be kept in the Secretary's tent, all the contents will be checked prior to the show to ensure that they are all in date, if not replacements will be bought beforehand. Accident forms are kept in the Secretary's tent which are clearly marked. Details of all accidents must be recorded as soon as possible after the accident. In the event of any accident the Society must be informed immediately.

The Safety Adviser will be responsible for investigating and recommending the necessary action following any accident.

Violence

In the event of a disturbance all available stewards to assist, they will be contacted via mobile phone or by voice. Stewards will attempt to clear the area and to calm and isolate the situation. Police will be called where it is felt necessary. Stewards shall move away from the area where weapons are seen or suspected, this should be a priority. In such cases it is our policy to inform the police.

Lost Child/Vulnerable Adult

In the case of a child/vulnerable adult being reported as lost, the stewards will be advised to carry out a visual sweep of the showground and all exits will be closed. If the individual is not found a P.A. announcement giving details of what the person was wearing will be made (names will not be announced). If there is still no identification of the missing person the Police will be contacted.

Escaped Animal

All available stewards to assist in recapture, they will be contacted via mobile phone or by voice over the P.A. system. Mark Graham, the Senior Steward present to take charge. After recapture a decision to be made as to whether the animal should remain on the show ground.

Vehicle Parking

All parking is on grass with breaks being allowed in the rows to provide fire breaks. If towing is required in adverse weather this will be provided by local farmers (Committee Members) as agreed at the time.

General

Any incident must be notified to the Secretary by the steward involved in dealing with the matter and must be entered in the "Incident Book". In the event of an emergency all committee put on hi viz waistcoats to assist with identification and control, the hi viz waistcoats will be kept in the Secretary's tent during the day and at the door of the dance at night.

Show Conditions

It is understood that all exhibitors, contractors, stewards, grooms and all other personnel will abide by the Show Conditions in addition to the Health & Safety Requirements laid down in this Policy and the Schedule.

**PLEASE RETAIN THESE REGULATIONS AND STATEMENT FOR
YOUR INFORMATION**