

## HEALTH AND SAFETY

Key Cothi Bridge Show (CBS) Health and Safety documents include:

1. CBS H&S Policy
2. Pavilion Fire Plan, and Emergency Procedures

Both documents are available on the CBS web site (<https://www.cothibridgeshow.cymru>). Printed copies shall also be available on the day of the show in the Secretary's office.

### HEALTH AND SAFETY STATEMENT OF GENERAL POLICY

The Society is committed to ensuring that all activities relating to the show are carried out with safety as its primary concern to not cause ill health or injury. Specifically, it will so far as is reasonably practicable:

- Conduct the Society's undertaking in such a way as to ensure persons who may be involved in coordinating, participating in, or attending the activities of the show are not exposed to risks to their Health and Safety.
- Bring to the notice of all Exhibitors, Retailers, Caterers and their Agents and Employees, their duty to co-operate with the Society to ensure that this Policy is effective and to offer all necessary assistance to ensure the Health and Safety at the Show of all Exhibitors and others on the Society's Showground.
- Require those participating in, or attending, the Show to assist the Society in their aims of preventing accidents and abiding by the instructions given by Officials and Stewards before, during and after the event.
- Ensure that appropriate risk assessments are carried out for the Society's activities and be provided by and agreed with individual exhibitors.

### EMERGENCY PROCEDURES

The emergency procedures should be adhered to in the event of a Major Incident occurring on the Showground during the Show, and are as follows:

- (a) The Safety Officer should be contacted immediately by public address or radio.
- (b) The Major Incident Control point will be the SECRETARY'S OFFICE.
- (c) First Aid sites are as located on the emergency plan at the back of the catalogue. If needed, contact should be made with the nearest St. John's Ambulance personnel and the duty doctor.
- (d) Traffic and Gate Stewards will assist emergency vehicles to the scene of the incident.
- (e) The Casualty Centre will be the Main Pavilion.
- (f) Specific assembly points have been marked on the emergency plan, as in most emergency situations it will not be necessary to evacuate the showground. Stewards will direct the public to these areas.

### REPORTING OF INJURIES AND DANGEROUS OCCURRENCES (RIDDOR)

Any accident or incident must be reported to the Show Safety Officer immediately. The Safety Officer will investigate all incidents and liaise with the appropriate enforcing authority and show organisation. All accidents will be recorded in the Society's accident book.

### HEALTH AND SAFETY ROLES AND RESPONSIBILITIES

The Society has overall responsibility for overseeing H&S matters and shall require everybody under its control to be familiar with regulations and codes of practice relevant to their activity, and with the Society's H&S policy, fire plan and emergency procedures as relevant to their role and responsibilities. The Society Committee members with specific H&S roles and responsibilities (detailed in the policy document) include:

- Land and Buildings member.
- Horse and Pony member
- Cattle and Sheep member
- Poultry member
- Bar member
- Sponsorship and Trade Stand (Field) member
- Trade Stand (Pavilion) member

In addition:

The **SAFETY OFFICER** shall be responsible for:

- (a) Providing guidance and advice on health and safety matters.
- (b) Liaising with all statutory and external authorities and other appropriate organisations.
- (c) Investigating and recording all accidents, incidences and other H&S adverse events.
- (d) Briefing and training all officials and stewards on the emergency procedure prior to the show day.
- (e) Co-ordinating health and safety and the response to emergency and major incidents in the Showground.
- (f) Coordinate the reporting of incidents in accordance to RIDDOR if/as required.
- (g) The arrangements detailed in Part 3 of this policy for Emergency Procedures, RIDDOR, Fire Precautions, and Safety Information are implemented.
- (h) A Fire Plan and Emergency Evacuation Procedures for the Pavilion are in place to respond to a major H&S incident.

**ORGANISERS, TRADE STAND PERSONNEL, CONTRACTORS** and their respective employees as well as Estate Owners and their Agents are responsible for ensuring that:

- (a) Everything reasonably practicable is done to ensure the Health, Safety and Welfare of those attending the show.
- (b) They conduct themselves and their activities so that they do not put themselves or anyone else at risk.
- (c) The access to, and egress, from the site is safe and unobstructed.

**MEMBERS OF THE PUBLIC AND COMPETITORS** are equally responsible for ensuring that they do not put other persons at risk or compromise the health and safety of others by their acts or omissions, and that they co-operate with the organisers in complying with Health and Safety legislation.

## **HEALTH AND SAFETY ARRANGEMENTS**

**ELECTRICITY** – the position and routes of overhead and underground are known, and temporary electrical cables and distributions systems will be agreed; evidence of recent examination and test certificates for electrical installations and apparatus will be obtained for show ground installations and from individual exhibitors; earthing and earth leakage protection will be provided as necessary.

**GENERATORS** must be positioned well clear of tentage, straw bales, etc., which can, and do easily catch fire.

**LIQUID PETROLEUM GAS** – Trade Stand personnel and Caterers with LPG appliances should have had these examined and tested by a competent person.

**MACHINERY & EQUIPMENT** – All machinery and equipment should only be operated with adequate safety precautions in place, by competent or supervised people, provided with appropriate personal protective equipment.

**ANIMALS** – Routes used by Horses, Public and Vehicles will, as far as possible, be kept separate. Horses are not allowed into the Trade Stand and Catering areas. Dogs should be kept on leads at all times and children must be supervised by an adult.

**FIRE PRECAUTIONS** – The local Fire Brigade will be consulted concerning Emergency access for Fire Brigade Vehicles and Emergency exits. Adequate Emergency firefighting equipment and appliances will be provided.

**SAFETY INFORMATION** – Warning notices and signs are prominently displayed. First Aid sites are clearly marked.

**TOILET AND WASHING FACILITIES** – Adequate provision has been made for the expected number of visitors.

**FOOD HYGIENE** – Caterers are responsible for complying with the Local Environment Health Department legislation/Food Safety Act.

**LICENSING FOR ALCOHOLIC REFRESHMENTS** – Licences are held for alcohol sale.

### **GENERAL:**

- a) If any person attending the Show fails to comply with the reasonable requirements relating to Health and Safety at the Show, then the Society will have the right to eject that person from the Show.
- b) If Society officials fail to take adequate action where a breach comes to their notice, then they could perhaps find themselves, albeit unwittingly, in the position of condoning a breach of the regulations.
- c) All persons attending the Show, whether they be Officials, Competitors or Members of the Public, **MUST COMPLY WITH THE HEALTH AND SAFETY REGULATIONS.**