CAMELFORD & DISTRICT AGRICULTURAL ASSOCIATION LIMITED

HEALTH & SAFETY MANUAL

2023

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**1.1 GENERAL HEALTH & SAFETY STATEMENT**

It is the policy of Camelford & District Agricultural Association Ltd (CDAA) to develop a positive health & safety culture throughout the association. We believe that high health & safety requirements are an essential part in the association’s objectives and efficiency.

To achieve this the association will identify all show field hazards and take the appropriate measures to eliminate or control risks by identifying them to stewards and others affected by our operations. This can be completed by applying positive control standards and provision of information, training and supervision, when required.

Stewards and committee members are reminded that they have a duty of care to ensure that the association’s health and safety policy is observed and enforced:

* To take reasonable care for their own health and safety at the show field and of those who may be affected by their actions
* To co-operate with the association to ensure that any duty that requires compliance to health and safety by law is adhered to
* Not to intentionally, or recklessly, interfere with or misuse anything provided in the interests of health, safety or welfare.
* To report to supervisory staff any hazardous conditions or defects in the association’s safety arrangements

The association recognises that it has the ultimate legal responsibility for health and safety. The Secretary accepts overall responsibility for policy formulation and implementation. All committee members and stewards are responsible for carrying out those health and safety duties placed on them. The secretary will ensure that the safety plan includes sufficient resources for the successful implementation of the Health and Safety Management Policy.

The development of the Health and Safety Management Policy will be conducted through the normal business meetings where health and safety will be given equal consideration to other activities of the business. The association has a legal requirement to adhere to the Health & Safety At Work Act 1974 at all times.

Debbie Babb

March 2023

**1.2 Duties under the Health and Safety at Work Act 1974**

The CDAA has two main general duties in the Health and Safety at Work Act. The CDAA must:

* Ensure, so far as reasonably practicable, the health, safety and welfare of the committee, stewards and other individuals associated with the CDAA.
* To ensure that persons NOT associated directly with the CDAA are not affected or exposed to any risks that can impact their health and safety.

**Protecting the committee, stewards and other individuals**

The associations main general duty towards its committee and stewards and other individuals applies wherever the work, not just at the show field. The associations health and safety management must cover the committee, stewards and other individuals who work in public places, including on and off the show field, to ensure the associations objectives and aims are met.

**Protecting Others**

The associations duty to the public applies if their health and safety may be affected. The associations health and safety management must cover exhibitors, contractors, sub-contractors, customers, suppliers and members of the public who may visit the show field. It must also cover neighbours and people passing the show filed or anywhere else that its committee and stewards may be working. Its health and safety management must also cover users of any services it provides and any products under its control.

**“So Far as is Reasonably Practicable”**

The association should identify all the circumstances in which its committee, steward and other individuals could be at risk whilst at work, and all circumstances in which anyone else could be at risk because of anything done in its business. It will determine the level of resource that is needed to manage each risk effectively whilst considering the level of the risk.

The term ‘so far as is reasonably practicable’ means that the degree of risk in a situation can be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk. If these resources are so disproportionate to the risk it would be unreasonable for the CDAA to incur them to prevent it, the CDAA is not obliged to do so unless there is a specific requirement that it does. However, the greater the risk the CDAA have a duty to ensure that it is reduced regardless of the expense regardless of the size of the association.

Self-employed individuals have a general duty in the Health & Safety at Work Act to conduct their undertakings in a way that ensures, so far as reasonably practicable, that they, and any others affected by what they do, are not exposed to health and safety risks.

**Other Duties**

In addition to the CDAA’s main duties, the CDAA is also guided by the Health and Safety at Work Act with regards to plant, systems of work, access, egress and working environment. The CDAA must:

* Provide plant that is, so far as is reasonably practicable, safe and without risks to health and safety and maintain such plant so that it remains safe and without risks to its potential users
* Provides systems of work that are safe and without risks and maintain them
* Have arrangements for ensuring the safety and absence of risks when using, handling, storage and transport of articles and substances
* provide information and instruction to ensure the health and safety at work for members of the CDAA
* provide training to members of the CDAA to promote health and safety awareness
* provide supervision to members of the CDAA and members of the public to ensure their health and safety
* maintain any place of work under the CDAA’s control in a condition that is safe and without risks
* provide and maintain a means of access to and egress from and place of work that is under the CDAA’s control so that they remain safe and without risks to health to any members of the CDAA and the public.
* Provide a working environment for members of the CDAA that is safe and without risk to health and has adequate facilities and arrangements for their welfare at work.

The CDAA has other duties in the Health and Safety at Work Act where it makes non-domestic premises available for people not in its employment to use those premises as:

* A place of work (for example, office or workshop space rented out to tenants)
* A place for using plant or substances provided there for their use

In such circumstances, the CDAA who has or shares responsibilities as a controller of those premises must take reasonable measures to ensure, so far as is reasonably practicable, the absence of risks to health or safety to members of the CDAA, stewards and other individuals visiting the premises about:

* The premises themselves
* The means of access and egress
* Any plant or substance in the premises

**Health and Safety Policy**

The CDAA must, as it has 5 or more officers, stewards, assistants and other individuals, have a written statement of:

* Its general policy on officers, stewards, assistants and any other individual’s health and safety at work
* The current organisation and arrangements in force for carrying out that policy

The CDAA must revise these written statements as often as may be appropriate, and it must publicise the statement and any revisions to all its members and stewards.

The CDAA should also have a health and safety policy that protects its exhibitors and the public.

The management of Health and Safety covers the more detailed documentation that is require as a basis for any health and safety management system that relates to the protection of members of the CDAA, stewards, exhibitors, traders and members of the public.

**Consulting members of the CDAA and Stewards**

The CDAA must consult its members and stewards in good time over matters relating to their health and safety at work. It must do these:

* Consult members of the CDAA and stewards directly if they are concerned
* Through representatives of any stewards or assistants that have been elected by the members of the CDAA
* Through safety representatives appointed by the executive committee.

**Matters for Consultation**

The CDAA must consult any of these with regards to matters that include:

* The introduction of any measure at the show field which may substantially affect the health or safety of members of the CDAA committee and stewards.
* The arrangements for appointing competent persons to assist him in complying with the Health and Safety at Work Act and nominating competent persons for implementing its evacuation procedure
* Health and safety information it provides
* The planning and organising of health and safety training
* The health and safety consequences of planning and introducing new technologies into the workplace

The CDAA may, if it considers it appropriate, consult trade union appointed safety representatives in any additional matters when:

* Promoting and developing measures to ensure members of the CDAA and its stewards health and safety at work
* Monitoring the effectiveness of such measures

**Facilitating Effective Safety Representation**

The CDAA must ensure that:

* Its members and stewards with safety representation functions are provided with adequate facilities and training to enable them to perform their functions
* No detriment is suffered by an officer participating (or proposing to participate) in an election of any representative of the CDAA’s safety
* No detriment is suffered by an officer carrying out (or proposing to carry out) safety representation functions

**1.3 Health and Safety and the Law**

In addition to legal reasons, there are other sound reasons for the CDAA to manage health and safety well. These include:

* **Marketing and Commercial Reasons**

Good health and safety management helps to avoid accidents, ill-health and public concerns over the safety of the Association’s operations, services, products, and waste in turn, an open and professional approach to pursuit of a business mission in a manner that safeguards peoples’ health and safety helps to promote a positive business image in areas upon which the CDAA’s objectives, business and operations can ultimately depend, such as the general public, trade and livestock exhibitors, officers and helpers, the media and he enforcement authorities.

* **Financial Reasons**

Good health and safety management helps to avoid accidents, ill-health, insurance claims for property damage and personal injury claims for compensation under the civil law. The avoidance of accidents and ill-health save unnecessary costs, for example costs of investigations, management time, business interruption and loss, and damage to property. The avoidance of claims also saves unnecessary costs, for example expenditure on excess amounts payable in insurance claims, legal costs, and uninsured compensation awards.

* **Protecting Interests of Members of the CDAA and Stewards**

Good health and safety management helps to avoid criminal offences being attributed to decision makers or professional advisors who can be prosecuted for personal oversights, mistakes, poor judgement or getting their priorities wrong. The avoidance of personal prosecution saves the individual from a criminal record and loss of earnings

**The Criminal Law**

* **Legislation**

The CDAA is required by law to manage health and safety to protect its officers, stewards, all assistants and the public from risks connected with its undertaking. General management of health and safety includes the management of health and safety risks and the management of health and safety legislation.

The management of health and safety risks is required to identify and eliminate or minimise the risks to officers, stewards, all assistants and the public. Management of health and safety legislation is required to identify and comply with the Acts of Parliament, Orders, Regulations and Approved Codes of Practice that apply to health and safety relating to the CDAA’s undertaking.

The main legislation on general management is set out in:

* The Health and Safety at Work Act 1974
* The Management of Health and Safety at Work Regulations 1999

The CDAA is required to manage all health and safety risks created or faced in its business. In doing so they must at least meet the minimum requirements of specific legislation including:

* Management of Health and Safety
* The workplace
* Work equipment
* Work with Visual Display Units (VDUs)
* Substances
* Manual Handling
* Personal Protective Equipment (PPE)
* So far as is reasonable practicable, exceed these minimum requirements in order to comply with their general duties under the Health and Safety at Work Act.
* **Enforcement**

Health and Safety legislation is enforced by the Health and Safety Executive (HSE) and by local authority Environmental Health Departments. Generally, the HSE enforces the law in higher risk undertakings (such as factories, farms, building sites etc) and the local authority enforces it in lower risk establishments (such as offices, shops etc).

The CDAA must display an official poster in the Secretaries marquee which provides an outline of health and safety legislation and on which it must identify details of the enforcing authority covering the workplace.

* **Criminal Offences**

If the CDAA breaches any health and safety legislation they have committed a criminal offence. The enforcing authority may bring criminal charges against the CDAA to court. The case may be decided at Magistrates Court or Crown Court depending on the seriousness of the case.

Where the CDAA has committed a criminal offence, the enforcing authority may find that it was committed due to the consent, connivance or neglect of one or more of its officers, stewards or assistants undertaking. In such cases the individual(s) can also be charged with the offence and be bought to Court together with the CDAA.

Where the CDAA believes that the offence they have committed is due to the act or default of another organisation (such as an exhibitor, supplier, contractor, landlord etc) or of an individual (such as an employee, professional advisor etc) they may give m=notice to the enforcing authority. In such cases the person whose act or default led to the CDAA’s offence may be charged and bought to Court together with or instead of the CDAA.

* **Sanctions**

The CDAA may be prosecuted in Court for an offence they have committed. Where the case is decided at Crown Court, the CDAA can face an unlimited fine. If the case is decided at Magistrates Court, the CDAA can be fined up to the maximum that Magistrates can impose for that offence. The maximum fine is now unlimited if the offence occurred after the 12th March 2015. If the offence was committed prior to this, then the maximum fine is £20,000 or up to 6 months imprisonment. Where the Magistrates feel that a higher fine is required they can refer the case to Crown Court.

An individual (such as an Officer, steward, assistant, professional advisor etc) may also be prosecuted at either Crown Court or Magistrates Court. In serious cases where someone has been killed, police investigations, as well as HSE investigations, might show that manslaughter charges should be brought against the individual.

On conviction of the CDAA or an individual, a Court can award the prosecution costs against the accused.

The CDAA or individual may, instead of being prosecuted, be treated more leniently by the health and safety enforcement authority. HSE inspectors or environmental health officers may choose to issue either an Improvement Notice or a Prohibition Notice. AN Improvement Notice requires the CDAA or individual to redress a health and safety problem, generally within a time limit set out in the notice. A Prohibition Notice requires the CDAA or individual to cease a hazardous activity or otherwise remove a danger immediately or by a certain time. The CDAA or individual that does not comply with the terms of any of these notices commits a serious criminal offence, and one which can attract a prison sentence if:

* The breach of a notice served on the CDAA was due to the conduct of any officer, steward, assistant or other individual associated with the CDAA
* The individual breached a notice served on him/her

**The Civil Law**

The CDAA can face claims for compensation in the civil courts. Compensation is awarded against the CDAA where officers, stewards, assistants or other claimants prove that the CDAA has a legal liability to pay damages for personal injury due to:

* Negligence
* Breach of statutory duty
* Strict liability
* Breach of contract

The CDAA can be liable in negligence if it is proved that they breached a common law duty of care towards claimants. A contravention of the Health and Safety at Work Act or the Management Regulations can in some cases be evidence of a breach of a common law duty of care.

The CDAA can be liable for breach of statutory duty if it is proved that they contravened any other health and safety legislation, such as regulatory requirement relating to workplaces, exposure to substances etc.

The CDAA can have a strict liability if an officer, steward, assistant or any other individual proves that his or her injury was due to a defect on work equipment provided by the CDAA, whether the defect was due to the CDAA’s negligence or not.

The CDAA can be liable in contract if a self-employed contractor proves that his or her injury was due to the CDAAs breach of a contract between them.

**CDAA’s Public Liability Insurance**

The CDAA must ensure that it has an insurance policy that covers Public Liability Insurance from an appropriate insurer. The policy must cover bodily injury or disease suffered by officers, stewards, assistants or other individuals associated with the CDAA on the day of the show.

The insurance must be sufficient to cover £5,000,000 for claims by any one or more officers, stewards, assistants or other individuals arising out of any incident.

Such insurance covers the CDAA’s negligence or breach of statutory duty as well as the negligence of fellow officers, stewards, assistants or other individuals.

The CDAA’s liability policy certificate must be available at the show field, during the time of the show, where it can be made available to officers, stewards, assistants or other individuals.

**Reporting Accidents**

The CDAA must notify, normally be telephone, the local health and safety enforcement authority (the HSE or Local Authority’s Environmental Health Department, depending on the type of accident) if:

* Anybody dies, receives a major injury or is seriously affected by events such as electric shock or poisoning
* There is a dangerous occurrence, for example a fire or explosion which terminates the show or causes serious disruption to the event.

The CDAA must confirm this notification in writing on form HS001 within 7 days of the incident.

The CDAA must report, using HS001, within 7 days any injury that keeps an officer, steward, assistants or other individuals off work (or unable to do their normal job) for more than 3 days.

The CDAA must also report, using form HS002, certain diseases suffered by officers, stewards, assistants or other individuals who do specified jobs. They must report such cases as soon as possible on learning about the illness

If the CDAA supplies, fills or imports flammable gas in reusable containers, they must notify the HSE immediately of any death or injuries connected with the gas supplied and confirm the notification with a report on form HS001within 14 days.

In addition to having arrangements to ensure their reporting duties are carried out, the CDAA needs to have accident and incident investigation arrangements. Such investigations are an important means for learning from experience and identifying what changes the CDAA needs to make for improving Helath and Safety precautions and management.

**1.4 Risk Assessment Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard** | **Persons at Risk** | **Control Measures** | **Further Action** |
| **Access Road:**  Main Road  Track | CDAA members and stewards  Exhibitors  Traders  Spectators & Public  Animals  Vehicles & Property | Warnings & Signage  Traffic Controllers (Stewards)  One-way system on the field  Restrictive speed limits on the show field  Restrictive Access | Signs  High Visibility Clothing |
| **Entrance & Exiting Site**  Accessibility  Ground Conditions | CDAA members and stewards  Exhibitors  Traders  Spectators & Public  Animals  Vehicles & Property | Signs  Advance Notice  One-Way System  Stewards  Towing Requirements  Level Areas with Hardcore | Availability of Tractors  Widen gateways and trim hedges and banks |
| **Show Field Traffic Movement & Parking**  Vehicle Routes  Exhibitor Parking  Trade Parking  Public Parking | CDAA members and stewards  Exhibitors  Traders  Spectators & Public  Animals  Vehicles & Property | Signs & Advance Notice  Parking Attendants  One-Way System  Separate Parking Areas  Stewarded Gateways  Livestock Walkways  Pedestrian Walkways  Restrictive Movements  Speed Restrictions | High Visibility Clothing  Radio Communication System |
| **Exercise Areas**  Designated Roped off area  Practice Jumps  Ground Conditions  Spectators | CDAA members and stewards  Exhibitors  Traders  Spectators & Public  Animals  Vehicles & Property | Signs & Advance Notice  Stewards |  |
| **Hazard** | **Persons at Risk** | **Control Measures** | **Further Action** |
| **Main Ring & Livestock Ring**  Livestock Routes  Restricted Access  Stewards  Ground Conditions  Area Roping  Judges | CDAA members and stewards  Exhibitors  Traders  Spectators & Public  Animals  Vehicles & Property | Warnings & Signage  Competition Rules  Stewards  Condition of Equipment  Competent Course Builder  Course Walk before Jumping | Entry Forms  Ring Signage |
| **Trade Stands & Caterers**  Marquees  Machinery  Food for Sale  Gas Appliances  Generators | CDAA members and stewards  Exhibitors  Traders  Spectators & Public  Animals  Vehicles & Property | Signs & Advance Notice  Stewards  Arrival & Departure Times  Food Hygiene  Washing Facilities  Manufacturers Recommendations  SSOW from Trader & Caterer | Entry Forms  Legal Compliance  COSHH data  SSOW |
| **Course Construction**  **Show Field Work**  Machinery  Equipment  Heavy Materials  Ground Hazards | CDAA members and stewards  Exhibitors  Traders  Spectators & Public  Animals  Vehicles & Property | Signs & Advance Notice  Management  Show Field Layout  Training  Stewards  Effective Equipment  Restricted Movements  Speed Restrictions | Safe Equipment  SSOW from contractors |
| **Safety, First Aid & General Welfare**  Accidents – persons, animals, equipment  Biosecurity | CDAA members and stewards  Exhibitors  Traders  Spectators & Public  Animals  Vehicles & Property | Appointed Personnel  Communications  First Aid Cover  Toilets  Animal Welfare – Vet/Farrier  Animal Disease  Emergency Procedure | Mobile phones  Fire Extinguishers  First Aid Cover  Vets & Farriers  Disinfectant – Defra Biosecurity |

**2.0 Policy Statements**

**2.1 STRUCTURES**

* All Structures are to be erected in a safe, stable manner in accordance with supplier’s recommendations or best practice to ensure stability under all weather conditions. This is to be completed by the hiring company, if on a large scale etc marquees.
* Livestock Pens and Cattle Rails are to be of sufficient stability to ensure the restraint of stock.
* No Sharp or exposed projections are to be left unguarded or unattended
* All exhibitor’s equipment and marquees, to include stays and pegs, are to be within the parameters of the stand area. For large marquees, where practicable, their stays and pegs are to be within a roped off area.
* Responsibility for trade stands to include equipment and goods lies with the exhibitor

**2.2 VEHICLES**

* Vehicle Owners or users are responsible for providing adequate third party insurance to cover their actions and if thought fit, adequate comprehensive insurance cover to protect their property. Confirmation is to be made to the show secretary if requested. Failure to do so or failure to have adequate cover can lead to expulsion from the show field and will invalidate any entries made to the show.
* Vehicles will be used only in accordance with their normal practice.
* Vehicles will move to prescribed parking areas by the routes indicated
* No vehicle shall exceed 5mph within the show field
* There will be no movement of trade exhibitors within the exhibition area after 08:30am and before 18:00pm on the show day except under the supervision of the Show Field Director.

**2.3 MACHINERY**

* All machinery to be operated only by the following persons:
  + With express authority of the owner
  + By suitably trained and qualified persons
  + Wearing safety and protective clothing
  + In accordance with best practice
  + In accordance with the manufacturers/makers guidelines
* All other persons are to be kept at a safe distance from the trader or exhibitor supplying the necessary fencing or barriers
* No underage person shall operate or participate in the working of any piece of plant or equipment
* All machinery of whatever description on any exhibition stands or on exhibitor’s vehicles shall be effectively guarded and shall be the entire responsibility of the exhibitor
* The exhibitor is responsible for ensuring that the assets are insured, and cover is extended to public liability with a minimum level of £1,000,000. The exhibitor is also required to have valid employer’s liability to cover all persons on the trade stand assisting the exhibitor
* Any machine demonstration is to be given in accordance to best practice and the manufacturers recommendations. When in operation the machine, together with a suitable safety area, shall be roped off to ensure that all but the operators are excluded.
* Items held on hydraulic rams are to be independently supported. Blades, knives and other sharp edges are to be suitably guarded

**2.4 LIVESTOCK**

* The responsibility for the welfare of the animals rests, at all times, with the owners and/or their representatives
* The movement of livestock on and around the show field, to include the unloading and loading, shall be carried out in accordance with directions given by officers/stewards of the CDAA. In the event of a dispute the decision of the show field director or secretary shall be binding on all parties
* Cattle shall always be tied to the rails supplied, unless haltered and held by responsible personnel. Sheep shall always be penned unless haltered and held by responsible personnel. Horses shall be restrained at all times, unless being ridden by authorised suitably experience persons.
* Stewards of Sheep classes must, where relevant, obtain from the exhibitors their completed movement sheets and green SAC Certificates of Status before animals are unloaded. Once checked these forms should be forwarded to the secretary. Care should be exercised to ensure that these animals are always kept separate from non-accredited sheep
* All riders and handlers of livestock shall wear clothing as recommended by their breed societies or affiliated organisations. The CDAA recommend the wearing of protective headgear by all riders of livestock. Failure to do so could invalidate the responsibility of the CDAA to any damage suffered by the rider.

**2.5 SLIPS, TRIPS AND FALLS**

* All users of the show field shall always ensure that their belongings, equipment, animals etc are within their control and are not a potential hazard to other show field users.
* If there are potential dangers that the exhibitor is responsible for providing adequate fencing or protection to safeguard the matter
* Users of the show field are expected to exercise their discretion and only attend areas of the show field, which in their opinion are safe. Problematic areas should be avoided

**2.6 FIRE**

* All users of the show field should be aware of the potential danger of fire within the site and should take adequate precautions to reduce such risks
* Particular care must be exercised in using and handling potentially hazardous equipment
  + LPG Cylinders and Burners
  + Electrical Generators
  + Other potentially dangerous equipment

All equipment must be stored carefully and securely and only operated by suitably trained and competent personnel and in accordance with the manufacturer’s recommendations.

* Exhibitors and trade stand holders must ensure that they are aware of the location of the nearest fire extinguishers and other fire saving equipment
* Any fire irrespective of its size and nature must be immediately reported to the secretary so that the appropriate action can be taken regarding the need for the fire service to attend and so that health and safety legislation, in respect of recoding the emergency, can be adhered to.

**2.7 DUST AND FUMES**

* Users of the show field are to consider other users at all times and to ensure their safety. Products that emit fumes or give off dust should be safe guarded to protect show field users.
* The use or display of products, which emit dangerous or illegal fumes are prohibited from being on or near the show field. Any incident will be reported to the appropriate legislative body.

**2.8 MANUAL HANDLING AND LIFTING**

* Any matter lifted or moved is to be carried out in accordance with generally accepted principles, and where applicable in accordance with manufactures recommendations
* When lifting or moving products the responsible person should ensure that other users of the show field are a suitable distance away so not to cause any danger or unnecessary hardship.
* Where machinery is being moved or lifted then adequate persons should direct the movement of persons in the locality. If the movement is frequent then the operator or user, who is responsible for this task, should suitably fence the area.

**2.9 ELECTRIC**

* Users of the show field should acquaint themselves with the whereabouts of over-head cables if they are likely to affect theft movements or actions. If any damage is inflicted to such cables then it must be reported immediately to the secretary so that the appropriate action can be taken.
* Generators and ancillary equipment must be used in accordance with manufacturer’s recommendations and must be the correct equipment for the task. No petrol generators on site. A spill kit must be available with each generator.
* Electricity used on stands must be operated by competent individuals who are trained in using it in accordance with generally accepted principles of the manufacturer’s recommendations
* Electrical leads should be buried under the soil to avoid being a tripping hazard
* Electrical joiners must be waterproof and of the correct amperage, voltage and wattage given the equipment being operated.

**2.10 NOISE**

* Users of the show field must respect others at all times and ensure that their noise is not potentially causing danger to others
* Extreme caution should be applied when near any livestock
* The use of equipment on trade stands should not cause any nuisance to other trade stands or users of the show field. Machinery likely to cause a breach of this shall at the CDAA’s discretion be turned off or removed from the show field

**2.11 POISONS, CHEMICALS AND HEALTH CARE**

* Chemicals, which are of a dangerous nature, are not to be brought to the show field without the express permission of the show field director or the secretary.
* Veterinary products, which by necessity are to be brought to the show field, must always be kept in a locked environment. The usage and administration of such products is to be kept under the control of suitably qualified personnel and are being used in accordance with manufacturer’s guidelines.
* Product Packaging and used materials are to be removed from the show field by its user in accordance with the manufacturer’s guidelines
* Wastage of any product on the ground or wherever is to be immediately reported to the secretary so that the appropriate action can be taken.
* Wastage of chemicals or health care products is to be reported immediately as follows
  + On Humans to First Aid Providers
  + On Animals to Veterinary personnel
  + On either to the Show Secretary

**2.12 DROWNING**

* Show field users should exercise caution when in the locality of water to protect their own safety
* Children should not be in the location of water containers
* Any injury to human or livestock as a result of water should be immediately reported to the secretary

**2.13 TERRORISM AND CRIMINAL ACTIVITIES**

* Any suspicious actions or events must be immediately reported to the secretary and failing which to the police. Mobile telephones are available on site to cover this eventuality
* All show field users are prohibited from bringing any good or equipment onto the show field which could be utilised in terrorism or criminal acts. Any such finding will be immediately reported to the police and their decision shall be binding at all times. The CDAA shall in all cases recommend prosecution in the event of any offence being committed.

**2.14 EMERGENCIES**

* Emergencies shall be declared as and when necessary by the appropriate body who shall in conjunction with the CDAA officers accept full responsibility for events. All show field users shall be bound by their actions and rulings
* Once an emergency is declared the show field shall be secured by stewards prohibiting any movement of persons or vehicles without the express authority of those in control.

**3.0 Emergency Contact List**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role/Responsibility** | **Telephone Number** |
| John Ward | Chairman | 01840 213221 |
| Jackie Burnard | Vice Chairman | 07813854092 |
| Debbie Babb | Show Secretary | 07483964125 |
| David Langley | Landlord | 01840261225 |
| David Brookham | Show Field Director | 07514 608684 |
| Elaine Reynolds | H&H Secretary | 07715333624 |
| Yvonne White | Outside Trade Secretary | 0156686682 / 07909501544 |
| Ann Hayne | Inside Trade Secretary | 07786382560 |
| Charlie Flew | Vintage Secretary | 07854 768770 |
| TBC | Dog Show |  |
| Mark Sanders | Jumping | 07919847946 |
| Phil Roose | Sheep Shearing | 07843 237095 |
| Richard Pethick | Biosecurity | 01840250341 |
| Penbode | Vets | 01409 253418 |

**4.0 6HS001 Report of Injury or Dangerous Occurrence**

1. **About you**

What is your full name? Debbie Babb

What is your job title? Show Secretary

What is your contact number? 07483964125

1. **About your organisation**

What is the name of your organisation? Camelford & District Agricultural Association Ltd

What is its address & postcode? Danleigh, Lanteglos Lane, Helstone, Camelford PL32 9RL

Show Field: Trevilla, Marshgate, PL32 9YN

1. **About the Incident**

What date did it happen?

What time did it happen?

Did the incident happen at one of the above addresses?

If no, state address

Where on the premises did the incident happen?

1. **About the injured person**

Full name:

Home address:

Phone Number:

Date of Birth:

Gender:

Job title:

What is the employee status of the injured person:

1. **About the Injury**

What was the injury?

What part of the body was injured?

Seriousness of the injury?

Did the person become unconscious?

Did the person need resuscitation?

Did the person remain in hospital for more than 24hrs?

1. **About the kind of incident**

What type of incident was it?

1. **Describing what happened**

Give us much detail as you can including name of any substance involved, type of machine, people animals etc. Describe what happened. Describe any action taken since to prevent this from happening

**Signature Date:**

**Name:**

**Position:**

**You must sign and date the Report Form. Please send it to the Enforcing Authority for the place where the injury / dangerous occurrence happened. If you do not know the enforcing authority, send it to the nearest HSE office**

**5.0 HS002 Report of a Case of Disease**

1. **About you**

What is your full name? Debbie Babb

What is your job title? Show Secretary

What is your contact number? 07483964125

1. **About your organisation**

What is the name of your organisation? Camelford & District Agricultural Association Ltd

What is its address & postcode? Danleigh, Lanteglos Lane, Helstone Camelford PL32 9RL

Show Field: Trevilla, Marshgate, PL32 9YN

What type of work does the organisation do: Agricultural Show

1. **About the affected person**

Full name:

Home address:

Phone Number:

Date of Birth:

Gender:

Job title:

Describe the status of the affected persons:

1. **The disease you are reporting**

What is the name of the disease?

What is the type of work the disease is associated with?

What is the date of the statement of the doctor who first diagnosed or confirmed the disease

What is the Doctors Name?

What is the Doctors Surgery Address?

1. **Describing what happened**

What was the action the affected person was doing that might have led to them getting the disease?

If the disease may have been caused by exposure to an agent at the show field (e.g. a specific chemical) what was that agent?

Is there any other information that is relevant? (Please provide as much detail as possible)

**Signature Date:**

**Name:**

**Position:**

**You must sign and date the Report Form. Please send it to the Enforcing Authority for the place where the injury / dangerous occurrence happened. If you do not know the enforcing authority, send it to the nearest HSE office.**