



COTHI BRIDGE AGRICULTURAL SHOW

Saturday 25th May 2024

Craft and Food Marquee



The Annual Cothi Bridge Agricultural Show will be held on **Saturday, May 25th 2024**. The show field is located on the A40 between Carmarthen and Llandeilo - on your right hand side as you approach the Pontargothi Bridge from Carmarthen. The show field will be well signposted. Please visit our website at www.cothibridgeshow.cymru for further information regarding the show.

Cothi Bridge Agricultural Society would like to invite you to our Craft & Food Marquee, on show day. Tables will be provided as well as the use of electricity and water if required. **Please bring your own chairs.**

The cost of a stall/table at the show will be **£15, for one, plus £5 for each additional table**, with an additional charge of **£5** if electricity is required. Electricity will be supplied from standard caravan type connection points. Please provide your own connections.

If you would like to have a food or craft stall at the show, please complete and return the application form, found on the final page, and include payment.

Your entry form and payment will be acknowledged immediately and your receipt and 2 free entry tickets will be posted about two weeks before the show.

PLEASE ENSURE THAT YOU HAVE READ THE FOLLOWING SAFETY POLICY STATEMENT:

Exhibitors must comply with all Health and Safety Regulations, Food & Health Regulations and all stallholders are responsible for the outcome from the sale of their own products. **Please note, any stalls involved in the sale or supply of alcoholic produce must produce a licence permitting that sale. This may be a "Temporary Event Licence".**

The Society's General Policy is as follows:

To conduct the Society's undertaking in such a way as to ensure, so far as is reasonably practicable, that persons who may be Involved in coordinating, participating in, or attending the activities of the show are not exposed to risks to their Health & Safety.

To 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 & Safety of everyone on the Society's Showground.

To 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.

To ensure that appropriate risk assessments are carried out for the Society's activities and provided by and agreed with individual exhibitors.

EMERGENCY PROCEDURE

These instructions should be adhered to in the event of Major Incident occurring on the Showground during Show period.

- The Safety Officer should be contacted immediately by public address or radio.
- The Major Incident Control point will be the SECRETARY'S OFFICE.
- First Aid sites are located on the emergency plan at the back of the catalogue. If necessary, contact should be made with the nearest St John's Ambulance personnel and the duty doctor.
- 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 cases 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.

RESPONSIBILITIES FOR HEALTH AND SAFETY

The Society has overall responsibility for all aspects of Health and Safety and shall require everybody under its control to be familiar with regulations, codes of practice and the Society's procedures for ensuring the safe working conditions on the Society's premises.

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.
- d) Briefing and training all officials, stewards on the emergency procedure prior to show day.
- e) Co-ordinating health and safety and the response to emergency and major incidents in the showground.

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 are safe and unobstructed.

MEMBERS OF THE PUBLIC AND COMPETITORS are equally responsible for ensuring that they do not put other persons at risk and that they co-operate with the organisers in complying with Health and Safety legislation.

HEALTH AND SAFETY ARRANGEMENTS

- a) **ELECTRICITY**– the position and routes of overhead and underground cables 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.
- b) **GENERATORS** must be positioned well clear of tents, marquees, straw bales etc. which can, and do easily catch fire.
- c) **LIQUID PETROLEUM GAS** – Trade Stand personnel and caterers with LPG appliances must have these examined and tested by a competent person.
- d) **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.
- e) **SHOW ANIMALS** – Routes used by Horses, Livestock, 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.

- f) **PETS** – All pets are to be kept under control at all times when on the showground or any other directly associated areas (such as car parks). **DOGS ARE NOT TO BE LEFT IN CARS** and should be kept on leads at all times. Marquee and Pavilion stallholders must **NOT** keep dogs with them at their stalls.
- g) **FIRE PRECAUTIONS** – The local Fire Brigade will be consulted concerning Emergency access for Fire Brigade Vehicles and Emergency exits. Adequate Emergency fire-fighting equipment and appliances have been provided.
- h) **SAFETY INFORMATION** – Warning notices and signs are prominently displayed. First Aid sites are clearly marked.
- i) **TOILET AND WASHING FACILITIES** – Adequate provision has been made for the expected number of visitors.
- j) **FOOD HYGIENE** – Caterers are responsible for complying with the Local Environmental Health Department Legislation/Food Safety Act. **As of 13th of December 2014, all food businesses will need to provide information about the allergenic ingredients used in foods sold or provided by them.** Further details can be found on:- <https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses> **On 1st October 2021, the requirements for labelling “pre-packaged for direct sale” (PPDS) food changed.** Please make sure you are compliant with this recent legislation, known as “Natasha’s Law”
- k) **LICENSING FOR ALCOHOLIC REFRESHMENTS** –Please note, any stalls involved in the sale or supply of alcoholic produce must produce a licence permitting that sale. This may be a “Temporary Event Licence”

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. If Society officials fail to take adequate action where breach comes to their notice, then they could perhaps find themselves, albeit unwittingly, in the position of condoning a breach of the regulations. All persons attending the Show, whether they be Officials, Competitors or Members of the Public, **MUST COMPLY WITH THE HEALTH AND SAFETY REQUIREMENTS OF THE COTHI BRIDGE AGRICULTURAL SOCIETY**

If you require any further information please contact: Mrs Jenny Gammon. Craft and Food Marquee Coordinator, Phone: 01267 233599, Mobile: 07794 587004, E-mail: jsglib@hotmail.com

I certify that my stand / exhibit / equipment / produce meet all requirements of current legislation; is maintained to approved standards and has been risk assessed where necessary. I will at all times conform to the Society's Health and Safety Policy enclosed.

PLEASE NOTE: The Society advise that all trade exhibits, machinery, displays, caravans etc. are to be removed from showground on the evening of the show as a safeguard against theft and vandalism. The Society will not hold itself responsible for any loss or damage that may occur in this respect.

TRADE STAND PRIVACY NOTICE Cothi Bridge Show collects personal information when you place an order for a Trade Stand. We will use this information to maintain accurate records in accordance with our full Privacy Policy. From time to time we would like to contact you with details of future shows and events at Cothi Bridge.