

## Health and Safety Policy (Cothi Bridge Show)

### **PART 1: STATEMENT OF GENERAL POLICY**

The Cothi Bridge Show (CBS) committee is committed to ensuring that all activities relating to the show are carried out before, during and after the show itself with safety as its primary concern to not cause ill health or injury.

Specifically, the CBS committee 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 and preparing the showground before the event, participating as officials at the show itself, clearing the site after the event and anyone attending 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.

This statement has been approved and adopted on behalf of the CBS Committee by:

Signed .....  
(Chair)

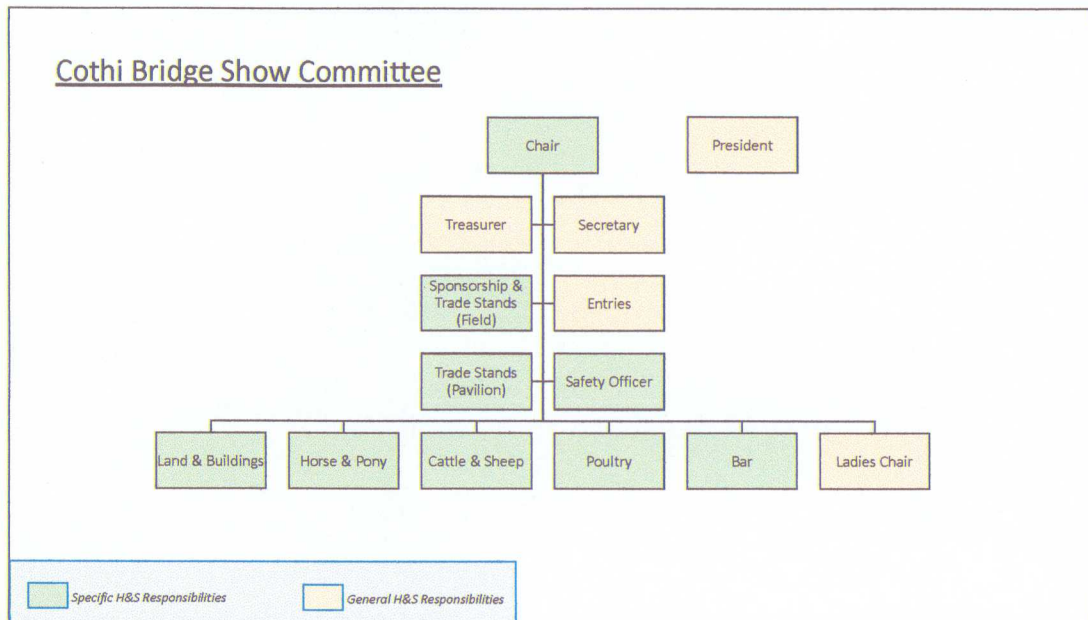


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## PART 2: ORGANISATION – Roles and Responsibilities

The CBS Committee has the ultimate responsibility for overseeing H&S matters relating to the CBS, before, during and after the show itself.



**General H&S Responsibilities** – in addition to the specific responsibilities listed below for named committee members, all committee members shall be responsible for:

- The promotion of a proactive H&S culture by setting a good H&S example to others.
- Reporting deficiencies or concern regarding any aspect of H&S to the Safety Officer and the wider CBS committee for appropriate action.

The **CHAIR** shall be responsible for ensuring;

- The Health and Safety Policy is developed, implemented, monitored and reviewed.
- Health and Safety operational responsibility is delegated to competent officials.

The **OFFICIAL (LAND & BUILDINGS)** shall be responsible for ensuring:

- The CBS land and buildings are compliant with H&S compliance obligations, and ensuring appropriate licences, permits and facilities are in place.
- H&S Risk Assessments for Land and Buildings are appropriate, accurate and current.
- The control measures specified in the risk assessment and applicable to Land and Buildings are implemented.
- People under direction of the official have adequate information about the H&S risks and risk control measures that apply to their activity and are competent to undertake their activity.
- Emergency arrangements relating to Land and Buildings are in place to respond to a major H&S incident.
- Information relating to land and buildings that may be relevant to an investigation following a H&S incident (adverse event) is collated and made available, and to lead or assist in the investigation as requested.

- (g) The arrangements detailed in Part 3 of this policy for Electricity, Generators, Machinery and Toilet & Washing Facilities are implemented.

The **OFFICIAL (HORSE & PONY), OFFICIAL (CATTLE & SHEEP), and OFFICIAL (POULTRY)** – shall be responsible for ensuring:

- (c) The control of animals taking part in the show are compliant with H&S compliance obligations, and for ensuring appropriate licences, permits and facilities are in place.
- (d) H&S Risk Assessments for their areas or responsibility are recorded, and are appropriate, accurate and current.
- (e) The control measures specified in the risk assessments are implemented.
- (f) People under direction of the official have adequate information about the H&S risks and control measures that apply to their activity and are competent to undertake their activity.
- (g) Emergency arrangements relating to their area of responsibility are in place to respond to a major H&S incident.
- (h) Information relating to land and buildings that may be relevant to an investigation following a H&S incident (adverse event) is collated and made available, and to lead the investigation if requested.
- (i) The arrangements detailed in Part 3 of this policy for Animals (as applicable to their area of responsibility) are implemented.

The **OFFICIAL (BAR)** shall be responsible for ensuring:

- (a) The operation of the Bar is compliant with legal and H&S compliance obligations, and for ensuring appropriate licences, permits and facilities are in place.
- (b) A H&S Risk Assessments has been conducted and is recorded, and is appropriate, accurate and current.
- (c) The control measures specified in the risk assessments are implemented.
- (d) People under direction of the official have adequate information about the H&S risks and control measures that apply to their activity and are competent to undertake their activity.
- (e) Emergency arrangements relating to the Bar and surrounding area are in place to respond to a major H&S incident (such as a fire).
- (f) Information relating to the bar and surrounding area that may be relevant to an investigation following a H&S incident (adverse event) is collated and made available, and to lead or assist in the investigation if requested.
- (g) The arrangements detailed in Part 3 of this policy for Licensing for Alcoholic Refreshments are implemented.

The **SPONSORSHIP & TRADE STAND OFFICER (FIELD)** shall be responsible for ensuring:

- (a) The Trade Stands are compliant with H&S compliance obligations, and ensuring appropriate licences, permits and facilities are in place.
- (b) The H&S Risk Assessments covering Trade Stands are appropriate, accurate and current.
- (c) Trade Stand personnel are made aware of their H&S responsibilities (outlined below).

- (d) Information relating to Trade Stands that may be relevant to an investigation following a H&S incident (adverse event) is collated and made available, and to lead or assist in the investigation if requested.
- (e) The arrangements detailed in Part 3 of this policy for Liquid Petroleum Gas and Food Hygiene are implemented.

The **TRADE STAND OFFICER (PAVILION)** shall be responsible for ensuring:

- (a) The Trade Stands are compliant with H&S compliance obligations, and ensuring appropriate licences, permits and facilities are in place.
- (b) The H&S Risk Assessments covering Trade Stands are appropriate, accurate and current.
- (c) Trade Stand personnel are made aware of their H&S responsibilities (outlined below).
- (d) Information relating to Trade Stands that may be relevant to an investigation following a H&S incident (adverse event) is collated and made available, and to lead or assist in the investigation if requested.
- (e) The arrangements detailed in Part 3 of this policy for Food Hygiene are implemented for applicable trade stands within the pavilion.

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

- (a) Providing guidance and advice on health and safety matters.
- (b) Liaising with statutory and external authorities and other appropriate organisations.
- (c) Investigating and recording accidents, incidences and other H&S adverse events.
- (d) Briefing and training 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) Ensuring a Pavilion Fire Plan, and General Emergency Evacuation Procedures is available and updated.

**ORGANISERS, TRADE STAND PERSONNEL, CONTRACTORS** and their respective employees and 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 actions or omissions, and that they co-operate with the organisers in complying with Health and Safety legislation.

### **PART 3: H&S ARRANGEMENTS**

**EMERGENCY PROCEDURES** - In the event of a Major Incident occurring on the Showground during the Show period:

- (a) The Safety Officer should be contacted immediately by public address or radio.
- (b) A Incident Control point shall be the SECRETARY'S OFFICE.
- (c) The First Aid service and the duty doctor should be called as needed via the secretary's office.
- (d) Traffic and Gate Stewards shall assist emergency vehicles to the scene of the incident.
- (e) A Casualty Centre shall be the Main Pavilion (unless the incident is in the pavilion itself, in which case it shall be the bar tent).
- (f) Stewards will direct the public to designated assembly points if/as appropriate.

Further details of Emergency Procedures are contained in the Pavilion Fire Plan, and General Emergency Evacuation Procedures document.

**REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES (RIDDOR)** - Any accident or incident must be reported to the Show Safety Officer immediately. The Safety Officer will investigate incidents and liaise with enforcing authorities, show organisers and participants as appropriate in accordance with RIDDOR procedures. All accidents to be recorded in the Show's accident book.

**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.

**SHOW 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.

**PETS** - All pets are to be kept under control at all times when on the show ground, or any other areas directly associated areas (such as the car park). 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.

FIRE PRECAUTIONS – A Fire Risk Assessment shall be carried out by an independent assessor periodically. The local Fire Brigade are consulted concerning Emergency access for Fire Brigade Vehicles and Emergency exits. Adequate Emergency firefighting equipment and appliances shall 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, 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 find themselves, albeit unwittingly, in the position of condoning a breach of the regulations.