

## **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.

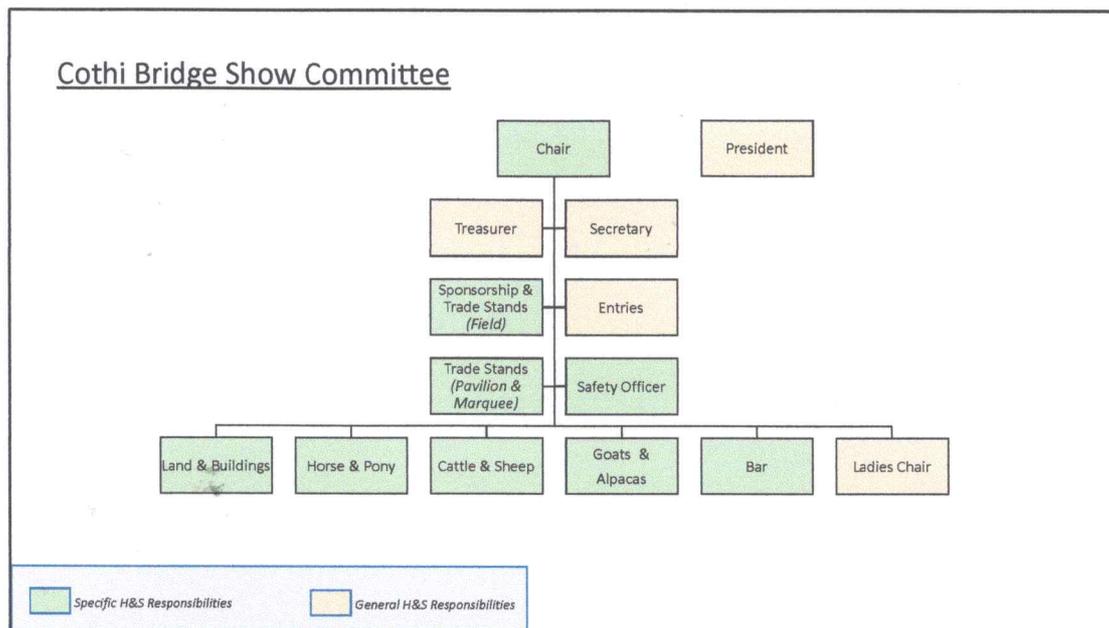
This statement has been approved and adopted on behalf of the CBS Committee by:

Signed .....  
(Chair)

Date: 19/3/26 .....

## PART 2: ORGANISATION – Roles and Responsibilities

The CBS Committee has the ultimate responsibility for overseeing H&S matters relating to the CBS.



**General H&S Responsibilities** – 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.
- That specific Health and Safety operational responsibilities listed below are delegated to named officials.

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

- That as far as is reasonably practicable, the CBS show field and permanent buildings are safe and ready to use on show-day.
- The Land and Buildings elements in the CBS H&S Risk Assessment are appropriate, accurate and current.
- The control measures in the CBS Risk Assessment that are relevant to Land and Buildings are implemented.
- 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.
- In the event of an H&S incident (adverse event), information relating to land and buildings that may be relevant to an investigation is collated and made available, and to lead or assist in the investigation as requested.
- The arrangements detailed in Part 3 of this policy for Electricity, Generators, Machinery & Equipment, and Toilet & Washing Facilities are implemented,

The **OFFICIAL (HORSE & PONY), OFFICIAL (CATTLE & SHEEP), and OFFICIAL (GOATS & ALPACAS)**, when their respective animals are to take part in the show – shall be responsible for ensuring:

- (c) The control of the animals conforms with appropriate statutory animal welfare obligations, and that appropriate licences, permits and facilities are in place.
- (d) The elements (for Horse & Pony, Cattle & Sheep and Goats as applicable) in the CBS H&S Risk Assessment are appropriate, accurate and current.
- (e) The respective control measures for their areas of responsibility as specified in the CBS H&S Risk Assessments are implemented.
- (f) People under their direction have adequate information about the H&S risks and control measures that apply to their activity and are competent to undertake their activity.
- (g) 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.
- (h) The arrangements detailed in Part 3 of this policy for Show Animals (as applicable to their area of responsibility) are implemented.

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

- (a) That appropriate licences and permits are in place for the operation of the Bar.
- (b) The elements that are applicable to the Bar in the CBS H&S Risk Assessment are appropriate, accurate and current.
- (c) The control measures in the risk assessments that are applicable to the Bar are implemented.
- (d) People under their direction have adequate information about the H&S risks and control measures that apply to their activity and are competent to undertake their activity.
- (e) 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.
- (f) 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) That traders have appropriate licences, permits and facilities needed to conduct their business at the show.
- (b) The H&S Risk Assessments relevant to Trade Stands (Field) 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 by traders operating on the showfield.

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

- (a) That business traders have appropriate licences, permits and facilities needed to conduct their business at the show.
- (b) The H&S Risk Assessments covering Trade Stands (Pavilion) 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) Investigating accidents, incidences and other H&S adverse events, and liaise with or report to external authorities if/as required.
- (c) Ensuring a Pavilion Fire Plan, and General Emergency Evacuation Procedures is available up-to-date and circulated/briefed to show officials.
- (d) Co-ordinating the response to a health and safety emergency or major incident.
- (e) The arrangements detailed in Part 3 of this policy for Emergency Procedures, Fire Precautions, Safety Information and Accident Book are implemented.

**TRADE STAND PERSONNEL & CONTRACTORS** and their respective employees and Agents are responsible for ensuring:

- (a) They have the appropriate licences, permits and facilities to operate at the show.
- (b) They conduct themselves and their activities so as not to put themselves or others at risk.
- (c) They do not obstruct access to, and egress from, the site, or otherwise obstruct designated vehicle routes and pedestrian areas on the showground.

**INDEPENDENT ORGANISERS** may seek permission to run their own competition or event at the show. The request is to be submitted to the show secretary, and is to include (1) a general description of the event, (2) details of how the event is to be organised, controlled and managed, and (3) a written risk assessment with the control measures to be implemented. All documents are to be submitted for review prior to permission being granted.

**MEMBERS OF THE PUBLIC AND COMPETITORS:** All are responsible for ensuring 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**

**DUTY DOCTOR and FIRST AID SERVICES** - a doctor and a First Aid service are available on the showground on show day.

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

- (a) The Safety Officer should be contacted by public address or radio.
- (b) An Incident Control point shall be set up in the SECRETARY'S OFFICE.
- (c) The First Aid service and the duty doctor can be contacted by public address or radio.
- (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 Marquee).
- (f) Stewards will direct the public to designated assembly points if/as appropriate.

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

**ACCIDENT BOOK** – An Accident Book is available in the Secretary's Office.

**ELECTRICITY** – the position and routes of overhead and underground are known, and temporary electrical cables and distributions systems will be checked; evidence of recent examination and tests for electrical installations and equipment 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** – All commercial caterers are expected to have their LPG equipment routinely checked and serviced by a Gas Safe registered engineer.

**MACHINERY & EQUIPMENT** – All machinery and equipment should be operated only by those who are competent to do so safely, or by being directly supervised by an experienced and competent operator. Personal protective equipment should be provided where appropriate.

**SHOW ANIMALS** – Routes used by Horses, Public and Vehicles will, as far as possible, be kept separate. Horses and other show animals are not allowed into the Trade Stand and Catering areas. Children working with show animals 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 unattended 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. 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 operating as a business are responsible for complying with the Local Environment Health Department legislation/Food Safety Act. They are to ensure that a current and valid Food Hygiene Rating score and relevant allergen information is displayed prominently during the show.

**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.