

## **SAFETY POLICY STATEMENT**

### **DATGANIAD POLISI DIOGELWCH**

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 affected by its activities are not exposed to risks to their health, safety and welfare.

To bring to the notice of all stakeholder (show officials, exhibitors, retailers, caterers, their agents and employees) their duty to co-operate with the Society's health and safety management processes, to ensure that this policy is adequate/effective and to offer all necessary assistance to support health and safety management required by all participating stakeholders involved in the Show.

It is incumbent upon those participating in or attending the show before, during and after the show to eliminate unsafe behaviours and unsafe conditions to prevent accidents and assist/co-operate with the Society in their aims by proactively managing health and safety and abiding by the instructions given by Officials and Stewards of the Show. To achieve these aims, appropriate risk assessments must be carried out for the individual exhibitors and the Society's activities.

The Society will ensure that good environmental management principles are applied and will endeavour to ensure that its activities do not impact the environment.

#### **RESPONSIBILITIES FOR HEALTH AND SAFETY**

The society has overall responsibility for all aspects of Health, Safety and welfare and shall place emphasis on all participating stakeholders to be familiar with the society's health and safety arrangements, identified regulations, codes of practice and relevant guidance for ensuring the application of said requirements and ensuring safe working conditions during the all activities on the Society's premises (including preparation

and 'clean up'/departure.

#### **SAFETY ADVISORY COMMITTEE**

Safety Committee will comprise of:

- Keith Davies – Chairman
- Delyth Williams & Angharad Davies – Secretaries
- Barry Davies – Health and Safety Consultant

The Safety Advisory Committee shall be responsible for :

- a) Providing guidance and advice on Health, Safety and Welfare 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 and stewards on the emergency procedure prior to the show day.

The Safety Advisory Committee and Emergency Response Team will co-ordinate Health and Safety and take charge of emergency and major incidents in the showground.

**ORGANISERS, TRADE STAND PERSONNEL, CONTRACTORS**

Organisers, trade stand personnel, contractors and their respective employees as well as estate owners and their agents are responsible for managing the health and safety performance during their activities and in particular, ensuring that:

- a) Everything reasonably practicable is done to eliminate Health and Safety risks and to ensure proactive management of health, safety and welfare of those attending the show.
- b) They conduct themselves so that they do not put themselves or anyone else at risk.
- c) Access to and egress from the site is safe and unobstructed.
- d) Organisers, trade stand personnel and contractors abide with the Society's processes.

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 compliance with health and safety legislation.

**EMERGENCY PROCEDURE**

Emergency Team:

- Keith Davies – Chairman
- Wil Williams – Chief Field Steward
- Delyth Williams & Angharad Williams – Secretaries
- J J Williams – Chief Trade Stand Steward
- Morris Davies – Committee Member
- Barry Davies – Health and Safety Consultant

Emergency Response Process has been devised and will be made available to all personnel (displayed within the Chairman's Stand) and visitors (displayed at Show public entrance).

These instructions should be adhered to in the event of a major incident occurring on the showground during the Show period:

- a) The Safety officer should be contacted immediately by the public address or radio.
- b) The major incident control point will be the Secretary's Office. Secondary point will be at the Trade Stand Enquiries Stand.
- c) First Aid Marquee will be located on the show plan. In need, contact should be made with First Aid personnel at the First Aid Marquee.
- d) Traffic and Gate Stewards will assist emergency vehicles to the scene of the incident. All the necessary vehicles will be directed to the car parks via the Livestock, Trade Stand and Exhibitors entrance.
- e) Medical Centre has been identified as the First Aid Marquee.

- f) Should total evacuation of the showground be required, the Emergency Response Team will enlist the help of stewards to ensure that this is done in an orderly fashion via the main exit.

#### **ACCIDENT/INCIDENT REPORTING AND INVESTIGATION**

Any accident or incident must be reported to the Show Safety Officer immediately. The Safety Officer will investigate all incidents and report findings to the show organisation immediately. All accidents will be recorded in the society's accident book. Significant accidents/incidents, as listed within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE using the web-based report.

#### **HEALTH AND SAFETY ARRANGEMENTS**

- a) Electricity – The position and routes of overhead and underground electrical cables must be identified and communicated to Show personnel. Temporary electrical cables and distribution systems must be agreed. Evidence of recent examination and test certificates for all electrical installations and apparatus will be obtained for showground installations and from individual exhibitors. Earthing and earth leakage protection will be provided and assurance provided to show personnel.
- b) Generators must be positioned well clear of structures and flammable materials. Visual inspection will be conducted by the Safety Officer.
- c) Liquid Petroleum Gas (LPG). Trade stand personnel and Caterers with LPG appliances must have these examined and tested by a competent person.
- d) Work Equipment - Work equipment must only be used by competent people.  
Loaned equipment must be fully maintained and serviceable. Plant and machinery must only be operated after adequate safety precautions have been implemented. Two ropes and chains should be adequate strength and attached to the towing tractor below the axle for all towing activities.
- e) Animals – Routes used by animals/livestock, public and vehicles will, as far as possible, be kept separate. Animals/livestock 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) Fire Precautions – Trade stand owners are responsible for managing fire risk within their respective areas. Health and Safety Consultant will conduct visual inspection prior to event commencing. Adequate emergency fire-fighting equipment and appliances must be provided by exhibitors and trade stand owners.
- g) Safety information. Warning notices and signs are prominently displayed. First Aid sites are clearly marked.

- h) Toilets and Washing Facilities. Adequate provision has been made for the expected number of visitors. Running water is provided at the Show ground.
- i) Food Hygiene. Caterers are responsible for complying with the Local environmental Health department Legislation/Food Safety Act and must have Food Hygiene Certificate for all persons handling and preparing food.
- j) Licencing for alcoholic Refreshments. Licences are held for alcohol sale.

If any person attending the Show fails to comply with the reasonable requirements relating to Health, Safety and Welfare 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 a 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 LEGISLATION AND PROCESS APPLIED BY THE SOCIETY.

**APPLICABLE HEALTH AND SAFETY LEGISLATION**

- a) Health and Safety at Work Act 1974
- b) Management of Health and Safety at Work Regulations 1999
- c) Control of Substances Hazardous to Health 1999
- d) The Workplace (Health, Safety and Welfare) Regulations 1992
- e) Regulatory Reform (Fire Safety) Order 2005
- f) Construction (Design and Management) Regulations 2015
- g) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- h) Electricity at Work Regulations 1989
- i) Provision and Use of Work Equipment Regulations 1998
- j) Food Safety Act 1990