

# **Aldborough & Boroughbridge Agricultural Show**

## **Health and Safety Plan**

**2025**

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### 1.0 Introduction

This Health and Safety Plan have been compiled by Aldborough & Boroughbridge Agricultural Show Ltd to set out their Health and Safety Policy and establish a standard and guidelines in health and safety for the annual Aldborough & Boroughbridge Agricultural Show. The information contained within this booklet has been researched from HSE Publications and Approved Codes of Practice (ACOPs). Any recommendations are made in accordance with legislation, guidelines and ACOPs, such as the Health and Safety at Work, etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. The overall responsibility for the health, safety and welfare of those involved with or affected by the activities of the Aldborough & Boroughbridge Agricultural Show rests with the Committee /members of Aldborough & Boroughbridge Agricultural Show Ltd

An occupier of premises owes a “common duty of care” to all his / her lawful visitors. This common duty involves taking such care as is reasonable to ensure that the visitor will be safe using the premises for the purpose for which he / she is invited or permitted by the occupier to be there (Occupiers Liability Act 1984).

### 1.1 Aims

- To ensure all exhibitors and trades are assessed for competency and safety prior to and during their involvement with the Show
- To provide all necessary facilities and resources to ensure the health, safety and wellbeing of all affected by our activities (people and animals)
- To ensure all volunteers receive a Show Induction prior to being allowed to undertake any duties
- To improve the reporting and recording of all accidents and incidents experienced
- To minimise the number of incidents and accidents experienced – with a target of zero reportable injuries, incidents and illnesses each year
- To maintain an enjoyable experience for all by achieving a sensible balance of safety and fun.

### 1.2 Definitions

- “Build up” – The erection of cabins, fencing, marquees, etc from the Sunday before the Show
- “Load in” – The arrival of entertainment, PA System, electrical generators, etc
- “The Show” – The event, requiring arrangements for crowd control, fire, first aid, major incidents, etc
- “Load out” – The safe removal of equipment, services, etc
- “The breakdown” – The safe dismantling of the infrastructure i.e. marquees, fencing, etc
- “The Showground” – The area covered by the show, including car parks, show ground, and public areas within our responsibility.
- “Aldborough & Boroughbridge Agricultural Show Ltd” – Which represents the Aldborough & Boroughbridge Agricultural Show, The Show, Aldborough & Boroughbridge Agricultural Show , The Committee and the Show Committee.

### 1.3 Design and Layout

Members of the Show Committee undertake the design and layout of the Show. This is reviewed each year as entertainment and the number and size of trade stands may vary.

### 1.4 WARNING

Whilst every care has been taken to ensure your safety, you should be warned that an agricultural show can be a **dangerous place. As the show is in an active park it is not always possible to ensure the accessibility of wheelchairs or buggys.**

**Aldborough & Boroughbridge Agricultural Show Ltd accepts no responsibility for any loss, damage or injury incurred as a result of negligence or carelessness by any party or animal not under their direct control.**

Particular care should be taken when viewing animals at close quarters or when viewing moving machinery.

Parents are asked to ensure children in their charge **do not enter** showing rings or roped off display areas unless by invitation.

Public are warned not to enter any animal enclosure or roped off area without prior invitation.

No one under 16 or over 70 years of age should handle certain classes of livestock such as large horses.

Further advice and information can be obtained from the Safety Officer, Safety Team, Chairman or the Secretary.

All visitors to the showground must comply with stewards' directions and instructions. In the interest of public safety no non-essential vehicle movements will be permitted on the show field between 10.00 and 16.00.

## Health and Safety Policy Statement

The Committee of Aldborough & Boroughbridge Agricultural Show recognises that making appropriate provisions for the health and safety of its members and all those (people and animals) affected by its activities is essential. It is committed to ensuring compliance with health and safety legislation and regulations and to providing adequate control of the health and safety risks arising from its activities as far as is reasonably practicable.

To enable these duties to be carried out, it is our intent to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within our organisational structure.

### 1. We will, in as far as is reasonably practicable, ensure that:

- Adequate resources are provided to ensure that proper provision can be made for health & safety;
- Risk assessments are carried out and periodically reviewed;
- Systems of work are provided and maintained that are safe and without risks to health;
- Arrangements for the use, handling, storage and transport of articles and substances for use at the Show are safe and without risks to health & safety;
- All committee members and helpers are provided with such information, instruction and supervision as is necessary to secure their health & safety at the Show and the safety of others who may be affected by their action;
- The provision and maintenance of all plant, machinery and equipment is safe and without risk to health;
- The working environment of all committee members and helpers is safe and without risk to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at the Show;
- The place of the Show is safe and there is safe access to and egress from the work place;
- Monitoring activities are undertaken to maintain agreed standards.

### 2. It is the duty of all committee members and helpers at the Show:

- To take reasonable care for the health & safety of themselves and of other persons who may be affected by their acts or omissions at the Show and co-operate with us in fulfilling our statutory duties;
- Not to interfere with or misuse anything provided in the interest of health & safety

### 3. General:

- This Health & Safety Policy will be reviewed at least annually, amended and updated as and when necessary. Communication of any such changes will be made to all committee members;

Signed by: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_

Signed by: \_\_\_\_\_  
Safety Officer

Date: \_\_\_\_\_

### **3.0 Organisation**

#### **3.1 Organisational Structure for Health and Safety**

The Health and Safety at the show is responsibility of everyone involved, committee members, visitors and traders; however the planning and organisation has been put together by the following people:

Catherine Park Peyton – Chairman

Joe Noake – H&S Officer

Steve Knowles – Director

David Wass – Director

#### **In the event of an emergency**

All show personnel are responsible to report the incident immediately to the Safety Officer, Secretary or Show Chairman who will inform the correct personnel so that the incident can be dealt with in the most appropriate manner.

All incidents and accidents must be reported so that we can ensure the continuing success of Aldborough & Boroughbridge Agricultural Show.

#### **3.2 Roles and Responsibilities**

Roles and responsibilities for health and safety have been incorporated into specific job descriptions, which take the form of separate documents issued to each post-holder. In summary, the key roles are as follows:

## **Show Chairman**

The Show Chairman on behalf of the Committee and in association with the Directors is ultimately responsible for ensuring a safe and healthy show site environment for its members and helpers. These responsibilities extend to contract work conducted on behalf of the Committee, the activities of exhibitors and traders, and ensuring the safety of the general public when attending the show.

## **Vice Chairmen**

The function of the Vice Chairmen is to work alongside the Show Chairman taking responsibility in the event of the Show Chairman being unavailable or dealing with another situation.

## **Health and Safety Sub-Committee**

The function of the Health and Safety Sub-Committee is to co-ordinate, discuss, and monitor all activities that require health and safety consideration.

In particular, the Health and Safety Sub-Committee shall be directly responsible for the production, implementation and review of the Aldborough & Boroughbridge Agricultural Show's Health and Safety Policy, ensuring the relevant Health and Safety legislation, regulations and code of practice are complied with, undertaking safety inspections at the show site before, on the day, and after the annual show, and investigating accidents, 'work-related' illnesses, and near misses, as well as advising on any actions required to prevent recurrence.

## **Safety Officer**

The function of the Safety Officer is to advise and assist the Health and Safety Sub-Committee on safety, health and welfare issues and to ensure compliance with the relevant statutory requirements. The Safety Officer will oversee and coordinate the monitoring of contractors, the production and implementation of the Show's risk assessments and method statements, assessing the suitability and implementation of other parties' risk assessments and method statements, the communication of safety matters to all relevant people, and general monitoring Health and Safety performance. The Safety Officer is also responsible for liaison with health and safety enforcement authorities and for co-ordinating safety in response to a major incident.

He/she has the authority from the Show Committee to enter any part of the show site during preparation, during the show itself, and when the show is being dismantled, to inspect conditions relating to safety, health and welfare. In those instances where in his/her opinion there is a risk to the safety of any party, he/she has the authority from the Show Committee to stop that activity and any part thereof immediately until the situation is resolved to his/her satisfaction, informing the Show Manager or appropriate person as soon as is reasonably practicable.

## **Traffic Manager**

The function of the Traffic Manager is to manage all vehicle movements through the time of the build up, show day and breakdown to ensure the safety and wellbeing of all visitors, contractors and staff. The Traffic Manager is also responsible for liaison with enforcement authorities and for co-ordinating traffic in response to a major incident.

## **Secretary**

The function of the Secretary is to deal with any visitor and contractor enquiries throughout the show. She will be the face of the show and where the need for information arises she will remain in contact with all Show Management and Section Secretaries.

The Secretary will support the Show Committee through ensuring that all necessary documentation, permits and licenses are available in the lead up to and during the show.

## **Show Committee**

The Show Committee will work throughout the year to enable the show to be represented within the local and national areas, by attending meetings as necessary for the promotion and wellbeing of the show. Everyone involved with the show should be there for the benefit of Aldborough & Boroughbridge Agricultural Show and not for their personal gain.

### **4.0 Arrangements for Health and Safety**

#### **4.1 Risk Assessments**

The Safety Officer will oversee and coordinate the production and implementation of the Aldborough & Boroughbridge Agricultural Shows risk assessments and method statements, and will assess the suitability and implementation of other parties' risk assessments and method statements.

The findings of these risk assessments will be reported to the Health and Safety Sub-Committee. Any action required to control or remove any risks will be approved by the Show Secretary and Show Chairman.

Control measures will be communicated to relevant people in the form of a site induction for all volunteer helpers, stewards, Section Secretary's etc; and through instruction documents such as the Health and Safety Rules & Conditions and signage for other parties.

The Safety Officer will check that the implemented actions have removed/reduced the risks on an ongoing basis throughout the period of activity.

Risk assessments will be reviewed at a suitable period prior to each Show, i.e. annually, to ensure continued compliance with current legislation, and to enable any required actions to be approved and implemented in reasonable time. Risk assessments will also be reviewed in the event of any significant change to activities or circumstances, and following any serious accident or incident.

It is imperative that all information relating to health and safety is passed to the Safety Officer for action or onward distribution as appropriate.

#### **4.2 Consultation**

A Health and Safety Sub-Committee has been established and reports to the Show Committee on any issues regarding Health and Safety. The Health and Safety Sub Committee holds meetings on a regular basis to review matters relating to the management of Health and Safety within the organisation, including:

- Studying the trends of accidents/incidents from previous shows, so that recommendations may be made to the Committee for preventive action to be taken at future shows;
- Examining reports, changes in legislation, and factual information to note areas where improvements can be made;
- Developing safety rules and health and safety documentation; and
- Evaluating the effectiveness of control measures and health and safety related training.

The minutes of each meeting are distributed to all committee members. The Secretary and Safety Officer will consult with contractors and outside agencies regarding the relevant Health and Safety issues.

During their attendance at the show induction, people will be instructed of the importance of bringing any concern over health and safety to the attention of the Safety Officer or other member of the Health and Safety Sub-Committee and will be assured of the Committee's support for voicing any justified concerns.

### **4.3 Information, Instruction and Supervision**

Health and safety advice and information can be obtained from the Safety Officer. The supervision of young helpers will be arranged and monitored by the Safety Officer with the assistance of nominated Committee Members or other specifically nominated volunteer helpers.

The Health and Safety Law poster will be displayed in the Secretary's tent prior to and on the day of the show.

Appropriate safety information for the visiting public and exhibitors, particularly fire, first aid and hazard warnings, will be displayed in prominent positions around the site, and will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

Aldborough & Boroughbridge Agricultural Show's current Health and Safety Rules & Conditions (this document) will be distributed to all interested parties, specifically all Committee Members, Section Secretaries, Traders, Caterers, Volunteer Helpers and Contractors carrying work out on behalf of the Committee. A copy of the Health and Safety Rules & Conditions is available on the Show's website ([www.boroughbridgeshow.co.uk](http://www.boroughbridgeshow.co.uk)). The Health and Safety Policy Statement is also incorporated into the Show literature.

It is imperative that all information relating to health and safety is passed to the Safety Officer for action or onward distribution as appropriate.

The Safety Officer will organise the distribution of all health and safety related literature through the Section Secretaries. The Section Secretaries are responsible for ensuring that all volunteer helpers working under their control are given the relevant literature and/or information.

The Show Chairman is responsible for identifying and arranging all instruction/training required, with support and advice from the Safety Officer.

#### **4.4 Competency for Tasks and Training**

All volunteer helpers must attend a Show Induction before they can be permitted to undertake any duties on behalf of Aldborough & Boroughbridge Agricultural Show, **regardless of their role or experience**. This also applies to Committee Members and Section Secretaries.

The Show Induction will be conducted by the Safety Officer or a nominated deputy, and will include the following points:

- A general overview of the Show and Show site
- Control measures identified in relevant risk assessments and COSHH assessments
- Emergency Procedures (including loose animals and lost children)
- Fire Arrangements and Fire Safety
- First Aid Arrangements
- Accident and Incident Reporting
- The importance of not using plant and equipment without training or the Safety Officer's authorisation
- The issue of the Health and Safety Rules & Conditions (where not already received)

The Health and Safety Sub-Committee, guided by the Safety Officer, will identify any requirements for job or task specific training, such as the use of plant or equipment, allowing sufficient time before the show for this to be undertaken.

#### **4.5 Accidents, First Aid and 'Work-Related' Ill Health**

All accidents and incidents must be reported to the Safety Officer immediately and must be recorded in the Show's official Accident Book, which will be held with the First Aiders on site and also in the Secretary's Tent. The Safety Officer will decide if an investigation is required and if so will instigate this to identify the actions necessary to prevent recurrence. The accident and incident statistics will be collated and analysed after each show by the Safety Officer and Health and Safety Sub-Committee and will be used to determine where improvements can be made for future shows. The resulting report will then be presented to the Committee.

The Committee will ensure that adequate first aid facilities are provided and maintained on site, manned by sufficient numbers of qualified medical personnel throughout the show. When determining what is deemed "adequate provision", the Committee will take into account the types of injuries likely to occur and the expected attendance figures.

The location of these first aid facilities will be outlined in the Show Inductions and indicated to visitors by conspicuous signage. Stewards will also be made aware of the locations so that they can instruct visitors as appropriate.

The appointed medical providers will maintain a record of all people seeking medical/first aid treatment and this will include: Name, Address, Age, Gender, Presenting Complaint, Diagnosis, Treatment Given and Onward Destination (home, hospital, own GP, etc) and the signature of the person giving the treatment. At the end of the show this information is to be passed to the Safety Officer and kept on record. This record will be stored securely and the information will only be available to authorised persons who have specific reasons for accessing it (e.g. the Safety Officer to enable analysis of events for future prevention, and those dealing with claims).

Any incidence of ill health that is suspected to be related to the Show or Show activities must be reported to the Safety Officer immediately (even if this is after the Show) and must be recorded in the Show's official Accident Book. The Safety Officer will again decide if an investigation is required and if so will instigate this to identify the actions necessary to prevent recurrence.

The Safety Officer is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

#### **4.6 Fire and Emergency Arrangements**

An Emergency Action Plan will be available in the Secretary's Tent and from the Safety Officer on the day of the show. All Section Secretaries, stewards, and other helpers will be fully briefed and trained on emergency procedures prior to the show. A site plan of the show site will be on view at all times in the Secretary's office.

In the event of a fire the emergency services will be contacted via the Secretary's office (see the Emergency Action Plan). Suitable fire extinguishers will be positioned at key points around the show site (including in all marquees) and exhibitors will also be required to provide adequate means of extinguishing fires in relation to their activities. The Safety Officer will oversee and coordinate the production and implementation of the Show's fire risk assessment, as per the Show's other risk assessments (see Risk Assessment section above).

In the event of a fire, the immediate area is to be evacuated, the Section Secretaries are instructed to raise the alarm over the radio system and then instruct all visitors and show staff to evacuate the area. A cordon of stewards may be placed around the evacuated area to keep the public clear.

A small fire may be brought under control using the fire extinguishers supplied, as long as the stewards feel competent to do so and do not put themselves in danger. **The main priority must be to clear the immediate area and raise the alarm.**

Smoking is prohibited in all locations deemed to be 'substantially enclosed' by the Smokefree (Premises and Enforcement) Regulations 2006 and the Health Act 2006.

#### **4.7 Welfare Provision**

The Committee will arrange for and ensure that sufficient numbers of suitable toilets for the estimated attendance of the show. They will also provide disabled toilets and baby changing facilities.

Aldborough & Boroughbridge Agricultural Show will also provide hand wash stations within all animal and eating areas. Signage will be in place to direct people to these. Aldborough & Boroughbridge Agricultural Show Ltd recommends that all individuals should frequently wash their hands especially after touching livestock or fencing and prior to eating or drinking. Wash stations will be frequently checked to ensure they are kept clean and well stocked and with work with Environmental Health Officers to monitor and maintain best practise standards throughout the show.

The installation, cleaning, deodorising and removal of the toilets will be undertaken by the supplier. The company must submit the relevant COSHH assessments as well as their risk assessments and method statements as applicable to the Safety Officer. The company must provide all appropriate signage associated to their service.

#### **4.8 Contractors, Traders, Caterers and Exhibitors**

All contractors, traders, caterers and exhibitors are expected to adhere to Aldborough & Boroughbridge Agricultural Show's rules governing contractors, traders, caterers and exhibitors and to conduct their business in accordance with health and safety legislation to ensure the health and safety of their employees, customers and all others affected by their activities.

The Safety Officer will assess the submission of relevant health and safety documentation from each party prior to them being given approval to attend the Show. They will also be subject to the Safety Officer's ad-hoc spot checks throughout their periods of activity. Anyone consistently failing to meet the required standards or presenting serious risks to health and safety will be asked to leave the Show.

All Contractors, Traders, Caterers and Exhibitors **MUST** follow instructions issued by the Show Committee. These instructions are for everyone's safety and anyone not following these instructions may be asked to leave the show ground and will be reported to the Show Committee who reserves the right to refuse further entry to the show.

#### **4.9 Monitoring**

To check the working conditions of our volunteers, and to ensure the defined safe working practices are being followed, the Safety Officer will undertake ad-hoc spot checks throughout the periods of activity. The results of these spot checks will be recorded, with both examples of good and bad practice documented where found. Feedback from these spot checks will be given at the time or at another suitable interval if the Safety Officer deems it productive, and will also be discussed at the next meeting of the Health and Safety Sub-Committee, with minutes and any reports being passed to the Committee.

As mentioned above, accidents, incidents and Show-related ill health will be investigated where necessary by the Safety Officer. Reports will be produced and analysed to identify actions to prevent recurrence as well as opportunities for improvement.

#### **5.0 General Requirements**

##### **5.1 Safe Plant and Equipment**

The Committee shall ensure that all plant and equipment hired by the Aldborough & Boroughbridge Agricultural Show that requires maintenance and/or tests and statutory inspections will ensure that these are covered in the hire agreement to be provided by the hirer.

Any problems found with plant/equipment owned or hired by the organisation should be reported to the Safety Officer and the relevant Section Secretary and the item should be taken out of use until the problem has been rectified.

Any person or party bringing items of plant and equipment onto the show site will be required to provide evidence of each item's suitability and condition, e.g. through service or maintenance records, but specifically statutory inspection certificates such as Thorough Examinations of Lifting Equipment (LOLER), and electrical installation certificates and Portable Appliance Testing (PAT). The checking of these documents will be coordinated by the Safety Officer.

The use of machinery and equipment on site by persons under 16 years of age is prohibited. Machinery and equipment must only be operated and demonstrated after ensuring that adequate precautions are taken to protect the operator and members of the public.

All models/vehicles and equipment must be inspected periodically and subjected to retesting when appropriate. Inspection records must be kept for as long as is reasonably practicable to enable a complete history to be formed. A copy of the most recent inspection must be available, if requested on show day.

## **5.2 Electricity**

All relevant information regarding the services on the site will be collated and appraised by the Health and Safety Sub-Committee, e.g. electricity cables, underground pipelines, etc. Where relevant, this information will be provided to appropriate parties for inclusion in site specific risk assessments.

Evidence of the successful inspection of all temporary electrical systems after their installation on site must be available for examination on request, in accordance with BS7909 (Completion Certificates) or BS7671 (Electrical Installation Certificates).

Written permission must be obtained (e.g. a Permit) to connect any electrical equipment into a supply not owned or controlled by the user.

Any portable and transportable electrical equipment, including generators and extension leads, being used on site must comply with the guidelines set out by the HSE (Health and Safety Executive) in the document "Maintaining portable and transportable electric equipment" HSG107, which can be purchased or downloaded free of charge at <http://www.hse.gov.uk/pubns/books/hsg107.htm>

Portable and transportable electrical equipment should only be used for its intended purpose, and in the environment it was designed and constructed for.

Users should bear in mind that the risk of receiving an electric shock will be greater when the user of portable electrical equipment is standing on a surface that is a good electrical conductor (such as the ground outside, a concrete floor or on scaffolding) than if they are standing on a wooden floor or dry carpet and not in contact with earthed metal work.

Faulty equipment should be taken out of service and not used again until properly repaired.

Evidence of Portable Appliance Testing must be kept on site during the equipment's use, as sight of this may be requested.

Traders and contractors must ensure that electricity generators are not accessible by the public and that appropriate signage is erected e.g. signs warning of electric shock.

### **5.3 Safe Handling and Use of Substances**

Aldborough & Boroughbridge Agricultural Show, through the Health and Safety Sub-Committee, require all substances used or generated on site to be assessed in accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). The Safety Officer will coordinate COSHH assessments and must be informed of any new substance prior to it being used. A substance must not be used without a COSHH assessment having been undertaken (except in extreme emergency situations).

The Safety Officer will oversee and coordinate the production and implementation of the Show's COSHH assessments, and will assess the suitability and implementation of other parties' COSHH assessments. It is generally accepted that the Safety Officer will undertake the Show's COSHH assessments, assisted by the appropriate Section Secretary.

Control measures will be communicated to relevant people in the same way as for risk assessments (see above) and the Safety Officer will check their implementation and effectiveness.

COSHH assessments will be reviewed at a suitable period prior to each Show, i.e. annually, to ensure continued compliance with current legislation, and to enable any required actions to be approved and implemented in reasonable time. COSHH assessments will also be reviewed in the event of any significant change to relevant activities or circumstances, and following any serious accident or incident relating to that substance.

### **5.4 Flammable Liquids and Pressurised Containers (e.g. Liquid Petroleum Gas – LPG)**

All cylinders and other containers of flammable liquids must be kept in a safe well, ventilated place, preferably in the open air and away from occupied buildings, boundaries and sources of ignition and heat. Combustible materials (such as paper, cardboard and general rubbish) must be kept well away from the cylinders/liquids, and weeds and grass in the vicinity should be kept to a minimum (i.e. cut down).

Flammable liquids must only be kept in suitable containers. Cylinders must be properly secured and kept upright. Measures must be taken to keep the general public, especially children, away from the cylinders and liquids.

No electrical equipment, vehicles, bonfires, barbeques or any other source of ignition must be allowed near the cylinders or liquids. The only exemptions are items purpose-designed to use LPG such as gas-fired barbeques.

Cylinders must only be changed by persons who have been trained and authorised to do so. Smoking is not permitted when changing cylinders.

Cylinders and associated equipment must be fitted with any required safety measures, such as flash-back arrestors and non-return valves. All pipe work or flexible hose from the cylinders to the point of use must be protected against accidental damage and must be properly supported and not present a trip hazard.

Suitable size/numbers of dry powder fire extinguishers should be available close to hand.

#### **If a fire or leak occurs**

In the event of a fire or leak take the following action:

- Immediately contact any of the show personnel to raise the alarm and contact the emergency services
- Instruct everybody to leave the area and go to a safe place well away from the installation
- Turn off all associated appliances and/or close cylinder valves or piping manifolds IF IT IS SAFE TO DO SO

**A fire involving LPG or other pressurised cylinders should be dealt with by the fire brigade. It is safer to evacuate everyone from the area as overheated cylinders can explode.**

Do NOT extinguish an LPG fire if you cannot stop the flow of gas after the fire has been put out. The escaping gas will continue to build up and if it finds a source of ignition it may reignite explosively.

## **5.5 Traffic/Vehicle Management**

### **5.5.1 Traffic Flow, Access Routes and Segregation**

The Health and Safety Sub-Committee will ensure that the Police are consulted on matters connected with traffic flow on the public highway and access to the show site car parks.

Pedestrian access routes from car parks to the show site will be planned to segregate pedestrians from vehicles wherever possible and will be clearly signposted. Stewards will be required to monitor traffic flow and build up and will be instructed on the appropriate action they can take in extreme situations (e.g. accident or incident blocking route, excessive traffic build-up, etc, where alternative or additional entrances/routes may be needed).

### **5.5.2 Rules for Vehicles Entering and Leaving the Show Site**

- Vehicles entering the show site must be insured, serviced and maintained in accordance with the minimum statutory requirements for UK law. All drivers must hold a valid UK driving licence for the category required for the type of vehicle they are driving. The Show Committee reserves the right to request sight of driving licences or vehicle insurance on a random sampling basis. Anyone not complying with this or the legal requirements will be asked to leave the show site.
- The speed limit on the show site during the show including the build-up, load in and load out is **10mph**. Persons driving on the show site shall do so in a safe manner, abiding by the rules of the show committee and of the rules governing the public highway. Any driver exceeding the speed limit or driving in an unsafe manner will be asked to leave the show site.
- Vehicles entering and leaving the show site must do so only through designated gates as instructed by Show signage or stewards. Any vehicles not using the correct gates are likely to be turned away.
- **There will be no non-essential vehicle movement after 10.00 and before 16.00 on the day of the Show** – vehicle movement must be under the supervision of an appointed member of the show personnel who will be wearing a high-visibility waistcoat.
- **All traffic must obey vehicle Marshall's and the Committee who will be directing traffic throughout the site. Anyone not complying with their requested will be removed from the show field and may be refused further entry to the show.**

## **5.6 Crowd Management**

Aldborough & Boroughbridge Agricultural Show are responsible for crowd safety and incorporate best practices in health and safety management. The number of visitors is recorded each year, which aids in the estimation of the expected crowd. There is a mixture of visitors to the show i.e. families, children, teenagers and senior citizens.

There are vehicle and pedestrian entrances for people attending the show to enter and exit. From previous experience these entrances prove adequate in keeping the crowd flowing into the show without excessive build up. There are stewards who constantly monitor the gates and are in contact with the Committee.

To provide effective crowd management the following is required and is the responsibility of show management:

- Clear rules and responsibilities
- Written arrangements for the planning, monitoring, operation and review of crowd safety systems
- The provision of stewards in crowd management
- A risk assessment to identify the hazards associated with crowds and the control measures required. The risk assessment is dynamic, i.e. under constant review.
- Nominated personnel to monitor the crowds as they enter the show site at the gates
- A means and protocol for liaison with external organisations such as the Police, Ambulance, Hospital and Fire Brigade
- Prior written notification to the emergency services of the event.
- A site plan showing relevant features and relationships with the neighbourhood
- A list of key members of the organisation and their responsibilities
- A risk management strategy including a copy of the risk assessment, safety policy and site safety rules

The Health and Safety Sub-Committee will collate and assess information about the health and safety of previous shows to determine the effectiveness of previous crowd management measures.

## **5.7 Children**

Whilst the expectation is on parents/guardians to control the children under their care when attending the Show, precautions will be taken to ensure children are not placed in avoidable danger (as far as is reasonably practicable) on site. In particular areas of potential risk adequate segregation will be provided, such as to avoid contact with animals, moving vehicles, equipment and operating machinery. Parents are reminded of the need to control their children particularly when in the proximity of animals, moving vehicles, machinery and equipment and signs will be used for this purpose. It is the responsibility of parents/guardians to ensure that children wash their hands prior to eating and drinking and following any contact with live stock areas.

### **5.7.1 Lost Child Policy**

- There will be regular announcements over the public address system to inform visitors of where to meet if they become parted from their family or friends.
- Announcements will also be made asking that anyone finding a lost child contacts a member of the Show Committee immediately.

- Should a lost child be found then a member of the Safety Team is to stay with the child and must contact the Safety Officer informing them of the child's name, description and location. The Safety Officer will then arrange for a member of the Safety Team to remain with the child until the child's parent/guardian is located.
- The Secretary will arrange for an announcement over the public address system to say that a child has been found (under no circumstances will a description of the child or the child's name be given over the public address system) and asking anyone who has lost a child to go to the Secretary's cabin.
- The Secretary will then obtain from the parent/guardian the name and a description of the child they have lost. They will then contact the Safety Officer who will then return the child to the parent.
- If the child seems distressed when the parent/guardian collects the child, or is reluctant to go with this/these person/people, the Secretary must be informed so the police can be contacted for further advice.
- The welfare of the child is always the priority. A child must not be taken away from the area he/she is found in, particularly as the parents/guardians will usually return to where they last saw the child.

## **5.8 Disabled Visitors**

While every care is taken to accommodate people with disabilities visitors must be aware that the Show is held on a field, that is used for rural activities which is uneven, has slopes and can be slippery when wet.

Aldborough & Boroughbridge Agricultural Show Ltd is unable to support visitors to travel around the show ground but happily welcome their carers.

Toilet facilities are provided for disabled visitors throughout the site, these are sited on the most level ground available.

## **5.9 Animal Safety and Welfare**

The Bio Security Officer will ensure that standards governing animal welfare as required by DEFRA are followed at all times. A Veterinary Officer will be on call for the duration of the show. All documentation relating to DEFRA's requirements and animal safety and welfare will be held by the Bio Security Officer on the day of the Show.

Effective control of animals must be maintained at all times on the show site by experienced and trained handlers, who have a responsibility to be fully aware of guidelines issued by the Health and Safety Executive for the type of animal they are controlling.

Stewards and exhibitors must be made aware of the emergency action to be taken and arrangements required if an animal becomes aggressive or excited.

Animals being moved through the show site will be separated from the public, where possible by the provision of walkways and access crossing points which will be roped off and controlled by stewards.

Exhibitors must ensure that any restrictions imposed on the movement of animals will be followed. Exhibitors must at all times follow the Show's bio-security regime and comply with any instructions given by

the Bio-Security Officer. A DEFRA notice will be displayed in the Cattle Secretary's marquee. Failure to abide by these rules will result in the exhibitor being instructed to leave the show.

All exhibitors are responsible for ensuring that their animals are sufficiently secure and have an adequate water supply. Anyone found not complying with this rule may be asked to leave the showground.

Under no circumstances must dogs enter any enclosed area that housing livestock. Aldborough & Boroughbridge Agricultural Show accepts no responsibility for visitors not being able to access certain areas due to this ruling.

Any animal found to be left in a vehicle without adequate water and ventilation will be reported to the police and may be removed from the show ground.

### **5.9.1 Hazards associated with animals**

Animals can cause injury by bites, stings, scratches, kicking or crushing, infestations from micro-organisms or parasites cause allergies and some people have phobias about particular types of animals.

Veterinary products can be hazardous to human health. Hazards may also arise from hay or straw used in connection with an animal e.g. fire, soiled materials, dust allergies, etc. COSHH assessments must be produced to consider risks of infection and allergy and identify adequate control measures.

It is the responsibility of all exhibitors and owners to ensure that they clean up after their animal and do not allow it to foul in pedestrian areas.

Show Staff, Visitors and Exhibitors need to be aware:

- What hazards the animals present and what harm they can cause
- What routes micro-organisms can be transmitted to humans i.e. hand to mouth, contact, bites, scratches or through the air.
- What other animals are present.
- That the animal may come into contact with the audience.
- Who is at risk i.e. handler, steward, judge, children, general public, etc.
- Everyone involved with the animals should be properly briefed on risks and control measures e.g. feeding arrangements or instructions not to feed. The need to avoid disturbance and what to do in an emergency.
- Animals can cause infections that threaten pregnancy, in particular pregnant women should not enter areas where animals have recently given birth.
- Unless they are life threatening, bites and scratches should be encouraged to bleed, washed with clean water and dressed. The casualty should then be encouraged to seek further medical attention.
- Animals can be provoked to attack by disturbance or discomfort.

### **5.9.2 Illness and disease associated with animals**

All farm animals naturally carry a range of diseases, some of which can affect humans.

These diseases are known as Zoonoses and can affect the health of people exposed to them (workers or visitors), especially children or the elderly.

COSHH assessments relating to any potential Zoonoses exposure must be produced and submitted to the Safety Officer for approval prior to the Show.

Employees, volunteer helpers, visitors and all others attending the Show should be aware of any health conditions they may have that may worsen through contracting Zoonoses. People vulnerable to such infections are those:

- Without a spleen
- With transplanted organs
- Who are pregnant (if infected with Chlamydia the organism causing enzootic abortion of ewes)

Any work with animals inevitably involves contact with dung or urine which contain disease causing organisms. Being splashed with urine or inhaling its aerosol, and creating dust when moving bedding contaminated with dung or urine can be dangerous.

Personal hygiene is therefore vitally important. The Show will provide washing facilities wherever staff or visitors work with animals (clean running water, soap and paper towels) to wash their hands and arms before eating, drinking or smoking. Alternatively, antibacterial hand gel may also be issued.

Aldbrough & Boroughbridge Agricultural Shows also asks exhibitors and stewards to advise parents to check that their children do not put their hands or fingers in their mouths before they have been washed, they should also direct them to the nearest hand wash station.

### **5.9.3 Loose Animals**

In the event of animals running loose the area is to be evacuated. The alarm must be raised by the Section Secretaries using the mobile telephones/radios or runners to inform the Secretary and Vet as soon as possible (whistles are not to be used in animal areas). It is the Secretary's role to notify the Emergency Response Team. In these instances, the role of show personnel is to attempt to keep the public clear, and not to attempt to catch the animals. The owners or the vet are to deal with the animals.

### **5.9.4 Horses**

Horses are prohibited from all public areas of the show site. These areas will be clearly identified.

All riders of horses must wear hats conforming to the appropriate British Standard. These should be correctly fitted with chinstraps used at all times.

The handling of dray horses must be strictly controlled by experienced persons.

The general public are not allowed in any controlled animal areas.

### **5.9.5 Dogs**

Dogs attending the show site must be kept on a lead at all times and stewards must enforce this requirement.

Dog owners are reminded that they are responsible for removing and correctly disposing of any excrement left by their dog on the show site.

The general public are not allowed in any controlled animal areas.

All exhibitors are responsible for ensuring that their animals are sufficiently secure and have an adequate water supply. Anyone found not complying with this rule may be asked to leave the showground.

Under no circumstances must dogs enter any enclosed area that housing livestock. Aldborough & Boroughbridge Agricultural Show accepts no responsibility for visitors not being able to access certain areas due to this ruling.

Any animal found to be left in a vehicle without adequate water and ventilation will be reported to the police and may be removed from the show ground.

#### **5.9.6 Cattle**

Handling cattle always involves risk of injury from crushing, kicking, butting or goring. The risk is increased with animals that have not been handled frequently. Proper handling systems and trained and competent staff should help ensure that handling cattle can be done safely. Never underestimate the risk of handling cattle even with precautions in place.

The general public are not allowed in any controlled animal areas.

Everyone handling cattle should be:

- Able to use the handling and other safety equipment.
- Aware of the dangers when handling cattle and be supervised until they are competent.
- Able to work calmly with cattle with a minimum of shouting, impatience or unnecessary force.
- In good health and properly trained.

Some work with cattle may need two people. There is no lower age for cattle handling as individuals' capabilities vary widely, but children under thirteen are not normally allowed to enter cattle housing or handle cattle. Many incidents occur to people beyond normal retiring age (65). The risks must be carefully considered before anyone over 70 handles cattle and if so what they can safely do must be identified. Sticks and prods should never be used to strike an animal. This may breach animal welfare legislation as well as agitating the animal.

#### **5.10 Waste Collection and Disposal**

All waste collection companies used on the Show site must have a valid Waste Carriers Licence or exception certificate, a copy of which must be sent to the Safety Officer for approval prior to any activity taking place on site.

Waste Transfer Notes (or Consignment Notes where appropriate) describing the waste collected should be issued by the waste collector to a member of the Show Committee and must be collated and retained by the Show for a minimum of 2 years.

The show organisers are responsible for the waste up to its final destination and must therefore satisfy themselves that the waste is going to a proper site — licensed or exempt.

Whilst visitors will be encouraged to use the bins provided to dispose of their litter during the Show, stewards and volunteer helpers will ensure that all rubbish is collected and placed in the correct disposal facility during and after the Show.

**Contractors and Traders MUST remove and dispose of their waste in a responsible manner.**

## **6.0 Food Hygiene and Licensing**

Food hygiene regulations are in place to protect the general public from all food risks and hazards. Mobile caterers have a responsibility to adhere to those regulations and ensure every product they sell is safe to consume.

Mobile caterers include any food business that uses a vehicle for preparation and for serving food, such as ice-cream vans. These also include temporary premises such as stalls or trailers.

The business must be registered with the local authority and any licenses to supply alcohol at the Show are to be obtained by the appropriate caterer.

Under the Food Hygiene (England) Regulations 2006 food business operators **must** have documented food safety management procedures based upon the principles of HACCP (Hazard Analysis Critical Control Point). Evidence of this must be submitted to the Safety Officer for approval prior to the Show, along with copies of current public and product liability insurance, relevant risk assessments, method statements, COSHH assessments, and copies of statutory certificates such as for electrical and gas installations and appliances, etc.

### **6.1 Sale of food or drinks from Trade Stands**

No exhibitor other than official and mobile caterers will be allowed to sell drinks or sell prepared or take-away food for consumption on the showground. Wine companies who are exhibitors will be allowed to give free sampling of their wines and also sell and accept orders by the bottle or case in accordance with the Licensing Act 2003.

### **6.2 Under age consumption of alcohol**

Exhibitors are responsible for ensuring that no alcohol is obtainable from their Trade Stands by children or young people in line with Challenge 25 best practise approach.

### **6.3 Weights and measures**

The sale of all alcoholic drinks must comply with the Weights and Measures Act 1985 (as amended) and in particular beer and cider must be sold in government stamped plastic serving measures or served using government stamped meters when a plastic drinks container is used.

## **7.0 Contractors, Traders, Caterers and Exhibitors Rules and Conditions**

All contractors, traders and caterers must comply with standards and safety rules set out by both legislation and the Show. Entry to and participation in the show is conditional upon these rules and conditions being adhered to and strictly followed. Traders, contractors and other persons who fail to comply with these requirements will be instructed to cease activities and may be requested to leave the site.

All traders must have relevant public and product liability insurance (for public liability insurance, the minimum acceptable limit will be £10million), and evidence of this must be available for inspection on show day and a copy sent with the booking form.

All trade participants (contractors, traders, caterers, etc) in the Show must submit applicable health and safety documentation with their booking form for approval by the Safety Officer. Health and safety documentation in this instance refers to documents such as specific risk assessments and method statements for their activities in relation to the Show, and COSHH assessments for any hazardous substances likely to be used or generated on the show site. Those wishing for assistance with meeting this requirement may contact the Safety Officer for further guidance.

If any trade participant is found to be carrying out an activity or otherwise presenting a significant risk not identified within their risk assessment, or not in accordance with the controls identified in their risk assessment, the Safety Officer has the right to insist that that activity ceases with immediate effect and, depending on the severity of the omission, may request their removal from the Show. All Show representatives are encouraged to immediately report any risk to the Safety Officer or other member of the Health and Safety Sub-Committee. Support will also be given to any other person reporting a justified risk to anyone's (person or animal) health and safety.

All traders must ensure that items for sale do not breach any licence requirements, trading standards, or copyright or trademark regulations.

Trade participants who are employers are reminded of their legal duties to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees and of anyone not in their employment who may be affected by their activities, and to have arrangements in place to manage health and safety, assess the risks to workers and other people affected by their work, and to co-operate and exchange information with other employees and self employed people on site. Voluntary organisations and companies using volunteers are also required to adhere to these legal duties. Those wishing for assistance with meeting these requirements may contact the Safety Officer for further guidance.

**Contractors and Traders MUST remove and dispose of their waste in a responsible manner.**

Charges will be levied against any contractor or trader where their failure to adhere to these requirements results in additional waste removal costs for the Show.

It is the responsibility of all contractors, traders, caterers, exhibitors and helpers to acquaint themselves with the layout of the show site. Further assistance with this is available on request from any identified Show Steward.

Contractors and traders must provide appropriate fire extinguishing measures where their activities create a fire risk.

## **7.1 Challenge 25**

Throughout the site it is expected that all traders and caterers will comply and enforce Challenge 25. Any person, trader or caterer should refuse to sell age restricted products to anyone who appears to be under the age of 25 years old and does not have an acceptable form of photographic identification.

This restriction applies to traders who give complimentary drinks as part of their trade stand.

Anyone found to be in breach of these restrictions may be excluded from future shows.