

LESMAHAGOW FARMERS SOCIETY

HEALTH & SAFETY POLICY

Introduction

The Society hold an annual show on the last Saturday of May at Brocketsbrae in Lesmahagow on land owned by The Forestry Commission. The Rules and Regulations of the society are reviewed annually. The Society is run by a committee of volunteers to promote the interest of agriculture.

Policy Statement

The Society acknowledges its responsibility under the Health and Safety at Work etc Act 1974 to provide and maintain, so far as it is reasonably practical, a safe environment during the setting up, running and dismantling of the Show.

Our statement of general policy is:

- To provide adequate control of health and safety
- To ensure stakeholders understand and comply with our requirements
- To ensure safe plant and equipment is provided and suitably maintained
- To ensure the safe handling and use of substances
- To provide information and instruction to Committee members
- To prevent accidents
- To maintain safe and healthy conditions
- To review and revise this policy before each show

Details about Health and Safety are kept in the Health and Safety file which is deposited in the Secretaries Tent on Show day. This policy will also be displayed on our website.

ORGANISATION

Responsibilities of Chairman and Show Committee

The Chairman and Show Committee shall have overall responsibility for all aspects of Health and Safety and shall so far as is reasonably practical ensure that all stakeholders are made aware of the Lesmahagow Farmers Society Safety Policy and arrangements. The Chairman and Show Committee will encourage at all times the cooperation of all members, stewards, exhibitors and members of the public for their commitment to the same.

Responsibilities of Safety Adviser

The Safety Adviser shall be responsible in conjunction with the Chairman and Show Committee for preparing and revising (as appropriate) the Health and Safety Policy for the Lesmahagow Annual Show and in addition shall:

Carry out a pre show inspection of the site

Be available during the show to monitor compliance with the Show's Safety requirements and to be the point of contact for health and safety matters.

Record and investigate, where necessary, all accidents/ incidents and provide statistics for the Chairman and Show Committee.

In addition to the above the Safety Adviser has the authority to require the cessation of unsafe practices where this is considered essential.

Where a requirement to stop an unsafe practice is not complied with the Safety Adviser will liaise with the Chairman / Vice Chairman.

Stewards

Car Park Steward
Trade Stand Steward
Tug-of-War Steward
Bar Steward
Industrial Steward
Horse Steward
Sheep Steward
Cattle Steward
Vintage Tractor Steward
Pet Show Steward

These persons will assist with the implementation and enforcement of the Health and Safety Policy and arrangements, and will liaise with other stewards, the Health and Safety Adviser and Chairman/Vice Chairman in dealing with emergencies and major incidents at the Lesmahagow Annual Show.

Responsibilities of Exhibitors Contractors and Trade Stand Holders

All persons taking part in the operation of the show (exhibitors, trade stand holders, contractors etc. have a shared responsibility to ensure that they comply with the requirements of this safety policy and arrangements.

HEALTH AND SAFETY ARRANGEMENTS

Risk Assessments

It is a requirement of the Management of Health and Safety at Work Regulations 1999 Lesmahagow Farmers Society will carry out and record Risk Assessments for the overall Management of the Show.

Electricity

Anyone who provides electrical apparatus for their own or anyone else's use must, before it is connected to the supply, arrange for its inspection / test by a competent person. Documentation must be available, showing the date and name of the person carrying out the test /inspection.

All equipment shall be connected to the supply through a Residual Current Device (RCD) and all cables and connections where not protected by a weatherproof structure shall be of such construction or protected as necessary to prevent danger arising from exposure.

Socket outlets should not be overloaded and extension leads used only where really necessary and should not create a trip hazard.

Generators

Any generator used on the show ground may be subject to random checks throughout the period on site. Generators should be sited on a secure platform away from all flammable materials.

Liquid Petroleum Gas (LPG)

The use must comply with relevant regulations.

Catering

All static and mobile caterers must ensure that they comply with all the relevant Food

Hygiene Regulations and bring on site the most recent EHO inspection and public liability certification.

Show Stands

All temporary structures including marquees, buildings, information boards, fences and gates must be soundly constructed, erected and safe for their intended purpose and comply with any relevant current guidance. Exhibitors must give regard to the stability of their exhibits and ensure that they are secured against collapse.

No pesticides or other substances hazardous to health should be kept on show stands, exhibitors should display only new, empty containers.

All exhibitors will be required to bring public liability insurance and relevant risk assessments as necessary.

Fire Prevention

Exhibitors must comply with Fire Precautions (Work Place) Regulations 1997 and must bring their own fire extinguishers on to the show ground at the time of setting up and keep them on the stand for the duration of the show.

A fire safety risk assessment will be completed for the Beer/Shearing tent and Industrial/Craft tent on the day prior to the show and this assessment will be held in the secretary's office. This assessment will include the action to be taken in the event of a fire.

Machinery

Specific Risk assessments must be provided by the exhibitor for any operation or demonstration of machinery.

Any plant, machinery or equipment used prior to, during, or after the show should be operated by an adult who is fully trained in its safe use in line with DVLA requirements.

Passengers must not be carried on vehicles and machines unless designed or adapted for that purpose.

Motor Vehicles

- Motor vehicles must be driven with great care and a **5 mph speed limit** observed on the show ground.
- Between the official opening and closing times of the show only authorised vehicles will be allowed to be driven on the show ground.
- No vehicle may be demonstrated or exhibited in any of the show avenues.

Livestock

- Exhibitors and stock attendants must be fully aware of their obligations for the safety of the general public and fellow exhibitors and stock attendants at all times whilst on the show ground and observe orders given by stewards or officials when leading stock to and from the Judging Rings.
- In the interests of safety, unauthorised movement of animals during the show is not allowed. All cattle must be accustomed to being halter led and at least one competent person must attend each

animal during its movement to and from the Show Ring, remaining as far as possible, behind the movement barriers provided. The stewards have the power to refuse the entry of any animal which they consider might get out of control or to ask for any animal to be removed from the show ground.

- Exhibitors and stock attendants must take every precaution to protect visitors to the livestock lines from injury.
- Cattle must be halter tied through the rails, binder twine or string must not be used to tie cattle. The use of any substance containing toxic chemicals, including sheep dips is strictly forbidden whilst on the show ground.
- Horses must not be ridden, exercised or schooled in the car parks, trade stand avenues or other areas to which the general public has access but only in the area designated. No one is allowed in the collecting rings who is not a rider or bona-fide groom.
- Anyone riding a horse or pony on the show ground must wear protective headgear of a standard approved by their appropriate governing body.
- Dogs must be kept on a lead at all times.
- A vet will be on hand throughout the opening hours of the show.

General Hazards

- Guy ropes and tent pegs are used throughout the show ground and care must be taken to avoid these.
- Children are at particular risk during the setting up and taking down periods and are strongly discouraged from being brought to the ground at these times, and at all times should be supervised by an adult.

Emergencies

Fire.

In the event of a fire all available stewards to assist, they will be contacted via mobile phone or by voice. Stewards will evacuate people from the area of the fire immediately. Clear the surrounding area. Report the fire to the Secretary's tent, where the fire brigade will be called. Keep spectators well clear of the area.

Fire hazards exist throughout the show ground. Smoking is prohibited in marquees. Where no smoking signs are exhibited this will be strictly adhered to, and anyone found breaking this regulation may be asked to leave the showground.

- Waste will be managed to assist with the prevention of a fire.

Accident/Injury.

The priorities are:

- The safe treatment of the injured persons.
- Immediate action to prevent a re-occurrence.

St. Andrews Ambulance personnel are on the show ground between the hours of 8.00am and 6pm. They can be contacted by voice or mobile phone, details in Secretary's tent. Out with these times a doctor to be contacted. Doctors can be contacted via mobile phone in the Secretary's tent. Accident forms are kept in the Secretary's tent which is clearly marked on the site. Details of all accidents must be recorded as soon as possible after the accident. In the event of any accident the Society

must be informed immediately.

The Safety Adviser will be responsible for investigating and recommending the necessary action following any accident.

Violence.

In the event of a disturbance all available stewards to assist, they will be contacted via mobile phone or by voice. Stewards will attempt to clear the area and to calm and isolate the situation. Police will be called where it is felt necessary. Stewards shall move away from the area where weapons are seen or suspected, this should be a priority. In such cases it is our policy to inform the police. Under no circumstances will a committee member/steward put themselves in danger. The police will be called immediately to deal with the situation.

Lost Child/Vulnerable Adult.

In the case of a child/vulnerable adult being reported as lost, the stewards will be advised to carry out a visual sweep of the showground and all exits will be closed. If the individual is not found a PA announcement giving details of what the person was wearing will be made (names will not be announced). If there is still no identification of the missing person the police will be contacted.

Escaped Animal.

All available stewards to assist in recapture, they will be contacted via mobile phone or by voice. The Senior Steward present to take charge. After recapture a decision to be made as to whether the animal should remain on the show ground.

Vehicle Parking.

All parking is on grass with breaks being allowed in the rows to provide fire breaks. If towing is required in adverse weather this will be provided by local farmers (Committee Members) as agreed at the time.

General.

Any incident must be notified to the Secretary by the steward involved in dealing with the matter and must be entered in the "Incident Book". In the event of an emergency all committee to put on hi viz waist coats to assist with identification and control.

Show Conditions

It is understood that all exhibitors, contractors, stewards, grooms and all other personnel will abide by the Show Conditions in addition to the Health & Safety Requirements laid down in this Policy and the Schedule

**PLEASE RETAIN THESE REGULATIONS AND STATEMENT FOR YOUR
INFORMATION**