



# **Health & Safety Policy**

## **2024**



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**The Keighley and District Agricultural Show Society has no employees but acknowledges its obligations under the Health and Safety at Work Act 1974**

**1. Safety Policy**

- 1.1 It is the policy of the Keighley and District Agricultural Show Society (the Society) to take all reasonable steps to ensure the Health and Safety of all persons attending the Society's Show, and to take all the necessary steps to implement such a policy.
- 1.2 All persons directly or indirectly involved with the Society's organisation have a duty to co-operate with the Society and its officials to ensure that this policy is effective and offers all necessary assistance to ensure the Health and Safety at the show of all persons directly and indirectly connected with the Society.
- 1.3 The society also has a responsibility to ensure the Health and Safety of visitors and others who may be affected by the Show Society and its activities, and all reasonable steps will be taken by all concerned, to ensure that duty is observed.
- 1.4 The attention of all persons involved in the organisation of the show is drawn to the Safety rules and procedures. Action will be taken against any person who violates the rules and procedures.
- 1.5 The Society will consult all persons involved periodically to ascertain what measures should be taken to increase awareness of Health and Safety to ensure that appropriate measures are taken to make this policy effective.
- 1.6 The Society will take such measures as may be necessary to ensure proper training, supervision and instruction of all involved in matters pertaining to their Health and Safety and to provide all necessary information.

**2. Personnel Responsible for Health and Safety**

- 2.1 The person having overall responsible for Health and Safety will be the show manager.
- 2.2 The person having immediate responsibility for Health and Safety matters will be the Fire and Safety officer, or a person designated in his/her absence.
- 2.3 Each show section secretary/chief steward will have immediate responsibility for Health and Safety matters in that section.
- 2.4 Medical assistance will be provided by the Show's Honorary Medical Officer and a team of qualified nurses and First Aiders.

### **3. Arrangements for Health and Safety**

- 3.1 The detailed Rules and Procedures for Health and Safety are contained in this document. Your attention is drawn to the rules in general but in particular to those rules affecting your particular section.
- 3.2 The Society recognises that it has a moral duty of care to ensure the Health and Safety of participants and visitors to the show. To this end and in accordance with the Health and Safety at work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1992, a risk assessment of the site and associated activities, has been carried out. The report of this assessment is available at the Secretary's tent.
- 3.3 The following security arrangements will be observed:
  - 3.3.1 Admission will be by ticket only
  - 3.3.2 Cars will be parked as directed
  - 3.3.3 A police presence on the show field will be provided
- 3.4 Good housekeeping is an essential feature of any Health and Safety policy. All equipment must be properly maintained and stored. All areas used in connection with the Show must be kept clean and tidy with rubbish and discarded materials placed in appropriate receptacles. Proper attention must be given to hygiene.
- 3.5 A permanent record is to be kept of all accidents, injuries and dangerous occurrences; these must be reported, when reasonably practical, to the Safety Officer or Show Secretary, who will keep a written record.
- 3.6 All exhibitors, trade retailers, caterers, and others will be expected to comply with the Society's Health & Safety policy and with any legislation relevant to their particular involvement at the Show. They will be expected to co-operate with the organisers in compliance with the Society's safety policy and implementation thereof. The Chief Steward responsible for the relevant section of the Show or other such designated officer, shall have the right to require compliance with the policy and in default of compliance shall, excepting in the case of urgency or emergency, after consultation with the Safety officer, have the right to exclude such an individual/organisation from further participation in the Show.

### **4. Liquid Petroleum Gas**

- 4.1 Any exhibitor, contractor, caterer, trade stand or retailer using liquid petroleum gas (LPG), must comply with the Guidance Notes issued by the Health and Safety Executive governing the storage and use of LPG on a temporary basis. In particular any full or empty containers not in current use must be properly stored as described in the Guidance Notes not on the stand exhibit or in a caterer's kitchen. They are reminded that it is a term of contract of agreement made between them and the Society to ensure that their gas appliances have been recently examined and tested by a competent person and labelled to indicate the examiner's name and the date of examination. Exhibitors, caterers, trade stands, contractors and retailers are informed that the organisers will not allow any appliance to be used unless this has been done.

## 5. Machinery

- 5.1 Any plant, machinery or equipment used prior to, during or after the Show for the purposes of the Show will only be operated by a person who is fully competent in its safe use. Use of plant machinery or equipment by inexperienced or untrained persons will not be permitted. Passengers must not be carried on vehicles or machinery unless they are adapted for this purpose. Any use of equipment by persons under 13 is prohibited. The use of equipment by persons over the age of 13 must be in accordance with the Health and Safety approved Code of Practice "Preventing accidents to children in agriculture".
- 5.2 All terrain vehicles are included in the above restriction and the rider should wear a motor cycle helmet to BS5361 of 1976 and comply with the advice contained in the Agriculture Information Sheet No.33
- 5.3 Anyone who supplies or loans equipment for use by the organisers must ensure that it complies fully with current legislation and standards relevant to its purposed use and that it is properly maintained. Equipment should not be offered or used if there is any reason to doubt its safety, particularly if it is not fully guarded, properly maintained and in compliance with any relevant legislation.
- 5.4 Plant and equipment must only be operated after adequate precautions have been taken to protect the operator and bystanders. Operators are advised that unsafe operation will not be allowed and may lead to eviction from the site. The Society will only allow operation/demonstration of machinery in areas from which the public are excluded. Stewards are instructed to control the public during any demonstration and operators will be told to cease activities should any person encroach into a danger area. Ropes, fences and barriers must be positioned in such a way as to ensure an adequate margin of safety and account must be taken of any risk from materials which may be ejected from machines, such as flail mowers, hedge cutters, saw benches etc.
- 5.5 Any person with a static exhibit must ensure that it is erected in such a way to ensure that there is no risk to any person during the event including erection and dismantling. In particular any part of plant or machinery relying on oil pressure in a ram or similar device to support it must be physically propped up so as to prevent collapse irrespective of the type of safety device fitted to the hydraulic system. Organisers will take into account any hazards that may be created by adverse weather conditions or by impact damage when implementing a safety policy.

## **6. Access and Egress to the Show Ground.**

- 6.1 The organisers have consulted the police in relation to all matters connected with traffic flow on public roads and potential congestion at access and exit points on the Show field. In addition the Highways department of the Local Authority have been consulted in relation to sign posting. The Show Manager has overall authority for control of traffic within the Show ground, and assistance with car parking and traffic direction is provided by Stewards who are in radio contact with each other. All persons must obey instructions given as to routes of travel, speed restrictions, movement and parking of vehicles. Any refusal to obey requests to this may involve the matter being reported to the Show Manager, who may, by his absolute discretion order eviction from the show site.
- 6.2 The Society will take all reasonable steps to avoid conflict between vehicles, animals and pedestrians. Movement of vehicles within the Show Ground on the show day will, as far as is reasonably practicable, be restricted to essential movement only and the organisers will enforce a strict speed limit of 5 miles per hour,
- 6.3 Any ropes, chains or other devices used to tow trailers or vehicles on or off the site or car parks must be thoroughly inspected, be of adequate strength and be constructed for this purpose and the drivers are instructed that it is important to hitch the tow chain/rope under the axle of the towing vehicle. Where tractors need to be used for this purpose, only those fitted with a safety-approved cab will be permitted.
- 6.4 The Society does not provide any transport for visitors.
- 6.5 Any lifting appliances must have been recently examined by a competent person and labelled to indicate the examiner's name and the date of examination.
- 6.6 No fairground device will be allowed to operate unless the requirements of the Code of Practice at Fairs are complied with.

## 7. Animals

- 7.1 Animals being moved through the event areas will be separated from the public by means of separate walkways, crossing barriers etc. The movement of animals to judging rings and main parade rings will be organised to create as little stress as possible. Overcrowding of any area due to late running of the programme will be avoided and animals will not be expected to stand waiting at the entrance of the ring, particularly if there are large crowds of people in close proximity to them.
- 7.2 Handling and movement of bulls will comply with HSE Agriculture Information Sheet No.35 "Handling and Housing Cattle"  
This states that:
- 7.2.1 All bulls must have two handlers,
  - 7.2.2 All bulls over the age of 10 months must be ringed or led by bulldogs.
- 7.3 The areas where large animals are kept, exercised and displayed have been designed and constructed to allow safe handling and to reduce the potential risk to handlers and the public. Stewards are reminded that this may require a restriction on public access to these areas at certain times.
- 7.4 Arrangements have been made to segregate different species of livestock and stewards should familiarise themselves with emergency procedures to deal with fighting or generally fractious, or escaped animals. Stewards are reminded as follows:  
The Class Chief Steward has the authority to withdraw, from any parade or display, any animal that is excited or aggressive.
- 7.5 Children will not be allowed to handle any large or fractious animal.
- 7.6 All horse riders must wear hats conforming to the relevant British Standard for the activity and stewards must supervise riders and ensure that hats are correctly fitted and chin straps used.
- 7.7 Only handlers and assistants will be allowed in to the area when dray horses are being harnessed in to the drays. The passage of teams of horses with drays through the Show ground will be controlled by the organisers and there must be a sufficient number of trained handlers available to control the teams.
- 7.8 The presence of dogs is discouraged. Dogs must be on a lead at all times and this rule will be enforced by the Stewards.

## **8. Fire Precautions**

- 8.1 The organisers have consulted the fire prevention department of the fire brigade who have given advice. Stewards should familiarise themselves with the location of fire fighting equipment and its use, and of emergency procedures for evacuation of marquees and other areas that may be affected by fire.
- 8.2 All paths, roads, walkways and exits must be kept clean and free from obstruction at all times and Stewards are reminded that it is their duty to minimise risk to all those attending the Show and from accidents caused by the above. Defective gates, door fastenings and broken penning must be reported to the Safety Officer to enable repairs to be carried out as soon as possible.

## **9. Electricity**

- 9.1 The Show ground does not have a mains electricity supply.
- 9.2 The only method of producing electricity will be by small portable generators. Only single phase AC machines with power outputs up to 5 k.w. max. and a generator winding which has no electrical connection (not "referenced") to frame or earth will be permitted.
- 9.3 Small portable generators will be run as a separate electrical system and not to be used in any distribution network.
- 9.4 The Society has appointed a Show electrician to ensure that all portable generators are properly maintained, installed and used so as to comply with any current regulations governing their operation.
- 9.5 The Show electrician is specifically authorised to carry out examinations of all such generators operated on the Show ground to ensure the installation and use of it and all ancillary equipment and wiring is safe. He shall have the authority to require that such equipment is taken out of use if, in his opinion, its continued use constitutes a health or safety hazard.
- 9.6 The H&S Executive Guidance note indg 247, "Electrical safety for entertainers" is available for further guidance.

## **Notes**

All Health and Safety Executive Notes referred to in this document are available from the Safety Officer and the Show Secretary.