

# **STITHIANS AGRICULTURAL ASSOCIATION LTD**

COMPANY REGISTERED IN ENGLAND 7585178

REGISTERED CHARITY No. 1141715



## **HEALTH AND SAFETY MANUAL**

**The Showground, Tubbon Hill, Stithians, Truro, Cornwall, TR3 7DP**

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The requirements of this Health and Safety Manual apply to all persons on the Showground AND organisers of events on the Showground/hirers of the Showground

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## **Definitions; (related to this document)**

### **Hirer:**

Any individual, company or organisation who hires part or whole of the Stithians Showground for their own event. (Note: The Stithians Agricultural Association Ltd recommends that any such organisation ensures their exhibitors comply with this Manual as a minimum). Hirers can appoint their own competent advice and other contractors with the exception of electrical engineers where the Show's approved contractors must be used.

### **Exhibitor:**

Any individual, company or organisation who exhibits at the Stithians Show; this includes anyone attending the Stithians Show except the general public.

This includes (this list is not exhaustive or exclusive); Trade and Craft Stands, Taste of Cornwall, Caterers, etc.

For feature exhibits/stands controlled by a Section Secretary (e.g. competitive exhibitors such as poultry, horse section, cattle section, etc., or non-competitive sections such as steam, vintage, rare breeds, etc.) it will be the responsibility of the Section Secretary to carry out risk assessments not each individual, although each individual will still need to comply with relevant parts of this document as advised via the Section Secretary.

### **Employer:**

Any individual, company or organisation that engages an individual or individuals for work activities, whether for profit or not. These can include; full or part time employees, volunteers, helpers, family, friends, etc.

### **Contractors:**

Any individual, company, organisation or sub-contractor carrying out any work activity for the preparation, erection and/or dismantling of any equipment such as Marquees and Grandstands etc. must follow the CDM Regulation 2015 whilst on the Stithians Showground. It also encompasses all contractors employed at any time of the year by the Stithians Agricultural Association Ltd for whatever purpose.

### **Legal Compliance:**

The Stithians Agricultural Association Ltd relies on the Hirer, Exhibitor and Contractor to comply with all their legislative requirements relevant to their activities on the Stithians Showground. This includes, but is not restricted to, the Health and Safety at Work Act 1974 and all associated Regulations, paying particular attention to Regulation 3 (risk assessment) and, where required, Regulation 7 (competent health and safety assistance) of the Management of Health and Safety at Work Regulations 1999 and the CDM Regulations 2015. Note: Risk Assessments MUST be available for inspection at the Showground. (See appendix 1 for example risk assessments).

**Disclaimer:** This Health and Safety Manual is to be used as guidance only and should be read with the Association of Show and Agricultural Organisations (ASAO) Agricultural Show Safety-Managing Health and Safety Risks and the online resource 'The Purple Guide' should also be consulted in preparation of the event. These guides do not override legislative requirements that must be followed at all times and further advice should be sought with regards to legislation and guidance for the event being held.

The Hirer/Exhibitor/Contractor are responsible for complying with The Regulatory Reform (Fire Safety) Order 2005, namely a suitable and sufficient assessment of the risks of fire, and the implementation of suitable preventative measures; this must include a minimum of one suitable fire extinguisher located on each stand where there is an ignition source.

The Hirer or Contractor and, where applicable, the Exhibitor must appoint a competent Health and Safety Advisor. If required, she/he will liaise directly with the Stithians Agricultural Association Ltd's Health and Safety Advisor who will be empowered to take whatever action is considered necessary in the event of any infringement of Safety Regulations. In the case of an Exhibitor this could result in the exhibit being closed down and services disconnected until such time as the matter is resolved. The Hirer/Exhibitor/Contractor is requested to pay particular attention to safety and report to the Stithians Agricultural Association Ltd's Health and Safety Advisor, any matters they consider require attention.

The Hirer, Contractor and Exhibitor must write to all known Contractors (and sub-contractors) that they employ on the Showground with copies of this Health and Safety Manual, asking that their staff be instructed to adhere as necessary and also asking them to ensure that the required standards are maintained. Contractors must ensure that any sub-contractors employed by them are handed a copy of this Manual.

### **Insurances:**

**Whilst the Association has public liability cover in place for its own protection, this insurance does not provide for Hirers, Contractors or Exhibitors and any liability which they incur.**

**The Hirer, Contractor and Exhibitor must ensure they hold suitable Public Liability Insurance to cover their attendance at the event and, where applicable, suitable Employers Liability insurance.**

**Product Liability: Insures liability for damage to third party property and/or injury to third parties arising from goods sold or supplied.**

**Copies of insurance certificates MUST be available at the Showground for inspection if requested.**

**This Manual is not exhaustive in its coverage of specified equipment or situations. Because of the nature of exhibitions, there will be exhibits which require appropriate and particular safety precautions; these should be**

**addressed in a suitable risk assessment with adequate control measures implemented.**

**It is the responsibility of the Hirer or Exhibitor to ensure that the precautions taken are suitable and sufficient and that they comply with relevant legislation and safety standards.**

## **1. GENERAL NOTES**

Many visitors attending an event on the Showground will not be familiar with machinery, equipment or animals with which they are likely to come into contact. When considering safety precautions to be put in place account should be taken of specific problems which this might create, and these requirements will almost certainly be different and more comprehensive than would be the case under normal working conditions. Your risk assessment should cover these points and others as identified within this document.

These rules are not intended to restrict the inclusion, display or demonstration of vehicles, machinery or equipment but to ensure that activities are carried out in a safe manner and that public and exhibitor safety is maintained.

Hirers, Contractors and Exhibitors are responsible for ensuring that they have completed a suitable and sufficient risk assessment for the activities they are undertaking.

## **2. OUTDOOR EVENTS AND CROWDS**

Remember that in a crowded situation, low level posts with or without ropes can become obscured and can cause injury. In crowds, steps and slopes cannot be easily seen. Neither can articles on the ground. Where steps are provided these must be firm and strong and must have non-slip surfaces and handrails. Signs, notices and protrusions at head height can cause injury. If they are unavoidable they must always be clearly defined to make them visible.

Hirers should take into consideration crowd flows and any pinch points when planning their event and try to eliminate these wherever possible.

## **3. CHILDREN AND SAFETY**

Children are usually at higher risk than adults. For example, guards need to be lower, safety fencing needs to go down to ground level to prevent small children getting underneath, hot surfaces must be guarded. Finger traps must be avoided. Moving equipment or moving demonstrations often attract more attention particularly from children and so there is a need for greater precautions and safeguards. Demonstration knives, kitchen equipment etc. must not be left lying about. Children must not be allowed to ride in, or on, high lift vehicles or other manoeuvring mobile equipment or to climb on high equipment including ladders. No child under the age of 13 may drive or ride a self-propelled agricultural vehicle. Whilst Shows are both exciting and educational for children we would discourage them from being brought onto the site during set up or breakdown as these are high risk periods when vehicles and equipment are moving. If there is no option but to bring children onto site during these times then please make sure they are adequately supervised. Do not allow children to ride bicycles around site during periods where vehicles are moving or on Show day.

## **4. LICENCES**

The Hirer is responsible for ensuring all licences and permits for their event are obtained in good time.

Exhibitors selling alcohol must ensure that they obtain a Temporary Events Notice from Cornwall Council. Please be aware that Trading Standards Officers do visit the Showground.

## **5. FOOD SAFETY**

Those Hirers or Exhibitors providing catering services or selling food for consumption or removal from the site must ensure that they meet the requirements of the Food Safety Act and associated legislation. Suitable hand washing facilities must be provided. For high risk foods care must be taken to ensure that chilling or heat holding requirements can be met. All food handlers must be trained in both food hygiene and allergen requirements.

## **6. NOTIFICATION OF DEMONSTRATION OR WORKING MACHINERY**

There are specific regulations concerning working machinery or moving equipment at events open to the general public. The Hirer/Exhibitor/Contractor is required to make herself/himself familiar with these regulations and to see that any machinery or moving equipment in connection with the event conforms with these regulations. Machinery or equipment giving moving demonstrations must be guarded in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and The Health and Safety (Miscellaneous Amendments) Regulation 2002 to the satisfaction of the Event Safety Advisor. Under all circumstances live demonstrations must be supervised by a competent person whose attention at all times must be focused on the demonstration.

Demonstrations on equipment such as lorry bodies, which involve a large area, must be fenced around and any propped vehicle body must not be solely reliant on hydraulic controls. Advice may be obtained from the Stithians Agricultural Association Ltd's Safety Advisor. The equipment may not be used in demonstration or in motion until the Safety Advisor has inspected the equipment and given her/his approval of the safety precautions being taken. No alterations to equipment may be made after the Safety Advisor's inspection.

## **7. EXHIBITS STAGED IN MARQUEES**

Depending upon the size of the marquee and the complexity of exhibits contained within it, special attention must be paid to fire precautions, entry and access points and emergency exits. Suitable fire extinguishers and audible alarms must be provided. Audible alarms can be in the form of whistles or air horns.

## **8. MARQUEES/PAVILIONS AND EXHIBITS**

Marquees/pavilions and temporary structures including pegs, stakes, guy ropes etc. must be erected by competent personnel and in accordance with the CDM Regulations 2015. They must be sited as instructed by a representative of the Stithians Agricultural Association Ltd. This can include; within your stand/pitch area, in the area as indicated by a drawing, or from verbal instruction. Your pitch size area must include sufficient space for tow bars and other vehicle accessories such as awnings.

Temporary accommodation such as prefabricated buildings or marquees/pavilions and exhibits must have adequate access, which is unobstructed. Entrances and exits to marquees/pavilions and exhibits must be located so as not to coincide with main guy lines and must be free of obstruction by tent pegs. Any tent pegs in the vicinity of an entrance and exit must be suitably protected to avoid tripping and injury. All emergency exits within the marquee framework must be fitted with maintained emergency light fittings if used during the hours of darkness, or the appropriate exit signage if used during daylight hours.

## **9. FENCING AND BARRIERS**

The type of fencing required will usually be dictated by the type of exhibit and an assessment of the risks. Whereas a single or double rope and post fence might be adequate for minimum protection, a secure wire mesh or barrier type fence will be needed where total public access is to be prevented. Metal posts with painted tops are not permitted unless fitted with a secure protection at the top of each post.

## **10. TRACTORS, MOTOR VEHICLES, OTHER SELF-PROPELLED IMPLEMENTS, MACHINERY PLANT AND EQUIPMENT**

- (i) These and any other vehicles when not in use must be immobilised.
- (ii) Sharp points, spikes and sharp edges must be protected to prevent accidents.
- (iii) Adequate support must be given to prevent moving or tipping up or rolling over.
- (iv) Cutter bars, knives or other cutters must have blades removed or approved guards in position.
- (v) Belts, gearing and other moving parts must be guarded in accordance with the PUWER standards.
- (vi) The public must be kept at a safe distance from the working machinery.
- (vii) Hydraulics must be immobilised (see also section on hydraulics).

## **11. HYDRAULICS**

Any equipment operated by hydraulics, i.e. trailers, tractor buckets, forklifts, beams, chutes, conveyors, etc., if demonstrated in an extended position must be suitably propped with steel props and at separate stages if in multi-stage rams. If equipment is protected by a fail-safe valve system in use, approval must be sought from the Event Safety Advisor and a notice indicating this shown on the machine.

## **12. POWER TOOLS AND CHAIN SAWS**

A demonstration is allowed for education or sales promotion purposes. Demonstrations must be behind a suitably constructed protective screen to which there is no general public access. All guards must be in place at all times and if removed for whatever reason, the equipment must not be used. Suitable protective clothing or equipment must be worn by the demonstrator. Potential customers wishing to use the equipment must be under competent supervision at all times and the necessary protective clothing/equipment worn. Special awareness is needed for each particular type of equipment, e.g. saws. Working demonstrations with powered saws will be allowed providing written authority is obtained from the Stithians Agricultural Association Ltd prior to the event. Suitable fencing will be required and evidence of the competence of the demonstrator will be necessary e.g. a recognised training certificate. All demonstrators must hold a current relevant Certificate of Competency and Public Liability Insurance.

## **13. TOWER CRANES AND HOISTS**

If propping is impossible, the area over which the crane is exhibited must be protected in case of collapse. Remember propping can be dangerous in high wind conditions and special watch must be kept for overhead power lines. All such equipment must be under the supervision of an authorised operator.

## **14. HIGH LIFT VEHICLES**

Although it may be necessary to demonstrate these vehicles to potential customers they must not be used for joy riding and under no circumstances are children to be allowed to ride on them. This type of equipment must never be used near to overhead power lines.

## **15. STORAGE AND USE OF FLAMMABLE LIQUIDS AND/OR GAS IN CYLINDERS, VEHICLES AND AROUND THE SITE**

The storage on the Showground of flammable liquids and/or gas will not normally be allowed. Exhibitors may have for their own use two cylinders of gas but must ensure the satisfactory storage and operation as detailed below. Note: any empty cylinders must be treated the same as full ones.

Anyone wishing to make special arrangements for the storage of flammable liquids or gas should apply to The Stithians Agricultural Association Ltd in writing 7 days prior to the date of the Event to which the application relates providing full details of the purposes for which such flammable liquids or gas are required.

All gas supplies and flammable materials must be kept secured to avoid theft or misuse. Cylinders must be stored in an upright position and ideally secured to a stake or within a cage. Any fuel must be the minimum required for the

operation of the exhibit, it must be stored in a compliant fuel container away from any ignition source and a suitable fire extinguisher must be available on the exhibit.

#### **16. GAS SAFETY**

Any fixed installation gas equipment (cookers, pipe work, valves etc.) must comply with the provisions of the Gas Safety (Installation and Use) Regulations 1998. All units must be inspected and have a Gas Safety Inspection Certificate issued by a competent Gas Safe Engineer. All certificates must be sent prior to the event to the organisers. Crimped or push fit connectors must be used, jubilee clips are not an acceptable form of connection. Further guidance for mobile caterers can be found at The Gas Safety Checklist - The Do's and Don'ts - NCASS

#### **17. OVER AND UNDERGROUND SERVICES**

Where any services are disconnected or in any way worked on, they must be left in a safe condition. Contractors must satisfy themselves that they are either in possession of, or have seen, plans showing underground services clearly marked in the area of their contract before work commences. Contractors are advised to CAT scan before commencing work. Wherever possible, holes and trench excavations must be in-filled as soon as possible. Holes and trenches not filled must be clearly fenced. If poles and ropes are used they must be of brightly coloured material and with streamers fixed. Warning lights must be provided after dark.

#### **18. FLAGPOLES AND/OR HIGH SIGNS**

The location of all flagpoles and/or high signs, or any other structure requiring the excavation of support holes is to be approved by the Stithians Agricultural Association Ltd's Health and Safety Advisor and a Showyard Director prior to excavation. Whenever used these must be securely installed, of adequate strength, taking into account wind and other stresses, and must not be erected in close proximity (within 10 metres) to overhead electric cables. The use of guy ropes and wire should be avoided with this type of structure but, if they have to be used, the guyed area must be adequately fenced.

WARNING: HIGH TENSION CABLES TRAVERSE PARTS OF THE SITE.

#### **19. WORKING AT HEIGHT**

Ladders and access equipment must be suitable and must not be located near to overhead cables. Turnover clearance must always be provided where overhead power/telephone lines are in the area. (10m arcing allowance must be factored into work in these areas). Ladders or other high equipment left unattended must be 'blanked off' at lower levels to prevent children climbing. All ladders must be secured whilst in use. Domestic ladders and step ladders must not be used on site and all access equipment must comply with current standards.

Mobile elevated platforms or other extending at height access equipment must be used in accordance with current safety legislation and guidance and only be operated by a competent certificated person.

Ladders used must be part of a maintenance schedule and be inspected on a regular basis by a competent person with evidence available for inspection and comply with nationally agreed standards. Inspecting a ladder - The Ladder Association

#### **20. PERSONAL PROTECTIVE EQUIPMENT**

Protective clothing must be used wherever there is a statutory requirement for a particular type of protective clothing. Contractors and Demonstrators must always comply with the Personal Protective Equipment at Work Regulations 1992\* as a minimum requirement. Simulated demonstrations of whatever type must also comply with these requirements. This applies to sprayers and chemicals as well as machinery and equipment. Members of the public must be kept a safe distance from this type of demonstration. (\*Due for amendment April, 2022).

#### **21. ANIMALS ON EXHIBITION/TRADE STANDS**

The Stithians Agricultural Association Ltd must be notified, in advance, if any animals are to be used as part of an exhibition or on a trade stand. They must be kept in approved pens and comply with Animal Welfare regulations and DEFRA standards as to their movement etc. and a veterinary check will be carried out at the event. Wherever there is likelihood of public contact, washing facilities with clean water, soap, and drying facilities must be provided and in some cases food/buggy wheel disinfection.

#### **22. LIVESTOCK HOUSING**

Where animals are tied in stalls particular care is required to ensure they are not able to get free. Where animals are housed in pens, care must be taken to ensure that bolts/locks are in good mechanical order and properly closed. When being handled for preparation etc., care must be taken with members of the public standing close by. The Exhibitor should be aware that visitors are often unfamiliar with the characteristics of animals and of the potential danger which they might be in or which they might create by their own actions. Wherever there is likelihood of public contact, washing facilities with clean water, soap, and drying facilities must be provided and in some cases food/buggy wheel disinfection.

#### **23. ANIMAL ESCAPE**

In the event of an escaped animal the priority will be the safety of the public and prevention of the animal getting onto the public highway. When an animal escapes those with responsibility for the animal and experienced Stewards

should be the only people involved in the recapture. All others with stewarding responsibility should minimise the risk to members of the public and others by keeping them out of the way of the escaped animal as far as is possible.

#### **24. VERMIN OR DANGEROUS ANIMALS**

If included in any exhibit these must be adequately fenced or caged to prevent escape and may only be displayed if written permission from The Stithians Agricultural Association Ltd is obtained IN ADVANCE.

#### **25. DISPLAYS**

Particular attention must be paid to the safety aspect of displays in the rings and elsewhere on the Showground. Special displays are subject to regulations formulated to meet the requirements of the particular display. Hirers should be aware of any contractual requirements bestowed on them by displays for entertainment purposes that they are employing for their event. These can include double barriers or ring sizes.

#### **26. DISPLAYS AND DEMONSTRATIONS OF SPORTING AND OTHER ACTIVITIES**

Each event must have a responsible and competent person to act as Safety Advisor and ensure that safety precautions are being observed at all times. Examples of particular requirements are fly-fishing where the area behind the person casting is dangerous because of the backlash of the lines. A risk assessment must be available for inspection for every display. Where varied demonstrations are being included under a combined heading i.e. "Crafts"; particular care must be taken to ensure the correct use of tools and equipment within that particular area.

#### **27. NO SMOKING AREAS**

Smoking is not permitted in close proximity to straw (whether bales or loose), wood shavings or any other combustible materials, liquids or gases or in any building or marquee.

#### **28. STRAW BALES**

Straw bales must not be used inside marquees for demonstration purposes unless they have been treated with a proprietary brand of fire retardant - in which case - a notice to this effect must be clearly displayed. Straw bales used in outside displays must not be adjacent to marquees, buildings or equipment which would constitute a fire hazard. Generally speaking the use of straw bales within exhibits must be avoided. Where straw is being used as litter for livestock water must be available for firefighting purposes.

#### **29. TOXIC OR NOXIOUS FUMES**

No person may carry out any act which will cause toxic or noxious fumes.

#### **30. FAIRGROUND RIDES AND SIDE SHOWS**

All fairground rides and side-shows must be in possession of a current Certificate of Safety ("ADIPS") issued by an approved Engineer for the Showmen's Guild and appropriate to the ride in question. Certificates must be inspected by the Hirer, or his/her representative before the ride is permitted to operate on the Showground. All fairground ride operators are also required to produce, for inspection, evidence of a full self-insurance against accidents. The fairground ride or side-show installation arrangements must also be checked for safety, and efforts made to ensure adequate control against admission of unaccompanied young children.

Inflatable rides must have available either a PIPA inspection certificate or an ADIP along with adequate insurance. A risk assessment relevant to each ride/side-show must be completed and be available for inspection if requested by the Stithians Agricultural Association Ltd's Safety Advisor. The Hirer or the appointed Event Safety Advisor will periodically check that fairground rides and side-shows are being operated appropriately, particularly bearing in mind the safety of young children.

Further information is available from Health and safety guidance for fairgrounds ([hse.gov.uk](http://hse.gov.uk))

#### **31. WATER TANKS, SWIMMING AND SPA POOLS**

Nets of a satisfactory strength to prevent falling in must be securely in place at all times, other than when a demonstration is taking place, or when supervision is constant. Spa pools must have suitable chlorine levels and must be supervised at all times. If left on site these pools must be emptied or securely covered.

#### **32. AERIAL DISPLAYS, BALLOONS, DRONES AND FIREWORKS**

KITE FLYING, LIGHTER THAN AIR BALLOONS, LANTERNS, FIREWORKS and DRONES are not permitted at any time other than special demonstrations in the display rings and only then with the written approval of the Stithians Agricultural Association Ltd. Chinese Lanterns must not be flown from the Showground.

#### **33. TRAFFIC**

The responsibility for vehicular traffic on the Showground lies with the Hirer assisted, as and when necessary, by their appointed person(s). Commercial vehicles reversing must be assisted by a banksman to warn persons of the operation, or be fitted with an Automatic Reversing Audible System.

On Stithians Show day between 09:00 and 18:00 all Showground roadways must be kept clear of any obstruction to allow unimpeded access by emergency vehicles. N.B. Trade and Craft Stand Exhibitors are required to remain open until 18:00 and MUST NOT attempt to leave the Showground before that time. Those found to be packing up early and attempting to leave the Showground may find that their application is refused for future shows.

Livestock exhibitors: may leave the Showground prior to 18:00, subject to the approval of a Showyard Director and notification to the Section Secretary (where movement is to enable compliance with Animal Welfare Regulations). The Livestock dispersal will be strictly controlled.

All vehicles:

MUST adhere to the site speed limit of 10 mph.

MUST be immobilised when not in use.

MUST only be driven by holders of appropriate licences.

MUST be driven with extreme caution especially in pedestrian areas.

MUST comply with relevant Safety and Road Traffic Regulations, if applicable.

Riders of motor cycles or quad bikes MUST wear an appropriate and approved helmet.

Any ropes or chains used to tow vehicles or equipment MUST be inspected by a competent approved person and a certificate of such testing must be available.

ALL towing hooks or hitches must be of an approved type and be in good condition.

The number of persons riding on any vehicle MUST NOT exceed the number of seats on each particular vehicle. Please note that children under the age of 13 may not ride or drive any self-propelled agricultural vehicle.

#### **34. ACCIDENT/INCIDENT PROCEDURE**

All incidents involving injury or potential injury to persons or property occurring during the course of the event period, including the build-up and break-down, must be reported immediately to the Stithians Agricultural Association Ltd's Health and Safety Advisor. Where such incidents are notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), full details must be supplied (i.e. date, time, location, nature of incident), together with the name(s) and address(s) of all those involved, including witnesses and First Aiders. Photographic, plans or video evidence must also be provided where available.

#### **35. ELECTRICITY**

All installations must be wired to the standard laid down in the latest edition of the I.E.E. Wiring Regulations and tested to such. There are various British Standards and Health and Safety legislation and guidance applicable to events with the key documents being The Electricity at Work Regulations, BS7671 (also known as the Wiring Regulations) and BS7909 Code of Practice for Temporary Electrical Systems for Entertainment and Related Purposes. Any cabling should be routed to minimise tripping hazards, potential mechanical damage and in a position that facilitates safe installation and removal. A competent electrical engineer must be used for all electrical installations. Contact the Stithians Show Office for details of the Association's approved electrical contractor.

All portable electrical equipment brought onto site should be in a safe and serviceable condition and evidence should be available via certification and labelling that the electrical equipment is maintained correctly within a valid time period. Portable Appliance Test certificates may be requested by the Event Safety Advisor. The Hirer or Exhibitor will ensure all portable appliances carry a current P.A.T. Test Certificate, such Certificate(s) to be available for inspection at all times. The Stithians Agricultural Association Ltd Official Electrical Contractors may retest all installations before use and a separate charge may be made for any necessary retest, and may refuse to allow usage if the installation has not been correctly carried out. The Hirer will be held responsible for all installations and fittings, any damage must be immediately reported to the Stithians Agricultural Association Ltd, any damage and losses will be chargeable to the Hirer after the Show. The Hirer must notify the Stithians Agricultural Association Ltd Official Electrical Contractor of any disconnection times. Live connections must not be left on the Showground.

Diesel and LPG generators - the use of diesel (up to 2kva) and LPG generators is permitted provided modern, quiet equipment is used. Stand-alone petrol generators are not permitted. Petrol generators that are professionally built in as part of an operating unit may be used. The Association reserves the right to request any generator that is unsafe or causing a nuisance from fumes be switched off and removed.

#### **36. WATER**

The Showground is serviced by a mains water supply. Installation of any temporary supply from the mains must be carried out by a competent WRAS plumber in accordance with The Water Supply (Water Fittings) Regulations 1999.

#### **37. HOUSEKEEPING**

The Hirer or Exhibitor will ensure that all areas are kept clean and tidy to minimise the risk of slips, trips and falls; paying particular attention to all public access and egress routes and fire evacuation routes.

#### **38. WASTE DISPOSAL**

The Hirer will ensure that adequate resources are provided for the collection, storage and disposal of any waste generated.

All Exhibitors must remove all waste from site or dispose of in the waste receptacles provided.

Contractors employed to carry waste must be registered waste carriers, and disposal of waste must be to a site registered with the Environment Agency.

#### **39. ROADWAYS AND SURFACED AREAS**

The Hirer/Exhibitor will not allow tent pegs or other such damaging activities to be driven through hard surfaces without

the prior consent of the Stithians Agricultural Association Ltd.

#### **40. COUNTER TERRORISM**

All events must have a plan in place to reduce the risk of counter terrorism – the level of controls should be proportionate to the event being held. Consideration should be given as to what action to take in the event of a bomb call, a suspicious package, a weapons attack, an unauthorised vehicle etc. Free Counter Terrorism Training is available through the Government website ACT Awareness eLearning - GOV.UK ([www.gov.uk](http://www.gov.uk))

#### **41. MAJOR INCIDENT PLANNING (SITE EVACUATION)**

All Hirers MUST produce an Emergency Evacuation Plan in accordance with the Management of Health and Safety at Work Regulations 1999.

#### **42 SITE EVACUATION**

In the event of a major incident where it is necessary to evacuate the site or part of the site, please follow all signs and instructions from the organisers and Emergency Services. ALL people will be requested to evacuate the site, until it is deemed safe to return. The Association accepts no responsibility for any property or livestock or any person or persons who fail to comply with the request to evacuate the Showground.

Signed: Ken R. Downing

March, 2022

(Chairman)

## STITHIANS SHOW - RISK ASSESSMENT – OVERALL SHOWGROUND - 2022

<b>Showground :</b>	Stithians Showground, Tubbon Hill, Stithians, Truro, Cornwall, TR3 7DP		
<b>Date of assessment :</b>	18/03/2022	Review date:	Annually
		<b>Date of Show:</b>	11 <sup>th</sup> July 2022
<b>TASK / ACTIVITY / PROGRESS / WORKPLACE / EQUIPMENT:</b>			
To ensure the safety of exhibitors, contractors, members of the public, stewards, volunteers and employees (including children, disabled and elderly).			
<b>General statement:</b> Stewards are provided with an information manual and a steward’s briefing meeting takes place prior to the event including attention to sources of fire fighting equipment and usage.			
A full Event Safety Plan is in place should a major incident occur.			
Any incident is reviewed and action taken with appropriate information and instruction shared with relevant people.			
Assessment to be kept under annual review and revised where necessary.			
The Show takes place on a purpose-built Showground, with a number of hard standing roads. There are facilities including mains running water, toilets and electrical installations. There is a fire hydrant on site (see separate fire risk assessment).			
<b>People / Persons at risk:</b>			
<b>General</b>		<b>Specific – Vulnerability</b>	
<b>1. Show staff/ Stewards/Temporary staff/Volunteers</b>	<b>X</b>	<b>2. Contractors</b>	<b>X</b>
<b>5. Trade Stands</b>	<b>X</b>	<b>3. Public (including children, new and expectant mothers and disabled visitors)</b>	<b>X</b>
		<b>4. Performers</b>	<b>X</b>

<b>Hazards:</b>												
<b>Work place</b>			<b>Work Equipment</b>			<b>Occupational Health</b>			<b>Specific Activities / Situations</b>			
<b>Structure</b>	<b>X</b>	<b>Access / Egress</b>	<b>X</b>	<b>Vehicle movements</b>	<b>X</b>	<b>Mechanical</b>	<b>X</b>	<b>Manual Handling</b>	<b>X</b>	<b>Biological Agents</b>	<b>X</b>	<b>Working Alone</b>
<b>Animals</b>	<b>X</b>	<b>Housekeeping</b>	<b>X</b>	<b>Electrical</b>	<b>X</b>	<b>Lifting</b>	<b>X</b>	<b>Noise</b>		<b>Violence &amp; Aggression</b>	<b>X</b>	<b>Working at Height</b>
<b>Fire</b>	<b>X</b>	<b>Gas</b>	<b>X</b>									

## STITHIANS SHOW - RISK ASSESSMENT – OVERALL SHOWGROUND - 2022

<b>Build up and Breakdown of Event</b>			
<b>Hazard</b>	<b>People at risk</b>	<b>Existing Control Measures</b>	<b>Initial Risk H / M / L</b>
<b>Describe all hazards identified and their effects for each task</b>		<b>Describe fully all controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both</b>	<b>Classify risk rating for each hazard</b>
Traffic movements during set up/breakdown of Show - potential injury from vehicle movement <ul style="list-style-type: none"> <li>• Collision between vehicles</li> <li>• Pedestrian/vehicle collision</li> <li>• Vehicle overturning</li> </ul>	1,2,5,6	<ul style="list-style-type: none"> <li>• Show ground speed limits are in place (10mph during set up/break down)</li> <li>• Competent Stewards to manage traffic on site and remind drivers to keep to speed limit</li> <li>• High visibility waistcoats/jackets encouraged but not mandatory during set up and breakdown</li> <li>• All telehandler operators to hold competency certificates</li> <li>• Stewards to remind contractors/exhibitors about location of overhead power cables to avoid contact</li> <li>• Breakdown not to commence until most of the public have left the site. (The Show remains open until 18.00. No vehicular movement allowed on site until after this time except in exceptional circumstances)</li> </ul>	<b>M</b>
Manual Handling <ul style="list-style-type: none"> <li>• Musculoskeletal injuries</li> </ul>	1,2,5,6	<ul style="list-style-type: none"> <li>• Handling machinery used wherever possible by trained operators only. (Certificates of Competency available in Show Office)</li> <li>• Stewards advised not to lift heavy objects – use two man lifting techniques and/or split heavy loads where possible</li> <li>• Route checked prior to starting the lift</li> <li>• Individual contractors are responsible for their own staff</li> </ul>	<b>L</b>
Electrical Equipment <ul style="list-style-type: none"> <li>• Electric Shock</li> <li>• Burns</li> <li>• Fire</li> </ul>	1,2,5,6	<ul style="list-style-type: none"> <li>• All contractors/exhibitors are advised that their electrical equipment must be suitable for purpose and where applicable, PAT tested</li> <li>• The electrical supply for the Show is provided by hired generators. All electrical work is carried out by a competent contractor</li> </ul>	<b>M</b>
			<b>Y</b>
			<b>Y</b>
			<b>Y</b>

## STITHIANS SHOW - RISK ASSESSMENT – OVERALL SHOWGROUND - 2022

<p>Campsite</p> <ul style="list-style-type: none"> <li>• Fire</li> <li>• Ill health</li> <li>• Adverse weather</li> </ul>	<p>1,2,5,6</p>	<ul style="list-style-type: none"> <li>• A small number of people camp on site – this is restricted to dedicated areas</li> <li>• A fire extinguisher is provided in the camping areas</li> <li>• First aid is available during the Show and the local A &amp; E Department is at Treliske Hospital, Truro with Minor Injury units located at Redruth and Falmouth</li> <li>• No barbecues are permitted</li> <li>• Weather is monitored and action taken if weather likely to make camping unsafe</li> </ul>	<p style="text-align: center;"><b>M</b></p>	<p style="text-align: center;"><b>Y</b></p>
<p>Extreme weather conditions</p> <ul style="list-style-type: none"> <li>• Slips</li> <li>• Dehydration</li> <li>• Loss of marquee due to wind</li> </ul>	<p>1,2,5,6</p>	<ul style="list-style-type: none"> <li>• Designated Emergency Committee to make assessment of weather conditions in advance and take appropriate steps to minimise hazards i.e. if wet - amend routes or cancel event</li> <li>• Met Office weather forecast to be used to check weather conditions</li> <li>• If hot and dry, additional water provision to be sorted</li> <li>• Wood chip to be used during wet weather for areas where there are no roads</li> <li>• Changes to parking arrangements made if parts of the Showground are wet and not accessible to vehicles</li> <li>• Marquee contractor in contact with the Show and will be used for advice with regards to marquee safety if required</li> </ul>	<p style="text-align: center;"><b>M</b></p>	<p style="text-align: center;"><b>Y</b></p>
<p>Lighting</p> <ul style="list-style-type: none"> <li>• Unsafe working conditions</li> </ul>	<p>1,2,5,6</p>	<ul style="list-style-type: none"> <li>• Most work is carried out during daylight – if this is not possible then express permission of the Show Secretary/Showyard Directors is required</li> </ul>	<p style="text-align: center;"><b>L</b></p>	<p style="text-align: center;"><b>Y</b></p>
<p>Contractors</p> <ul style="list-style-type: none"> <li>• Lack of competent contractors resulting in accidents</li> </ul>	<p>1,2,5,6</p>	<ul style="list-style-type: none"> <li>• Contractors are required to provide copies of risk assessments, method statements and other relevant documentation</li> <li>• Pre-Construction Phase Plan completed by the Association and given to contractors</li> <li>• Site rules in place and communicated</li> <li>• All marquee build contractors are competent and MUTA members</li> </ul>	<p style="text-align: center;"><b>M</b></p>	<p style="text-align: center;"><b>Y</b></p>

## STITHIANS SHOW - RISK ASSESSMENT – OVERALL SHOWGROUND - 2022

Accidents	1,2,5,6	<ul style="list-style-type: none"> <li>• First aid box available in the Show Office</li> <li>• Contractors responsible for their own first aid provision</li> <li>• Site rules give information on nearest emergency services if no first aid available</li> <li>• Mobile phones on site</li> </ul>	M	Y
Fire	1,2,5,6	<ul style="list-style-type: none"> <li>• Extinguishers on site as site builds</li> <li>• Contractors are advised that they should have their own extinguishers on site</li> <li>• Bins for the disposal of combustible items</li> <li>• All structures are no smoking areas</li> </ul>	L	Y
Slips, trips and falls	1,2,5,6	<ul style="list-style-type: none"> <li>• Suitable footwear to be worn when working on site</li> <li>• Good housekeeping maintained on site to prevent slips and trips</li> <li>• Clear working areas when undertaking work</li> </ul>	M	Y
Working at height	1,2,5,6	<ul style="list-style-type: none"> <li>• All working at height must be planned and risk assessed</li> <li>• Suitable equipment must be provided for working at height</li> <li>• Only trained operatives to work at height</li> <li>• Any equipment used for working at height must be in good condition and suitably maintained</li> <li>• Contractors are responsible for assessing at height work carried out by their workers and ensuring safe systems of work are in place</li> <li>• Where required, stepladders should be footed by second person</li> </ul>	M	Y
Unauthorised persons	3	<ul style="list-style-type: none"> <li>• Security is in place during the Show build and until the day after the Show, otherwise Show volunteers are on site</li> </ul>	L	Y
Welfare and medical facilities	1,2,5,6	<ul style="list-style-type: none"> <li>• Toilet facilities are available from the commencement of set up</li> <li>• Details of nearest emergency services found within the site rules</li> <li>• Contractors are responsible for their own first aid provision</li> <li>• First aid kit available on site during set up</li> </ul>	L	Y
Erection and breakdown of	1,2,5,6	<ul style="list-style-type: none"> <li>• All structures are erected and dismantled by competent, MUTA</li> </ul>	L	Y

## STITHIANS SHOW - RISK ASSESSMENT – OVERALL SHOWGROUND - 2022

<p>marquees/staging</p> <ul style="list-style-type: none"> <li>• Vehicle movements</li> <li>• Falling equipment – item in contact with structure or person</li> <li>• Collapse of structure</li> </ul>		<p>registered contractors or by structure owners. All contractors approved by Stithians Agricultural Association Ltd</p> <ul style="list-style-type: none"> <li>• Marquees are signed off once erected</li> <li>• Staging is erected by a competent contractor</li> <li>• A Pre-Construction Phase Plan has been produced and is available for all Show contractors involved in the building and dismantling of marquees</li> <li>• The operation of safe working procedures is the responsibility of the contractor on site however, the Show Secretary or other designated Show Official may intervene to stop unsafe practices. Any contractor working in an unsafe manner may be asked to leave the site</li> <li>• Areas should be cleared of non-essential staff during erection and dismantling of marquees. The public will be kept out of the area (spotters used if necessary)</li> <li>• Stewards will control vehicle movements during set up as far as is reasonably practicable</li> </ul>		
<p>Arrival and penning of animals</p> <ul style="list-style-type: none"> <li>• Animal escape</li> </ul>	<p>1,6</p>	<ul style="list-style-type: none"> <li>• Also see livestock risk assessment</li> <li>• Arrival of animals is stewarded and area is isolated to contain any escapees</li> <li>• Animals are allocated to areas prior to arrival</li> <li>• Experienced Stewards used who know how to deal with loose animals</li> <li>• Public cleared from livestock area during dispersal</li> </ul>	<p>M</p>	<p>Y</p>
<p>Young Persons (throughout the Show)</p> <ul style="list-style-type: none"> <li>• Lack of supervision</li> <li>• Lack of maturity</li> <li>• Lack of physical and mental capability</li> </ul>	<p>1</p>	<ul style="list-style-type: none"> <li>• All young persons involved with volunteering during set up or during the Show will be supervised by their group leader or by a competent Steward</li> <li>• Young persons will not be asked to do any activity beyond their physical or mental capability</li> </ul>	<p>L</p>	<p>Y</p>

## STITHIANS SHOW - RISK ASSESSMENT – OVERALL SHOWGROUND - 2022

### Show day

Hazard		Existing Control Measures		Initial Risk H / M / L	Adequately Controlled?
Describe all hazards identified and their effects for each task	People at risk	Describe fully all controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both		Classify risk rating for each hazard	Yes / No
<p>Traffic movements on Show ground</p> <ul style="list-style-type: none"> <li>Potential injury from vehicle movement</li> </ul>	All	<ul style="list-style-type: none"> <li>Show ground speed limit of 10 mph in place</li> <li>Exhibitor/trade vehicles <b>with appropriate vehicle passes only</b> allowed on the Show ground up until 09.00</li> <li>Vehicle movements on Show ground restricted to suitably experienced Stewards only, except for:                             <ul style="list-style-type: none"> <li>Emergency vehicles i.e. ambulance / vet</li> </ul> </li> <li>Vehicles involved with a Main Ring Performance – movement for this is controlled by appropriate Stewarding</li> <li>Other agreed exceptional movement if escorted</li> </ul>		M	Y
<p>Traffic movements on roads and parking areas</p> <ul style="list-style-type: none"> <li>Potential injury from vehicle movement</li> <li>Vehicle/person or vehicle/object collision</li> </ul>	All	<ul style="list-style-type: none"> <li>See separate risk assessment with completed Traffic Management Plan</li> <li>Dedicated horse parking area, stewarded. Only vehicles with appropriate passes issued in advance allowed</li> <li>Public parking fully stewarded and managed</li> <li>Dedicated parking for disabled users</li> <li>Road closure ensures pedestrians crossing the road are kept safe</li> <li>Suitably qualified Stewards manage breaks in traffic flow where necessary</li> <li>CSAS accredited staff used for traffic control and road management</li> </ul>		M	Y
<p>Animal Security</p> <ul style="list-style-type: none"> <li>Disease</li> <li>Loose animal – trampling</li> <li>Bites</li> </ul>	All	<ul style="list-style-type: none"> <li>Veterinary officials on site</li> <li>Designated animal area for livestock with appropriate containment by use of pens, tethering, fencing, barriers and Stewards</li> <li>Biosecurity provision in place</li> <li>All handlers are competent</li> </ul>		L	Y

## STITHIANS SHOW - RISK ASSESSMENT – OVERALL SHOWGROUND - 2022

			<ul style="list-style-type: none"> <li>• Mobile phones not to be used when handling animals</li> <li>• Restriction on access to some animal areas during judging</li> <li>• Briefing given to Stewards</li> <li>• Grand Parade is led by Stewards and crossing barriers used to hold public back. Area cleared of public before the Grand Parade</li> <li>• Hand washing facilities available in livestock area</li> </ul>		
Fire	All		<ul style="list-style-type: none"> <li>• See separate fire risk assessment</li> <li>• Additional designated Fire Points</li> <li>• Fire extinguishers are located within marquee areas</li> <li>• Traders using heat/naked flames required to bring their own fire extinguishers for their areas and complete appropriate risk assessments</li> <li>• All combustible materials to be removed and disposed of safely</li> <li>• No petrol generators permitted</li> </ul>	M	Y
Catering <ul style="list-style-type: none"> <li>• Food poisoning</li> <li>• Fire</li> </ul>	All		<ul style="list-style-type: none"> <li>• Caterers are responsible for providing their own washing arrangements</li> <li>• Water available for caterers via standpipe</li> <li>• Use of Safe Food Better Business or equivalent by caterers and exhibitors</li> <li>• Reputable catering companies used</li> <li>• Terms and conditions made available to all caterers</li> </ul>	L	Y
Generators / gas / electrical supply <ul style="list-style-type: none"> <li>• Fumes</li> <li>• Gas leak</li> <li>• Fire</li> </ul>	All		<ul style="list-style-type: none"> <li>• All equipment used to be appropriately certified and maintained</li> <li>• No petrol generators permitted</li> <li>• LPG equipment must be Gas Safe inspected and hold current certificate</li> <li>• Only qualified electrical engineers to carry out electrical work</li> <li>• All portable equipment will be maintained in good condition and will be suitable for the environment in which it is being used</li> </ul>	L	Y
Guy ropes / tent and marquee pegs <ul style="list-style-type: none"> <li>• Trips</li> </ul>	3,5,6		<ul style="list-style-type: none"> <li>• Where safe, any obstruction to be removed</li> <li>• Marquees erected by suitably qualified contractors, responsible for their own risk assessments</li> </ul>	L	Y

## STITHIANS SHOW - RISK ASSESSMENT – OVERALL SHOWGROUND - 2022

Major Incident	All	<ul style="list-style-type: none"> <li>• Trade exhibitors using their own tents/marquees required to provide own risk assessments, ensuring that they are suitably 'tied down'</li> <li>• Emergency Incident Response team appointed</li> <li>• Evacuation procedure identified (full and part Show ground)</li> <li>• Radios issued to officials</li> <li>• Procedures identified in Steward's Manual</li> <li>• Event Safety Plan in place</li> <li>• Dynamic risk assessment with regards to incident and type in some cases</li> </ul>	M	Y
Accidents	All	<ul style="list-style-type: none"> <li>• First Aid cover on site all day</li> <li>• Paramedic, as part of First Aid team, on site all day</li> <li>• Health &amp; Safety Advisor on site all day to liaise with Stewards/officials re potential hazards as they arise</li> <li>• Accident reporting process identified in Information Manual</li> <li>• Accident report sheet in Show Office</li> <li>• Post-show medical report to identify common treatment types and number</li> <li>• Medical helicopter requirement – patient to be transported by medical services to Green Gate. All other emergencies transport is via Red Gate</li> </ul>	M	Y
Crime/Terrorism	All	<ul style="list-style-type: none"> <li>• Emergency Response team in place</li> <li>• Police liaison</li> <li>• Show ground security in place throughout the event. From Monday prior to the show until Tuesday lunchtime after the Show</li> <li>• Random bag searches are carried out by the Security Team</li> <li>• Gate Security on public gates on Show day</li> <li>• Cash - secure vans provided by gate contractor. Those handling cash (e.g. entry gates, prize money, catalogue vendors etc.) to be reminded that they must not put themselves at risk if there is a cash snatch</li> <li>• Right to peaceful protest recognised</li> </ul>	L	Y

## STITHIANS SHOW - RISK ASSESSMENT – OVERALL SHOWGROUND - 2022

			<ul style="list-style-type: none"> <li>All Stewards aware to report anything suspicious or that causes them concern</li> </ul>		
Alcohol	All		<ul style="list-style-type: none"> <li>Challenge 25 used by all public bars</li> <li>Exhibitors providing hospitality are reminded of their safeguarding responsibility for under age visitors</li> <li>Glass bottles must not leave hospitality stands</li> <li>Public bars and those selling alcohol must meet licensing requirements</li> </ul>		
Slips, trips and falls <ul style="list-style-type: none"> <li>Personal injury</li> </ul>	All		<ul style="list-style-type: none"> <li>Signage and warning tape used where problems identified</li> <li>Wood chip, trackway or miscanthus grass/straw used during wet conditions</li> <li>Exhibitors and traders to remain within their allotted boundary</li> <li>Pipes/electric cables buried or covered</li> <li>Any significant holes filled</li> <li>Marquee pins made safe, isolated or provided with taping if they are likely to present a trip hazard</li> </ul>	M	Y
Fairground/other rides <ul style="list-style-type: none"> <li>Personal injury in fairground arising from ride or incident in the fairground area</li> <li>Failure of structure</li> <li>Failure to control operation of rides</li> </ul>	All		<ul style="list-style-type: none"> <li>The Show checks all ADIP and PIPA inspections and insurance and ensures these are in place and in date</li> <li>The Show contracts with reputable fairground providers</li> <li>The fairground/attraction ride operator is responsible for the structure, its integrity, its construction and its operation</li> <li>Fairground operators are responsible for the area they use and ensuring this is free from trip hazards</li> </ul>	M	Y
Trade Stands/Exhibitors <ul style="list-style-type: none"> <li>Personal injury</li> <li>Illegal sales</li> </ul>	All		<ul style="list-style-type: none"> <li>Static displays must remain in place until after the event closes</li> <li>Trade stands terms and conditions must be met</li> <li>Exhibitors terms and conditions must be met</li> <li>Trade stands must not sell or trade in certain specified items or must ensure that age checks are in place (see terms and conditions)</li> <li>Trade stands and exhibitors are responsible for ensuring their areas do not present a risk of injury to visitors and others</li> </ul>	M	Y
Water <ul style="list-style-type: none"> <li>Contamination resulting in illness</li> </ul>	All		<ul style="list-style-type: none"> <li>Also see Event Safety Plan</li> </ul>	L	Y

## STITHIANS SHOW - RISK ASSESSMENT – OVERALL SHOWGROUND - 2022

<ul style="list-style-type: none"> <li>Loss of water</li> </ul>		<ul style="list-style-type: none"> <li>WRAS accredited plumber connects supply and ensures it is clean</li> <li>Non drinking water is clearly signed</li> <li>Compliance with Water Supply (Water Fittings) Regulations</li> <li>Limited supply of bottled water available</li> <li>Bowlers used for animal drinking water if additional water is required</li> </ul>	
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<b>Risk Assessment Circulation list (tick box)</b>			
Show Committee		Senior Stewards	Contractors
Other – Specify	x		x
Assessor			Signature:
Date Assessed:	17 <sup>th</sup> March 2022		Review Timescale
			Annually, post Show

