

Royal Agricultural Society of England Health & Safety Policy

Section A: General Statement of Policy

The Royal Agricultural Society of England ('the Society') is committed to the provision and maintenance of safe and healthy working conditions both at its own office premises and elsewhere for staff employed by the Society and for contractors, exhibitors and visitors and to ensuring compliance with all statutory requirements and codes of practice. In accordance with its duty under section 2(2) of The Health and Safety at Work Act 1974, the Society has produced the following statement of policy in respect of health and safety at premises controlled by third parties.

The Society has introduced procedures for working with, independent contractors and exhibitors to ensure that they are aware of their responsibility for the health, safety and welfare of all employees whose duties include working with any particular show organised by the Society at any external site.

The Society will liaise with contractors and exhibitors so far as is reasonably practicable, to ensure particular attention is paid to:

1. The provision and maintenance of plant and systems of work that are safe and healthy for all staff and contractors employed at a Show, supplied by the venue or professional companies.
2. Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, or per Rules and Regulations.
3. The provision of information, instruction, training and supervision to ensure the health and safety at work of employees and others.
4. Maintaining the venue in a safe condition.
5. The provision of a safe means of access to and exit from the venue.
6. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work.
7. The provision of safety equipment and clothing to provide protection from injury to those relevant personnel. (Wherever possible contractors are employed for specific tasks).
8. Arrangements for ensuring that visitors, and persons who are not employed by the Society or by an independent contractor or exhibitors, but who may be affected by the activities of any of them, are not exposed to risks to their health and safety.
9. Arrangement for consultation with employees and with contractors, exhibitors and other professional bodies periodically to ascertain what measures should be taken to increase awareness of health and safety and to ensure that all necessary measures are taken to make this policy effective.

Section B: Organisation and Responsibilities within

1. Executive

The Royal Agricultural Society of England Board of Trustees for the Royal Show has overall responsibility for safety in the Society, whether on or off-site and will monitor the Society's safety policies on a regular basis. Richard Wood has managerial responsibilities for health and safety issues and reports to the Board. Their responsibilities include keeping a watching brief on changing safety legislation and the investigation of accidents at the Society's Shows. The Board will also ensure that sufficient resources are available to provide any health and safety equipment, clothing, information and training for employees of the Society whose duties include working at the Society's Shows in order (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency. To assist Richard Wood is Drew Hoare, the society Health & Safety Manager.

2. Operations Managers

Operations Managers will be responsible for liaising on site with contractors and exhibitors regarding health and safety. Each Operations Manager will, with the assistance of an appointed Health & Safety Manager:

- a) ensure all Society staff, exhibitors and contractor's representatives know the whereabouts of the First Aid Centre and First Aid Boxes, and understand the Society's Fire and Emergency Procedures;
- b) ensure all Society staff, exhibitors and contractors are aware of this health and safety policy;
- c) be responsible for maintaining an on-site temporary accident book and for reporting any accidents to Drew Hoare for entry into the appropriate permanent accident books;
- d) investigate all accidents on site with the assistance of Society staff and of Drew Hoare with a view to prevention;
- e) ensure good housekeeping standards are applied;
- f) oversee the inspection and maintenance of Society equipment and facilities, including lighting, passageways, fire alarms, fire escapes, fire extinguishers and first aid boxes carry all necessary certification provided by the relevant body, with the assistance of the Health and Safety Officer;
- g) together with the Society Health and Safety Manager, independent contractors and exhibitors, inspect and ensure that equipment and facilities such as lighting, passageways, fire alarms, fire escapes, fire extinguishers and first aid boxes are maintained safely and monitor work practices on a regular basis throughout Build-up, open days and Breakdown.

3. Reporting Accidents

- a) In the event of an accident causing injury you must ensure that the injured person is being cared for and send immediately for the Health and Safety Officer and the Operations Manager and for assistance from the Society's First Aid Centre. DO NOT MOVE THE INJURED PERSON.
- b) Report the full details to the Health and Safety Manager and the Operations Manager who will ensure the incident is recorded in the accident book for the site and for the Society. The accident will be reported to the inspecting authority as and when necessary.
- c) Any "near miss" incident that occurs should also be reported to the Operations Manager who will be responsible for making a full report to Drew Hoare.
- d) All accidents will be investigated by Drew Hoare in conjunction with a representative of an independent contractor or exhibitor if appropriate. A report will be made to the Board and to any other interested parties who will ensure that appropriate action is taken to prevent recurrence.

HEALTH & SAFETY AT WORK ACT 1974 (HASAWA74)

The Royal Agricultural Society of England take their responsibilities as laid out in accordance with the Health & Safety at Work Act, etc, 1974 (HASAWA74) very seriously and it is vital that exhibitors and their contractors do the same. The Build-up, Show Open Period and Breakdown are covered by these and other mandatory requirements:

The Health and Safety at Work Act, etc, 1974 (HASAWA74)

The Regulatory Reform (Fire Safety) Order 2005

The Management of Health and Safety at Work Regulations 1999

The Manual Handling Operations Regulations 1992

The Personal Protective Equipment at Work Regulations 1992

The Workplace (Health, Safety and Welfare) Regulations 1992

The Working at Heights Regulations

The Provision and Use of Work Equipment Regulations 1998

The Control of Substances Hazardous to Health Regulations (COSHH) 2002

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

The Building Regulations 1991 (England and Scotland)

Environmental Protection Act 1990

Local Authority Regulations

As Organisers, it is Society policy to manage all events in accordance with the above and make the exhibition environment safe so far as is reasonably practicable. This section has been produced to provide exhibitors with clear, simple suggestions for understanding and implementing a suitable and sufficient safety management programme to comply with Health & Safety procedures. To this effect, we, the Society have appointed a Health & Safety Manager for the show and medical and security facilities are provided on site. An Organiser's 'Safety Bulletin' will be sent out prior to the show to all exhibitors and a Safety Notice will be distributed during Build-up which should be kept in a prominent place on your stand or distributed to all your staff.

Some of the key risks are outlined, but it is vital that each exhibitor:

- 1) Undertakes their own Risk Assessment for Build-up/Breakdown and the Show Open Period.
- 2) Obtains a suitable Method Statement from their principal contractors
THIS MUST BE SUBMITTED WITH YOUR OPEN GROUND SPACE STAND DESIGNS.
- 3) Completes and returns 'The Health & Safety Form' by the due date. The Organisers have satisfied themselves that the shows own appointed and recommended contractors/suppliers are competent in the tasks required of them. The Organisers have received and checked that their Risk Assessments and Method Statements are suitable and sufficient for the exhibition. Should an exhibitor wish to use the services of these appointed contractors, then the exhibitor at their discretion may not need to request these particular details.

The following are some of the principal areas which need to be considered and brought to the attention of your staff, contractors and others associated with your event. This is by no means a comprehensive list – but are pertinent matters to which you must give due thought and consideration, before and during your time on-site, i.e.

- i) The understanding of fire and emergency procedures of the premises and the location of the premises First Aid Centre.
- ii) The need to maintain gangways / roadways / walkways as indicated on the site plan / floor plan throughout the exhibition, including Build-up, Show Open Period and Breakdown situations.
- iii) The use of hard hats when working beneath or near overhead working or if this becomes impracticable, restricting access in such areas.
- iv) The need for operatives to wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.
- v) The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- vi) Ensuring that portable power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.
- vii) Ensuring that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it. The use of battery powered tools is to be encouraged.
- viii) That stacker trucks are not used by anyone other than fully trained personnel.
- ix) That chemicals and flammable liquids are, after use, removed from the Show Site by the user or, in exceptional circumstances, brought to the attention of the Society for safe and proper disposal. Such products must not be placed in general rubbish bins or skips.
- x) Any work area is maintained free from general waste materials which could present a hazard to operatives and others.
- xi) That proper scaffolding is used during the construction of any buildings and structures on the Show Site and within the Halls, safety features of the scaffolding are provided, as per laid down standards, and that any tower scaffold in use is properly stabilised and propped.
- xii) That all overhead rigging work is carried out by properly trained operatives and that such persons have available to them the use of approved and tested safety harnesses and equipment and that restrictions on portable equipment etc.,

which may be carried and/or used in such circumstances as over audience working is known to them and complied with.

- xiii) That all materials used for construction or display comply not less than British Class 1 standards of flammability.
- xiv) That all electrical work within the Show Site will be carried out by the Society's nominated contractor. Compliance with the Electricity at Work Regulations 1989 is mandatory.
- xv) A person must be appointed from your company who is responsible for all health and safety matters on the stand.
- xvi) All personnel should operate in a positive manner to ensure health & safety regulations are complied with.

The above list is by no means exhaustive and is intended as an aid toward ensuring that a safe workplace is maintained and that exhibitions and events, etc., are run smoothly and safely. Your assistance in ensuring that all personnel involved with the exhibition or event are aware of their responsibilities in respect of Health and Safety is essential with regard to safe operations and success.

Each exhibitor must undertake Risk Assessments prior to the exhibition for the Build-up/Breakdown and Show Open Period, identifying the hazards present on-site and ways in which you will then minimise and control those hazards. A sample risk assessment form is included for your convenience.

All exhibiting companies/participants are responsible for their staff, their contractors, sub-contractors and visitors on and around their stand from the first day of Build-up through to the last day of Breakdown.

All exhibitors/demonstrators must ensure that all individuals, companies, exhibits, special features and materials they bring to the show comply with the Health & Safety at Work Act, etc, 1974 to ensure that due thought and consideration is given to their own and others health, safety and welfare throughout the event, and that their actions – or inactions – do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.

Exhibitors/demonstrators can best manage Health and Safety on-site by appointing a representative from their company to oversee every element of their exhibition stand construction and dismantle during the Build-up and Breakdown – a 'Planning Supervisor' (or Foreman) with specific responsibility for managing Health & Safety – including the provision of proper information and instruction, training, guarding and supervision of all parties concerned throughout the show. The planning supervisor will be responsible for undertaking a Risk Assessment and Method Statements from your contractors before Build-up. Please note that if the Planning Supervisor will only be present during Build-up and Breakdown, then a senior person must be appointed to control Health and Safety matters during the Show Open Period.

Exhibitors/demonstrators checklist for Health & Safety:

- Appoint a Planning Supervisor for Build-up, Open and Breakdown;
- Photocopy the Emergency Regulations contained within this manual and ensure that all your staff and contractors are given a copy;
- Sign and return a copy of the Health & Safety Form in the 'FORMS' section of the manual by return. **Please note that tickets and passes will not be sent out beforehand;**
- At the tender stage, ask to see your principal contractors Risk Assessment specifically designed for the unique exhibition environment. Ask for his staff training record, accident statistics, take up references, ask to see proof of previous work standards, ask for proof of public liability insurance – in short, satisfy yourself that your contractors are reliable and competent;
- Produce a Risk Assessment for your activities on-site and submit these to the Organisers along with your stand designs;
- Provide suitable training, instruction and information to your staff and contractors regarding the on-site risks in order for them to understand and fulfil their responsibilities. It is strongly suggested that Health & Safety matters are covered in a pre-show meeting/training session;
- Plan your time during Build-up and Breakdown;
- Schedule a Late Working rota if deemed necessary.

Drew Hoare – Health & Safety Manager
Royal Agricultural Society of England
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