



**Health and Safety**

**Policy 2024**

## **1. Introduction**

This document explains the way in which the Waingroves Show Committee manages health and safety and general governance for the show weekend to be held 13<sup>th</sup> – 15<sup>th</sup> September 2024 in line with The Health and Safety Executive (HSE) Guidance. (Risks assessments and safety information contained may also be used to cover events where similar tasks, are being undertaken by the show committee and volunteers).

This document has been approved and adopted by the Show Committee and a copy has been made available to all committee members, volunteer groups and exhibitors via the show's website.

The health and safety of all volunteers, exhibitors and visitors is of paramount importance to the Committee. Health and safety remains the responsibility of all attendees and the Committee reserve the right to refuse entry or ask to leave the events any person who contravenes the personal safety of themselves or others.

The Committee's have assessed risks associated with the show and given these a rating score using the risk matrix at appendix 1. These risks have then been entered onto the risk register see **Appendix 1**.

It remains the responsibility of the committee members nominated to ensure the appropriate control measures are applied as to mitigate the risks from turning into actual events and therefore causing harm to persons or property.

Anyone with a health or safety concern relating to any show event should bring this matter to the attention of a committee member as soon as is possible.

## **2. Contractors, Ride Operators and Caterers**

The Show Committee expect all to abide by the information contained within this document and the Stall Regulations document issued to all stall holders and traders at time of application see **Appendix 2**. All outside organisations are responsible for undertaking of their own risk assessments and risk management, in line with HSE Guidance. If requested to do so you will be expected to provide details of safety checks and risk assessments to the Show Committee to fulfil the duty of care we have to all show visitors. Failure to do this may result in you being asked to leave the event.

## **3. Medical and First Aid**

The show event will be attended by a number of fully qualified first aid personnel, who can be called upon during the show. Details of how to access this service will be well advertised during the event. Marshals will also be on duty with communication devices to call assistance should a medical incident occur.

#### **4. Accidents, Injury or Damage to Property**

All accidents, injuries or damage must be reported to the Show Committee as soon as is practicably possible. An incident report see **Appendix 3** will then be completed and if necessary an entry into the accident book.

#### **5. Fire Safety**

In the unlikely event of a fire during any of the show events, follow the fire safety instructions as posted at the venue in line with the fire safety procedures.

#### **6. Safety Information**

All show volunteers will receive safety information leaflet see **Appendix 4** from the Committees Nominated Safety Officer prior to the commencement of duties.

Briefings will also take place for specific tasks and additional safety information will be posted in some work areas (food safety etc).

All volunteers including Committee members are invited to provide emergency contact and medical information as described in the Show Privacy Policy.

#### **7. Security**

All equipment and personal property is brought to the events at the owners own risk, the Show Committee accepts no liability for the loss or damage to personal property or vehicles parked in the car park.

Committee Members and Marshals will be in attendance at the events and they will be vigilant with regard to making the event as secure as possible.

The Show Committee do have public liability insurance in place in line with statutory law.

We would ask all event attendees to be vigilant and report any suspicious behaviour to a Committee Member/Marshal. Local Police officers will also be in attendance at the main events should they be required.

## **8. Adverse Weather**

In the interest of safety the show officials will meet on the morning of the show to assess the risk of any adverse weather conditions on the day, if this be high winds, heavy rain or extreme heat or any other factors which could pose a risk to show volunteers or attendees. Met office weather warnings and local weather conditions will be used to make informed decisions on what measures will be taken to reduce the risks and the committee reserves the right to cancel the event, or any part of the event, at short notice if required to do so.

## **9. Animals**

Attendance of and/or entry of any animals to the show will be purely up to the owners and their discretion and they are to take full responsibility for the animals welfare and wellbeing at all times.

## **10. Noise, Behaviours & DDA**

Whilst all events are arranged for people to have fun the Committee do expect that all attendees respect others, especially in relation to excessive noise or inappropriate behaviour.

As these are mainly family events lewd/rude behaviour or excessive swearing will not be tolerated and perpetrators may be asked to leave and/or banned from future Committee organised events.

The Show Committee will not tolerate discrimination in any form at any of the events it holds. Every effort will be made to make the events accessible to all in line with the Disability Discrimination Act (DDA). Any persons requiring special assistance should contact a Committee Member and every effort will be made to accommodate the request if within reason. Unfortunately this does not extend to travel to and from events.

## **11. General Rules and notes**

- See stall regulations at **Appendix 2**
- No cycle riding or scooters (except mobility aids) allowed on the show ground during the event.
- No vehicle access is permitted between 13:00 to 16.00 on the show ground other than emergency service vehicles if required.
- Volunteers under the age of 18 must be accompanied and supervised by an appropriate parent or guardian. Volunteers under the age of 16 are excluded from specific task as identified within the risk assessments.
- Committee Members and Volunteer must adhere to the policy and procedures as stated in the Shows Privacy Policy and Safeguarding Guidelines.
- Note: Emergency contact details are taken for competitors in the “fun run” event and “water wobble” event, in line with the Show Privacy Policy