

Stithians Agricultural Association



CODE OF PRACTICE FOR SAFETY & ACCIDENT PREVENTION

Stithians Showground, Stithians, Cornwall, TR3 7HL

(if posting to the Association please use TR3 7BB)

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The requirements of this Code of Practice apply to all persons on the Showground AND Organisers of events on the Showground/hirers of the Showground.

Definitions; *(related to this document)*

Hirer;

Any individual, company or organisation who hires part or whole of the Stithians Show Ground for their own event.

(Note; the Stithians Agricultural Association recommends that any such organisation ensures their exhibitors comply with this Code of practice as a minimum)

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.

On exhibits/stands controlled by a Section Secretary (e.g.. competitive exhibitors such as rabbits, 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 assessment 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 on the Stithians Show Ground, this can include, but is not restricted to, marquees, tents, displays, demonstrations, etc. It also encompasses all contractors employed at any time of the year by the Stithians Agricultural Association and for whatever purpose.

Legal Compliance:

The Stithians Agricultural Association relies on the “Hirer”, “Exhibitor” and “Contractor” to comply with all their legislative requirements relevant to their activities on the Stithians Show Ground. This includes, but is not restricted to the **Health and Safety at Work Act 1974** and all associated Regulations, paying particular attention to Regulations 3 (risk assessment) and where required Regulation 7 (competent health and safety assistance) of the Management of Health and Safety at Work Regulations 1999.

Note: Risk Assessments MUST be available for inspection at the Show Ground. (See appendix 1 for example risk assessments)

Disclaimer; This Code of Practice for safety and Accident prevention is to be used as guidance only, compliance with legislative requirements override any guidance written in this document.

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.**

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’s 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's 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 Code of Practice, asking that their staff be instructed to comply 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 Code of Practice.

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, 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. The Consumer Protection Act 1998 makes the retailer of a defective product strictly liable to any persons injured by it. It is essential that any exhibitor supplying goods or services should maintain this insurance under an annual policy.

Copies MUST be available at the Show Ground for inspection if requested.

This Code of Practice 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. It is the responsibility of the "Hirer" or "Exhibitor" to ensure that the precautions taken are suitable and sufficient and that they comply with particular regulations and safety standards.

1. GENERAL NOTES

It must be realised that a large number of visitors attending an event on the Showground will not normally be familiar with machinery, equipment or animals with which they are likely to come into contact. When considering safety precautions to be observed, 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 continuous safety precautions exist and are maintained.

2. PARTICULAR CONSIDERATIONS FOR OUTDOOR EVENTS AND INVOLVING 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 equipment at head height can cause injury. If they are unavoidable they must always be clearly marked with streamers or in some other way.

3. CHILDREN AND SAFETY

Attention is drawn to the safety requirements for children, which are often different from those for adults. For example, guards need to be lower, safety fencing needs to go down to ground level to prevent small children getting underneath. Finger traps must be avoided. Hot pans must be protected.

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.

4. 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 to the Provision and Use of Work Equipment Regulations 1998 (PUWER) and 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 such equipment as lorry bodies, which involve a large area, must be fenced around.

Advice may be obtained from Stithians Showground Safety Advisor. In any event the equipment may not be used in demonstration or in motion until the Safety Advisor has inspected the equipment and given his/her approval of the safety precautions being taken. No alterations to equipment may be made after the Safety Advisor's inspection.

5. 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.

6. MARQUEES/PAVILIONS AND EXHIBITS

Marquees/Pavilions and temporary structures including pegs, stakes, guy ropes etc. must be erected by competent personnel and must be sited as instructed by a representative of the Stithians Agricultural Association. This can include; within your stand/pitch area, in the area as indicated by a drawing, or from verbal instruction.

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 light fittings if used during the hours of darkness, or the appropriate exit sign if used during daylight hours.

7. FENCING

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.

8. 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 to the PUWER standards.
- (vi) The public must be kept at a safe distance from the working machinery.

9. Hydraulics must be immobilised (see also section on hydraulics).

10. 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.

11. 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 themselves 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 prior to the event. Special fencing will be required and evidence of the competence of the demonstrator will be necessary. All demonstrators must hold a current relevant Certificate of Competency and Public Liability Insurance.

12. 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.

13. 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.***

14. 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 classed as full.

Anyone wishing to make special arrangements for the storage of flammable liquids or gas should apply to The Stithians Agricultural Association 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.

Operators of mobile units which use liquefied petroleum gas (LPG) are obliged to ensure that the gas and fittings/appliances are installed, stored and operated without risk to themselves or other persons. In order to fulfil these obligations the following checklist should be complied with.

- (i) Gas cylinders to be fitted and secured in well-ventilated compartment with fixed high and low ventilation grills. Compartment to be gas tight to interior of vehicle. Minimum 30 minute fire resistance.

- (ii) Conspicuous notice to be fitted to outside of compartment indicating presence of gas containers. (Pictorial Signs to conform to Health & Safety (Safety Signs and Signals) Regulations 1996).
- (iii) Cylinders outside vehicles to be on firm level ground and at least 1m from vehicle openings and sources of ignition.
- (iv) Pipework to be copper/stainless steel and well supported along its whole length. Flexible high pressure hose connections to be as short as possible. All Pipework/hosing to be positioned to avoid being damaged.
- (v) Catering appliances are not to be unattended whilst in use. Canopy/ventilation hood to be fitted to fryers to vent directly to atmosphere. Auto high temperature limit device to be fitted.
- (vi) Adequate ventilation to be provided to vehicle compartment where an LPG fire appliance is located. Fixed high and low vent openings positioned so that they are not obstructed.
- (ix) All LPG fired appliances to be serviced & maintained regularly by a competent Gas Safety Registered person.
- (x) Provide adequate fire precautions including adequate fire fighting equipment and instruction for emergency action. Maintain safe unobstructed access to door. Fire blanket for fat fryers and dry powder extinguisher to be located in readily accessible position adjacent to an exit.
- (xi) Operators to be trained in use of all relevant equipment & extinguishers
- (xii) Written permission is required for the use of gas in demonstrations.

14. SERVICES OVER AND UNDERGROUND INCLUDING EXCAVATIONS

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. Wherever possible, holes and trench excavations must be in-filled as soon as possible. Holes and trenches not so 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.

15. 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's Health and Safety Advisor and 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 6 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.

16. LADDERS OR OTHER HIGH LEVEL ACCESS EQUIPMENT.

Whether of wood or metal these must be securely fixed and must not be located near to overhead cables. Turnover clearance must always be provided where overhead power/telephone lines are in the area. Ladders or other high equipment must be 'blanked off' at lower levels to prevent children climbing. All ladders must be secured whilst in use. Ladders used must be part of a maintenance schedule and be inspected on a regular basis by a competent person with the proper certification available for inspection and comply with nationally agreed standards.

17. PROTECTIVE CLOTHING

Protective clothing must only be used as a last resort, wherever there is a statutory requirement for a particular type of protective clothing, contractors & demonstrators must always comply with the Personal Protective Equipment at Work Regulations 1992 (as amended) as a minimum requirement. Simulated demonstrations of whatever type must also comply with these requirements. This applies to the use of sprayers and chemicals as well as machinery and equipment. Members of the public must be kept a safe

distance from this type of demonstration.

18. FARM ANIMALS ON STANDS

Any animals on exhibition must be kept in approved pens and comply with DEFRA regulations as to movement etc. The Stithians Agricultural Association must be notified accordingly IN ADVANCE. A check on these animals is made at the event. Wherever there is likelihood of public contact, washing and/or disinfection facilities must be provided.

19. LIVESTOCK

Particular care is required where animals are tied in stalls to ensure they are not able to get free. Where animals are in pens, care must be taken to ensure that bolts or locks are in good sound mechanical order and properly closed. When being handled for preparation etc., care must be taken with members of the public standing close by. The "Hirer"/ "Exhibitor"/"Contractor" should be aware that visitors are often unfamiliar with the characteristics of animals and unaware 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 and/or disinfection facilities must be provided.

20. 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 is obtained IN ADVANCE.

21. 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.

22. 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 — 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.

23. 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.

24. 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 fire fighting purposes.

25. TOXIC FUMES

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

26. FAIRGROUND RIDES AND SIDE-SHOWS

All fairground rides and side-shows must be in possession of a current Certificate of Safety issued by 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.

A risk assessment relevant to each ride/side-show, must be completed and be available for inspection, if requested by The Stithians Agricultural Association'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.

27. WATER TANKS AND SWIMMING 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.

28. AERIAL DISPLAYS AND FIREWORKS

Kite flying, lighter than air balloons and fireworks 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.

29. TRAFFIC

The responsibility for vehicular traffic on the Showground lies with the "Hirer" assisted, as and when necessary, by their appointed persons.

Reversing vehicles must be assisted by a banksman to warn persons of the operation, or be fitted with an Automatic Reversing Audible System.

No unauthorised vehicles may move on the Showground between 09.00 and 18.00 on Stithians Show Day. 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 due to the danger of interaction with pedestrians.

All Vehicles:

Site speed limit is 10mph

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 tested by a Competent approved person and a certificate of such testing must be available. ALL towing hooks or hitches to be of an approved type.

The number of persons riding on any vehicle **MUST NOT** exceed the number of seats on each particular vehicle.

30. 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's Health and Safety Advisor. Where such incidents are notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), full details must be supplied (i.e. date, time, location, nature of incident), together with the names(s) and address(es) of all those involved, including witnesses and First Aiders. Photographic, plans or video evidence must also be provided where available.

31. ELECTRICS

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 standards. Test certificates will be checked by the Event Safety Adviser. 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's 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, any damage and losses will be chargeable to the Hirer after the Show.

The Hirer must notify the Stithians Agricultural Association's Official Electrical Contractor of any disconnection times. Live connections must not be left on the Showground.

With regards to Stithians Show the use of generators (up to 2 kva) is permitted, provided modern, quiet equipment is used. The Association reserves the right to ask for what they regard as unsuitable equipment to be removed.

32. GENERAL TIDINESS

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.

33. 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.

34. TARMACADAM AND OTHER HARD 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.

35. 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.

In the event of a major incident where it is necessary to evacuate the site, please follow all signs and instructions from the Organisers and/or 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.

36. SAFETY ADVISOR AND DIRECTOR

The Stithians Agricultural Association Safety Advisor and Director is Mr Graham Harris, of; CTC South West Limited, Unit 11 United Downs Industrial Park, St Day, Redruth, Cornwall, TR16 5HY Tel; 01209823920, Fax; 01209822366, E-mail; graham@ctcswl.co.uk

On behalf of the Stithians Agricultural Association,

Yvonne Toms
General Secretary.

Appendix 1 – Risk Assessment

The Stithians Agricultural Association holds the safety of its patrons and exhibitors in the very highest regard, and this has been reflected in the very low accident rate over previous years. Unfortunately we cannot rest on our laurels as far as safety is concerned, and I am sure you will be supportive of our efforts.

To assist you we have provided information on risk assessment and even included a template on the following pages, which you are more than welcome to use if you so wish. You can still use your own Risk Assessments if you already have them prepared.

If you have any difficulty and would like assistance from our Health and Safety Director, please print of a copy of the following 3 pages and bring them with you to the Showground. Ask at the Showground office for the Health and Safety Director, who will be pleased to assist you, this will take less than 5 minutes to complete.

Legal Requirement;

Regulation 3 of the Management of Health and Safety at Work Regulations 1999; requires every employer or self-employed person to carry out a suitable and sufficient assessment of the risks to their employees or anyone else who could be harmed by their activities.

Where five or more are employed within the organisation (NOT the number engaged at the Show) the assessment must be recorded, i.e. written.

If you are chosen for a random check by the Stithians Show Health and Safety Director you will be requested to produce proof that you have complied with the above. Even if you employ less than five we strongly recommend that you complete a written risk assessment; what better way to demonstrate your compliance.

The HSE provides many publications on Risk Assessment; one of the most practical is ing163 – Five steps to risk assessment.

Excerpts from ing163;

The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'.

Don't overcomplicate the process. In many organisations, the risks are well known and the necessary control measures are easy to apply.

If you run a small organisation and you are confident you understand what's involved, you can do the assessment yourself. You don't have to be a health and safety expert.

HSE's Five Steps to Risk Assessment;

- Step 1 – Identify the hazards
- Step 2 – Decide who might be harmed and how
- Step 3 – Evaluate the risks and decide on precautions
- Step 4 – Record your findings and implement them
- Step 5 – Review your assessment and update if necessary

(The HSE booklet ing163 – five **steps to risk assessment** is available to download at <http://www.hse.gov.uk/pubns/indg163.pdf>)

Risk Assessment

Company Name; Date of Assessment;

Description of Activity; **The erection, dismantling and use of my/our exhibit at the Stithians Showground**

Wherever there is a this is for you to tick whether this hazard applies, and if so what are you doing about it;

What are the Hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done;
Manual Handling	Employees/ Volunteers – Back pain, strains, cuts / grazes, breaks, bruises.	<ul style="list-style-type: none"> • Avoid manual handling where possible • Use mechanical means wherever possible • Split heavy loads if possible • Team lifting of heavy / bulky loads • Wear suitable PPE including safety boots, and suitable gloves. 				
<input type="checkbox"/> Collapse of structure – tents, displays, etc.	Employees/ Volunteers/ Public – severe injury, entrapment	<input type="checkbox"/> Competent persons to erect and dismantle in line with manufacturer's instructions. <input type="checkbox"/> Staff to report any suspect tent supports, ropes, poles, etc.				
<input type="checkbox"/> Staging / Table collapse	All – crush, pinch, entrapment	<input type="checkbox"/> Erected by competent persons. <input type="checkbox"/> Checked before loading. <input type="checkbox"/> Do not overload				
<input type="checkbox"/> Work at Height	Employees/ Volunteers who work at height – severe to minor injury	<input type="checkbox"/> Scaffold, including tower scaffold to be used wherever possible for work at height <input type="checkbox"/> Ladders/stepladders to be used for short duration activities only <input type="checkbox"/> Ladders/stepladders, if used, to be used by competent persons only, inspected before use, erected on firm ground, at correct angle, footed at the base				
<input type="checkbox"/> Falling Objects	All – Head / upper body injuries	<input type="checkbox"/> Barrier off areas where there is a risk				
<input type="checkbox"/> Electrical items	All – Electrocution, burns	<input type="checkbox"/> All electrical items to be inspected for damage before use <input type="checkbox"/> PAT test yearly.				
Slips, trips and falls	All – sprains, strains, breaks	<ul style="list-style-type: none"> • Keep area clean and tidy, free from hazards • Appropriate lighting where necessary • Tent pegs clearly marked. • Provide sand / wood chips where necessary in wet conditions. • Cables to be positioned so as to prevent trip 				

		hazards.				
Overcrowding	All – crushing, heat exhaustion, suffocation	<ul style="list-style-type: none"> • Limit number of people in any restricted area – one-in-one-out policy. • Allow adequately sized walkways 				
Temperature	All – Heat exhaustion / stroke.	<ul style="list-style-type: none"> • Provide adequate ventilation to all areas • Drinking water made available • Adequate rest periods 				
Sun Burn	Employees/ Volunteers – burns	<ul style="list-style-type: none"> • Increase awareness through signs and training • Provide sun screen when necessary • Wear hats / cover up. 				
On site vehicles	All – collision, mechanical injuries.	<ul style="list-style-type: none"> • Segregated vehicle and pedestrian routes where possible. • Banksman used for reversing. • Maximum site speed limit of 10 mph • Vehicle movement restricted on Showground during specified times 				
<input type="checkbox"/> Petrol / diesel generators	All – inhalation of fumes, burns, electrocution, mechanical injuries.	<input type="checkbox"/> Not to be used inside any tents or structures <input type="checkbox"/> Only used in well ventilated area <input type="checkbox"/> Barriered off to prevent unauthorised access <input type="checkbox"/> Pre start inspection carried out <input type="checkbox"/> Yearly inspection records provided. <input type="checkbox"/> Used only by trained & competent person.				
Fire	All – burns, smoke inhalation	<ul style="list-style-type: none"> • Strict no-smoking policy within tents. • No naked flames or hot works • Suitable fire extinguisher/s provided • Exits kept clear • In case of fire warn neighbours ASAP • Clear alarm – (can be shout “FIRE”) 				

I confirm that all Employees/Volunteers have received induction to this assessment, and are aware of the precautions needed.

Assessment carried out by; (Print name) Signed;