

Poynton Agricultural & Horticultural Society Limited

Health & Safety Policy



Duties and responsibilities

President

The president has ultimate responsibility for ensuring the society fulfils its legal responsibilities, that policy objectives are achieved and that effective systems are in place for the achievement of the policies concerned with health, safety welfare and environmental protection. He /she will also ensure that the society's policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To this end, he/she will ensure the allocation of the resources necessary to maintain sound and efficient Health and Safety arrangements.

Show Committee Members /Directors

All show directors will ensure that arrangements for Health and Safety of their staff, employed within their function, are made known, maintained and reviewed whenever there is a change of operation or location.

Heads of Section

Heads of Section are accountable to the Show Committee/ Directors for implementing the society's Health and Safety policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practises are adhered to. They must also ensure stewards are properly trained and receive the support they need to perform their duties. Heads of Section are also responsible for the Health and Safety of all staff engaged in their section of the show.

Heads of Section will:

- ◆ Be responsible to the appropriate show Committee/director for strict observance of the society's safety policy and all company rules.
- ◆ Ensure that necessary consideration is given at all times to the requirements of the society's safety policy and ,in particular, to the following:

1. Safe methods of working
2. Induction training including health and safety matters.
3. Welfare facilities.
4. Fire precautions
5. Hazards arising from the use of noxious substances, or exposure to noise, dust or fumes.
6. Carrying out health and safety inspections and advising as and where necessary to improve method s of working
7. Investigating accidents and dangerous occurrences and recommending means of preventing recurrence

8. Advising and assisting with safety training of society personnel.

All **Show Committee Members /Directors** will ensure that this policy is reviewed in the light of their particular areas of responsibility and they know the role of others within the show.

All **Show Committee Members /Directors** in addition to the responsibilities outlined above will be specifically responsible for:

- ◆ Ensuring all activities carried out by the society will not create a risk or hazard to those attending the event and their property.
- ◆ Ensuring, that no operation carried out by contractors will place society staff or members of the public at risk.
- ◆ Ensuring that all society staff are adequately instructed to carry out the tasks allotted to them without risk.
- ◆ Ensuring that where Health and Safety training needs are identified, arrangements for training are completed.
- ◆ Ensuring that all society procedures are adhered to at all times.
- ◆ Ensuring that close liaison with any contractors working within the show ground is maintained in all matters regarding Health and Safety.

Stewards

Stewards are accountable to their Heads of Section for the day to day implementation of the society's general Health and Safety policies. They are additionally responsible for the introduction of remedial measures to reduce or eliminate unsafe acts or conditions. Their responsibilities also include informing, instructing, training and supervising society staff in safer methods of work and for investigating accidents that occur in their area or to a society staff member who reports to them. They will also liaise with the Show – Health & safety Officer concerning any queries raised by visitors or subcontractors on health and safety matters.

Health & Safety Officer has responsibility for:

- ◆ Ensuring the society is aware of statutory obligations and recommended codes of practice.
- ◆ Advising show management of their responsibilities for accident prevention and avoidance of health hazards.
- ◆ Interpreting and keeping show management and staff informed of new and developing legislation and other standards.
- ◆ Through line management and supervision, advising where improvements in health and safety standards or practices are appropriate.
- ◆ Regular Health & Safety and housekeeping inspections which cover buildings, plant equipment, services, and fire arrangements, to ensure conformity with regulations and society policies.
- ◆ Advising on statutory safety records and making statutory safety returns, in addition to maintaining health and safety records for the society.
- ◆ Advising on possible hazards when considering the introduction of new events, machinery, materials, new processes, or changes in existing ones.

- ◆ Overseeing and reviewing all accident investigations and preparing statistics to assist in monitoring health and safety performance.
- ◆ Identifying health and safety requirements.
- ◆ Advising on all the necessary risk assessments required by legislation are carried out.
- ◆ Advising on the provision of appropriate personal protective equipment based on risk assessment.
- ◆ Advising on the provision of written safe systems of work.
- ◆ Advising on the provision of first-aid, fire safety and emergency procedures.
- ◆ Ensuring the appointment of competent persons in accordance with legislative requirements.

Competent Persons

The society will appoint a number of competent persons to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

A person shall be regarded as competent when he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the measures referred to above.

The following members of staff have been designated competent persons for the responsibilities shown.

- ◆ Procedures for serious and imminent danger/ Fire Marshall - Health & Safety Officer
- ◆ First Aid – Michelle Anthony / Aaron Pearson
- ◆ COSHH assessments - H&S Advisor/Manger
- ◆ Administration of all other risk assessments - H&S Advisor/Manger
- ◆ Vetting of trade stands/ Risk Assessment / Public Liability – Andrew Mann.
- ◆ Electrical contractors - Health and Safety policies – Allan Davies
- ◆ Auditing of health and safety on sites - H&S Advisor/Manger
- ◆

Society staff

All society staff will ensure that:

- ◆ They are fully conversant with this safety policy.
- ◆ They co-operate with the society in meeting its statutory duties.
- ◆ They take reasonable care of themselves and others who may be affected by their acts or omissions.
- ◆ No-one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety.
- ◆ All accidents, dangerous occurrences and near misses are immediately reported to their deputy show directors.

- ◆ They are fully conversant with all fire procedures applicable to the area in which they are working.
- ◆ All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects reported immediately to the event management.
- ◆ Where a society staff member identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their immediate event manager.
- ◆ During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:

ARRANGEMENTS

Health & Safety Officer is responsible for the provision and dissemination of advice and information to the Shows Directors and staff.

All accidents and dangerous occurrences are fully investigated and preventive actions are recommended in close liaison with the safety advisor or manager. Safe systems of work are implemented and are adhered to, such safe systems of Work being documented. They are aware of, and implement, all safe working practises and procedures. All necessary arrangements are made and maintained in respect of accident reporting, first aid, fire prevention etc. All relevant statutory records are regularly maintained and inspected. He will carry out audits and monitor the effectiveness of the Safety Policy, Safety Procedures and Practices in relation to the event. He will also arrange for auditing of subcontractors health and safety performance on the show ground.

- ◆ The results of such monitoring will be recorded and corrective action, if required, will be undertaken.
- ◆ He will ensure that all new society members have access to a copy of this policy statement as part of their induction programme.
- ◆ He will identify all areas of risk to health and safety and provide all necessary instruction to trainees.
- ◆ **Health & Safety Officer** will also advise on the following to ensure:
 - ◆ That all buildings, plant and equipment meet statutory requirements, so that any remedial action required is carried out without delay and so that any unsafe equipment is safely immobilised.
- ◆ That all contractors who are to work on the show ground or in any of the society's premises are made aware of all safety procedures and any hazards applicable to the areas in which they are to work.
 - ◆ That the fire procedure is displayed and reviewed and tested prior to each event.
 - ◆ That inspections are made under the **Electricity at Work Regulations 1989** of all event activities which use electricity and that, so far as is reasonably practicable, any risk to those who may be affected is removed or reduced.

Risk assessment

Health & Safety Officer will ensure that:

All event activities subject to risk assessments are assessed in accordance with the relevant legislation.

Such assessments are repeated whenever any of the following factors occur:

- ◆ Change in legislation.
- ◆ Change in control measures.
- ◆ Significant change in the activity carried out.
- ◆ Transfer to new technology.
- ◆ Original assessment is no longer valid.

Assessments are recorded and records maintained by the safety Manager/Officer.

- ◆ The results of all such assessments are communicated to and available for inspection by all society members.
- ◆ All assessments identify necessary protective and preventative measures.
- ◆ **First-aiders** will be appointed for all society events in accordance with the **health and safety (First Aid) Regulations 1981, as amended.**
- ◆ The **First-Aiders** will be responsible for the taking of prompt and appropriate action following any accident.
- ◆ The **First-Aiders** will be responsible for the maintenance of the contents of all **First-aid Kits.** And ensure that only items specified are retained in the kits.
- ◆ All accidents, no matter how minor, will be reported on the **Society's Accident Report Form** with copies being sent to the **Health & Safety Officer**

Where an employee of another Company or Organisation is involved in an accident, a copy of the Accident Report Form will be sent to his/hers employer.