

Activity	Those at risk	Hazard	Control measures already in place	Any further action required	By	When
Show management	Contractors Traders Exhibitors Volunteers Members of the public/ show visitors	Unclear responsibilities Poor communication	Experienced volunteers in key management positions Delegated areas of management SIA registered security personnel on duty during show day Cheshire Police & PCSOs present periodically throughout show day	Advance planning and event management plan in place Management volunteers will have 2 way hand held radios Management mobile telephone numbers will be issued to all volunteers Show ground office landline telephone will be manned throughout the day	Show staff	Prior to and during show
Loading / unloading of equipment	Contractors Traders Exhibitors Volunteers Members of the public/ show visitors	Movement of equipment/manual handling Movement of delivery vehicles Working at height	Site Manager to confirm those carrying out such tasks are competent to do so Max speed of vehicles on site 10mph All ladders above 1m to be held by a second person	Correct manual handling/lifting technique guidance available from the H&S Officer Unloading of delivery vehicles to be supervised to ensure area remains safe Correct use of ladders guidance available from the H&S Officer Volunteers only undertake unskilled activities	H&S Officer Show staff, all traders, exhibitors, contractors & show staff	Prior and during set up of show ground On arrival of deliveries

<p>Site build</p>	<p>Contractors Traders Exhibitors Volunteers Members of the public/ show visitors</p>	<p>Mechanical lifting gear</p> <ul style="list-style-type: none"> • Trapping • Falling objects 	<p>Tool box talk to show staff BEFORE site build commences All operators to be certified and competent, licences must be carried at all times and produced when required</p> <p>Equipment will only be used by competent personnel, and only for the purpose for which it is intended</p> <p>Appropriate PPE must be used where required</p> <p>All plant and equipment to be operated within the show ground boundaries. Any work outside the boundaries must be cleared by the site manager</p> <p>All loads to be stable and within the operating limits of the equipment</p> <p>Equipment must be stored safely, in a secure area, with measure in place to prevent tampering. Keys should be locked in the show office</p>	<p>Site work and safe working methods will be monitored by the site manager and H&S Officer</p>	<p>Site manager/ H&S Officer</p>	<p>During show ground set up</p>
<p>Contractors working on show ground</p>	<p>Contractors Traders Exhibitors Volunteers Members of the public/ show visitors</p>	<p>Unqualified contractors</p> <p>Uncoordinated contractor activities</p>	<p>Competency of contractors assessed through past performance and obtaining risk assessments/safe systems of work prior to show</p> <p>Copy of this risk assessment provided to all contractors and exhibitors</p>	<p>Safe working methods will be monitored by the site manager and H&S Officer</p> <p>Copy of show risk assessment will be displayed in the show ground office</p>	<p>Site manager/ H&S Officer</p>	<p>During and prior to show ground set up</p> <p>Upon arrival of contractors</p>

			Site manager provides instruction to all contractors upon arrival			
Site work installation	Contractors Traders Exhibitors Volunteers Members of the public/ show visitors	Objects/ equipment involved in construction of the show ground/ manual handling Working at height Stacking/ storage	<p>Tool box talk to show staff BEFORE site installation work commences</p> <p>All non-essential personnel to be kept clear during erection of dismantling of structures</p> <p>Only competent people to take part in erection work</p> <p>All operating and construction guidance in operation manuals to be adhered to, and available to each contractor</p> <p>All ladders above 1m to be held by a second person</p> <p>Storage of equipment to be stacked/stored safely with appropriate measures in place to prevent tampering by unauthorised personnel</p> <p>Storage of equipment to be stored in a way which does not obstruct gangways, emergency routes or fire exits and will not endanger anyone</p> <p>Only competent contractors appointed</p>	<p>Safe working methods will be monitored by the site manager and H&S Officer</p> <p>Any unauthorised personnel on the site will be challenged and asked to keep clear</p> <p>Working at height/use of ladders guidance available from H&S Officer</p> <p>Areas to be cordoned off in a safe manner</p> <p>Competency of contractors assessed through past performance, RAMs prior to show</p>	Site manager/ H&S Officer All traders, exhibitors, contractors & show staff All traders, exhibitors, contractors & show staff	Prior to erection of equipment/ structures, during show ground set up

Movement of vehicles	Contractors Traders Exhibitors Volunteers Members of the public/ show visitors	Moving contractors, delivery and exhibitor vehicles prior to show day Moving vehicles on show day Parking Vehicles in wet/ muddy conditions	Delivery, contractors, traders and exhibitor vehicles will be guided by site manager/show staff wearing show vests Marked vehicles routes in place No movement of vehicles on the show ground after 9.30am or before 4.30pm (This does not apply to emergency vehicles, security, rescue and waste collection vehicles) Competent show staff will direct and manage show visitor parking in the designated parking areas Three traffic lanes inside park entrance to prevent road congestion. 4WD vehicles available if needed to tow vehicles off wet ground or out of muddy ground	All deliveries, contractors, traders and exhibitors must report to the site manager/ show staff upon arrival to receive guidance as to where to 'set up' Show staff to ensure marked routes remain in place Exhibitors may leave the site in emergency circumstances if escorted by show staff wearing show vests – maximum speed 5mph and hazard warning lights must be activated Stewards will be responsible for directing traffic at road junctions (wearing hi vis clothing) When towing, ropes to be fitted to both vehicles correctly/ safely	All traders, exhibitors, contractors & show staff/ volunteers	Upon arrival, on show day and during adverse weather
Tree & ground management	Contractors Traders Exhibitors Volunteers Members of the public/ show visitors	Trees Uneven ground Flooded areas	All trees will be checked prior to show day by competent tree surgeons. Any dead wood will be removed The park is topped and rolled in the week prior to the show Show staff will check their areas of responsibility prior to the Thursday before show day and report any defects to the site manager or H&S Officer Any flooded areas will be cordoned off to prevent access	Show staff, traders, exhibitors and contractors must report any serious ground/tree defects or concerns to the site manager immediately Show staff will periodically check cordoned areas to ensure no access by show visitors	All traders, exhibitors, contractors & show staff	At any time

Electrical safety	Contractors Traders Exhibitors Volunteers Members of the public/ show visitors	Competency of electrical contractor Trailing power cables Electric shock Fire Electrical equipment using show electrical supply Generators	Contractor has Stroma certification and is familiar with the show ground and electrical requirements Cables to be buried, covered, matted or laid along fence lines so as not to cause a trip hazard or obstruct gangways All installations will meet relevant electrical standard and be signed off by the show's electrical contractor Suitable fire fighting equipment (CO2 or dry powder) to be available at source and termination of supply Equipment will used for the task they are designed for Generators will be sited in suitable areas and cordoned off to prevent access from unauthorised personnel	Qualifications/certification to be discussed with H&S Officer prior to show All cables to be inspected by H&S Officer on the morning of show day Fire fighting equipment will be check on the morning of show day Any concerns should be raised with the site manager/show staff	H&S Officer/ F Davies & Son All traders, exhibitors, contractors & show staff All traders, exhibitors, contractors & show staff	During show ground set up and morning of show day
Entertainment/acts	Contractors Traders Exhibitors Volunteers Members of the public/ show visitors	Unsafe acts or performance	Entertainers activities reviewed by Show Secretary prior to booking Risk assessments requested for higher risk activities	Show staff to monitor activities and any concerns will be raised with the site manager	Show staff	On show day

Traders	Contractors Traders Exhibitors Volunteers Members of the public/ show visitors	Gazebos, trailers, vehicles, tables and displayed goods	Traders applications reviewed by Show Secretary Traders will check their own area for trip hazards prior to the show opening Any hazardous items will be kept out of children’s reach, hot or moving equipment will not be accessible to visitors Copy of Show risk assessment and traders rules provided prior to show	Show staff to monitor activities and any concerns will be raised with the site manager Traders must keep their designated area safe	Show staff, traders & H&S Officer	On show day and prior to show day
Exhibitors	Contractors Traders Exhibitors Volunteers Members of the public/ show visitors	Gazebos, trailers, vehicles, tables and displayed goods	Exhibitors applications reviewed by Show Secretary Exhibitors will check their own area for trip hazards prior to the show opening Any hazardous items will be kept out of children’s reach, hot or moving equipment will not be accessible to visitors Copy of Show risk assessment provided prior to show	Show staff to monitor activities and any concerns will be raised with the site manager Exhibitors must keep their designated area safe	Show staff, exhibitors & H&S Officer	Prior to and on show day
Caterers/bars	Contractors Traders Exhibitors Volunteers Members of the public/ show visitors	Food hygiene Waste Glass Alcohol	Caterers vehicles will be inspected by the H&S Officer on the morning of the show and periodically checked throughout the day Counters/tables for sauce dispensers to be kept clean and tidy	Any concerns regarding hygiene will be raised with the proprietor of the food/drink outlet	H&S Officer, caterers/bar staff	On show day

			<p>All food waste must be disposed of appropriately using the facilities provided</p> <p>Glass must not be used to serve customers, drinks to be served in cans, plastic bottles or plastic cups. All items of glass must be kept behind the counter of the food/drink outlet</p> <p>Alcohol outlets are to be kept within restricted designated area</p>	<p>Any broken glass must be double wrapped before being disposed of in Show bins/skips</p> <p>Security staff will escort anyone violent/abusive/ offensive visitors off the show site.</p> <p>Cheshire Police will be called to assist if necessary</p>	Security staff	
Volunteers	Contractors Traders Exhibitors Volunteers Members of the public/ show visitors	Uncoordinated activities and unclear instructions	Experienced volunteers in key management positions with appropriate experience to oversee activities	All extra volunteers will be fully briefed prior to any work undertaken, and take part in the health and safety briefing before show day	Show staff	On show day
Livestock	Contractors Traders Exhibitors Volunteers Members of the public/ show visitors	<p>Containment of animals</p> <p>Animals in unfamiliar surroundings</p> <p>Contact with strangers</p> <p>Loose animals</p> <p>Temperamental animal behaviour</p>	<p>Site manager will ensure the main arena is fully fenced with vertical scaffold poles knocked into the ground at 10ft centres a top scaffold pole to be mechanically fixed with brackets.</p> <p>Structure to be clad with 4ft chestnut fencing to contain loose animals</p> <p>Experienced stewards and exhibitors to accompany animals at all times</p> <p>Gentle temperament preferred for those animals that are likely to be touched by visitors</p>	<p>Fencing will be inspected by the site manager on the morning of the show</p> <p>Supervising stewards must warn visitors not to touch the animals if they are showing signs of agitation or stress</p> <p>Any animals showing signs of stress or agitation should be returned to the livestock area and kept away from visitors</p>	Site manager & livestock exhibitors	On show day

			<p>Animals will be put into pens before the show opens. Cattle to be tethered in designated areas</p> <p>Senior bulls must be led by two handlers at all times. Young people must only lead cattle with an older experienced person supervising. All bulls above one year old should have rings or bull dogs on their nose to be used with leading sticks, bull poles.</p> <p>One of the following must apply:</p> <ul style="list-style-type: none">• Two people, one with a pole attached to the bulls nose ring and the other using a rope or chain attached to a halter or head chain via the nose ring• Two people using ropes or chains, one rope or chain attached to a halter, the other attached either directly to the nose ring or via the nose ring to the halter• One person using a bull pole attached to the nose ring, and a rope or chain attached to a halter or head chain via the nose ring, with a competent person standing by ready to assist if required• One person using a rope or chain attached to a halter with a second rope or chain attached directly to the nose ring or via the nose ring to the halter, with a competent person ready to assist if required			
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Dogs	Contractors Traders Exhibitors Volunteers Members of the public/ show visitors	Dogs in busy unfamiliar surroundings	Dogs must be kept under control at all times Dogs must be kept on a lead	Dog faeces must be picked up by owners and disposed of appropriately using dog poop bags	Dog owners	On show day
Waste Management	Contractors Traders Exhibitors Volunteers Members of the public/ show visitors	Overflowing bins Dropped litter Hazard tape used for cordoning areas Broken glass	Sufficient bins provided, particularly need caterers/bars Show staff to pick litter up if able to and place in bins Ensure hazard tape used for cordoning off areas is secured and re-secured if it becomes loose Caterers/bar staff are expected to double wrap any broken glass	Bins will be emptied regularly, those emptying waste must wear appropriate PPE to protect against liquids and sharps Vigilance by show staff	Show staff & caterers/bar staff	At all times and on show day
Fire risks	Contractors Traders Exhibitors Volunteers Members of the public/ show visitors	Electrical equipment in catering outlets & bars Overloading of electrical supplies Gas used for cooking Naked flames Marquee fire Dry grass after periods of hot dry weather Arson	All portable appliances must have been tested within the last 12 months Generators only to be used to provide power within their capacity No gas bottles to be stored in public areas Care must be taken by catering staff when cooking using naked flames No smoking allowed in any marquee or gazebo	Fire extinguishers provided by the show organiser will be located at key locations across the site Show staff will know where extinguishers are located H&S Officer will provide fire extinguisher training to all show staff Power to be cut in an emergency Caterers are advised to carry their own extinguishers if cooking using naked flame	Site manager, show staff, H&S Officer, traders, caterers & bar staff	Before and during the show

			<p>Mains water supplies readily available</p> <p>Bins to be emptied frequently to prevent overflowing</p>	<p>Traders, show staff and exhibitors to use vigilance</p> <p>Fire & Rescue Service will be on site unless called away to an emergency</p> <p>Show staff to remain vigilant</p>		
First aid provision	<p>Contractors</p> <p>Traders</p> <p>Exhibitors</p> <p>Volunteers</p> <p>Members of the public/ show visitors</p>	<p>Accidents or illness</p>	<p>A professional organisation Emergency Training UK Ltd will provide first aid provision on show day.</p> <p>A number of show staff are trained first aiders for leading up to show day</p> <p>Emergency first responders are based locally</p> <p>999 to be called in an emergency</p>	<p>First aid tent in place</p> <p>Two way radios and mobiles to be carried at all times</p> <p>Contacted by dialling 999</p> <p>First aiders will stay with the unwell person until professional help arrives</p>	<p>Emergency First Aid UK Ltd staff, show staff & first aiders</p>	<p>At all times</p>
Lost people and property	<p>Members of the public / show visitors</p>	<p>Distressed parents, children or vulnerable adults</p> <p>Unattended baggage</p>	<p>Lost persons rendezvous point at the Show Office</p> <p>Show staff to use vigilance regarding unattended baggage</p>	<p>Position marked on the show plan in the programme</p> <p>PA system will be used to announce details</p> <p>Lost property will be stored in the show office</p>	<p>Traders, exhibitors & show staff</p> <p>Show staff</p>	<p>On show day</p>
Adverse weather conditions	<p>Contractors</p> <p>Traders</p> <p>Exhibitors</p> <p>Volunteers</p> <p>Members of the public/ show visitors</p>	<p>Hot weather</p> <p>Wet weather</p>	<p>Shade available in tents and under gazebos</p> <p>Mains drinking water is available around the show site</p>	<p>Show staff and first aiders to look for anyone suffering from the effects of heat and offer assistance</p> <p>Any issues should be checked by F Davies & Son electricians to ensure safety</p>	<p>Show staff and first aiders, F Davies & Son, Site manager/ H&S Officer, contractors</p>	<p>At all times</p>

			<p>Cables/electrical equipment to be protected with weather proof casing where possible</p> <p>Areas which become water logged or muddy and unsafe should be cordoned off where possible</p>	<p>Hazard tape to be readily available if required</p> <p>The site manager/H&S Officer will consult with traders and marquee contractors with regard to health and safety concerns in the advent of very strong winds and torrential rain.</p>		
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Poynton Show Risk Assessor
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Show Health & Safety Officer

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Poynton Horticultural &
Agricultural Society
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