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# Datganiad Polisi Diogelwch

# Safety Policy Statement

Sioe Frenhinol Cymru  
Royal Welsh Show

Gŵyl Wanwyn Frenhinol Cymru  
Royal Welsh Spring Festival

Ffair Aeaf Amaethyddol Frenhinol Cymru  
Royal Welsh Agricultural Winter Fair

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Acceptance of an Exhibitor's Application Form shall be subject to the Exhibitor's agreement to read and adhere to this statement.

In this document "the Society" means the Royal Welsh Agricultural Society Limited, and the expression "Exhibitor" shall include exhibitors, retailers, caterers and their agents and employees.




Noddwr / Patron: Her Majesty The Queen  
Prif Weithredwr / Chief Executive: Steve Hughson  
Cadeirydd y Cyngor / Chairman of Council: David Lewis DL FRICS FLAA FRAGS

Company Registration No.: 892851 Wales. Charity Registration No.: 251232 VAT No.: 134 6903 69

## 1. Polisi Diogelwch/Safety Policy

- 1.1. It is The Royal Welsh Agricultural Society's general policy that an environment is created and maintained at all events which is both safe and healthy for the benefit of all members, participants and spectators. The prevention of all accidents, particularly those involving personal injury or damage to equipment and property is recognised as being essential.
- 1.2. The Society will conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that persons who may be affected by its activities are not exposed to risks to their health and safety.
- 1.3. The Society will bring to the notice of all exhibitors, retailers, caterers and their agents and employees their duty to co-operate with the Society to ensure that this policy is effective, and to offer all necessary assistance to ensure the health and safety of all persons at all times.
- 1.4. The Royal Welsh Agricultural Society's Health and Safety Policy Statement commits the Society to the implementation of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 (plus any amendments as from time to time may occur), and actively seeks the co-operation of all members, participants, exhibitors and the public for their commitment to the same.
- 1.5. The Society will revise this Safety Policy Statement, as required by section 2(3) of the Health and Safety at Work Act 1974 as often as may be appropriate.



**Steve Hughson, Chief Executive**

April 2018

## 2. Swyddogion yn Gyfrifol am Iechyd a Diogelwch/Personnel Responsible for Health and Safety

### 2.1. Chief Executive

The Chief Executive shall have overall responsibility for all aspects of health and safety and shall require everybody under his control to be familiar with the regulations, codes of practice and the Society's procedures for ensuring the safe working conditions on the Society's premises.

### 2.2. Health & Safety Consultant

The Health & Safety Consultant shall provide Health and Safety advice to the Society and shall report directly to the Chief Executive.

The Health & Safety Consultant shall be responsible for:-

2.2.1 Providing guidance and advice on Health and Safety matters;

2.2.2 Promoting safety consciousness at all levels within the Health and Safety training programmes;

2.2.3 Liaising with all persons, medical, Fire Authority, HSE, Local Authorities and other appropriate departments;

2.2.4 To advise on accident prevention techniques and investigate and record all accidents and provide statistics for Directors and the Health and Safety Committee.

### 2.3. **Head of Administration**

The Head of Administration shall be responsible for the supervision of the Health and Safety Policy within the office and administration buildings and report to the Health & Safety Consultant and Chief Executive.

### 2.4. **Estate Manager**

The Estate Manager shall be responsible for the supervision of the Health and Safety Policy within the showground and estate premises and report to the Health & Safety Consultant and Chief Executive.

### 2.5. **Line Managers and Supervisors**

The Line Manager/Supervisor who is responsible for the work of another employee has the duty to see that safe methods of working are adopted in his/her own area of work, that practical regulations and codes of practice are observed and that the employee doing the work is aware of these and that methods provided to avoid hazard to safety are used at all times.

### 2.6. **Tactical Health and Safety Group**

The Tactical Health & Safety Group shall consist of the Chief Executive, Head of Administration, Estate Manager, Head of Operations and Health & Safety Consultant. The Group may call upon other expertise as deemed necessary. The Group acts as the "competent person" for the Society and a forum at which health, safety and welfare can be discussed, action agreed and implemented to ensure health and safety is being properly managed.

### 2.7. **Health and Safety Committee (Strategic)**

A strategic Health and Safety Committee has been established and shall consist of the Honorary Event Directors, Assistant Honorary Director - Administration, Health & Safety Consultant, Chief Executive, Head of Administration, Head of Operations and Estate Manager. Assistant Honorary Directors and Chief Stewards will be called upon as and when required.

### 2.8. **Assistant Honorary Directors and Chief Stewards**

These will assist with the implementation and enforcement of this Policy Statement, and take charge in dealing with emergencies and major incidents at the Royal Welsh Show, the Royal Welsh Agricultural Winter Fair, and the Royal Welsh Spring Festival.

### 2.9. **Responsibility of Exhibitors**

All exhibitors must take reasonable care for the health and safety of themselves and all other persons who may be affected by their acts or omissions.

No exhibitor may misuse, fail to use or recklessly interfere with any equipment provided by the Society in the interests of health and safety under statutory obligations or otherwise.

All exhibitors should note the Management of Health and Safety at Work Regulations 1992, which requires co-operation and co-ordination between all exhibitors and The Royal Welsh Agricultural Society relating requirements to carry out adequate risk assessments covering the work to be carried out, to implement any procedures as required by the above legislation and also inform all those concerned of these assessments and procedures.

Any irresponsible conduct or abuse of Health and Safety legislation by exhibitors in relation to their exhibits or towards any of the Society's Stewards or other persons will be dealt with as defined in the current Livestock Rules & Regulations and Tradestand Regulations.

### 3. Trefniadau Parthed Iechyd a Diogelwch/Arrangements for Health and Safety

#### 3.1. Housekeeping

Good “housekeeping” is an essential feature of the Health and Safety Policy. Exhibition areas must be kept clean and tidy, with all rubbish and discarded materials placed in the waste receptacles provided. Proper attention must be paid to hygiene. All floors, steps, stairs, passages and gangways shall be kept free from obstruction and clean, so far as is reasonably practicable.

#### 3.2. Safeguarding of Machinery

All machinery exhibits must be inspected by competent persons.

Any plant, machinery or equipment used prior to, during or after the event must only be operated by an adult who is fully trained in its safe use. Use by inexperienced or untrained persons is not permitted.

Passengers must not be carried on vehicles or machines unless they are designed or adapted for that purpose. Any use of such equipment by persons under 16 years of age is prohibited.

Plant or machinery must only be operated after ensuring adequate precautions are taken to protect the operator, and bystanders. Working space around machines must be kept clear. Guards must be fitted, mobile machines fenced off, static exhibits properly erected, propped, stacked, and all hydraulic systems locked off or otherwise made safe. All plant and machinery must comply with the “Provision and Use of Work Equipment Regulations 1998.”

Guidance on standards to be achieved in respect of machinery safety is contained in BS 5304 - 1988 “Safety of Machinery” and any other relevant guidance issued by the HSE.

All static exhibits must be erected in a way that ensures they do not present a risk to any person during the event (including erection and dismantling).

All electrical tools used outside must be 110v or be battery type. All extension leads of a flexible wire type and connections to plugs and sockets must be inspected before use.

All portable electrical equipment used must comply with the Electricity at Work Regulations 1989. Anyone who provides electrical apparatus for their own or anyone else’s use, demonstration etc. should, before it is connected to the supply, arrange for its inspection and testing by a competent electrician and documentation should show the date of the test and the name of the person carrying out the test. All equipment should be connected to the supply through residual current devices (RCD) and all cables and connections where not protected by a weatherproof structure shall be of such construction or protected to prevent, so far as is reasonably practicable, danger arising from such exposure.

Socket outlets must not be overloaded and extension leads must not be used indiscriminately.

Steam/Water Pressure Cleaners should be used with a circulating current earth monitoring device or a residual current device (RCD) (sometimes called an ELCB). These devices should be fitted at the mains supply point, where they should be protected from splashes or deposits by a waterproof cover.

Power washers must be used in accordance with the manufacturers’ instructions with particular reference to the dangers of electrocution - see guidance note PM 29 ‘Electrical Hazards from Steam/Water Pressure Cleaners’.

Sockets for pressure washers will be 3 pin, 16 amp, 240 volt plug to BS 4343.

Chain saws or similar tools or equipment shall only be used by a person who is qualified and all the required protective safety equipment must be worn at all times.

### **3.3. Protective Clothing**

The correct protective clothing/equipment must be worn at all times when participants or exhibitors are engaged on any activity for which protective clothing/equipment is required, e.g. any person using a chain saw must wear the relevant protective clothing at all times.

All such protective clothing/equipment must comply with the requirements of the Personal Protective Equipment at Work Regulations 1992.

### **3.4. Accidents**

**3.4.1** In the event of any accident, the Society should be informed immediately. The Health & Safety Consultant will be responsible for investigating the accident and taking all necessary action, in order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

**3.4.2** Accident report forms are kept at the designated First Aid Centre and details of all accidents must be recorded as soon as possible after the incident.

**3.4.3** First aid is available at designated First Aid Centre.

### **3.5. Fire Precautions**

In accordance with legislation all persons are further prohibited from smoking in any enclosed or partly enclosed buildings, tents or structures on the showground.

Smoking is prohibited in and around all the Society's permanent buildings, tents or shedding for exhibits or forage, estate yard, LPG compound/storage and diesel tanks.

Cigarettes, matches etc. must be extinguished before discarding safely in suitable receptacles.

Fire risk assessments are to be completed as required under the Fire Safety Order 2005. All tradestands, catering outlets and areas not directly under the control of the Society will be responsible for the completion of their own assessments.

Exhibitors bringing their own tentage must ensure that it has been treated with a suitable fire retardant and in the case of large marquees, a plan showing all fire exits must be submitted to the Society for approval by Powys Fire Services.

All tradestands and caravans must have fire extinguisher(s) sited in a prominent position and in full view. These appliances should be held at the following rate:- 250 to 500 sq.ft.-one; 500 to 1000 sq.ft. -two; for each additional 1000 or part of, a further appliance is required.

The most suitable fire extinguisher is a 5-kilo dry powder type, which in the case of most fires, will contain the outbreak until the arrival of the fire brigade.

The provision of fire extinguishers is a condition of entry and must be observed by all tradestand holders. The Fire Officer and Chief Safety Officer will inspect each tradestand to ensure that all fire precautions have been carried out correctly.

### **3.6. Fire/Emergency Procedure**

**3.6.1** In the event of a fire, telephone 999 and report to the RWAS HQ.

**3.6.2** Switch off all electrical equipment and machinery.

**3.6.3** Evacuate the building in question by the nearest fire exit. Do not stop to collect personal effects.

3.6.4 Do not re-enter the area until express permission has been given by the Senior Fire or Police Officer.

3.6.5 Please note the Assistant Honorary Directors/Chief Stewards will take charge of operations until the arrival of the Fire Brigade.

### 3.7. Livestock and Tradestand Rules and Regulations

Attention is drawn to the current Royal Welsh Agricultural Society Livestock and Tradestand Rules and Regulations which must be read by every exhibitor of Livestock/Tradestands. Particular attention is drawn to the following matters:-

#### 3.7.1 Hard Hats

Anyone riding a horse or pony must wear a hat to British Standard specification. This hat must be worn at all times.

#### 3.7.2 Cooking & Sleeping

No cooking or sleeping will be allowed in the stock lines.

#### 3.7.3 Cycles

No motorcycles, motor scooters or cycles, of any kind, may be taken on to the showground. ATVs, mules and buggies cannot be operated on the showground without authorisation. In addition all operators must have received the appropriate training and are strongly advised to wear appropriate headgear when use of such vehicles is authorised.

#### 3.7.4 Dogs

With the exception of assistance dogs, no visitors will be permitted to enter the showground with dogs. This rule does not apply to the Royal Welsh Spring Festival and is partly exempt for the Royal Welsh Winter Fair for exhibitors entering the Hound Show.

Trade and livestock exhibitors parked within the showground who have dogs for security purposes must apply for a Society permit. Exhibitors must not exercise their dogs in public areas.

Please note that NO dogs are allowed in the Livestock (cattle, sheep, pigs and goats) Buildings, Royal Welsh Exhibition Centre, Horse Lines, Collecting Rings, Fur and Feather Pavilion, South Glamorgan Exhibition Hall, Grandstand, Members Centre, Food Hall or any of the Society's dining halls. Assistance dogs will be allowed into the Food Hall.

#### 3.7.5 Cattle on Parade

In the interests of safety, there should be no UNAUTHORISED movement of animals during the Show period.

All cattle will be required to be paraded as directed by the Stewards. Stock attendants shall wear white coats or appropriate Society dress at judging and parades. Exhibitors must ensure that sufficient stockmen are available to lead all first, second and third prize winning animals for cattle parades. All handlers must be a minimum of 14 years old on the first day of the Show for the judging of all cattle classes and for the main ring parades. In the interests of safety, all bulls (male cattle not castrated by 10 months of age) must be controlled at all times on the showground through one of the following handling methods:-

a) Two people, one using a bull pole attached to the bull's nose ring and the other using a rope or chain attached to the halter or head chain via the nose ring.

b) Two people both using ropes or chains, one rope or chain attached to a halter, the other either attached directly to the nose ring or via the nose ring to the halter.

c) One person using a bull pole attached to the bull's nose ring and a rope or chain attached to a halter, or head chain via the nose ring, with a competent person standing by able to assist in the control of the bull, if necessary.

d) 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 standing by able to assist in the control of the bull, if necessary.

### **3.7.6 Spray Dipping of Sheep**

The use of any substance containing toxic chemicals, (including sheep dips to prepare sheep for showing,) whilst on the showground is strictly forbidden. Any defaulter will be asked to leave the showground and entry will be refused in the following year.

### **3.7.7 Low Flying Aircraft**

Exhibitors are warned of the danger posed by low flying aircraft. Whilst the Society has obtained assurances from the relevant authorities, no responsibility is accepted by the Society in this regard.

### **3.7.8 Electrical Distribution System**

Exhibitors are also warned of the danger from the distribution of high or low voltage systems throughout the showground. Exhibitors are asked to check on the position of all cables, above and below ground, prior to erecting stands, marquees, signs or flagpoles. Permission must be sought before any work commences.

### **3.7.9 Vehicle Exhibits**

Exhibitors are not allowed to demonstrate or exhibit any vehicles in the avenues during the Show.

### **3.7.10 Fixing Signs**

No signs may be erected in the space in front of the "machinery-in-motion" stands.

### **3.7.11 Excavation**

No exhibitor will be allowed to excavate in any part of his/her stand without written permission from the Society. It is imperative that the exhibitor checks the position of underground services. Prior to any excavation works being carried out, permission must be sought from the Society.

All fence, post and flag pole holes must be filled and reseeded or turfbed by the exhibitor.

### **3.7.12 Contractors**

Exhibitors are responsible for ensuring that their contractors are aware and follow all relevant Health and Safety Legislation together with the Society's Health and Safety Policy.

### **3.7.13 Electricity**

Only Royal Welsh Agricultural Society approved electricians should be used. Electrical connections will only be made to installations which comply with current I.E.E.

Regulations for electrical equipment in buildings. Failure to comply with these regulations may lead to disconnection of the supply until the installation complies. In permitting the connection of consumers' wiring to its distribution system, the Society does not accept responsibility for the exhibitor's installation.

All portable electrical equipment used must comply with the Electricity at Work Regulations and before any such electrical equipment is used, exhibitors should arrange for its inspection and testing by a competent electrician and documentation should show

the date of the test and the name of the person carrying out the test. All equipment should be connected to the supply through a residual current device (RCD) and all cables and connections where not protected by a waterproof structure shall be of such construction or protected to prevent, so far as is reasonably practicable, danger arising from such exposure.

Exhibitors must not leave their sites until such time as any electricity supply is disconnected and made safe.

Generators: These are not allowed without the permission of the Society.

#### **3.7.14 Fires and Barbecues**

No exhibitor may light a fire for any purpose whatsoever unless he has the authority of the Society to do so. All authorised fires must be put out at the time of closing of the showground each day.

#### **3.7.15 Liquid Petroleum Gas (LPG)**

All exhibitors, tradestands, caterers, retailers, etc, who use LPG must comply with the Guidance Notes referred to below, in respect of the storage and use of any LPG containers that they bring onto the site. Any full or empty cylinders not in current use must be kept in an adequate store as described in the guidance referred to below and not on the stand, exhibit or in the caterers' kitchens.

If there is temporary or permanent storage of LPG on the site then this storage must comply with HSE Guidance Note HS(G) 4 "The storage of LPG at fixed installations" for bulk storage, or with HSE Guidance Note CS4 "The keeping of LPG in cylinders and similar containers" for other types of storage. All use of LPG on site should be in accordance with HSE Guidance Note CS6 "The storage and use of LPG on construction sites".

Exhibitors, caterers, etc, are required by the terms of their contract of agreement made between them and the Royal Welsh Agricultural Society Ltd to ensure that all their gas appliances have been recently examined and tested by a competent person and labelled to indicate the examiner's name and date of examination. Exhibitors should be aware that the Society will not allow any appliances to be used until this has been done.

#### **3.7.16 Catering**

Only Exhibitors with prior permission from the Society's Head of Administration and the Head of Operations can sell food or make food available for human consumption on site.

All caterers must comply with Food Safety and Health & Safety legislation when trading on our site. This will be monitored and verified from time to time by our own Environmental Health & Safety Consultants and or Officers from Powys County Council. Failure to respond to compliance requests from them could result in being prohibited from trading on site immediately.

#### **3.7.17 Safety Requirements - Health and Safety at Work Act 1974**

Special attention should be given to the safety requirements outlined in the regulations governing the allocation of space for machinery and other stands. The ruling of the steward on the safety of any exhibit or part of an exhibit shall be immediate and final; but consent to the working of an exhibit shall not relieve any exhibitor of liability as laid down in the regulations.



The Society holds exhibitors wholly responsible for the observance of statutory regulations governing the safety of machinery exhibited by them. Machines and appliances are accepted for adjudication on the understanding that they are capable of complying with the Health and Safety at Work Act 1974 and the regulations which are implemented under it.

#### 3.7.18 Show Stand Safety

- a) Tradestand exhibitors should display only pesticides and other substances hazardous to health in new empty containers.
- b) Any steam or pressure vessels or lifting appliances used/demonstrated must be examined and documented; this also applies to electrical and gas appliances.
- c) All temporary structures, information boards, fences, gates, flagpoles, grandstands, viewing platforms etc, must be safe for the intended purpose and comply with the latest and relevant codes of practice. Exhibitors must give regard to the stability of their exhibits and ensure that they cannot under reasonable circumstances be knocked over.
- d) Petroleum product storage must be in accordance with standards laid down by the fire prevention department of Powys Fire Service.

#### 3.7.19 Risk Assessments

Risk assessments will be undertaken by the Society to cover staff, exhibitors and the public. These risk assessments will cover chemicals used, jobs and tasks undertaken, crowd control, and evacuation procedures.

Tradestands and exhibitors with displays/working equipment are expected to provide the Society with their own risk assessments covering their operations.

## 4. Trefniadaeth Argyfwng / Emergency Procedure

Emergencies and Major Incidents at the Royal Welsh Show, Royal Welsh Winter Fair and Royal Welsh Spring Festival

- 4.1 These instructions should be adhered to in the event of a major incident occurring on the showground during Show/Fair/Festival period, especially in the event of it causing or threatening death or injury to people.
- 4.2 The Assistant Honorary Directors or Chief Stewards should remain in charge, certainly in the early stages. They would need to make early decisions until command was centralised. An atmosphere as near to normality as possible should be created.
- 4.3 If the incident occurred in or near a particular section the Assistant Honorary Director/Chief Steward concerned should immediately contact Radio Control by radio (stating RED ALERT/EMERGENCY and giving location only). In the absence of the Chief Steward, the Senior Steward should take charge.
- 4.4 In the event of a situation requiring emergency procedures, the Major Incident Plan would be activated.

The Major Incident Panel would comprise:-

RWAS Representatives: Honorary Show Director  
Deputy Honorary Show Director  
Assistant Honorary Director – Administration (Show and Winter Fair)  
Chief Executive  
Estate Manager  
Health & Safety Consultant  
Head of Administration (Festival)  
Head of Operations (Show and Winter Fair)

Police  
Fire Service  
Ambulance Service  
Powys County Emergency Planning Officer

- 4.5 The Police would appoint the Incident Control Officer.
- 4.6 A Major Incident Control point would be designated at the three events.
- 4.7 Traffic and gate stewards should assist emergency vehicles to the scene of the incident. All unnecessary vehicles should be directed to the car parks.
- 4.8 Casualty centres have been identified as follows:-  
Vice Presidents' and Governors' Pavilion (Royal Welsh Show only)  
Military Band Changing Marquee (Royal Welsh Show only)  
Hafod a Hendre (Stockmen's Pavilion)  
Permanent First Aid Centre
- 4.9 Should total evacuation of the showground be required, then Chief Stewards/Senior Stewards should enlist the help of all stewards to ensure that it was done in an orderly fashion via the pedestrian entrances A, B, C, D, E, F and vehicle entrances.
- 4.10 The Press would be invited to congregate in the Press Centre. The Police would appoint a Press Officer who would liaise with the Press at the Press Centre. No one else should comment to the Press, unless authorised by the Honorary Event Director.

## 5. Trefniadau Bioddioglwch / Biosecurity Arrangements

Stewards and exhibitors must comply with biosecurity arrangements and measures in place to control the risk from Zoonoses the key elements of which are outlined below:

- The area where all stock will be unloaded/loaded, housed and judged during the Royal Welsh Show, Spring Festival and Winter Fair will be classed as a Designated Animal Area (DAA).
- All feathered exhibits will be checked on arrival at the Fur and Feather Pavilion by Senior Stewards and the on-site vet; stewards may also spot-check the condition and temperament of other livestock exhibits brought onto the Showground and may seek advice from a Senior Steward or on-site vet if they have any concerns.
- Disinfected mats will be positioned at all entry/exit points within into the DAA for exhibitors, judges, stewards and public to walk over. The soles of footwear must be disinfected on entry into and exit from the DAA.
- The Society encourages a "Be seen to be clean" policy and everyone must ensure that their footwear and clothing is visibly clean on entry to and exit from the DAA. Entry can be refused to anyone seen to be visibly contaminated with animal products.
- The public will be allowed to walk around the animals. They should not be encouraged to touch the animals, if they do they should be encouraged to wash their hands afterwards in warm soapy water. Similarly, judges and stewards must wash their hands after contact with the livestock using the facilities available within the DAA.

A copy of the full bio-security details will be circulated to the relevant stewards. However, if you wish to receive a copy, please do not hesitate to contact the Society.

The Society is working extremely closely with representatives of the Welsh Government to ensure that members of the public will not notice any significant changes compared with previous shows. If you have any concerns please contact the Biosecurity team or Vets via the Society radios during the event.

**By order of the RWAS Board of Directors.**