

Health and Safety Policy

Caithness Agricultural Show



NFU Mutual
RISK MANAGEMENT SERVICES

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Statement of General Policy

This is the Health and Safety Policy Statement of:

Caithness Agricultural Show

We recognise and accept our responsibility to ensure, so far as is reasonably practicable, the health and safety of all our workers, contractors, visitors and members of the public who may be affected by our work activities.

Health and Safety is a key element and contributor in the overall success of the business. It therefore has equal priority with other aspects of management and will be managed with the same determination and commitment. Any decisions made by the business will take full account of any Health and Safety implications for all our workers and those under our control. We will endeavour to ensure the health and safety of all others who could be foreseeably affected by activities under our control.

It is our aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:

- Providing adequate control of health and safety risks arising from the activities we undertake,
- Consulting with workers and contractors on matters affecting health and safety,
- Providing and maintaining safe premises, machinery and equipment,
- Maintaining safe systems of work,
- Ensuring safe handling and use of substances,
- Providing information, instruction and supervision for workers,
- Providing information for visiting members of the public,
- Ensuring all workers are competent to do their work,
- Maintaining safe and healthy working conditions,
- Reviewing and revising this Policy as necessary at regular intervals; and
- Putting measures in place to prevent accidents and cases of work-related ill health.

Health and Safety is viewed as “everyone’s business”. To achieve a high standard of health and safety, the active co-operation of all workers is essential. This policy and associated documents will be revised annually, or after any significant change or legislation likely to affect the policy. This policy will be available to third parties on request.

Signed:, President of Society

For & on behalf of Caithness Agricultural Show

Date: 5th April 2023

Review date: Annually or before each show

Organisation and Responsibilities

The responsibility for health and safety rests with everyone, from all members of the Society through to stewards, employees and others involved in the organisation and involvement of the show and the public themselves. This section sets out the responsibilities under this Policy.

Overall responsibility for health and safety within our business is that of:

Caithness Agricultural Show

Health and safety advice is provided by NFU Mutual Risk Management Services Limited (RMS).

To ensure health and safety standards are maintained and improved, the following people are responsible for ensuring that all activities under their control are carried out in accordance with this Health and Safety Policy and in compliance with statutory provisions:

Name	Area of Responsibility
President	Appointed person to oversee and co-ordinate safety matters for the show
Show Safety Officer – on the day	Overall responsibility for all safety matters during the show
Chief Stewards	Their relevant section and to ensure that any preventative measures are maintained and in event of major incident in their area to save and preserve lives.
Stewards	Their relevant section and to ensure that any preventative measures are maintained.

Workers have legal duties under the Health & Safety at Work etc. Act ,1974. In particular, they must:

- Co-operate with management on health and safety matters,
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work,
- Co-operate, so far as is necessary, to enable any duty or requirement imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with,
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Failure to comply with these requirements may lead to both disciplinary action being taken by the business and prosecution by the Enforcing Authority.

Stewards

All stewards must take responsibility within their own section for health and safety paying particular attention to possible hazards and taking action to eliminate them.

There should be at least one Steward on duty within the section at all times. All stewards in marquees should be fully acquainted with all evacuation procedures for their marquee. They should also be aware that they may, at any time, be requested to return to their post. All livestock stewards to return to their posts 15 minutes prior to shows to assist with the same.

Exhibitors, Craft and Trade Stand Holders

In entering the Show all exhibitors, craft and trade stand holders are understood to have accepted their responsibilities for safety. All trade stand holders must hold their own third-party public liability insurance and a copy of which must be lodged with the Trades Stand officer before show day. All exhibitors must follow the instructions of stewards at all times. Failure to do so may result in the Stewards withdrawing an exhibit from the show.

It is animal exhibitors have responsibility for their particular animal(s), so not to cause a risk to the public.

Officers from the Health and Safety Executive and the Environmental Health Department of the Highland Council may be on the site to enforce compliance with the appropriate regulations.

Arrangements

1. Communication



Risk Assessments

[The Management of Health and Safety at Work Regulations]

We have a duty to assess the risks to the health and safety of anyone who may be affected by our work activities. It is our policy to ensure no-one is put at risk from our activities so far as is reasonably practicable.

- Risk assessments will be undertaken by the Management Committee (and others under their direction) in consultation with NFU Mutual Risk Management Services Limited and workers. Hazards identified will be eliminated or controlled to the lowest level which is reasonably practicable. For further information refer to our Risk Assessments.
- We will bring the key information from risk assessments to the attention of all relevant workers.
- Action required to remove or control the risks will be approved by the committee.
- We will ensure that the control measures identified are implemented and that they remove or reduce the risk to an acceptable level.
- Assessments will be reviewed regularly (e.g., annually) or when work activities change, whichever is soonest.
- Specific risk assessments for vulnerable groups / individuals will be undertaken by the Management Committee (and others under their direction). “Vulnerable groups” include new or expectant mothers, young workers (under the age of 18) or anyone else with special needs.
- On the spot risk assessments will be completed for specific tasks not adequately covered by the risk assessment programme.

Consultation and Communication

[Health & Safety (Consultation with Employees) Regulations, Health & Safety (Information for Employees) Regulations]

We have a duty to consult with workers either directly or through elected representatives on matters relating to health and safety.

- Consultation will be via discussion prior to start or at other planned staff meetings as held from time to time during the day.
- Workers are encouraged to discuss any concerns about health and safety matters with management, which can be done anonymously and in confidence if requested. No action will be taken against anyone who raises a health and safety concern.

2. Fire Safety

[The Fire Scotland Act 2005]

[Fire Safety (Scotland) Regulations 2006]



We have a duty to protect workers, contractors, visitors and members of the public from the risk of fire within the premises.

- We will ensure that Fire Risk Assessment is undertaken as required, ensure the control measures are implemented and that they have removed the hazards or reduced the risks to an acceptable level.
- We will ensure workers are trained in the emergency action to take in the event of fire (e.g., how to raise the alarm, evacuation procedures, use of firefighting equipment, etc.).
- The emergency evacuation procedures will be tested at least annually or before each Show.
- Fire extinguishers are maintained by a competent contractor on an annual contract.

3. Emergency Procedures

[The Management of Health and Safety at Work Regulations]



We are required to produce procedures for dealing with emergencies such as fire, flood, chemical spillage, robbery or violence to workers, etc. These procedures must incorporate the method(s) of signalling, evacuation procedure and the person(s) responsible.

- We will ensure that Emergency Procedures are produced for potential major incidents.
- Copies of the Emergency Procedures are available.
- We will ensure that all workers are aware of the emergency procedures and that the procedures are tested periodically.

4. First Aid

[The Health and Safety (First Aid) Regulations]



We will ensure a competent contractor is appointed to provide suitable first-aid materials and qualified First Aiders for the Show. It is important that all injuries, however slight, are properly attended to.

- The First Aider or the most senior member of the Management Committee present is responsible for calling an ambulance when required. If in doubt one should be called.
- First Aid supplies are located at the First Aid stand.

5. Accident Reporting

[Reporting of Injuries, Diseases and Dangerous Occurrences Regulations: RIDDOR]



We will ensure as far as possible, that accidents and dangerous occurrences are recorded and reported where necessary to the enforcing authority (HSE or the Highland Council). Incidents, ill-health and dangerous occurrences will be investigated, and reasonable measures put in place to prevent recurrence. Workers are required to report any incidents they are involved in or witness to their senior.

- All accidents are recorded in the accident book kept with the Show Secretary (bus). To comply with the Data Protection Act completed accident sheets will be torn out of the book and given to the Show Secretary, to be kept securely.
- Workers are encouraged to report all accidents, incidents, work-related ill health and near misses to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.
- The Management Committee are responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority via the Incident Contact Centre, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- The Management Committee are responsible for undertaking investigations following accidents, dangerous occurrences and work-related ill health absence.
- The Management Committee are responsible for analysing reported incidents for signs of trends and identifying action that can be taken to prevent future incidents.

6. Third Parties

[The Health and Safety at Work, etc. Act 1974, The Occupiers' Liability Acts]



We also have a responsibility to all contractors, visitors and members of the public. We undertake to provide a safe working area to the extent that is within our control and to highlight any special hazards which are unlikely to be immediately apparent to the person concerned.

Visitors and contractors are also responsible for the health and safety of anyone who may be affected by their operations, including our staff. Animals can easily be frightened and can be dangerous, members of the public must therefore supervise children and keep dogs under control at all times.

7. Information, Instruction, Training & Supervision



[The Health and Safety at Work etc. Act 1974, The Provision & Use of Work Equipment Regulations etc.]

We must provide appropriate information, instruction, training and supervision regarding health and safety at work, the work equipment that is used and the tasks that are undertaken.

- We will ensure that all Stewards and other Volunteers are adequately trained to carry out their work.
- Induction and job specific training will be provided for all Stewards and other Volunteers by the Management Committee. Adequate supervision will be given until Stewards and other Volunteers are deemed competent.
- Training records are kept by the Management Committee.
- The following tasks must only be carried out by authorised persons, who will normally have completed a formal training course or specially trained in-house. This is because the tasks are either potentially dangerous or legislation demands formal training. All others are strictly forbidden from carrying out these tasks (unless supervised by a suitably qualified person whilst undergoing training):
 - Telescopic Handler/ Forklift Truck (formal training certificate and authorisation)
 - All-Terrain Vehicles (sit astride and side-by-side ATVs) (formal training certificate and authorisation)
- Health and safety advice is available from the Management Committee and NFU Mutual Risk Management Services Limited.

8. Services and Work Equipment

[The Provision and Use of Work Equipment Regulations, The Health and Safety at Work Act 1974, The Lifting Operations and Lifting Equipment Regulations, The Pressure Systems Regulations]



We have a duty to ensure that all services, plant, machinery or equipment is maintained to be safe.

- Water is provided at specified points at both Showgrounds, from a mains supply.
- Electric hook-up points are provided at both Showgrounds. These are tested by a competent electrician prior to each Show day. Electrical Generators may be brought onto site provided evidence is produced that the generator and electrical wiring have been recently tested and certified.
- Gas appliances may be brought onto the site provided they have been examined and hold a current certificate. Cylinders must be secured and stored away from public areas.
- The Management Committee will be responsible for identifying all work-related equipment and plant needing maintenance (e.g., electrical equipment and appliances, vehicles, machinery etc.) within those work areas under their direct control.
- Exhibitors are responsible for ensuring all equipment brought to the Show is effectively maintained, any problems found with plant or equipment should be immediately removed from the show.
- Volunteers and members of the public may not use equipment unless they have been trained and authorised to do so.

- Always check machinery and equipment before use - do not use anything in a dangerous condition. Any equipment believed to be faulty, worn or hazardous must not be operated. Always check the guards are in place before use.
- All machinery & equipment must be stopped before making an adjustment, undertaking maintenance or lubrication - especially if necessary to remove guards for these tasks. All equipment must be isolated before clearing blockages, cleaning or maintenance.

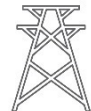
Statutory Inspections

We have a duty to ensure that, where required certain lifting equipment (such as FLT's and accessories) and pressure systems are subject to statutory inspection by a competent person.

- We will identify all lifting equipment and pressure systems that require a statutory inspection.
- We will ensure that statutory inspections are undertaken at the required intervals.

9. Electrical Safety

[The Electricity at Work Regulations]



We have a duty to protect employees / visitors / volunteers against the risk of death or personal injury from electricity.

Fixed Installations

- We will ensure that the electric hook-up points located within each Showground are installed and maintained in accordance with the regulations.
- The electrical installation will be tested for electrical safety at regular intervals and before each Show day by a competent electrician.
- Only competent electricians carry out electrical work.
- Detailed records will be retained where possible in line with statutory requirements and best practice.

Portable Appliances

- We will arrange for a competent person to inspect and/or test portable electrical appliances where required. The frequency of testing will be determined by the competent person.
- Workers are required to check the condition of all portable electrical equipment before each and every use. Any problems with portable appliances must be reported to the Management Committee and taken out of use until repaired or replaced.
- Circuit breakers and RCD trip devices are regularly checked and maintained.

Overhead Power Lines

- We will identify overhead power lines that may affect work activities that could result in (near) contact and will ensure the location is communicated to relevant persons.

10. Show Ground

[The Workplace (Health, Safety and Welfare) Regulations]



We have a duty to protect the health and safety of anyone in the workplace.

There are several situations that may present a risk to health and safety. The main areas of risk are listed below:

- **Vehicle Movement** – Parking areas have been designated at both Showgrounds and no vehicle should move within the Trade Stand area unless authorised to do so by the Safety Officer.
- **Machinery** – Machinery should be exhibited stationary in accordance with Agricultural Health and Safety Regulations.
- **Catering** - All stands offering food and/or refreshments should meet the requirements of appropriate legislation and have their certificates available for inspection. The correct licence to have been obtained and this must be available for inspection.
- **Marquees / Inflatables** – a competent contractor provides, erects and removes all marquees / inflatables used at the Show. The Management Committee will follow the wind management plan provided by any such contractor and take appropriate action should gusting winds exceed those set out in the wind management plan.
- **Livestock** – All animals entered for the show must have been properly trained and have no history of being disturbed by showing. Each animal must be attended at all times and no person will be allowed to untie or remove any animal from its stand during the Show except with the permission of the Steward of the relevant Section. Handlers must have sufficient experience for the task they are given or be appropriately supervised.
- No animal will be exercised in the car parks or on the showground general areas.
- Cattle Lines will be closed to the general public 15 minutes before the commencement of the Show and during judging.
- All animals moving from the lines to judging rings must follow designated routes, which should be as reasonably practicable segregated from public walkways, crossings etc.

11. Workplace Traffic Management and Transport Safety

[The Health and Safety at Work Act; The Provision & Use of Work Equipment Regulations, the Highways Act etc.]



We have a duty to ensure that the Showground is organised in such a way that pedestrians and vehicles can circulate in a safe manner. In addition, all vehicles used for work purposes must be properly maintained and operators legally compliant.

- We will ensure that traffic routes are organised and maintained in a safe condition. As far as possible road systems will be arranged to allow adequate space for vehicle movement, reversing, turning, loading and off-loading. Separate travel routes will be provided where possible for pedestrians, to segregate vehicles and pedestrians.
- We will assess the transport risks and put in place controls to manage, so far as is reasonably practicable, the vehicle pedestrian interfaces.
- Volunteers and visitors must comply with any control measures put in place such as speed limits, parking restrictions, traffic routes, etc.

12. Hazardous Substances

[The Control of Substances Hazardous to Health Regulations: CoSHH]



Hazardous substances or materials must not be brought on site, unless under approval from in writing with a completed COSHH assessment from the Safety Officer.

The Management Committee are responsible for ensuring that all actions identified in the assessments are implemented.

13. Manual Handling

[The Manual Handling Operations Regulations]



We have a duty to ensure that the dangers associated with manual handling (lifting, carrying, pushing, pulling or moving by hand or bodily force) and repetitive tasks that could result in upper limb disorders are properly assessed and to provide control measures and guidance to ensure safe lifting and carrying at the workplace.

- We will ensure that the risks involved in manual handling operations and repetitive tasks that could result in upper limb disorders are identified and assessed.
- We will evaluate the possible control measures identified in the risk assessment and implement the most suitable measures (e.g., changing the way the job is done, engineering improvements, equipment improvements etc.).
- We will ensure that volunteers receive guidance and training in safe lifting and handling techniques for specific tasks carried out.

14. Protective Equipment

[The Personal Protective Equipment at Work Regulations]



We have a duty to provide, free of charge, suitable personal protective equipment (PPE) wherever there are risks to health and safety that cannot be adequately controlled in other ways.

We will identify, source and replace suitable PPE, implement steps for maintenance, cleaning or repair and provide adequate storage facilities for PPE.

- We will ensure that workers are trained in the correct use, storage and management of the equipment provided.
- Volunteers and employees must wear the PPE provided, in accordance with training and instruction given.
- Volunteers and employees must report any loss or obvious defect in the PPE provided to their chief warden. Volunteers and employees must also report any incompatibility issues (e.g. safety spectacles may interfere with the fit of hearing protection).
- Volunteers and employees must ensure that their PPE is checked before use and cleaned, maintained and stored in accordance with manufacturers' instructions.

Monitoring and Reviewing

To demonstrate our commitment to managing health and safety at the show , we will check the implementation of this Policy by performing regular audits and inspections of the premises and operations.

Declaration

All staff should sign below to record that they have been made aware of the organisation and arrangements for health and safety, as detailed in the Health and Safety Policy, and will comply with the requirements outlined.

Print Name	Signature	Date

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