

SAFETY STATEMENT

TINAHELY SHOW

Updated March 2023

CONTENTS

Declaration of Intent

Safety Management Programme

Responsibilities of Show Officers

Training

Crowd Control

Accident Reporting Procedure

Trade Stands and Marquees

Safe Procedures

Identification of Hazards and Risk Assessment

Safety Statement Manual

Tinahely Agricultural Show

Prepared by Joe Hayden / Robert Woods, Safety Officers

Subject: Declaration of intent

Declaration of Intent

It is the policy of Tinahely Agricultural Show. to comply with the Safety, Health and Welfare at Work Act 2005 and other relevant Health and Safety Legislation and to ensure as far as is reasonably practicable, the safety, health and welfare of all employees whilst at work and to provide such information, training and supervision needed for this purpose.

It is also the policy of Tinahely Agricultural Show to protect as far as is reasonably practicable, persons not employed by the Show itself who may be affected by our work activities.

All employee's including temporary staff have a responsibility to co-operate with their Show staff in order to achieve a safe workplace and to take reasonable care of their own safety and the safety of persons who may be affected by their work activities.

This policy will be kept up to date as the organisation changes in nature and in size. To ensure this, the Statement and the way it is operated will be reviewed on a regular basis.

A copy of this Statement will be available for inspection by all employees and those connected with the show.

Signed


Safety Officer

Date



| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|-----------------------|
| Subject: Introduction |
|-----------------------|

Introduction

The purpose of the Safety, Health and Welfare at Work Act 2005 is to ensure the safety, health and welfare of all employees in the workplace. This Act applies to all employers and employees in all types of work and embraces all the activities of Tinahely Agricultural Show.

The Act requires employers and organisers of events such as an Agricultural Show to prepare a written Safety Statement describing the employer's arrangements and the employee's co-operation to achieve this purpose.

Tinahely Show also known as The Wicklow County Show is held in Fairwood Park Tinahely , Co Wicklow on the August Bank Holiday Monday each year.

It is a large Show attracting crowds of up to 20,000 visitors.

The Show has an excellent record in providing a safe and secure environment for visitor and exhibitor alike.

Every element of the Shows activities must be approved by the Safety Officers and approved by the committee.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|--------------------------------------|
| Subject: Safety Management Programme |
|--------------------------------------|

Safety Management Programme

Tinahely Agricultural Show have devised a Safety Management Programme with the following elements:

- Conduct a survey of the Show Site location to identify hazards, assess risks and control the hazards where necessary.
- Identify training needs and provide training where necessary and appropriate
- Ensure employee consultation and distribution of necessary information on safety, health and welfare matters.
- Ensure adequate employee co-operation in order to ensure the success of the programme.
- Ensure that regular revision of the programme occurs as is necessary.
- Allocate sufficient resources to administer the programme in terms of time, money and manpower.
- It has been agreed that the Chief Stewards from each section of the Show shall receive formal instruction in the use of fire fighting equipment, discussions have taken place with an approved instructor.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|--------------------------------------------|
| Subject: Organisation and Responsibilities |
|--------------------------------------------|

Organisation and Responsibilities

The Chairperson has overall and final responsibility for Safety, Health and Welfare of all staff and is therefore, ultimately responsible for the administration of the safety programme.

Her/His responsibilities are:

- Ensure compliance with Safety Legislation
- Ensure that there is an effective Safety Management Programme and that it is implemented.
- Ensure that the Safety Statement is reviewed at least annually.
- Include safety considerations as an integral part of the management programme.

Ensure that all staff receives adequate and proper training.

Ensure adequate funding and facilities are available to meet the requirements of the Safety Programme.

Ensure that safe working practices are observed.

Ensure that any accidents are reported and properly investigated.

- Ensure ongoing consultations with employees and their representative bodies.

| |
|-------------------------|
| Safety Statement Manual |
|-------------------------|

| |
|----------------------------|
| Tinahely Agricultural Show |
|----------------------------|

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|--------------------------------|
| Subject: Employee Co-operation |
|--------------------------------|

Employee Co-Operation

Each employee must assume responsibility for his or her own safety. Safe systems of work are a condition of employment. The Safety Programme will not succeed unless each employee co-operates fully by observing the above requirements and by following the safe work practice procedures outlined in the Safe Work Practice Sheets. Failure to do so could result in disciplinary action or prosecution under Section 9 of the Safety, Health and Welfare at Work Act 2005.

Each employee is asked to read the Safety Statement and the relevant Work Practice Sheets and if there are any problems to discuss these with the Safety Officer.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|----------------------------------|
| Subject: Employee General Duties |
|----------------------------------|

Employee General Duties

Section 9 of the Safety, Health and Welfare at Work Act 2005, places a number of responsibilities on employees whilst at work:

1. To take reasonable care of they're own health and safety and that of any other person who may be affected by his/her acts or omissions.
2. To co-operate with their employer to such extent as will enable their employer to comply with statutory provisions.
3. To use any protective clothing or equipment provided for securing the employees safety, health and welfare whilst at work.
4. To report to their employer without delay any defects in plant, equipment, place of work or systems of work which might endanger safety or health.
5. Not to intentionally interfere with any safety measure provided by the employer.
6. To immediately report any incident resulting in loss or injury and any dangerous occurrence that could have resulted in death or injury.
7. To contact the Safety Officer regarding any safety problems.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|------------------------------------|
| Subject: Stewards Responsibilities |
|------------------------------------|

Stewards

1. To observe the safety policies of the Tinahely Agricultural Show Society and to ensure those persons under their control do the same.
2. To know the layout of the site.
3. To be able to help the public by providing information about the facilities
4. To ensure that overcrowding does not occur anywhere by managing and directing the crowd correctly.
5. To keep gangways and exits clear at all times.
6. To control unruly behaviour.
7. To immediately investigate disturbances and incidents and report these to the Safety Officer.
8. To make sure that combustible litter does not accumulate.
9. To communicate with supervisors.
10. To control vehicle parking and marshal points.
11. To wear any protective clothing and equipment that is provided i.e., steel toe capped shoes, reflective jackets ensuring that they are clearly visible and gloves etc.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|------------------------------------------|
| Subject: Safety Officer Responsibilities |
|------------------------------------------|

1. To ensure that all persons working at the Show are aware of the Show's policies for the prevention of accidents and ill health to staff and visitors to the show.
2. To draw up a Site layout map and location map of the Show grounds and ensure that it is given to the relevant Statutory bodies well in advance of the Show i.e. Garda, Fire Authorities, County Council and Ambulance Service and Doctor on duty on Show field.
3. To meet with the above agencies in advance of the Show to discuss Emergency Arrangements and Traffic Control measures and Evacuation Procedures for Show day.
4. To implement any recommendations given by the various agencies to improve Safety at the Showgrounds.
5. To ensure all Contractors and exhibitors have a Safety Statement and appropriate insurance cover before they enter the Show grounds.
6. To insist that safe working practices are observed.
7. To ensure that protective clothing and equipment is provided and used by those working at the Show.
8. To ensure that all accidents or near misses are properly reported and investigated.
9. To ensure that all staff of the Show receives training before the Show.
10. To carry out safety inspections before and during the Show to ensure that any safety hazard is quickly identified and rectified.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|-------------------------------------------------|
| Subject: Pre Show Checklist for Safety Officer. |
|-------------------------------------------------|

1. Carry out inspection of the Show site boundaries ensuring that ditches etc are well maintained and that fences and walls are in good condition.
2. Ensure that rivers and lakes etc are properly fenced off and that life buoys are in position.
3. Walk the Showgrounds and ensure that any potholes or deep ruts are repaired and any hazards likely to cause injury such as large stones and fallen tree branches are removed.
4. Ensure that any overhead power or service lines are removed or disconnected before the show commences.
5. Ensure that the County Council and ESB are provided with a site location and layout map of the Showground so any underground or overground cables can be marked and made safe before work commences on the site.
6. Ensure that pedestrian walkways are in good condition and free of potholes and other tripping hazards. All pedestrian cross-over points must be maintained by Stewards on Show day.
7. Draw up a Site layout map with the roads and pedestrian walkways clearly indicated ensuring there is minimal contact between animals and visitors to the show.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|-------------------------------------------------|
| Subject: Pre Show Checklist for Safety Officer. |
|-------------------------------------------------|

Contact the Meteorological Office forecast for the expected weather on Show day. If rain is expected ensure gravel or tracks are available at entrances and exits of the site and where persons congregate. Provision of all weather tracking in relevant areas.

Ensure that the grass is cut around tents and marquees etc as long grass can cover up tent ropes and holding pins and create a tripping hazard.

Ensure that there is adequate space between tents and marquees. Guidelines for this is contained in this Safety Statement. Also seek guidance from the Emergency Services.

Ensure that there is effective communication between Stewards, organisers and other essential personnel. Carry out tests at the Show site to ensure that mobile phone coverage is good in the area otherwise walkie-talkies may have to be used and this will require further training for the personnel concerned.

All show grounds must have adequate security before and during the show. It is the Safety Officers responsibility to organise this.

Ensure that there is adequate Stewarding on the day. On average there should be approximately one Steward per one hundred and fifty persons at the Show. This figure will obviously depend on the size of the Show and the particular hazards at the Show. Guidance should be sought from the Garda as to the ideal number of Stewards for a particular Show.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|------------------------------------------|
| Subject: Safety Officer Responsibilities |
|------------------------------------------|

One of the main responsibilities of the Safety Officer is to ensure that Stewards and other staff receive adequate training. The Safety Officers will explain all relevant safety issues to a meeting of the Show committee, chief stewards, stewards and workers on a date (TBC) prior to the show (venue TBC)

1. The site layout
2. Where the entry and exits points are at the Show grounds and most importantly that Emergency exits must be kept clear at all times.
3. Safety Policy of the Show and what the employee's responsibilities are.
4. Emergency procedures.
5. Hazards at the Show grounds and mechanisms to deal with same.
6. The Safety Officer must also allocate responsibilities to ensure that safety procedures are followed this is best done by appointing a Senior Steward to head the various sections of the show e.g. Cattle section, horse section etc.

The Senior Steward is responsible for the Stewards in their Section and that they carry out their responsibilities.

7. The importance of wearing the appropriate protective clothing and equipment.

This meeting should occur a couple of weeks before the Show and at the day of the Show the Senior Stewards should have a meeting with their Stewards to go through their responsibilities and deal with any issues they may have prior to the Show starting.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|------------------------------------------------------------------------|
| Subject: Safety Officer Responsibilities- Schedule of responsibilities |
|------------------------------------------------------------------------|

1. Three months prior to the Show the Safety Officer, site manager and Chairperson should meet with the following bodies: The Garda, Ambulance Service, Fire Authorities and the County Council with a Site Layout and Location Plan.

A plan of action will then be put in place to deal with Traffic, Emergency Procedures and Fire and Evacuation Plans and any recommended changes to the Site can be made at this stage.

The Emergency Services will provide guidance on the Emergency facilities required at the Show on the day of the event i.e. Ambulance and Fire fighting equipment.

2. One month prior to the show the Safety Officer will hold a training session with the Stewards to inform them of their responsibilities and mechanisms for dealing with hazards at the Show.
3. On the day before of the Show the Senior Steward of each section will discuss the Stewards responsibilities on the day and go through with them the main duties and roles of a Steward, the Site Layout and Emergency procedures.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|---------------------------------------------------|
| Subject: Checklist for Safety Officer. (Show Day) |
|---------------------------------------------------|

Ensure that Stewards and other employees are wearing any protective/reflective clothing required by them.

Ensure throughout the day that entrances and exits remain unblocked especially Emergency Exits.

Ensure that walkways are free of obstructions and tripping hazards throughout the day.

Ensure that animal holding pens are secure and entrances are manned by Stewards at all times.

Ensure that signs warning exhibitors to unload cattle in holding pens are in place.

Ensure as far as is reasonably practicable that there is minimal contact between visitors and animals. Visitors should only walk on walkways and in roped off areas designated for the public.

Ensure areas where animals are unloaded are sited well away from the public and are adequately fenced off with warning sign advising the public to keep away.

Stewards must be stationed at the entrance to animals loading and unloading areas to keep out members of the public.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|---------------------------------------------------|
| Subject: Checklist for Safety Officer. (Show Day) |
|---------------------------------------------------|

Ensure that all jumping arenas, are adequately fenced off, to prevent access by the public.

Stewards must be extremely vigilant and keep the public away from arenas and practice rings.

Ensure that warning signs are in place to keep the public away e.g. No persons beyond this point.

Stewards must be stationed and the entry points to the horse section especially where horse boxes are located and ensure that the public are kept well away.

Ensure that any guy ropes and stakes etc are properly secured and made safe to protect the public against injury.

Ensure that No Smoking signs are in place at entry points to tents and marquees and that fire extinguishers are in place.

Ensure that toilets are regularly inspected for cleanliness and a record kept.

Ensure that rubbish bins are provided throughout the site.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|----------------------------------|
| Subject: Crowd Safety Management |
|----------------------------------|

Crowd Safety Management

This is very important as it helps ensure that crowd safety management plans are relevant and appropriate for the Show. Training should:

- Involve show staff and encourage debate regarding concerns
- Identify and cater for any changes to the venue
- Identify the causes of problems or accidents
- Identify improvements.
- Gather feedback from those involved in the Show

Guidance to Show Committee's and Stewards will also explain the safest mechanism to layout the overall Show site to reduce the risk of accidents.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|------------------------|
| Subject: Crowd Control |
|------------------------|

Crowd Control

Firstly Stewards should be easily recognisable in a uniform style of clothing (yellow high vis jacket) with a badge indicating their role and authority on site.

As a general rule of thumb the Show Committee will have a ratio of one steward per 150 people on site.

Key Stewards should be in contact via mobile phone/two way radio with the Show Organisers to enable them to react to emergencies in their area. All stewards will be provided with the mobile phone numbers of Committee Members, Emergency Services and the Senior Stewards of the Show. Stewards will contact the safety officers in case of emergency.

The public will react to communications in a different way so a combination of verbal communication over a public address system together with advisory signs and notices will work best. These need to be identified well before the event so that they can be purchased or manufactured.

Stewards who are on duty at exit doorways and traffic duty will require a rota system for breaks and refreshments.

A centralised administration focal point will be an advantage for the co-ordination of information, announcements, lost children etc.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|----------------------------|
| Subject: Monitoring crowds |
|----------------------------|

Monitoring Crowds

In order to detect crowding problems at an early stage, crowds need to be monitored. Consideration needs to be given to the overall number of people, the distribution of people and identifying potential crowd control problems. Key stewards will be in regular contact with Gardai.

Problem areas which need to be closely monitored are:

- entrances and exits
- standing areas with a potential for crowd surges or pushing
- popular stalls, attractions, exhibits and refreshment areas.
- Bottlenecks
- Areas where people queue
- Enclosed or confined spaces
- Main roadway
- Marquees
- Food area
- Bar area
- Entertainment area
- All rings

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|-----------------------------------|
| Subject: Contractors and Visitors |
|-----------------------------------|

Contractors

A Contractor is a contractor or an employer whose employee's carry out specialised work.

Each contractor has a duty to ensure that they operate in a safe manner and take measures to prevent harm occurring to themselves or persons affected by their work activities.

Every Contractor must present their own Safety Statement and their employer's and public liability insurance to the Chairperson before any work commences.

Contractors are to consult as required with the staff of Tinahely Agricultural Show and to and to inform them on matters related to safety.

Contractors must place warning signs, barriers, marker tape etc., around openings, trenches etc. and ensure that risks are minimised before leaving the work area.

Contractors must provide their own plant and equipment and must not use any equipment, which does not belong to them.

Ensure that proper protective clothing and equipment is used.

Advise their staff of the hazards in the Showground. These must be obtained from the Show organisers.

Contractors must be competent to carry out the work they are hired for
Contractors must clean up after themselves and not leave items around which could cause injury.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|-------------------------------|
| Subject: Waiters / Waitresses |
|-------------------------------|

1. To take reasonable care of their own safety and that of any other person who may be affected by their acts or omissions.
2. To wear the appropriate footwear and protective clothing and gloves provided.
3. Do not lift heavy or awkward items without seeking help. Under the Manual Handling Regulations 2007 employees should not lift items unless they have received training by a competent person.
4. All spillages must be cleaned up immediately. Whoever discovers the spillage should stand beside the spillage and request another staff member to get the slippery floor sign. The spillage should then be cleaned up and the sign kept in place until the floor area is dry.
5. Employees must not use any machinery for which they have not received training.
6. All employees should know how to use the fire fighting equipment.
7. To maintain high standards of personnel hygiene.

| |
|-------------------------|
| Safety Statement Manual |
|-------------------------|

| |
|----------------------------|
| Tinahely Agricultural Show |
|----------------------------|

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|-------------------------|
| Subject: Security Staff |
|-------------------------|

8. To take reasonable care of their own safety and that of any other person who may be affected by their acts or omissions.
9. Be familiar with the Emergency Procedures.
10. To ensure that Exits remain free at all times.
11. To ensure that persons do not smoke in non smoking areas.
12. Prevent children from playing in dangerous area.

| |
|----------------------------|
| Safety Statement Manual |
| Spillages |
| Tinahely Agricultural Show |

| |
|---------------------------------|
| Prepared by Pro Active Safety |
| Subject: Spillages in tents etc |

Spillages

Should any spillage occur, a warning sign shall be immediately placed around the spillage to inform public and staff of the hazard. The spillage will then be cleaned in accordance with the floor care routine programme.

Routine Cleaning

This will not be undertaken at busy times of the day so as to minimise the risk to public and staff.

1. Erect “slippery floor sign”
2. Put on rubber gloves
3. Clean floor with correct dilution of floor detergent with mop and bucket.
4. Floor signage must not be removed until the floor is thoroughly dry.
5. To assist drying good ventilation must be maintained.
6. All materials and Implements must be properly stored away.
7. It is essential that children are kept well away from spillages and during routine cleaning.
8. Dedicated staff on duty all day at toilet facilities.

Prepared by Pro Active Safety

Subject: Noise

What are the Control of Noise at Work Regulations?

The Regulations are Chapter 1 of Part 5 of the General Application Regulations 2007. **These Regulations revoke and replace the European Communities (Protection of Workers)(Exposure to Noise) Regulations 1990 (S.I. No. 157 of 1990) and replace the Safety, Health and Welfare at Work (Control of Noise at Work) Regulations 2006 (S.I. No. 371 of 2006).** The purpose of these Regulations is to transpose Directive 2003/10/EC of the European Parliament on the minimum health and safety requirements regarding the exposure of employees to the risks arising from physical agents (noise).

What action should be taken when the noise exposure level is too high?

First Action Level 80dB (A): - Regulation 125 specifies the actions that must be taken by the employer when the level is between 80dB (A) and 85dB (A). The employer must (in addition to reducing noise levels by general action) inform each potentially affected worker and their representatives of the following:

- the results of the measurements taken of the noise and the possible risk to their hearing
- Results of preventative audiometric testing
- what measures are being introduced to reduce the noise levels in the workplace
- the advisability of wearing hearing protection that's individually fitted and where and how to obtain it
- hearing checks that are available
- provide any necessary information and where relevant training

Regulations 126 and 127 specify, in addition to the previous requirements, when the level is above 85dB (A) the employer must:

- Identify the reasons for the excess noise and put in place a programme to reduce it. This could be either of a technical nature or of organisation of work or both.
- Provide the services of a registered medical practitioner to carry out hearing checks and audiometric testing.
- put up clearly visible and legible signs indicating that the noise level in the area is likely to exceed 85dB (A), in accordance with the Safety, Health and Welfare at Work General Application Regulations 2007 (regulations 158 to 162 inclusive).

What action should be taken when the noise exposure is at the Second Action Level 85dB (A)?

Regulations 126 and 127 specify, in addition to the previous requirements, when the level is above 85dB (A) the employer must:

- Identify the reasons for the excess noise and put in place a programme to reduce it. This could be either of a technical nature or of organisation of work or both.
- Provide the services of a registered medical practitioner to carry out hearing checks and audiometric testing.
- put up clearly visible and legible signs indicating that the noise level in the area is likely to exceed 85dB (A), in accordance with the Safety, Health and Welfare at Work (Signs) Regulations 1995

What are exposure action values?

The Noise Regulations require an employer to take specific action at certain action values. These are the daily noise exposure level or the peak sound pressure level which, if exceeded, for an employee, action will need to be taken to reduce the risk.

These relate to:

The levels of exposure to noise of your employees averaged over a working day or week; and
The maximum noises (peak sound pressure) to which employees are exposed in a working day.

The values are:

lower exposure action values:

daily or weekly exposure of 80 dB;
peak sound pressure of 135 dB;

upper exposure action values:

daily or weekly exposure of 85 dB;
peak sound pressure of 137 dB.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|-----------------------------|
| Subject: Marquees and tents |
|-----------------------------|

Marquees and tents

The layout for the marquees and tents must be considered to ensure sufficient public circulation space and evacuation space in the event of an emergency occurring. The recommend separation space is at least 30 metres between marquees as a safety zone.

Large marquees should include a main entrance and exit opening at either end of the tent.

All emergency exits will require stewards, an illuminated exit signs as well as framed door frames in case of fire.

Prior to erection the ground must be surveyed and a cable locating tool use to ensure that there are no underground electric cables present which might be severed by marquee pegs. Consultation with local authorities, ESB and Telecom is essential before the commencement of the Show to ensure the whereabouts of dangerous cables.

Prepared by Pro Active Safety

Subject: Manual Handling

Manual Handling

1. Use a mechanical lifting aid wherever possible.
2. Assess the area and the load before lifting.
3. Bend your knees.
4. Keep your back straight.
5. Grip the object firmly.
6. Hold the object close to your body.
7. Wear suitable footwear to prevent slipping while lifting.

Under the Manual Handling Regulation 2007, employees that are involved in lifting must be trained in manual handling.

| |
|-------------------------|
| Safety Statement Manual |
|-------------------------|

| |
|----------------------------|
| Tinahely Agricultural Show |
|----------------------------|

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|---------------------------------------------------------------------|
| Subject: Reporting of Accidents, Diseases and Dangerous Occurrences |
|---------------------------------------------------------------------|

Reporting of Accidents, Diseases and Dangerous Occurrences

All work accidents, injuries and dangerous occurrences must be immediately reported to the Safety Officers. All witnesses to provide information on the incident.

The Employer is required by law to report to the Health and Safety Authority any work accident which results in an absence from work of more than three days. This is reported to the Authority by completing and returning Form IR 1. The Manager is responsible for returning this form to the Authority.

A copy of Form IR 1 can be obtained from the Health and Safety Authority (HSA), 10 Hogan Place, Dublin 2.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|---------------------------------------|
| Subject: Accident Reporting Procedure |
|---------------------------------------|

Accident Reporting Procedure

All accidents or near misses must be recorded in the accident book, which is kept in the reception area. If the accident is serious a copy of Form IR 1 should also be included with the report.

It is essential that all accidents or near misses are recorded as this is an important step in any programme designed to reduce the incidence of injuries.

This information is also required by the Committee as a basis for their investigation into an accident in order to take remedial steps to avoid similar occurrences in the future.

A camera should be used to record the accident scene and a sketch should also be taken of the accident area. Any relevant observations should be noted in the accident book, i.e. names and phone numbers of persons involved, statements and names of witnesses, time of accident. The Chief Steward will have the Camera and accident notebook. The Chief Steward is (Joe Hayden) and mobile phone number is (087 6867805).

In the event of an accident or person falling ill the nearest steward should call the Chief Steward who will then direct the ambulance to the scene.

| |
|-------------------------|
| Safety Statement Manual |
|-------------------------|

| |
|----------------------------|
| Tinahely Agricultural Show |
|----------------------------|

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|---------------------------------------|
| Subject: Accident Reporting Procedure |
|---------------------------------------|

Accident Reporting Procedure

All accidents or near misses must be recorded in the accident book, which is kept in the reception area. If the accident is serious a copy of Form IR 1 should also be included with the report.

It is essential that all accidents or near misses are recorded as this is an important step in any programme designed to reduce the incidence of injuries.

This information is also required by Management as a basis for their investigation into an accident in order to take remedial steps to avoid similar occurrences in the future.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|-----------------------|
| Subject: Trade Stands |
|-----------------------|

Trade Stands

Most experienced traders arrive on site with at least a caravan and awning which they utilise as a temporary shop throughout the entire event. Many also have trade vehicles, which they also require to be adjacent to their pitch.

In order to maintain minimum safety distances between units in case of fire it is recommended that trade pitches be marked off into 15m square pitches and that trades are specifically pitched so that the caravan and vehicle occupy opposite sides of the pitch for maximum clearance at all times. Barrier tape between pitches will stop the public from deviating from the pedestrian flow arrangement, which is desirable along the trade pitches.

Circulation space and access will require walkways of at least 6 meters in width between rows of traders. It is advisable that where traders are pitched back to back that a 2 metre safety zone is maintained.

Traders can generate considerable volumes of waste material and packaging therefore it is essential that the Show Committee make it a condition of contract that the trader removes or stores their waste safely.

The Show Committee will provide a number of sizeable skips on site for this purpose.

Some traders may deal in hazardous materials e.g., gas. For these traders the Committee should attempt to ensure that they are pitched at the end of a pitch or in a location where their vehicle can be towed off the pitch safely or at least where the Fire Brigade have direct access. These traders must provide their own secure ventilated store cages for gas bottles and of course appropriate fire extinguishers.

| |
|-------------------------|
| Safety Statement Manual |
|-------------------------|

| |
|----------------------------|
| Tinahely Agricultural Show |
|----------------------------|

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|---------------------------------------|
| Subject: Abrasive Wheels Regulations. |
|---------------------------------------|

Employees of the Show must not use abrasive wheels unless they have received training. This is a requirement of the Safety in Industry (Abrasive Wheels) Regulation 1982.

| |
|-------------------------|
| Safety Statement Manual |
|-------------------------|

| |
|----------------------------|
| Tinahely Agricultural Show |
|----------------------------|

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|-----------------------------|
| Subject: Lifting Appliances |
|-----------------------------|

Under the Health and Safety Act 2005 all lifting appliances i.e. cranes, hoists and lifts must be inspected by an insurance company every 12 months and a valid examination certificate must be produced.

Also lifting tackle which includes chain slings rope slings, rings, hooks shackles and chains must be examined every 6 months and be stamped with a Safe Working Load. This examination must be undertaken by a competent person, normally an insurance company.

HAZARD

All terrain vehicles

RISK

High risk of being struck

CONTROL MEASURE

Tinahely Show bans all use of these vehicles during the show with the exception of one dedicated vehicle for monitoring purposes.

Some shows use the above vehicles for Stewards etc to move around the Show grounds.

These vehicles are totally unsuited to show grounds as there are a lot of people and the chances of being struck are extremely high.

HAZARD

Animal display area and animals escaping from their ring or holding area.

RISK

High

CONTROL MEASURE

The Steward at the entrance to the Show must instruct the exhibitor not to unload his animal until the exhibitor is in a holding pen. Signs to this effect must be placed around animal unloading areas

The animal must firstly be brought to the relevant section.

All cattle must wear a proper harness.

All cattle must be unloaded in a pen to relax the animal first before moving them to their display area.

Cattle must only be handled by competent persons.

Animal washing area must be well away from the public as water will cause slippery conditions.

must
to
and

The stakes and that the animals are tied to be driven into the ground sufficiently prevent animals from dislodging them escaping around the Show site.

HAZARD

Faulty electrical installations

RISK

High

CONTROL MEASURE

Where electrical installations are used these must be installed by a competent electrician.

The electrician will be on stand by throughout the Show.

HAZARD Animal holding pens/areas which are located a considerable distance from the display area.

RISK Low

CONTROL MEASURE

Contact between animals and the general public should be restricted as much as possible.

Animal holding areas should be located as close as possible to the display area to avoid exhibitors having to move animals through the crowd.

HAZARD

A horse being tied too close to a strange horse could result in fighting.

RISK

Low

CONTROL MEASURE

Always ensure that horses are kept a reasonable distance from another horse to prevent fighting.

HAZARD

An animal that is not securely tied.

RISK

High if the animal breaks free.

CONTROL MEASURE

The chief steward of each section is responsible for ensuring that animals are correctly secured and he must take corrective action if this is not the case.

HAZARD

Use of lawnmowers and strimmers in display areas before show day.

RISK

Low

CONTROL MEASURE

The area should first be checked to ensure that items, which could be thrown by the machine, are removed before cutting commences.

Persons should be kept a safe distance away whilst the machinery is in operation.

Workers must wear steel toe capped boots, gloves, visors and ear protection whilst carrying out this work.

HAZARD

The public not being able to hear Emergency Announcements especially inside marquees.

RISK

High

CONTROL MEASURE

The sound system should include an emergency override so that essential emergency messages can be broadcast.

HAZARD

Inadequate space inside an animal display area / ring for animals to move around.

RISK

Low

CONTROL MEASURE

All rings and display areas should be large enough to accommodate the animals being displayed.

This is the responsibility of the Chief Steward of the Section concerned.

HAZARD

Show grounds that are bordered by rivers

RISK

medium risk of drowning.

CONTROL MEASURE

All rivers must be properly fenced off with a railing placed in front of the river.

Stewards should be on duty throughout the day to keep persons away from the river.

Life buoys should available beside the river in case of difficulties.

HAZARD

Fire in a tent or marquee

RISK

High risk from persons smoking and discarding cigarette butts on timber floors or close to the marquee itself.

CONTROL MEASURE Large tents and marquees must have emergency exits with stewards at the exit points.

Marquees must have formed door frames in case of fire.

All Exits must have illuminated EXIT signs.

There must be one 9 litre water extinguisher per exit.

Trolley mounted or 9kg CO₂ extinguishers are needed in case of an electrical fire in each tent.

There must be at least 30 metres between each marquee.

HAZARD Showjumping Arenas

RISK Medium

CONTROL MEASURE

All jumping arenas must be securely fenced off to prevent access by the public. The same applies to practice rings.

Horseboxes should be located where the minimum of visitors have access.

Stewards must try to keep the public away from these areas.

Erect warning signs warning the public of the danger and advising them to keep away.

HAZARD Persons tripping over marquee guy ropes and pegs.

RISK Low

CONTROL MEASURE

Ropes must be highlighted by reflective paint or tape or separated off by a roped gangway.

HAZARD

Persons tripping over tent and marquee ropes.

RISK

Low

CONTROL MEASURE

Marquees and tents should have be roped off to prevent persons tripping over holding pins etc that are used to hold the marquee to the ground

HAZARD

Stewards working near or on the road being struck by a vehicle.

RISK

Low

CONTROL MEASURE

All stewards working on or near the road or on the site itself must wear high visibility reflective jackets to warn persons and traffic of their presence. Gardai to provide supervision in these areas.

HAZARD

Persons being struck by a vehicle

RISK

Medium

CONTROL MEASURE

Speed on site must be restricted to 5 m.p.h.
at all times.

Erect 5 m.p.h signs at all entrances to the
site and along traffic routes in the site itself.

HAZARD

Vehicles getting stuck at entrances to the site because of rainfall causing muddy fields.

RISK

Low

CONTROL MEASURE

Pre-stoning, mats and wood chip are useful ways of dealing with this problem.

HAZARD

Inadequate walkways throughout the show grounds.

RISK

Medium

CONTROL MEASURE

It is very important to minimise contact between animals and visitors to the show especially in areas between animal holding areas and display areas.

These areas must be properly fenced off with separate walkways for visitors to walk on.

Stewards must be vigilant in ensuring that visitors do not stray into holding areas and display pens etc.

HAZARD The absence of warning signs

RISK High

CONTROL MEASURE

Maximum speed warning signs of 5mph must be erected along the roads of the Show grounds and at entry points to the grounds.

Animals should be unloaded in holding pens. A sign to this effect must be erected at the entrance to the grounds and along the roadway that animal exhibitors will travel.

Signs stating the location of animal holding pens should also be erected.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|----------------------------------------|
| Subject: Leptospirosis (Weils Disease) |
|----------------------------------------|

This disease is important with respect to anyone involved in work where the presence of rats may be suspected. The organism concerned is a spirochaete and is transmitted via rats' urine. The symptoms include fever, muscular pain, headaches, nausea, jaundice circulatory collapse and mental confusion.

Transmission of the disease is via cuts, abrasions and through the conjunctivae of the eye.

Persons involved in work where the presence of rats may be suspected should cover any cuts on the skin with a waterproof bandage and always wear rubber waterproof gloves. Persons must not eat, drink or smoke until after they wash their hands as Weils disease has been spread via cigarettes into a persons mouth.

| |
|-------------------------------|
| Prepared by Pro Active Safety |
|-------------------------------|

| |
|----------|
| Subject: |
|----------|

1. Trade Stand Area – all major exhibitors must have their stand and exhibits in place before show day and ensure that the exhibits are safely secured and that any cables or wiring are underground.
2. Children’s Playground – ensure that all swings, slides etc. are secured and all in good sound working order. All generators to be fenced off and all electrical cables to be put underground.
3. Car Park – ensuring plenty of signs for ease of entry and exit, adequate space left between parked cars and well informed stewards to assist in parking.
4. Public Road – well laid out traffic plan agreed with the Gardai, good signage on roads to direct traffic entering and exiting the show field.
5. Toilet facilities – show to appoint caretakers with responsibility for the correct maintenance of facilities for the day. Additional portable toilets to be located in relevant positions around show grounds. Public Health Officer inspects all facilities.
6. Catering facilities – main caterer to have health board authority to provide services and to provide the highest possible standards on the day. Mobile catering units to provide evidence of Health Board Authority approval.
7. Show Society has a complete ban on the sale of balloons, pellet guns, knives, footballs and other objects, which may frighten the animals, which are being exhibited at the show.