

East of England Showground Services Ltd – Health and Safety Code of
Practice

East of England Showground Services Ltd



HEALTH & SAFETY CODE OF PRACTICE FOR EXHIBITORS 2012 / 13

**East of England Showground Services Ltd Showground,
Peterborough. PE2 6XE.**

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East of England Showground Services Ltd – Health and Safety Code of Practice

INTRODUCTION

The requirements of this Code of Practice apply to all persons on the Showground. Organisers of events, Exhibitors particularly, must note the action which they are expected to take.

This Code of Practice has been written to take into account the requirements of health and safety legislation and the Health and Safety Executives best practice – The Event Safety Guide:

<http://www.hse.gov.uk/pubns/books/hsg195.htm>



<>The East of England Showground Services Ltd recognise our duty to appoint a Competent Safety Advisor who will liaise directly with the Showground Services Safety Advisor who will be empowered to take whatever action is considered necessary in the event of any infringement of Safety Regulations. In the case of an Licensee, this could result in the exhibit being closed down and services disconnected until such time as the matter is resolved.

The Licensee is asked to pay particular attention to safety and report to the Showground Services Safety Advisor, any matters they consider require attention.

The Licensee must write to all known ExhibitorsExhibitors employed on the Showground with copies of this Code of Practice, asking that their staff be instructed to comply as necessary and also asking them to ensure that the required standards are maintained. Contractors must ensure that any Exhibitors employed by them are handed a copy of this Code of Practice.

This Code of Practice is not exhaustive in its coverage of specified equipment or situations. Because of the nature of exhibitions, there will be exhibits which require appropriate and particular safety precautions, these should be addressed in a suitable risk assessment. It is the responsibility of the Licensee to ensure that the precautions taken are adequate and effective and that they comply with particular regulations and safety standards.

The Licensee and Licensees are required to comply with the society's by-laws, national and local authority statutory instruments & respective codes of practice

Copies of the By-Laws and Regulations can be obtained on request to the Chief Executive Officer, East of England Showground Services Ltd.

The Event Organiser will be referred to as the Licensee.

1. GENERAL NOTES

It must be realised that a large number of visitors attending an event on the Showground will not normally be familiar with machinery, equipment or animals with which they are likely to come into contact. When considering safety precautions to be observed, account should be taken of specific problems which this might create, and these requirements will almost certainly be

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different and more comprehensive than would be the case under normal working conditions. Your risk assessment should cover these points and others as identified within this document.

These rules are not intended to restrict the inclusion; display or demonstration of vehicles, machinery or equipment but to ensure that continuous safety precautions exist and are maintained.

This document needs to be used in conjunction with the respective health & safety statutory guidance for your event, operation, exhibition or activity

The Licensee is responsible for ensuring that **exhibitors** conform with this Code of Practice and where applicable a separate and a specific risk assessment must be provided for the exhibition, activity or operations.

2. TRIP, SLIP AND FALL HAZARDS.

Remember that in a crowded situation, low level posts with or without ropes can become obscured and can cause injury. In crowds, steps and slopes cannot be easily seen. Neither can articles on the ground. Where steps are provided these must be firm and strong and must have non-slip surfaces and handrails. Signs, notices and equipment at head height can cause injury. If they are unavoidable they must always be clearly marked with streamers or in some other way.

3. CHILDREN AND SAFETY

Attention is drawn to the safety requirements for children, which are often different from those for adults. For example, guards need to be lower, safety fencing needs to go down to ground level to prevent small children getting underneath. Finger traps must be avoided. Hot pans must be protected.

Moving equipment or moving demonstrations often attract more attention particularly from children and so there is a need for greater precautions and safeguards. Demonstration knives, kitchen equipment etc. must not be left lying about. Children must not be allowed to ride in or on high lift vehicles or other manoeuvring mobile equipment or to climb on high equipment including ladders.

Specific attention needs to be addressed as regards to lost children and persons who need to be CRB checked. A specific lost child procedure must be provided by the licensee

Children 14 years of age or under need to be under the control of a responsible adult at all times.

4. WORKING MACHINERY

There are specific regulations concerning working machinery or moving equipment at events open to the general public. The Licensee is required to make herself/himself familiar with these regulations and to see that any machinery or moving equipment in connection with the event conforms with these regulations. This type of demonstration needs to be the subject of a specific risk assessment to ensure the safety of all stakeholders.

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5. LIVE DEMONSTRATIONS

Machinery or equipment giving moving demonstrations must be guarded to the Provision and Use of Work Equipment Regulations 1998 (PUWER) and to the satisfaction of the Event Safety Advisor. Further information can be found on the HSE website: <http://www.hse.gov.uk/work-equipment-machinery/puwer.htm>

Under all circumstances live demonstrations must be supervised by a competent person whose attention at all times must be focused on the demonstration. Demonstrations on such equipment as lorry bodies, which involve a large area, must be fenced around.

This type of demonstration needs to be the subject of a specific risk assessment to ensure the safety of all stakeholders.

6. EXHIBITS STAGED IN MARQUEES

Depending upon the size of the marquee and the complexity of exhibits contained within it, special attention must be paid to fire precautions, entry and access points and emergency exits. Suitable Fire Extinguishers & audible alarms must be provided as per licensee risk assessment.

7. MARQUEES/PAVILIONS AND EXHIBITS

Marquees/Pavilions and temporary structures including pegs, stakes, guy ropes etc., must be sited a minimum of one metre back from the roadways to avoid damage to underground services. Marquees must be erected by competent personnel.

Temporary accommodation such as prefabricated buildings or marquees/pavilions and exhibits must have adequate access, which is unobstructed. Entrances and exits to marquees/pavilions and exhibits must be located so as not to coincide with main guy lines and must be free of obstruction by tent pegs. Any tent pegs in the vicinity of an entrance and exit must be suitably protected to avoid tripping and injury. All emergency exits within the marquee framework must be fitted with maintained light fittings if used during the hours of darkness, or the appropriate exit sign if used during daylight hours.

All marquees must be erected & inspected to MUTA Marq standards

8. FENCING

The type of fencing will usually be dictated by the type of exhibit. Whereas a single or double rope and post fence might be adequate for minimum protection, a secure wire mesh or vertical barrier rail type fence will be needed where total public access is to be prevented. Metal posts with painted tops are not permitted unless fitted with a secure protection at the top of each post.

Fencing should not fail and collapse under the expected normal working conditions.

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9. MACHINERY PLANT AND EQUIPMENT

As a basic principle:

- (i) Sharp points, spikes and sharp edges must be protected to prevent accidents.
- (ii) Adequate support must be given to prevent moving or tipping up or rolling over.
- (iii) Cutter bars, knives or other cutters must have blades removed or approved guards in position.
- (iv) Belts, gearing and other moving parts must be guarded to the PUWER standards. The public must be kept at a safe distance from the working machinery..
- (v) Hydraulics must be immobilised (see also section on hydraulics).
- (vi) These and other vehicles when not in use must be immobilised.

This type of demonstration or exhibition needs to be the subject of a specific risk assessment to ensure the safety of all stakeholders.

10. POWER TOOLS AND CHAIN SAWS

Demonstrations must be behind a suitably constructed protective screen to which there is no general public access. All guards must be in place at all times and if removed for whatever reason, the equipment must not be used. Suitable protective clothing or equipment must be worn by the demonstrator. Potential customers wishing to use the equipment themselves, must be under competent supervision at all times and the necessary protective clothing/equipment worn.

Special awareness is needed for each particular type of equipment, i.e. saws. Working demonstrations with powered saws will be allowed providing written authority is obtained from the East of England Showground Services Ltd prior to the event. Special fencing will be required and evidence of the competence of the demonstrator will be necessary.

All demonstrators to hold a current relevant AFAG, NPTC Certificate of Competency.

11. HYDRAULICS

Any equipment operated by hydraulics, i.e. trailers, tractor buckets, fork lifts, beams, chutes, conveyors, etc. If demonstrated in an extended position, then the equipment must be suitably propped with steel props and at separate stages if in multi-stage rams.

If equipment is protected by a fail-safe valve system in use, approval must be sought from the Event Safety Advisor and a notice indicating this shown on the machine.

This type of demonstration needs to be the subject of a specific risk assessment to ensure the safety of all stakeholders.

12. TOWER CRANES AND HOISTS

All such equipment must be under the supervision of an authorised operator. The area beneath the crane or hoist being a safe zone with restricted access and signage being provided.

This type of demonstration needs to be the subject of a under a specific risk assessment to ensure the safety of all stakeholders.

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Any such lifting equipment or accessories must be to the standard of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and to the satisfaction of the Event Safety Advisor. Further information can be found on the HSE website: <http://www.hse.gov.uk/work-equipment-machinery/loler.htm>

13. HIGH LIFT VEHICLES

Although it may be necessary to demonstrate these vehicles to potential customers they must not be used for joy riding and under no circumstances are children to be allowed to ride on them. *This type of equipment must never be used near to overhead power lines.*

A specific risk assessment must be provided by the Licensee for its operations. Barriers may be required to further provide a safe zone for its operations.

14. STORAGE OF FLAMMABLE LIQUIDS AND/OR GAS

The storage on the Showground of flammable liquids and/or gas by Licensees will not normally be allowed. Licensees may have for their own use two cylinders of gas but must ensure the satisfactory storage and operation as detailed under Paragraph 16. The Licensee is responsible for ensuring that Licensees conform with this regulation.

The Licensee or others wishing to make special arrangements for the storage of flammable liquids or gas should apply to The East of England Showground Services Ltd in writing 7 days prior to the date of the Event to which the application relates providing full details of the purposes for which such flammable liquids or gas are required.

The Licensee to also supply The East of England Showground Services Ltd with copies of all relevant documentation eg fire risk assessment

All gas supplies and flammable materials must be kept secured to avoid theft or misuse.

HSE provides further guidance in their publication: The storage of flammable liquids in containers - <http://www.hse.gov.uk/pubns/priced/hsg51.pdf>

15. STORAGE AND USE OF LIQUID PETROLEUM GAS IN CYLINDERS IN VEHICLES AND AROUND SITE.

Operators of mobile units which use liquefied petroleum gas (LPG) are obliged to ensure that the gas and fittings/appliances are installed, stored and operated without risk to themselves or other persons. In order to fulfil these obligations the following checklist should be complied with.

- (i) Gas cylinders to be fitted and secured in well-ventilated compartment with fixed high and low ventilation grills. Compartment to be gas tight to interior of vehicle. Minimum 30 minute fire resistance.
- (ii) Conspicuous notice to be fitted to outside of compartment indicating presence of gas containers. (Pictorial Signs to conform to Health & Safety (Safety Signs and Signals) Regulations 1996).

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- (iii) Cylinders outside vehicles to be on firm level ground and at least 1m from vehicle openings and sources of ignition.
- (iv) Pipework to be copper/stainless steel and well supported along its whole length. Flexible high pressure hose connections to be as short as possible. All pipework/hosing to be positioned to avoid being damaged.
- (v) All gas appliances to be securely fastened to vehicle. Flame failure devices to be fitted with readily accessible shut off valve/tap immediately before appliance. **ON/OFF** positions to be clearly indicated.
- (vi) Catering appliances not to be unattended whilst in use. Canopy/ventilation hood to be fitted to fryers to vent directly to atmosphere . Auto high temperature limit device to be fitted.
- (vii) Adequate ventilation to be provided to vehicle compartment where an LPG fire appliance is located. Fixed high and low vent openings positioned so that they are not obstructed.
- (viii) All LPG fired appliances to be inspected, certificated, serviced & maintained annually by a competent person.
- (ix) Safe working practices to be adopted e.g. clear instruction in safe use of and changing of cylinders, restriction in the sources of ignition, e.g. No smoking. Information to be readily available/clearly displayed.
- (x) Provide adequate fire precautions including adequate fire fighting equipment and instruction for emergency action. Maintain safe unobstructed access to door. Fire blanket for fat fryers and dry powder extinguisher to be located in readily accessible position adjacent to an exit.
- (xi) Operators to be trained in use of all relevant equipment & extinguishers
- (xii) Written permission is required for the use of gas in demonstrations.

A specific risk assessment must be provided by the Licensee for its operations.

16. SERVICES OVER AND UNDERGROUND INCLUDING EXCAVATIONS

Where any services are disconnected or in any way worked on, they must be left in a safe condition. Contractors must satisfy themselves that they are either in possession of, or have seen, plans showing underground services clearly marked in the area of their contract before work commences.

Wherever possible, holes and trench excavations must be in-filled as soon as possible. Holes and trenches not so filled must be clearly fenced. If poles and ropes are used they must be of brightly coloured material and with streamers fixed. Warning lights must be provided after dark.

A permit to work will be required with an appropriate risk assessment for this type of work.

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17. FLAGPOLES, HIGH SIGNS AND TELEGRAPH POLES

The location of all flagpoles, high signs, telegraph poles or any other structure requiring the excavation of support holes to be approved by The East of England Showground Services Ltd prior to excavation.

Whenever used these must be securely installed, of adequate strength taking into account wind and other stresses and must not be erected in close proximity (within 6 metres) to overhead electric cables.

The use of guy ropes and wire should be avoided with this type of structure but, if they have to be used, the guyed area must be adequately fenced.

18. LADDERS OR OTHER HIGH LEVEL ACCESS EQUIPMENT.

Whether of wood or metal these must be securely fixed, of class 1 standard, and must not be located near to overhead cables. Turnover clearance must always be provided where overhead power/telephone lines are in the area. Ladders or other high equipment must be 'blanked off' at lower levels to prevent children climbing. All ladders must be secured whilst in use. Ladders used must be part of a maintenance schedule and be inspected on a regular basis by a competent person. Copies of inspection records may be requested.

19. PROTECTIVE CLOTHING

Wherever there is a statutory requirement for a particular type of protective clothing, demonstrators must always comply with the Personal Protective Equipment at Work Regulations 1992 (as amended) as a minimum requirement. Simulated demonstrations of whatever type must also comply with these requirements. This applies to the use of sprayers and chemicals as well as machinery and equipment. Members of the public must be kept a safe distance from this type of demonstration.

20. FARM ANIMALS ON STANDS

Any animals on exhibition must be kept in approved pens and comply with DEFRA regulations as to movement etc. The East of England Showground Services Ltd must be notified accordingly. A check on these animals is made at the event. Wherever there is likelihood of public contact, washing and/or disinfection facilities must be provided. Any travel passport or certification must accompany the animal.

21. LIVESTOCK

Particular care is required where animals are tied in stalls to ensure they are not able to get free. Where animals are in pens, care must be taken to ensure that bolts or locks are in good sound mechanical order and properly closed. When being handled for preparation etc., care must be taken with members of the public standing close by. The Licensee should be aware that visitors are often unfamiliar with the characteristics of animals and unaware of the potential danger, which they might be in or which they might create by their own actions. Wherever there is likelihood of public contact, washing and/or disinfection facilities must be provided.

22. VERMIN OR DANGEROUS ANIMALS

If included in any exhibit these must be adequately fenced or caged to prevent escape and danger to the public.

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23. DISPLAYS

Particular attention must be paid to the safety aspect of displays in the rings and elsewhere on the Showground. The main ring has a safety fence constructed to Speedway Control Board Safety Regulations, which is adequate for the majority of displays in that ring. Sitting on the top of the safety fence is prohibited. Special displays are subject to regulations formulated to meet the requirements of the particular display.

24. DISPLAYS AND DEMONSTRATIONS OF SPORTING AND OTHER ACTIVITIES

Each event must have a responsible and competent person to act as Safety Advisor and ensure that safety precautions are being observed at all times. Examples of particular requirements are fly-fishing – the area behind the person casting is dangerous because of the backlash of the lines.

Where varied demonstrations are being included under a combined heading i.e. “Crafts”; particular care must be taken to ensure the correct use of tools and equipment within that particular area. **A specific risk assessment must be provided by the Licensee for its operations. Barriers may be required to further provide a safe zone for its operations.**

25. FIRE SAFETY

The Licensee must ensure all Licensees provide one or more fire extinguishers of an appropriate type on their stand. The extinguishers must be in working order, clearly visible and easily available. The extinguishers must have been inspected and tested within the last 12 months.

Where applicable a specific fire risk assessment must be provided

26. NO SMOKING AREAS

Smoking is not permitted in any building, within close proximity to straw (whether bales or loose), wood shavings or any other combustible materials, liquids or gases.

27. STRAW BALES

Straw bales must not be used inside marquees for demonstration purposes unless they have been treated with a proprietary brand of fire retardant - in which case - a notice to this effect must be clearly displayed. Straw bales used in outside displays must not be adjacent to marquees, buildings or equipment which would constitute a fire hazard. Generally speaking the use of straw bales within exhibits must be avoided. Where straw is being used as litter for livestock water must be available for fire fighting purposes.

28. TOXIC FUMES

No person may carry out any act, which will cause toxic fumes.

29. FAIRGROUND RIDES AND SIDE-SHOWS

All fairground rides and side-shows must be in possession of a current Certificate of Safety issued by the Showmen’s Guild or similar certification, and appropriate to the ride in question.

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Certificates must be inspected by the Licensee, or his/her representative before the ride is permitted to operate on the Showground. All fairground ride operators are also required to produce – for inspection – evidence of a full self-insurance against accidents.

All Fair rides must have the current appropriate inspection and insurance certification.

The fairground ride or side-show installation arrangements must also be checked for safety, and efforts made to ensure adequate control against admission of unaccompanied young children.

A risk assessment relevant to each ride/side-show, must be completed and be available for inspection, if requested by The East of England Showground Services Ltd Safety Advisor.

The Licensee or the appointed Event Safety Advisor will periodically check that fairground rides and side-shows are being operated appropriately, particularly bearing in mind, the safety of young children.

Specific information regarding legal requirements is detailed by the HSE on their website: <http://www.hse.gov.uk/entertainment/fairgrounds/index.htm>

30. WATER TANKS AND SWIMMING POOLS

Nets of a satisfactory strength to prevent falling in must be securely in place at all times, other than when a demonstration is taking place, or when supervision is constant.

31. AERIAL DISPLAYS AND FIREWORKS

Kite flying, lighter than air balloons and fireworks are not permitted at any time other than special demonstrations in the display rings and only then with the written approval of The East of England Showground Services Ltd.

32. TRAFFIC

The responsibility for vehicular traffic on the Showground lies with the Licensee assisted, as and when necessary, by their appointed persons.

Reversing vehicles must be assisted by a banksman to warn persons of the operation, or be fitted with an Automatic Reversing Audible System.

All Vehicles:

Site speed limit is 15mph or as determined by the driving conditions.

MUST be immobilised when not in use.

MUST only be driven by holders of appropriate licences.

MUST be driven with extreme caution especially in pedestrian areas.

MUST comply with relevant Safety and Road Traffic Regulations if applicable.

Riders of motor cycles or quad bikes, **MUST** wear an appropriate and approved helmet.

Any ropes or chains used to tow vehicles or equipment, **MUST** be tested by a competent approved person and a certificate of such testing must be available.

ALL towing hooks or hitches to be of an approved type.

The number of persons riding on any vehicle **MUST NOT** exceed the number of seats on each particular vehicle.

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Drivers must drive to the conditions taking into consideration the safety of pedestrians and livestock at all times.

A specific traffic plan & risk assessment must be provided by the Licensee for its operations.

Further guidance is available from the HSE on their website: <http://www.hse.gov.uk/workplacetransport/trafficmanagement.htm>

33. ACCIDENT/INCIDENT PROCEDURE

All incidents, involving injury or potential injury to persons or property occurring during the course of the event period, including the build-up and break-down, must be reported immediately to The East of England Showground Services Ltd Health and Safety Advisor. Where such incidents are notified, full details must be supplied (i.e. date, time, location, nature of incident), together with the names(s) and address(es) of all those involved, including witnesses and First Aiders. Photographic, plans or video evidence must also be provided where available.

34. ELECTRICS

All installations must be wired and tested BS 7671 temporary supplies. Test certificates must be supplied by the competent installer and will be checked by the Event Safety Adviser

The Licensee will ensure all portable appliances carry a current P.A.T. Test Certificate. Such Certificate(s) to be available for inspection at all times.

The East of England Showground Services Ltd's Official Electrical Contractors may retest all installations before use and a separate charge may be made for any necessary retest may refuse to allow usage if the installation has not been correctly carried out.

The Licensee will be held responsible for all installations and fittings. Damage must be immediately reported to the Licensee. Damage and losses will be chargeable to the Licensee after the Show.

The Licensee must notify the East of England Showground Services Ltd Official Electrical Contractor of any disconnection times. Live connections must not be left on the Showground.

35. WASTE DISPOSAL

Contractors employed to carry waste must be registered for waste carrying by the Environment Agency. All documentation must comply with Duty of Care. Disposal of waste can only be to a site registered with the Environment Agency.

36. TARMACADAM AND OTHER HARD SURFACED AREAS

The Licensee will not allow tent pegs or other such damaging activities to be driven through hard surfaces without the prior consent of The East of England Showground Services Ltd.

37. VEHICLES WITHIN BUILDINGS

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Any vehicle used for exhibition and demonstration purposes must have full fuel tanks for Petrol & Diesel, and the battery disconnected where applicable.

38. HIGH VOLTAGE UNDERGROUND & OVERHEAD POWERLINES

Please note there are underground and overhead high voltage powerlines onsite. The Licensee will need to ascertain his event plan and factor in these high risk elements prior to actual trade stand or marquee placement and erection.

The East of England Showground Services Ltd Electrician will be able to detect & identify any underground services when requested.

39. SAFETY ADVISORS

East of England Showground Services Ltd Health & Safety Advisor is Sphere Risk Health & Safety Management Ltd. E: steve@sphererhsm.co.uk