

Code of Practice



134th Lincolnshire Show **20th & 21st June 2018**

CODE OF PRACTICE FOR SAFETY AND ACCIDENT PREVENTION AT THE LINCOLNSHIRE SHOWGROUND

The requirements of this Code apply to all persons using the Showground at the time of the Lincolnshire Show, be they Trade or Livestock Exhibitors, Contractors or Caterers, their servants, employees or agents. All should take particular note of the actions that they are expected to take. **Attention is also drawn to the Society's Exhibition Space Regulations and to the Bye-Laws and Regulations, which are published in the Prize Schedule.**

The Society have appointed Ben Atkins as the Health and Safety Advisor who, together with the Lincolnshire Showground Manager and Chief Stewards of the various sections, will be empowered to take whatever action is considered necessary in the event of any infringement of this Code of Practice. All Society Stewards are asked to pay particular attention to safety and to report immediately to their Chief Steward any matters that they consider require attention.

The Society has contacted all known contractors and sub-contractors involved in setting up the Show. They have received inductions and are instructed to visit the Lincolnshire Show website to view copy of this code of practice together with the site safety rules for contractors with the request that their staff be instructed to comply with its provisions.

This Code is not exhaustive in its coverage of specified equipment or situations, because of the nature of the Show there will be exhibits which require particular precautions. **It is the responsibility of exhibitors to ensure that precautions taken are adequate and that they comply with particular regulations and safety standards.**

All users of the Showground are reminded that The Local Authority (West Lindsey District Council) are the enforcing authority for all activities, including food and hygiene on the Showground except for Livestock matters, which are the responsibility of the Health and Safety Executive. All users of the Showground are reminded that the Officers from both the L.A. and the H.S.E. are empowered to enter the Showground at all times and carry out enforcement action in relation to the relevant legislation.

General notes

It must be appreciated that a large number of the visitors attending the Show 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 special problems which this might create and will almost certainly be different and more comprehensive than would be the case under normal working conditions. This note is not intended to restrict the inclusion or demonstrations of vehicles, machinery or equipment within the displays, the showing of Livestock or the performance of special displays and attractions, but to ensure that continuous safety precautions exist and are maintained.

Please remember to pay attention to particular considerations which become necessary in a crowded situation such as occurs at the Show. Low level ropes and posts can become obscured and thus cause injury; steps and slopes cannot easily be seen nor can articles left on the ground. Where steps are provided these should be firm and strong with non-slip tread and hand rails. Signs, notices and equipment at head height can cause injury; if they have to be at this level they must be marked with streamers or similar fashion.

Special care is required in so far as children and young people are concerned. They must

not be allowed to ride in or on or drive machinery and agricultural equipment and should be kept away from steps and ladders. Fencing and guards should be built to ground level to stop them climbing under these and finger traps must be avoided.

Section exhibits

Machinery trade

- **Notification of Demonstrations of Working Equipment.**

All exhibitors are required to notify the Society in writing not later than one week before the Show opens, of all machinery that will be in motion or other live mechanical or electrical demonstrations. Failure to do so could result in the equipment being excluded from the Show. The equipment may not be demonstrated until it has been inspected and approved by the Health & Safety Consultant or the Chief Steward of Trade exhibits. Machinery and equipment must comply in all respects with the Management of Health and Safety at Work Regulations 1999 and the relevant sections of the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulation 1998. Working demonstrations shall only be carried out by suitably qualified persons for whom written evidence of their qualification shall be available.

- **Tractors, Motor Vehicles and other Self-Propelled Implements**

These and all other vehicles must be immobilised when not in use.

- **Machinery, Plant and Equipment**

Sharp points, spikes and sharp edges must be protected. Adequate support must be given to prevent moving or tipping up. Cutter bars, knives or other cutters must have their blades removed or approved guards covering them. Belts, gearing and other moving parts must be guarded so that there is no danger whatsoever and the public must be kept well clear. Hydraulics must be immobilised.

- **Power Tools and Chain Saws**

Demonstrations are allowed for educational or sales promotional purposes, and these must take place behind a suitably constructed protective screen to which the public does not have access. Demonstrators must be in the possession of a valid Training Certificate. Guards must be in place at all times and the equipment may not be used without them. Suitable protective clothing must be worn by the demonstrator as is necessary. Potential Customers wishing to use the equipment themselves must also wear the necessary items of protective clothing and be under competent supervision at all times. Working demonstrations of chain saws will be allowed providing written approval has been obtained prior to the Show but these must take place behind special fencing and the operator must be fully trained and in possession of training records.

- **Hydraulics**

Any equipment operated by hydraulics, i.e. trailers, tractor buckets, fork lifts, chutes, conveyors etc., and demonstrated in an extended position 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 Chief Steward and a notice indicating this shown on the machine.

Any steam or pressure vessel or lifting appliance used or demonstrated prior to, during or after the Show must have undergone a recent inspection by a competent person and be labelled to indicate the date of this inspection and the name and details of the person who carried it out.

- Tower Cranes and Hoists

If propping is impossible, the area over which the crane is exhibited must be protected in case of collapse. Remember that propping can be dangerous in high wind conditions. All such items of equipment must be under the supervision of an authorised operator.

- High Lift Vehicles

Although it will be possible to demonstrate these vehicles to potential customers, there must be no joy riding and under no circumstances may children be allowed to ride in them.

Trade – General

- Marquees

Marquee erectors should belong to a Trade Association such as Made Up Textiles Association (M.U.T.A.). Special attention must be paid to Fire Precautions, (Regulation 39 of the Society's Exhibition Space Regulations refers) and to entry and emergency exit points. These must be adequate and unobstructed and they must not coincide with main guy lines. All tent pegs should be covered to avoid tripping and injury, in particular those in the vicinity of entrances and exits and other areas to which the public has access. Large marquees of metal pole and frame construction should be protected in accordance with BS6651-1985 'Code of Practice for Protection of Structures Against Lightning'. A handover certificate must be handed to the Society Office by the main Society tent contractors upon completion of the erection of each such marquee to ensure that the marquee has been properly erected.

- Digging of Holes and Other Excavations

No post holes are to be bored nor is any other digging or excavation to take place anywhere on the Showground without written authorisation from the Society's Office. (Regulation 30 of the Society's Exhibition Space Regulations refers.) Where permission has been granted holes and excavations must be protected or filled in as soon as possible.

- Fencing

Single rope or post and rail fencing will normally suffice as providing minimum protection however, where there is a need to prevent total public access to a site or part thereof, secure wire mesh or vertical barrier rail type fences should be used.

- Storage of Flammable Liquids and Gas

Storage of these materials on the Showground will not normally be permitted. Exhibitors may however have up to two cylinders of gas for their own use. These must be secured to prevent theft or misuse, they should be supported so that they cannot fall over and

valves and pipes are to be kept clear of obstructions and free from external pressures. Flashback arrests should be fitted and all containers kept away from sources of potential danger e.g. naked flame. Exhibitors should familiarise themselves with HSE information sheets: - "Use of LPG in small bulk tanks" Chemical Sheet No 4 and "Small-scale use of LPG in cylinders" Chemical Sheet No 8.

The use of Liquid Petroleum Gas on the Showground must be in accordance with HSE Guidance Notes L.P. Gas Association Code of Practice 7 1988 Storage of full and empty LPG Cylinders and Cartridges. Anybody handling, storing or using LPG cylinders, or other similarly hazardous substance must hold a site specific risk assessment as required by the Dangerous Substances and Explosive Atmospheres Regulations 2003.

- Telephone and Flag Poles and High Signs

These must be securely installed and be of adequate strength taking into account wind and other stresses. Stays should be identified with streamers as and where necessary.

- Protective Clothing

Wherever there is a requirement for protective clothing to be worn, demonstrators must ensure that it meets the relevant requirements of the Personal Protection Regulations 1992 and Provision and use of Work Equipment Regulations 1998 (Puer).

- No Smoking Areas

Smoking is not permitted in close proximity to straw whether baled or loose, wood shavings or any other combustible material.

- Straw Bales

Straw Bales must not be used for demonstration purposes inside a marquee unless treated with a proprietary brand of fire retardant. Where straw bales are used for outside displays, these must not be adjacent to marquees, buildings or equipment which could constitute a fire hazard.

- Electricity

The Ring Main on the Showground is carried by cable buried to a depth of one metre below the ground and covered with marking tape, compliance with Section 2d of these notes 'Digging of Holes and Other Excavations' will obviate any danger in this regard. However, in some instances temporary supplies connected for the Show and for other events on the Showground are moled into the ground at a lesser depth. All such supplies will be clearly marked with a paint line on the surface and care should be taken to avoid driving tent pegs or any other fittings into the ground in close proximity to such markings.

Exhibitors requiring electrical installations at their site must order these through the Society's official contractor, McConnells. The contractor's compound during the Show period is situated on 10th Avenue. All installations and connections will be protected by an RCB.

All pre-wired stands must have been tested by a competent electrician before arrival at the Showground and a label affixed giving the date of the test and the name of the

person who has carried it out. The Society's contractor will inspect all pre-wired installations when connecting the supply and a charge will be made should further testing be required.

Exhibitors will be held responsible for the safekeeping of fittings and installations on their sites; any damage must be reported to the contractor as soon as it is discovered and may be charged for. Exhibitors must notify the contractor during the Show as to the time at which the stand will be required to be disconnected after the Show is finished; this is essential in order to ensure that live connections are not left lying on the ground.

- Ladders

These must be securely fixed and kept clear of any overhead obstruction with the lower levels blocked off to prevent children climbing on them. Site specific risk assessments or generic safe systems of work must be held in accordance with The Work at Heights Regulations 2005.

Livestock

- Cattle

Exhibitors should follow the HSE Agricultural Safety Leaflet AS3 (Bulls). A copy is available in the Chief Livestock Steward's Office, in the cattle lines, and the Society Office.

Suitable equipment must be used when a Bull is being handled and led. Exhibitors are responsible for providing this equipment and for maintaining it correctly. They should ensure that handlers are fit, experienced in cattle handling and whenever possible familiar with the animal in their charge.

The public will not normally be allowed access to the Cattle Lines between the hours of 0900 and 1230 on both days of the Show.

During the period that the Show is open to the public, mature bulls in stalls or pens should not be left unattended and all animals should be safely secured at all times.

Cattle on stands or forming part of a display must be penned and comply with any veterinary department movement regulation in force.

- Horses and Ponies

Horses and ponies may only be exercised in the demarcated exercise area; they may not be exercised in the Showground proper or in the car parks.

Riders and exhibitors must comply with rules and guidance notes laid down by their controlling bodies. Hats conforming to the relevant British Standard must be worn as appropriate, these must be correctly fitting and chinstraps used.

- Dogs

Dogs, other than Assistance dogs, are not allowed in the EPIC Centre nor in the Food Court. In all other areas they should be controlled on fixed leads. The RSPCA are providing dog crèche facilities south of 10th Avenue in the Discovery Zone. marquee.

- Parades and Judging

All animals moving from the lines to Judging Rings must follow designated routes as directed by the Section Stewards. These routes will be roped off or cordoned off as necessary and will be sign-posted. At the conclusion of judging or of a parade, all animals must move directly back to their lines along these routes.

Miscellaneous

- Displays

Particular attention is drawn to the safety aspect of displays in all Rings and other designated areas on the Showground. The perimeter of all Rings will be clearly demarcated by either permanent railed fencing or ropes and posts. Under no circumstances should a member of the public enter a Ring or display area at any time. Particular care must be taken to ensure that children do not either climb under rails or ropes to obtain a better view nor must they be allowed to sit on the rails.

- Other Displays and Sporting Attractions

Each such activity should have a responsible and competent person in charge of safety and precautions are to be taken at all times. As an example, whilst fly casting competitions are in progress, care should be taken to ensure that no-one strays behind the person casting.

- Traffic

The responsibility for all vehicular traffic within the Showground rests with the Chief Steward of Traffic assisted as and where necessary by the Chief Stewards of other sections. Generally there should be no movement of anything other than service or essential vehicles during the hours in which the Show is open to the public.

Where service vehicles are in use and may be required to reverse as part of their task, provision must be made so that there are at least two persons present during such operations.

All vehicles used on the Showground must comply with the relevant safety and road traffic regulations.

It is recommended that persons making use of All Terrain Vehicles (ATVs) wear a motorcycle helmet to BS6658 -1985 or specific ATV helmets designed to that same specification or BSEN 1384 -1997 equestrian helmet. All helmets should have a chinstrap. It is recommended that users familiarise themselves with HSE Agricultural Information Sheet No 33 "Safe use of all-terrain vehicles (ATVs) in agriculture and forestry".

Any ropes, chains or other devices used to tow trailers or vehicles on or off the Showground or the car parks should have been thoroughly inspected, be of adequate strength and be constructed for the purpose. Drivers should be told of the importance of hitching the tow chain or rope below the axle of the towing tractor. Only tractors fitted with an approved safety cab may be used for this purpose.

- Accident Procedure

Any injury to any person whatsoever must be reported to Event Control based in the Epic building as soon as is possible after the occurrence. The sites of First Aid Posts are clearly marked on all Showground maps and are included in the Exhibitors' packs, and detailed in both the Show Catalogue and Show Programme. They are also displayed at the two main entrance gates and at other strategic places throughout the Showground.

- Compliance with the Society's Articles of Association, Bye-Laws and Regulations and all Codes of Practice

The Lincolnshire Show is held under the Articles of Association, Bye-Laws and Regulations of the Lincolnshire Agricultural Society, which accordingly bind all exhibitors and contractors, members of the Society and all others attending the Show and any other event either organised by the Society or any other person or body making use of the Showground at any time.

Site safety rules for contractors

- Please be aware that power cables and water supply lines are present across the Showground, do NOT drive in stakes or dig holes without contacting the LAS staff.
- No access to site without appropriate pass, no passes to be issued before recipient has demonstrated suitable and sufficient competence in site/event health & safety.
- Appropriate personnel protective equipment (PPE) e.g. hard hats, hi-vis vests, ear protection and safety boots to be worn when required. All contractors will supply their workers with any necessary PPE.
- No persons are to use lifting equipment of any description unless they have undergone the relevant training. In the case of mobile lifting equipment all persons wishing to use such equipment must first have demonstrated their competence to a recognised person or body, i.e. by production of a valid training certificate.
- All lifting equipment to be accompanied by current certificate of inspection.
- All lifting operations are to be carried out in the company of qualified slingers and a banks-man.
- Exclusion zones are to be put into place around all heavy and or awkward lifting operations.
- No persons to carry out duties or use equipment for which they have not received the relevant training.
- All tools and equipment to be kept in good working order and only to be used for the purpose for which they were intended, any defects in tools or equipment should be reported as soon as possible to the relevant contractor, or if deemed necessary to the site office immediately.
- All equipment and tools not in use must be safely and securely stored in the appropriate area, so that they may only be accessed by authorised persons and do not pose any danger to other workers or members of the public.
- All walkways, access points and emergency exits to be free from obstruction at all times.
- All contractors should ensure that they do not obstruct any emergency exits, thoroughfares or access points with any articles or materials.
- All contractors, sub-contractors and other staff are to ensure they are familiar with procedures to be followed in the event of an emergency or major incident.
- All incidents resulting in injury and any near misses to be reported to the event health & safety office or alternatively the event organiser.

- Site/event speed limit of 10mph externally and 5mph internally to be observed at all times (where applicable).
- No reversing large or articulated vehicles without a banks-man.
- Safety harness or fall arrestor to be worn by all workers who may be working at height, where the risk assessment would show this to be appropriate.
- Exclusion zones to be established around areas where work at height is being carried out, or where overhead loads are being slung.
- Any worker found, or suspected to be, under the influence of alcohol or illegal drugs will be asked to leave the site.
- All workers to co-operate with the organisers and venues health & safety managers, where necessary.
- The Lincolnshire Showground has a strictly enforced 'No smoking' ban within any buildings, an external smoking area will be designated .

Working at Height

Those companies and individuals who may be working at height MUST notify the safety office so that they can be incorporated into the working at height rescue arrangements if the existing venue arrangements prove insufficient.

All work at height will be planned and executed by competent persons in accordance with the provisions of the Working at Height Regulations 2005; a risk assessment must be carried out and all workers must be aware of the control measures identified. All workers will be competent in the selection, servicing and inspection of PPE and its correct use.

Where possible working at height should be planned out of the project.

In the first instance, work at height will be carried out from MEWP's, Telescopic Reach Platforms and Enclosed scaffold or 'zip' towers. Where workers are using MEWP's, they will utilize WRS or WPS or a fall arrest system if likely to be reaching out of the enclosed platform.

Where this is not possible, all work at height will be carried out using the full and correct range of PPE available; acceptable standards of PPE are listed below.

At all times when work at height is carried out, the project managers shall ensure that the safety team are aware so that suitable and sufficient resources for effecting a rescue of any suspended casualty are in place; for this project the designated rescue team will be drawn from riggers on site and coordinated by the venue and the event safety team; the safety co-ordinator will ensure that all personnel on the rescue team have suitable communications to enable them to be summoned in an emergency and equipment to manage any incident.

A meeting will take place between the various contractors and the safety team to establish procedures for working at height and height rescue, this meeting will be minuted.

Ladders may be used in certain circumstance, for access to working platforms or for brief periods of light work. Where there is no other practical way and control measures are in place use should be in accordance with HSE publication INDG 402 10/05 Safe use of Ladders. All ladders must overreach the landing platform by a minimum of 1m and will be securely fixed, workers should not use a ladder if the work involved requires using both hands (unless employing WRS to a secured ladder) and should not carry bulky or heavy objects.

Acceptable PPE for Working at Height

EN 358 – Work Positioning and Work Restraint Systems (WPS must always be used with a supporting fall arrest system)

EN 813 Work Positioning Systems (Sit Harnesses)

EN 361 – Fall Arrest Harness (with thorax and dorsal attachment points).

EN 360 – Retractable Fall Arresters

EN 355 – Energy Absorbing Fall Arrest Lanyards

EN 362 – Connectors

EN 1496/7/8 – Rescue Equipment

EN 1891 – Semi Static Ropes

EN 892 – Dynamic Ropes

Health & safety compliance will be monitored by the production safety manager who will liaise with suppliers, site management and venue management (where appropriate) to ensure that the above rules are being followed. Should a minor breach of health & safety be noted, the first course of action will be to speak with the individuals concerned. Persistent or more serious breaches of health & safety rules will result in a letter being sent to the contractor outlining the problem and suggesting any remedial action. Should these notices be ignored, or the breaches repeated, the contractor will be asked to leave the site.

Fire Safety

All workers should be aware of the location of firefighting equipment, fire alarm points and the locations of emergency exits and routes in the area in which they are working.

If you discover a fire, warn those around you and ensure that the fire alarm is activated; make your way to the nearest emergency exit, assisting anyone who may require help.

If you hear the fire alarm, make your way to the RVP.

Do not attempt to fight fire unless it is safe to do so, or in order to assist your evacuation.

Do not stop to collect personal possessions or other items.

ASSEMBLE AT THE DESIGNATED RENDEZVOUS POINT

Standard Fire Safety Signage is shown below



Fire Exit



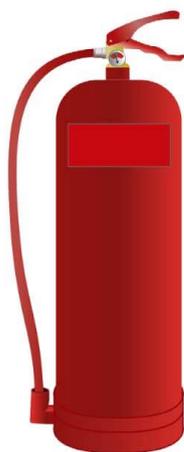
Assembly Point



Fire Extinguisher



Fire Alarm

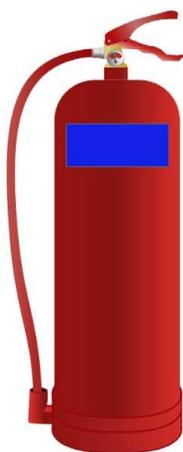


Water



Use on: wood, paper, textiles and solid material fires

Don't use on: liquid, flammable gases, electrical and cooking media fires.

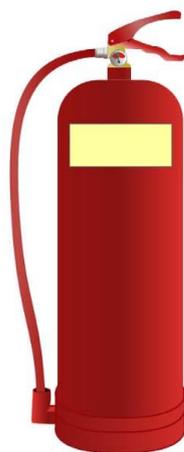


Powder



Use on: wood, paper, textiles, liquid and electrical fires.

Don't use on: cooking media and metal fires.



Foam



Use on: wood, paper, textiles and liquid fires.

Don't use on: flammable gases, electrical, and cooking media fires.



DO NOT HOLD THE HORN WHEN OPERATING

CO2



Use on: liquid and electrical fires.

Don't use on: wood, paper, textiles, flammable gases and cooking media fires.

Noise at Work

The Noise at Work Regulations 2005 are now fully effective in the entertainment and live music industries. As such, ALL employers have a duty to ensure that their staff are adequately protected against the harmful effects of noise and have access to suitable PPE. The organisers will supply their own staff with appropriate PPE and install warning signage in all Compulsory Hearing Protection Zones. However, this does not negate individual employers own responsibilities and the organisers and their agents will be on hand to offer advice, or to remind other organisations of their duties to comply with the regulations and to co-operate on their implementation.

Safe Systems of Work

Permit to Work systems are in place for Hot Works (including cutting and grinding), Ladders and Striking of Ground/Excavations. The Showground staff are to be notified prior to these activities being undertaken.

Loading/Unloading of Vehicles

- ❑ ALL vehicles must observe the site speed limit at all times.
- ❑ ALL vehicles should display headlights or an amber beacons, when moving around the site and alternatively hazard lights when other means are not available.
- ❑ All workers and visitors to wear hi-vis waistcoats at all times whilst on site.
- ❑ All goods vehicles must have their vehicle height clearly marked in the cab, and if in doubt of height clearance, should be seen to the site by a competent person from the production team.
- ❑ All delivery vehicles should be seen into and away from their unloading position by a competent person to avoid collisions, particularly with people.
- ❑ All workers should be aware of traffic in the vicinity of the unloading areas and on the roadways.
- ❑ When opening vehicle doors or trailer side curtains, be aware that equipment may have moved in transit and could fall on somebody.
- ❑ Make sure when lifting articles and materials or equipment from vehicles or trailers, and or releasing load bars/straps/ties be aware that other equipment may have become dislodged which could fall.
- ❑ Be aware of slippery areas and trip hazards i.e. metal tail-lift, ramp, steps etc.
- ❑ Try to ensure that adequate lighting is available both inside and out the immediate loading/unloading area.
- ❑ If raising/lowering a tail-lift, ensure that it is clear of obstructions especially fingers and toes.
- ❑ Only operate a tail-lift if you are fully competent in its operation.
- ❑ When not in use, the tail-lift should be closed or lowered to a flat surface.
- ❑ An exclusion zone should be made around unloading areas to avoid unnecessary danger to crew and or public.
- ❑ Continual monitoring of ramps and loading bays should be carried out to alleviate the potential of harm.
- ❑ Equipment must not block any designated fire/ambulance lanes at any time.
- ❑ Appropriate signage should be used to make people aware of the dangers of the area.
- ❑ Workers should be aware that in an emergency the only word to be used to stop a vehicle is "STOP."

Mechanical Handling

- ❑ Forklifts and other mechanical handling devices must be operated only by those personnel who can demonstrate the appropriate degree of competence either by production of a license or recognised certificate of competence. All licences should be shown and approved by the event safety manager or other delegated person.
- ❑ ALL mechanical lifting equipment should be accompanied by a certificate confirming compliance under the requirements laid out in LOLER and PUWER.
- ❑ Amber beacons and headlights or alternatively amber flashing lights should be in operation at any time that the vehicle is in operation in and around the event/site.
- ❑ Appropriate signage will be clearly displayed to make people aware of any inherent dangers of the area.
- ❑ Vehicles must observe the site speed limit at all times.

- ❑ Loads carried should be within the capacity of the vehicle, which must be clearly marked in view of the driver.
- ❑ All vehicles must comply with any current and or relevant standards (roll-over cages etc).
- ❑ Diesel-powered vehicles should not be used in a confined space.
- ❑ Keys should be removed from the vehicles when not in use and the vehicles made unusable to any unauthorised persons. Telehandlers and forklifts should be parked with the forks grounded.
- ❑ Vehicles must be parked in a safe place ensuring that no emergency routes are blocked.
- ❑ Fuel for the vehicles, if kept on site, must be stored according to a separate COSHH assessment and in all cases any storage tanks must be banded.
- ❑ Crew should be aware that in an emergency the only word to be used to stop a vehicle is "STOP."

General Manual Handling

- ❑ All manual handling operations should be assessed before being carried out.
- ❑ Always apply correct lifting principles.
- ❑ Never carry anything too heavy for you.
- ❑ Always ensure you use appropriate PPE when required i.e. gloves or steel toe-capped boots.
- ❑ Always wear a hard hat when dealing with overhead loads.
- ❑ Always be aware of your surroundings and especially the potential for any public on the site and on any access roads.
- ❑ When carrying long pieces, even if lightweight, always have a person at each end.
- ❑ Awkward pieces should have somebody walking in front of them in public areas.
- ❑ Always be vigilant and take into account the potential for any slippery areas and trip hazards such as steps and kerbs.

Lifting Operations

- ❑ All lifting operations should be planned and assessed before being carried out.
- ❑ ALL lifting equipment (including pry bars, hoists, chains, spansets, load supporting truss, cables, shackles etc.) should be accompanied by a certificate confirming compliance with the requirements of LOLER, or be subject to a provable audit trail.
- ❑ All loads and weights must be loaded and positioned in a safe manner.
- ❑ All staff involved in any lifting operations should be deemed competent and under taken the relevant training i.e. slingers and banksman etc.
- ❑ All lift areas should be inspected to ensure there are no overhead services or other obvious restrictions
- ❑ Areas where lifting operations are to be carried out, must be cleared and exclusion zones put in place, loads must not be carried over personnel.
- ❑ All lifting appliance and lifting gear provided or delivered for use on site must have been tested thoroughly, examined and inspected.
- ❑ All personnel working with, or near, lifting appliances must wear appropriate PPE.
- ❑ Only competent and certified operatives will be permitted to operate lifting appliances, sling loads, or give signals. Any operator must be over the age of 18 and be competent to carry out their duties.
- ❑ Where adverse weather conditions could affect the safety of lifting operations, all operations will stop until conditions improve.
- ❑ All lifting appliances must be secured and left in a safe condition at the end of each working period.

- ❑ Any defect noted in any lifting appliance/machine, gear or tackle, must be reported immediately and the equipment taken out of use, and reported to the event safety officer or other designated person.

Fire Risks

- ❑ Ensure all designated fire exits are kept clear.
- ❑ Never smoke around fuel or LPG stores, or where indicated by signage.
- ❑ All cables or equipment should be flown or trenched so as not to cause any obstruction at a fire exit or become a trip hazard.
- ❑ Familiarise yourself with the location of fire extinguishers and hoses, and their fire class.
- ❑ Read the attached venue emergency procedures
- ❑ Obtain a venue permit before hot work
- ❑ Be aware of flammable materials coming into contact with hot equipment e.g. lighting.
- ❑ All set materials and temporary structures must be fireproofed to the relevant standard and certificates available for inspection if required.
- ❑ Ensure that the use of smoke generators/cracked-oil machines has been authorised by the Director and the Safety Officer before use.
- ❑ Place suitable class fire extinguishers beside any higher-risk equipment e.g. welding equipment, dimmers, amps.
- ❑ Familiarise yourself with the fire exits from the venue, remembering that the most obvious exit may be blocked.
- ❑ Familiarise yourself with the alarm sounds and procedure of evacuation.
- ❑ Ensure that you know which class of extinguisher is suitable for which type of fire.
- ❑ Do not tackle a fire unless it is safe to do so.
- ❑ Offer assistance to any on less able than yourself to evacuate the event/site.

Construction and Dismantling of Structures

- ❑ Ensure you do not start on a project if you are not competent to do so
- ❑ Be aware of other work going on around you.
- ❑ When building awkward pieces, avoid unnecessary distractions so that one person can be in control of the situation.
- ❑ If using steps, ladders, Zip Towers, Man Baskets or 'Genie' lifts ensure that they can't come into contact with electricity.
- ❑ Never lean out from a ladder and always have somebody footing it and/or use outriggers.
- ❑ When working at height, appropriate signage should be used to make others aware of the risk.
- ❑ Only competent people should work at heights (usually deemed to be in excess of 2m), and in this case they should wear safety harnesses or fall arrestors and be clipped-off to a suitable anchor point.
- ❑ Never work at height on your own.
- ❑ All electrical work must be carried out by a competent person. If in doubt, stop.
- ❑ All electrical work must be carried out to BS7909:1998,BS7671:2005
- ❑ Never ask someone to do a job for you if they are not competent (i.e. local crew).
- ❑ Ensure any cables are taped down and cannot become a trip hazard. If necessary tape them with white, hazard or glo-tape.
- ❑ All flown equipment must be secured by safety bonds to a suitable structure.
- ❑ All truss and ground support must be erected using safe practices.
- ❑ All truss must be inspected and certified safe before use.

- ❑ Non-flammable pickups should be used where possible. i.e. steel wire rope rather than round slings or 'spansets'.
- ❑ All hoists must have a certificate of safety and proof loading available for inspection.
- ❑ When hoists are in position, the trusses should be 'deaded off'.
- ❑ Nobody must stand under any piece of equipment when it is moving.
- ❑ Appropriate PPE must be worn at all times.
- ❑ Appropriate signage should be used in areas of risk, and exclusion zones created.
- ❑ Hard-hats MUST be worn when there are overhead loads or overhead work being carried out.
- ❑ Ensure good housekeeping. The most common accident is tripping over something.
- ❑ Crew should be aware that in an emergency the only word to be used to stop an action is "STOP."

Office Workers

- ❑ Office workers should be aware that they are on a construction site and wear PPE, as appropriate.
- ❑ Files and equipment should be stored so that they do not present a trip or overhead hazard.
- ❑ All trailing cables should be ramped or hazard taped.
- ❑ Where offices are used for the storage of keys; they should be secured when unoccupied.
- ❑ Users of IT equipment should follow the guidelines on DSE issued by the HSE.

General

- ❑ It is your responsibility to ensure that you never put yourself or others at risk, every task should be assessed for risk prior to undertaking it.
- ❑ If anything concerns you about safety, stop and consult your line manager or the event safety manager or other delegated person.
- ❑ Be aware of the need to keep warm or cool as required to avoid hypothermia or hyperthermia.
- ❑ Eat meals regularly and drink plenty of fluids.
- ❑ Never take any illegal drugs at, or prior to, work.
- ❑ Never have alcohol prior to, or during, your work.
- ❑ Do not smoke at work unless in designated areas.
- ❑ Always wear appropriate PPE for any given task. If you are unsure ask!
- ❑ Notify your manager of any prescription drugs you are taking, or any medical condition or allergy which may affect your work or may be important to be known in case of an accident.
- ❑ Ensure that you have completed your emergency contact sheet and handed it to your manager or production manager before commencing work.
- ❑ Always report any accident, near miss, or apparent danger to your manager immediately.
- ❑ Be aware of the behaviour of others. If it appears that they are putting themselves or others at risk inform your manager at once.

Accident Procedure

- ❑ If an accident occurs firstly make sure that nobody is in any immediate danger i.e. from electrocution, traffic, falling truss etc.
- ❑ Do not move the patient unless they are in further danger.
- ❑ Send someone to call the site medic. Don't be afraid to ask people to help.
- ❑ If trained, administer first aid, or otherwise summon a trained first-aider.

- ❑ If the patient is conscious reassure them.
- ❑ NEVER give the patient food or drink.
- ❑ Clear by-standers and onlookers from the area, but keep a note of any witnesses.
- ❑ When the patient has been cleared from the site, complete a witness accident report form.
- ❑ Think how the accident might have been prevented.

Electrical Safety and PAT Testing

- ❑ All electrical equipment will be PAT tested if required and certificates of safety must be available for inspection.
- ❑ All electrical work must conform to BS 7909:1998.BS 7671:2005
- ❑ All cabling must be run with sufficient protection from the elements and vermin.
- ❑ All electricity supplies must be fitted with an RCD, preferably set to 30mA 40ms trip. If this is not possible then it should be set at this level for connection and disconnection of equipment.
- ❑ Be aware that live power cables and water supplies are routed across the Showground. LAS staff MUST BE CONTACTED before driving in stakes or digging holes, to ensure SAFE location.



Lincolnshire Showground Site Induction (2018)

Health and Safety is of paramount importance at the Lincolnshire Showground. It is the responsibility of all to ensure the safety of themselves and others (including members of the public). Existing Safe Systems of Works currently employed by the Showground site team are to be adhered to. All Contractors will receive a copy of the Site Safety Rules for Contractors during the induction process.

Signing in

All visitors and contractors entering the showground must report and sign in at the showground and facilities workshop.

Welfare Facilities

Welfare facilities are located in either the Epic Centre or the Stockmans toilets located near to the Showground and Facilities office.

PPE Requirements

Personal Protective Equipment (PPE) required on site is as per the employers Risk Assessment and Method Statements (RAMS). All PPE is to be correctly worn and serviceable for intended operations.

Portable Tools, Plant and Equipment

You should only use tools and equipment that you have been trained and are competent to use.

All electrical equipment must have a valid PAT.

All tools and equipment should be in good condition and have appropriate guards fitted and working.

DO NOT continue to use any faulty or damaged equipment.

You should only use plant that you have the appropriate competence certificate to use.

This should be shown to the Showground and Facilities Manager prior to commencement of work and may be requested at any time.

All plant should be in a safe condition and should be checked daily

Smoking

Smoking is prohibited in all buildings and enclosed structures.

Medical:

If you are aware of any medical reason or condition that may impair your performance with regard to safety please declare this information.

Emergency

In the event of an emergency the local emergency services should be contacted on 999.

Location of Nearest Accident & Emergency Department;
Lincoln County Hospital
Greetwell Rd
Lincoln
LN2 5QY

Fire / Emergency Evacuation point

When a fire is spotted the alarm will be raised. In the event of this happening then you are to proceed to the designated area and wait there until the roll call has been carried out by the designated person.

You must **not** under any circumstances re-enter the area or leave the site without the permission of the designated person.

First Aid

The First aid box can be found in the Showground and Facilities staff canteen. The Lincolnshire Showground permanent staff designated First aiders on site are;

Sarah Burgess
Freddie Morton
Andrew Taylor
Mitchell Peachey

Accident, Incident and Near Miss Reporting

All accidents and incidents must be reported to the Showground and Facilities Manager. Witness statements should be taken.

Near miss - 'an unplanned and unforeseeable event that could have resulted, but did not result in human injury, property damage or other form of losses.

Ensure details are reported you may prevent an accident!

Dangerous Occurrences, if you see some one working in an unsafe manner or see an unsafe condition then you should;

- Take action to stop it or make it safe, without putting yourself in danger.
- Report it to the showground management

Drugs and Alcohol

The Lincolnshire Showground have a strict drugs and alcohol policy that applies to all persons visiting or working on site.

- You should not attend work under the influence of drugs or alcohol.
- You should not consume or bring alcohol on to the site.
- You must not bring or take drugs on the site.
- You will be requested to leave site if the showground management suspects you are under the influence of drugs or alcohol.

Speed Limits on Site

The speed limit in and around site for all vehicles is no more than 10 mph

Traffic Management

- Vehicles must use approved routes and follow the one way systems
- Parking in approved allocated areas only.

Housekeeping

All personnel are responsible for ensuring the tidiness of site.

Poor housekeeping is one of the main root causes of accidents.

Work areas should be kept as clear possible at all times and trailing power leads kept tidy and to a minimum.

- Do not obstruct fire doors, walkways and paths.
- Do not allow materials or rubbish to be stored under site buildings.
- Store material in the correct area
- Put tools away when not in use

Waste must be placed directly in to the waste bins and skips.

Waste should be segregated where possible (or as required).

Hazardous waste must be disposed of in line with the appropriate regulations.

Remember you are responsible for your area being clean and tidy.

Noise & Vibration

- Keep noise to a minimum.
- Keep engine covers closed.
- Turn plant off when not in use.

Dust & Air

- Keep dust to a minimum.
- Dust prevention systems to be used on equipment which have the provisions

Incidents

Notify the Showground and Facilities Manager if there is an environmental incident, e.g. spillage or leakage.

Limit the impact (if safe to do so) and use spill kits (located in Showground and Facilities Workshop)

Specific Rules / Requirements

- All mobile plant, i.e. generators etc., are to be insulated and screened to minimise noise pollution and reduce vibration
- All plant operators must carry certificates.
- A daily register of the names of all staff and working location of and operatives on site to enable emergency evacuation and "Muster" arrangements to be adhered to.

- Smoking will not be permitted in buildings or enclosed structures.
- Any worker engaging in horseplay, or wilfully endangering others by their actions or neglect, will be instantly dismissed from site.