

# THE HEALTH & SAFETY AT WORK ACT

## MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1992

I, Deborah J Barber, Director, together with the Board of Management of the South of England Agricultural Society, South of England Centre, Ardingly, Haywards Heath, West Sussex, RH17 6TL (hereinafter called the Society) in order to comply with the above named Regulations are required to carry out an assessment as to the risk to health and safety of our employees while at work, and any other person who may be affected by our work activity. This assessment is necessary so that the risks can be identified and preventative and protective action taken to ensure compliance with the law.

The Society acknowledges and accepts these responsibilities in respect of staff who are in their direct employment, and those who are self-employed on contract, when working where other teams of workers or self-employed persons are engaged, and where each others activities could present a potential hazard to the health, safety and welfare of all parties.

Regulation 9 of the above named Statute identifies the need for co-operation and co-ordination to ensure that a high standard of health, safety and welfare is maintained on a shared workplace at all times. This will include:

- a. Co-operation with other employers
- b. Taking reasonable steps to co-ordinate the measures taken to comply with relevant statutory provisions
- c. Taking all reasonable steps to inform other employers of the risk to their employees' health and safety

We recognise that in order for the above action to be effective, it will be necessary for an assessment to be made in order that foreseeable events likely to cause risks or hazards can be identified and a decision made between the site occupants as to what action will be taken.

This joint plan of action will be written down and exchanged between all parties involved on the site.

**NB** In situations of serious and/or imminent danger and for dangerous areas, the emergency procedures will clearly set out instructions as to what action is to be taken by all staff irrespective of employment status and will be **ACTIONED WITHOUT QUESTION**.

## CO-OPERATION WITH SITE AGENTS (THE CONTROLLING EMPLOYER AND MULTI-OCCUPANCY WORKPLACE).

Where the main employer controls the work site, our employees, the staff of other firms at work on the site and self-employed persons under contract to our Society will at all times assist the controlling employer or his agent in assessing the shared risks and co-ordinate any measures. However, where there is no controlling employer, it is agreed that for such sites there shall be appointed a health and safety co-ordinator who shall be competent to meet the needs of these Regulations and whose responsibilities will extend to bringing together the efforts of individual employers and self-employed on the site.

It is recognised that this appointed person may need to seek advice from another competent person (i.e. location of underground power lines, gas and water utilities etc.) in order for the risk assessment to be made and to determine appropriate measures.

To eliminate these possible risks, the Society will, as far as is reasonably practicable, undertake to provide such financial and material support to establish a safe working environment. All staff are required to follow the safety procedures and practices as laid down at all times.

## IMPORTANT

Personnel who are employed by the Society or those who are self-employed, are listed in the attached appendix. However, you are reminded that it is your duty to report to the Society details of any dangerous work situations that might represent a serious or imminent risk to yourself or others (e.g. broken or defective guards that would render a component as failing to comply with relevant Regulations).

## ERECTION OF TEMPORARY BUILDINGS, TENTS, AWNINGS AND SIMILAR STRUCTURES

The Society requires that with any tender and/or application for erection of the above named structures, a risk assessment that relates to health and safety is carried out in accordance with the following:

1. Health and Safety (The Management of Health & Safety at Work) Regulation 1992 (Risk Management Assessment).
2. A method statement for the activities that would be undertaken in respect of the work to which that tender refers.
3. A copy of the tender candidate's current Statement of Safety Policy Health & Safety at Work etc. Act 1974 section 2 (3) refers.

4. A copy of the Manual Handling Operations Regulations 1992 assessment in respect of the movement of heavy and/or difficult articles (where relevant).
5. Evidence that, following all relevant site inspections (where necessary) due consideration has been given to the protection of the essential services of electricity (both above and below ground), telephone, gas, water and drainage.
6. An assurance that at all entrances to such temporary structures, positive steps will be taken to alert the user as to the change of levels so as to provide a safe means of access to and egress from by securely placed ramps etc. Tripping hazards must be clearly identified by demarcation tape or similar. Availability for disabled access should also be considered.
7. Confirmation that each exit will be equipped with the current and correct fire/emergency exit signs.
8. Where guy ropes etc. are used these will be located so as not to impede the safe and free egress from these temporary structures in event of an emergency.
9. Confirmation of the understanding of and the procedures in place to ensure compliance with the Reporting of Accidents, Disease and Dangerous Occurrences Regulations 1995 and the details to whom such incidents are to be reported on site and to the Society.

#### **PROTECTION OF PEDESTRIANS**

The Society accepts that they have a responsibility to ensure that visitors to any event for which they have overall control are not placed at risk.

With regard to the duties imposed by Regulation 9 of the Health & Safety (The Management of Health and Safety at work) Regulations 1992 (Risk Management) the Society requires that the organisations, firms and their staff will co-operate in order to maintain the following requirements:

#### **VEHICLE MOVEMENT**

Suppliers to trade stands must ensure that they vacate the site before public admission to the event.

The only exception to this rule will be:

1. The movement of emergency vehicles (Fire, Police, Ambulance) these vehicles will be identified by blue colour flashing beacons.
2. Doctors on duty their vehicles will display a green colour flashing beacon.

3. The transportation of Honoured Guests of the Society, during visits to and from events, stands or other official business, these vehicles will use an orange colour flashing beacon where fitted or use hazard warning lights and display dipped headlights.
4. The movement of the Society's own service/supply vehicles or those authorised by the Society i.e. contractors, caterers service vehicles etc. These vehicles will use an orange coloured flashing beacon and display dipped headlights when fitted.
5. The Society requires that all contractors' vehicles travel on the Showground at a safe speed and be aware of the risks to others. Failure to observe this requirement could jeopardise current and future contractual agreements.

#### **SERVICE PROVIDERS**

In order that the Society can satisfy itself that all due attention has been given to the matter of Health & Safety by firms engaged to provide a service at events for which the Society has overall control, it will be necessary to submit the following documents:

Statement of Safety Policy

Risk Management Assessment (including regulation 9)

Details of staff training in respect of procedures in an emergency

#### **SOCIETY PERSONNEL**

Director: Mrs Deborah Barber M.B.E

Health & Safety Advisor: Mentor Services

Working Foreman: Mr Mick Brixey