

# **BRAILSFORD & DISTRICT PLOUGHING & HEDGECUTTING SOCIETY**

## **Code of Practice for Safety and Accident Prevention**

**(Health & Safety at Work Act 1974)**

### **Match Site; School House Farm, Longford, Ashbourne, DE6 3DR**

**The requirements of this Code of Practice apply to all persons using the Site, be they Exhibitors, Trade Exhibitors, Contractors, or others.**

**The Society will appoint a Safety Officer, who together with the stewards in the various sections will be empowered to take whatever action is considered necessary in the event of any infringement of any regulations. All Society stewards will pay particular attention to all aspects of Health and Safety to see that they are complied with throughout the Match.**

**Competent people will be appointed to assist the Society in meeting its statutory duties, including if deemed necessary, specialists from outside organisations.**

**Certain visitors to the Match may not be familiar with the sort of machinery, equipment and animals they are likely to come into contact on the Site and extra care and vigilance will be required, This Code is not exhaustive in its coverage of specified equipment or situations, because of the nature of the Match. Clearly, by their very nature, certain exhibits will require more rigorous attention to Health and Safety matters.**

**Every Exhibitor, Contractor, or other person must co-operate with the Society to enable all statutory duties to be complied with. Each has a legal obligation to take reasonable care for his or her own health and safety and for the safety of other people who may be affected by his or her acts or omissions.**

**The successful implementation of this Code of Practice requires total commitment from everyone and your co-operation is requested throughout your time on the Site.**

## TRADE AND EXHIBITIONS

<p><b>1. Control of Substances Hazardous to Health Regulations 2002 ( COSHH)</b></p>	<p><b>Exhibitors or others who bring any hazardous substances to the Site MUST assess the risks and initiate suitable control measures in accordance with the above regulations.</b></p>
<p><b>2. Tractors, Motor Vehicles, and other self-propelled implements</b></p>	<p><b>These and all other vehicles must be immobilised when not in use. In addition battery leads should always be disconnected.</b></p>
<p><b>3. Power Tools and Chain Saws</b></p>	<p><b>Demonstrations must take place behind a suitable barrier. All Competitors, Contractors and Exhibitors must fulfil their responsibilities under the relevant current Health and Safety Legislation where the use of Power Tools and Chain Saws is concerned in connection with their activities on the Site. By entering the Match each person is taken to confirm that he is appropriately qualified and has all (if any) necessary authorisations, qualifications and/ or certificates to use such equipment at the Match.</b></p>
<p><b>4. Marquees</b></p>	<p><b>All Marques must be of a secure and stable structure. Special attention must be paid to entry and exit points. These must not be obstructed at any time.</b></p>
<p><b>5. Flag Poles and High Signs</b></p>	<p><b>These must be securely installed and be of adequate strength, taking into account wind and other stresses.</b></p>
<p><b>6.Static Generators</b></p>	<p><b>There must be no straw or other combustible material placed around static generators.</b></p>
<p><b>6. Electricity</b></p>	<p><b>Exhibitors, Trade Stands, and others must conform to regulations laid down by the Health and Safety Executive. Persons using Calor Gas must also comply with Health and Safety Notice C.S.6.</b></p>

## LIVESTOCK

<b>1. Cattle</b>	<p><b>Exhibitors must use suitable equipment when handling cattle and ensure that handlers are mature and experienced in cattle handling and familiar with HSE Guidance on showing cattle so far as relevant to the Match.</b></p> <p><b>During the period that the Match is open to the public, cattle 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 regulations in force.</b></p>
<b>2. Horses</b>	<p><b>Exhibitors must comply with rules and guidance nots laid down by their controlling bodies and the rules of the Society.</b></p>
<b>3. Parades and Judging</b>	<p><b>All animals moving from lines to judging areas or rings, and returning after judging, must follow designated routes as directed by the Society`s stewards.</b></p>
<b>4. Dogs</b>	<p><b>All dogs must be on a short lead. Long leads are not permitted on the Site.</b></p>

## MISCELLANEOUS

<b>1. Food Safety</b>	<b>All persons supplying food to the public should be adequately trained in Hygiene and Food Safety</b>
<b>2. No Smoking in Cooking Areas / Marquees</b>	<b>Smoking in cooking areas and Marquees is not permitted nor is it permitted to smoke in close proximity to straw whether baled or loose, wood shavings or any other combustible material.</b>
<b>3. Displays</b>	<b>Particular attention is drawn to the safety aspect of displays on Site. These will be restricted to the designated areas on the Site. The perimeter of all displays will be clearly marked. Under no circumstances should a member of the public enter a display area. Particular care must be taken to ensure that children do not either climb over or under rails or ropes to obtain a better view or must they be allowed to sit on any rails or fencing.</b>
<b>4. Other Displays or Activities</b>	<b>Each such activity should have a responsible and competent person in charge of safety and precautions are to be taken at all times.</b>
<b>5. Accident Procedure</b>	<b>Any injury to any person must be reported to the Secretary or the chief steward for that section of the Match as soon as possible. An easily accessible First Aid Post will be provided.</b>

## **RISK ASSESSMENT**

**Hazards- Are anything that you could reasonably expect to harm people under conditions of the Match. Consider the examples listed below and if in your opinion any of them could result in significant harm, place a tick in the adjacent box. If you consider that additional hazards (not listed) may be present and cause significant harm, write these into the spaces at the end of the list and tick the boxes.**

**Who might be harmed, list the groups of people who are at risk from the hazards identified, e.g. Competitors, Trade Stands, Public, Judges, Stewards.**

**Estimate the risk. For the hazards present and taking account of any precautions already in place to prevent harm, estimate the risk of anyone being harmed. (Do the precautions meet the standard set by legal requirement, represent good practice, reduce the risk as far as is reasonably practicable?)**

**The following groups of people who are at risk from the hazards are; Competitors, Trade Stands, Public, Judges, Stewards, Volunteers, Contractors, Visitors.**

**Criteria for estimating the risk level (Severity x Likelihood) with current controls in place.**

<b>RISK SEVERITY CRITERIA</b>		
<b>HIGH</b>	<b>3</b>	<b>Death or Major Injury</b>
<b>MEDIUM</b>	<b>2</b>	<b>Serious Injuries or Ill Health</b>
<b>LOW</b>	<b>1</b>	<b>Minor Injuries</b>

<b>RISK LIKELIHOOD CRITERIA</b>			
<b>HIGH</b>	<b>3</b>	<b>Almost Certain</b>	
<b>MEDIUM</b>	<b>2</b>	<b>Even Chance</b>	
<b>LOW</b>	<b>1</b>	<b>Unlikely</b>	
	<b>Likelihood Low (1)</b>	<b>Likelihood Medium (2)</b>	<b>Likelihood High (3)</b>
<b>Severity Low (1)</b>	<b>1x1 = Low Risk</b>	<b>1x2 = Low Risk</b>	<b>1x3 = Low/Medium Risk</b>
<b>Severity Medium (2)</b>	<b>2x1 = Low Risk</b>	<b>2x2 = Medium Risk</b>	<b>2x3 = High Risk</b>
<b>Severity High (3)</b>	<b>3x1 = Low/Medium Risk</b>	<b>3x2 = High Risk</b>	<b>3x3 = Very High Risk</b>

<b>HAZARDS</b>	<b>WHO MIGHT BE HARMED</b>	<b>CONTROL MEASURES IN PLACE</b>	<b>ADDITIONAL CONTROLS IF REQUIRED</b>	<b>SEVERITY A</b>	<b>LIKELIHOOD B</b>	<b>RISK A X B</b>
<b>Access to site</b>	<b>People accessing site.</b>	<b>Clear signage to the site from all directions. Good visibility on the access roads to the site. Good access with minimum 12' gateway. Hedges and roadside verges trimmed either side of gateway.</b>		<b>1</b>	<b>1</b>	<b>1 LOW RISK</b>

		All stewards and volunteers briefed before the match.				
Vehicles on site	Volunteers , visitors and contractors are all at risk of injury from impact with moving vehicles	Site is large and suitable for purpose. Large vehicles can easily turn round. Vehicles driven slowly when on site. Designated parking areas for public, competitors, display and catering vans. No moving vehicles in the main pedestrian areas near toilets and catering vans.		3	1	3 <b>LOW/ MEDIUM RISK</b>
Slips / Trips / Falls	Visitors, Volunteers, Contractors can all be injured by slips leading to falls.	Visitors / Competitors on site during day light hours. Sites are generally fairly level arable land with short stubble. Cables routed away from main walk routes. Guy ropes and pegs of main marquees highlighted to keep visitors away from trip hazard.		1	2	2 <b>LOW RISK</b>

<b>Structural collapse</b>	<b>Visitors, Volunteers and Contractors can all be injured by collapse of a marquee.</b>	<b>Marquee provided and erected / dismantled by reputable contractors.</b>		<b>1</b>	<b>1</b>	<b>1 LOW RISK</b>
<b>Fire</b>	<b>Risk to anyone on site of burns, smoke inhalation or death from smoke and heat.</b>	<b>Marquees are large with more than one entrance which reduces the risk of being trapped. The marquees are no smoking areas. Fire extinguishing appliances in place and on an annual maintenance contract. Fire exits clearly signed. Marquees made of fire retardant material.</b>	<b>Stewards should be familiar with emergency procedures and know how to use fire extinguishers supplied. Stewards to know location of first aiders.  Call 999.</b>	<b>3</b>	<b>1</b>	<b>3 LOW/ MEDIUM RISK</b>
<b>Manual Handling</b>	<b>Stewards, Volunteers at risk of injury from lifting and handling</b>	<b>Tables and chairs delivered to the site. Vehicles used for moving items around the site. Fence posts put in by tractor mounted post ram whenever possible. Trolley available for moving items in marquees.</b>		<b>1</b>	<b>1</b>	<b>1 LOW RISK</b>



Substance hazardous to health.	Volunteers may come into contact with fuel if a generator is used. Hedge laying competitors and ploughing match competitors may come into contact with fuels and oils during equipment refuelling / maintenance.	Hand wash facilities on site. First Aid facilities on site.	<b>1</b>	<b>1</b>	<b>1 LOW RISK</b>	
Noise	Hedge laying competitors	Hearing protection is worn by the hedge laying competitors. Competitors will be disqualified if they do not wear chainsaw protective equipment.		<b>1</b>	<b>1</b>	<b>1 LOW RISK</b>
Electricity	Stewards, visitors, volunteers and contractors risk serious / fatal injury from faulty electrical installations, equipment or	Trained first aiders / paramedics on site during the match. Portable electrical appliances inspected prior to use and inspected / tested by a competent person. Electrical	Portable electrical appliances should be inspected prior to use and inspected / tested by a competent person.	<b>2</b>	<b>1</b>	<b>2 LOW RISK</b>

	contact with overhead or underground power lines.	equipment / installations checked by a competent electrical contractor. Power sockets should be protected by 30Ma RCD`s (Power breaker sockets). Stewards / Competitors made aware of route of overhead power lines if any high vehicle to be used on site.	Electrical equipment / installation should be checked by a competent electrical contractor. Power sockets should be protected by 30Ma RCD`s (Power socket breakers). Stewards / competitors to be made aware of route of overhead power lines if any high vehicles to be used on site.			
Animal Handling, Horses, Cattle and Sheep.	Animal handlers and visitors are at risk of being injured i.e. kicked, bitten or crushed. Animals carry diseases that can be transmitted to humans.	Hand wash facilities on site. Horse health maintained by owners / handlers. Experienced handlers. Visitors have little contact with the animals and are kept out of the competition area.		<b>1</b>	<b>1</b>	<b>1 LOW RISK</b>
Visiting schools section	See separate risk assessment below					

## **Step 5**

### **Further Action Necessary to Control Risk.**

**If in your judgement any of the numbered risks are not adequately controlled what could you reasonably do to prevent harm occurring to anyone. Priority goes to risk affecting large numbers or those risks highly likely to occur and result in serious harm. Apply the principles of risk reduction in the following order. Can the risk be Eliminated, Substituted, (with something less harmful), Separated (from people using a barrier), Following a Safe System of Work and/or using Personal Protective Equipment or Clothing. Do not overlook training or facilities.**

**List below the risks not adequately controlled and the action you will take to prevent harm.  
If action is required from other agencies/people listed at the end.**

## VISITING SCHOOLS SECTION

**While Schools are VERY welcome and actively encouraged to visit the Ploughing Match they MUST appreciate that this is a working environment and there are many hazards. The Committee urge all School Staff to discuss in detail what children are likely to see and how they should keep them, their helpers and the children safe. While this list is as comprehensive as possible Staff should be aware that there may be others that are unforeseen.**

<b>HAZARD</b>	<b>CONTROL MEASURES IN PLACE</b>	<b>HARM ( A ) e.g. 2</b>	<b>LIKELIHOOD ( B ) e.g. 2</b>	<b>RISK ( A X B ) e.g. 4</b>
Arrival on site Departure from Site	All buses/coaches will be given and directed to a designated drop off and collection zone away from most other traffic where possible. If schools are attending by minibus and intend to use the main car park children must be alerted to the danger of moving traffic.	2	2	4
General Public	Members of the public will be walking all over the site so Schools must ensure they have a good ratio of staff/adults to children, appropriate to their age, to ensure further safety.	1	3	3
Vehicle hazards, reversing, manoeuvring, loading/unloading (Ploughing Competition)	Moving machinery e.g. tractors turning will have notices warning children and adults to take care when passing. Staff should ensure children are aware of these as they walk around the site. Children should be further alerted to tractors as they turn round at the end of each strip of ploughing and lift ploughs high in the air so they need to be kept at a safe distance at all times	3	3	9
Slipping hazards	Conditions underfoot may vary according to the weather. Staff must encourage children to wear appropriate footwear – trainers for dry days and wellingtons for wet days. Staff must be aware that children may get muddy if they trip or fall	1	3	3

Tripping hazards, trailing cables and any object/article e.g. tent pegs, that could cause trips or falls	Trailing cables and pipes are kept to a minimum but are present at times. All adults must keep a watchful eye for these and tent pegs around all tents	1	3	3
Environmental hazards, noise, low/high temperatures, weather conditions, sunburn	Ensure suitable footwear and dress appropriate to the weather of the day	1	1	1
Falls from height and being struck by objects falling, thrown/flying or moving	Children MUST NOT climb on any machinery on display. They MUST NOT climb any gates on site.	2	2	4
Hedge-cutting Competition	This area is roped off and all children MUST remain behind the barrier as chain saws and axes are used. Adults must be aware that there may be flying debris and should ensure they stay a safe distance at all times	1	3	3
Electric shock, faulty or inappropriate electrical equipment or working near to exposed live conductors	Children should not touch any wiring at all times. There is very limited wiring on the site.	1	2	2
Hazardous chemicals, exposure to dust, fumes, flammable, toxic, irritant, corrosive	Not relevant to the Ploughing Match	0	0	0
Biological hazards, from animals/insects	Staff should be aware that there are only very limited hand-washing facilities in the porta loos. Cattle and sheep are present but MUST NOT be touched. It is recommended that staff provide children with wet wipes to clean their hands when necessary and especially before they eat their lunch.	2	2	4
Fire/ Explosion/ Burns, flammable liquids/ gases, gas cylinders, ignition/heat sources	Any cylinders on site are kept away from public access	3	1	3

Moving parts of machinery	See above for ploughing and hedge-cutting. In addition some Display Stands have machinery with moving parts – children should look but not touch unless under the guidance of the Stand holder	2	2	4
Visiting Display tents	Staff to be aware that children will be mixing with the general public more closely so adequate supervision is necessary. There may be queues so children must be patient and take their turn. No running is allowed in any tent. Children must not touch any of the exhibits in any tent.	1	1	1
Toilet Facilities	These are spaced around the site. They will be shared with the general public so all children using them should be attended by an adult who can wait directly outside the door	1	2	2
Picnic Facilities	There will be one small designated tent where children may eat their lunch under cover. Lunch bags MUST not be left in here as the tent is not supervised. Staff may need to be fluid in the time they wish to use the tent as all schools cannot be accommodated at the same time	1	1	1
First Aid Facilities	A St. John's Ambulance Brigade ambulance is present on site for serious concerns. Staff are recommended to bring along a First Aid Kit for minor cuts and abrasions so that they can deal with this themselves.	1	1	1
Ill Children	There are no specific facilities for children who are taken ill – Staff are recommended to prepare for this possibility themselves and must carry a mobile phone and contact details for parents/ carers with them at all times. This may need to be delegated to adults with small groups if the school party splits up	1	1	1
Inadequate information/ instruction/ training	Using the guidance in this section for schools will help to ensure that children have a safe experience at the Ploughing Match	1	1	1
Contacts	If Teachers have any concerns on the day of the Match they should report them to either the Secretary in the Secretary's Tent or to the Schools Co-ordinator or a member of the Ladies Committee In the Ladies Tent	1	1	1

<b>AGENCIES</b>			
<b>Assessor Name Please print</b>	<b>Role</b>	<b>Signature</b>	<b>Date</b>
<b>Eileen Holmes</b>	<b>Assistant &amp; Social Secretary</b>	<i>Eileen Holmes</i>	<b>Match Day 4 October 2017</b>