



## NEWPORT SHOW 2024 EXHIBITORS HEALTH AND SAFETY INFORMATION

### Venue Details:

The Lodge, Chetwynd Deer Park, Newport, Shropshire, TF10 8EU.

What3words: **code.instincts.albums**

Office telephone number prior to show day 01952 810814. Mobile signal not reliable on show day. Radios in operation on show day.

Newport Show/Society means the Newport & District Agricultural Society and 'Exhibitor' shall include all Exhibitors, Competitors, Retailers, Contractors, Entertainers, Caterers as well as their Agents and Employees.

**Please read this sheet thoroughly and keep a copy with you at all times.**

Before show day, Saturday 13<sup>th</sup> July, the whole site is defined as a Construction Site under the statutory requirements of the Construction (Design & Management) Regulations 2015 (CDM). The site rules for both before and during the show day, and accompanying information, is for your health and safety. Please obey them or you will be politely asked to leave site or cease activities.

### ARRIVAL AND DEPARTURE

1. All site traffic to enter via the main gate into Chetwynd Deer Park.
2. Site rendezvous for deliveries and new staff is The Lodge, at the top of the drive.
3. Please be aware of site opening times 08:00 – 21:30. Gates will be locked out of hours.

### SITE RULES

1. Personal Protective Equipment (PPE) shall be worn at all times during the build and break down of the site before and after Show Day. This shall include:
  - a. High Vis Jacket or Waistcoat
  - b. Helmet if working in an area with overhead risks
  - c. Safety footwear (as provided for in your own risk assessment)

**This is non-negotiable – anyone found without PPE will be required to either leave site or purchase from local stores.**

2. Site Speed Limit is 10 MPH for all vehicles
3. Litter and rubbish to be deposited in bins provided or removed from site
4. All vehicles must be removed from site by **09:30 am** on Show Day and parked in designated car parks.
5. No vehicle movement will be allowed in the main event area whilst open to the public without prior authorisation from the Show Manager and shall be escorted in all cases.
6. Access routes must be kept clear at all times
7. Machinery must not be used, for purpose of demonstration or otherwise, without prior authorisation and sign off from the Show Manager.

### WELFARE FACILITIES

There are site welfare facilities available. Please use them and keep them clean and tidy. Facilities can be found in the Show Office and in temporary facilities around the showground. Hot and cold hand wash facilities are also available.

### **MEDICAL PROVISION**

There is no medical provision on site outside of Show Day. Sally Western & Martyn Fallows are the first aiders on site. A defibrillator is available on site at The Lodge.

All contractors/exhibitors are requested to assess and provide adequate provision for first aid for their own activities. In the event of an incident during the build, please notify the Show Office on 01952 810814

In the event of an incident during Show Day please notify the medical team, Marches Ambulance Services for assistance via a Steward with a radio, AND REPORT TO the Show Manager, see site map.

Ambulances should be directed to Newport Show Office, Chetwynd Park. DO NOT CALL AN AMBULANCE DURING SHOW DAY. THIS SHALL BE COORDINATED BY THE EVENT SAFETY AND MEDICAL TEAMS ONLY.

Should a major incident or emergency develop a Rendezvous Point (RVP) for external emergency services is located by The Lodge at the top of the drive.

### **SECURITY**

Contractors are responsible for the security of their own plant, tools and equipment. Gates will be locked promptly at 8.00pm.

### **WET WEATHER CONTINGENCY**

Contractors are required to follow the directions of Newport Show staff in the event of inclement weather or high winds. All vehicle movements will be strictly limited and **no** vehicle movements on wet ground will be permitted without authorisation.

### **ELECTRICITY ON SITE**

Exhibitors may, at their own expense, introduce electricity to their stand by means of a **diesel silent generator**. The Show Committee must be notified of this intent a minimum of **10 days prior** to the event, appropriate documentation and risk assessments shall be submitted and the following rules be adhered to:

- Only **DIESEL** generators are allowed
- Generator must be a modern silenced type with noise levels not exceeding 72dbA at 7m
- Generators must be guarded against persons having opportunity touching them, hot or working parts or electrical connections
- Generators must be serviced and maintained in accordance with PUWER 1998
- Any generator producing smoke or fumes, or not compliant with the rules above, shall not be permitted for use
- Minimum quantity of fuel should be stored onsite during Show Day and this shall be stored in accordance with the COSHH assessment and away from any persons not responsible for the equipment
- All electrical equipment shall be PAT tested and fit for purpose
- Appropriate fire fighting equipment shall be provided for use and kept in an appropriate position. Equipment provided by the Show is not sufficient for use.

### **LPG ON SITE**

Exhibitors may, at their own expense, introduce LPG appliances to their stand. The Show Committee must be notified of this intent a minimum of 10 days prior to the event, appropriate documentation and risk assessments shall be submitted and the following rules be adhered to:

- Apparatus shall only be used if installed by a qualified fitter or competent person and within certified test date
- No LPG cylinders shall be used within any permanent or temporary structure. LPG cylinders shall be kept outside of marquees and shall be set up using an NCASS or other appropriate system.
- All LPG cylinders shall be caged/protected from any person not responsible for the equipment.
- Hoses and attachments used to supply the LPG to apparatus shall be in accordance with BS669 and suitable for commercial use. Orange rubber domestic hoses are not permitted for use on site.

- Minimum quantity of LPG cylinders should be stored onsite during Show Day and this shall be stored in accordance with the COSHH assessment and away from any persons not responsible for the equipment
- Appropriate firefighting equipment shall be provided for use and kept in an appropriate position. Equipment provided by the Show is not sufficient for use.

## **PROVISION OF FOOD/DRINKS**

Exhibitors **may not sell food or drink to the public** if they are not a part of the Festival of Food area, members marquee or Public Catering.

Those exhibitors wishing to offer food and drinks/refreshments to their customers may do so. The Show Committee must be notified of this intent a minimum of **10 days prior** to the event, appropriate documentation and risk assessments shall be submitted and the following rules be adhered to:

- All environmental health guidelines shall be followed and random spot checks shall be undertaken on Show Day by the Event Safety Team and local Public Protection and Environmental Health Officers
- Hot hand wash facilities shall be available on the stand for staff handling and cooking food
- Raw and cooked food storage guidelines shall be followed. Any refrigerators used shall be kept within the recommended temperature at all times.
- Allergen information shall be displayed and available upon request in accordance with Natasha's Law
- Hot food served shall be cooked through and kept at the correct temperature before being served

These rules should particularly be noted if hospitality is **NOT** being provided by a professional catering team.

## **SMOKING**

The law states that there is to be no smoking/e-cigarettes/vaping in enclosed public places, (This includes marquees, tents and display vehicles). This also applies in and around the horse and cattle boxes, cattle buildings, inside all marquees, or sheds. Cigarettes and matches must be completely extinguished before discarding around the showground.

## **LIVESTOCK HANDLING**

The following points must be adhered to:

- No bull exceeding ten months will be admitted to the Showground unless it has a clamp or ring in its nose and, if necessary shall be led by a leading stick.
- Bulls must be double tied in the lines and have two handlers when moving around the Showground.
- During the period the Show is open to the public, mature bulls should not be left unattended.
- Handlers of beef heifers should have with them bulldogs
- It is a condition of entry that all stock handlers and especially children should only handle animals where they have the necessary strength and experience to cope with the said animal. Children must always be under the supervision of and accompanied by a competent adult.
- Exhibitors must be satisfied in all cases, and at all times, that the correct and appropriate restraining method and equipment is provided for use by animal handlers and where appropriate heifers should be trained to accept "bulldogs" as a restraint.
- All cattle must be secured to the satisfaction of the Stewards, who shall have the power to exclude from the Showground any vicious or unruly animal.
- All animals must be properly halter trained before they come to the Show. Stock attendants are responsible for their own cattle at all times
- Animals which are likely to give birth during transport, have given birth during the preceding 48 hours, or are new born, (navel is not completely healed) are not considered fit for transportation, in accordance with the Welfare of Animals (Transport) Order 1997

Livestock exhibitors are reminded that the Show environment can be upsetting for livestock, even those of a normally placid temperament. Livestock with unstable or aggressive temperament must not be brought to the Showground.

- Spray dipping of sheep - the use of any substance containing toxic chemicals, including sheep dips to prepare sheep for showing, whilst on the showground is strictly forbidden. Any defaulter will be asked to leave the showground and entry refused in the following year.
- Exhibitors or their attendants must remain with their exhibits during the whole time they are at the show and must comply with and be governed by the Society's Rules and Regulations.
- Anyone riding a horse or pony must wear a hat to British Standard specification and of a standard approved by the governing body of their respective horse or pony society.
- Exhibitors are not encouraged to bring dogs onto the showground, dog exhibits must be kept on a lead at all times. Stray dogs are a serious danger to persons and animals. Exhibitors, please note that NO dogs are allowed in the livestock, horse lines, in the Cookery Theatre, Little Foodies area, the WI or any refreshments marquees.
- In the interest of safety there should be no unauthorised movement of animals during the show period.
- In respect of Foot and Mouth Precautions all livestock vehicles will be subject to disinfection. All staff of Newport & District Agricultural Society involved will be required to wear protective clothing during the operation, which will be provided. Members of the Public will not be affected by these precautions, apart from walking over foot disinfectant mats on entering and exiting the livestock area.
- In respect to Equine Flu horses must have been vaccinated to comply with the requirements of the primary course (1st vaccination and then 2nd vaccination between 21 – 92 days later), followed by the first booster (150 – 215 days) and all subsequent boosters. Horses may compete having received the primary course and prior to the first booster but not within 7 days of receiving a vaccine dose.

Horses must have been vaccinated within 6 months before the show but not less than 7 days of arriving at the show. In-foal mares that have already had vaccinations of primary Equine Influenza course should be vaccinated 4-6 weeks before the foal is due to be born. Foals should be vaccinated for Equine Influenza at 6 months to commence their primary course.

We urge all owners to adhere to strict biosecurity protocols at all times. Vaccinations are subject to local risk assessments by the attending veterinarians.

Please note that neither vaccination certificates nor passports should be sent to the show office prior to the event. However, random checks will be carried out on the showground during the show.

### **FIRE EMERGENCY PROCEDURE**

In the event of discovery of a **fire telephone 999 and then report it to the Show Manager.**

- Switch off all electrical equipment and machinery.
- Evacuate the stand. Do not stop to collect personal effects.
- The **Event Health & Safety team** will take charge of operations until the arrival of the Fire Brigade.
- In the event of a fire the appropriate Fire Extinguisher will be used.
- Do not re-enter the area unless with the express permission of the Senior Fire or Police Officer present.
- Exhibitors will realise that these precautions are necessary in the interest both of themselves and the general public. Exhibitors are advised to INSURE AGAINST FIRE, not only as regards their own property, but also against THIRD PARTY CLAIMS. No Exhibitor may light a fire for any purpose whatsoever.

### **Suspicious Packages**

**Plan now what you will do to STAY SAFE – RUN HIDE TELL**

**RUN:** If there is a safe route run, if not hide, leave your belongings behind and insist others go with you but don't let them slow you down. Do not congregate at the evacuation points.

**HIDE:** Find cover from gunfire, lock yourself in a room if you can, move away from the door, be quiet and turn your phone to silent.

**TELL:** Dial 999 when you can, give location, direction and description of attackers. Keep out of the area and stop others entering if possible. Provide details of casualties, injuries and building or location information if possible.

Watch the RUN, HIDE, TELL online video, to stay safe in the event of a firearms or weapons attack.

[www.gov.uk/government/publications/stay-safe-film](http://www.gov.uk/government/publications/stay-safe-film)

### **Protests & Extremism**

Such incidents are likely to occur in one of two forms:

- Sudden incident such as an attack against a trade stand or an individual
- Small gathering or protest that may be peaceful or vociferous. The gathering may grow in size or it may be an orchestrated number of protests throughout the venue that develop simultaneously.

In all such cases, the first signs of any incident are to be reported to the Show Manager who will in resource the incident accordingly. If necessary, the Police will take charge of the incident.

### **Major Incident Plan**

If there is a large scale major incident the Show Manager needs to be informed via a Steward on the radio.

#### **"STAFF & STEWARD ANNOUNCEMENT CAN THE AMBER TEAM LEADER REPORT TO EVENT CONTROL"**

This is a warning that the alert state has been raised to **AMBER**. If the situation or incident is likely to result in a part or full evacuation of the site, the following message will be broadcast, following confirmation from the Event Manager / Event Safety Manager / Head of Security.

#### **"STAFF & STEWARD ANNOUNCEMENT CAN THE RED TEAM LEADER REPORT TO EVENT CONTROL"**

##### **MAJOR INCIDENT HAS BEEN CONFIRMED**

This is a warning that the alert state has been upgraded to **RED**. All personnel should stand by for further instructions on an evacuation of the site

#### **"STAFF & STEWARD ANNOUNCEMENT THE GREEN TEAM LEADER HAS ARRIVED AT EVENT CONTROL"**

All personnel may then stand down unless otherwise instructed.

### **LOST AND FOUND CHILD PROCEDURE**

In all instances of a lost or found child the Event Safety Team shall be informed. No person, or steward, shall allow a lost or found child to leave with a parent/guardian without the prior approval of the Event Safety Team or one of their nominated persons. When this is reported to Event Control the differentiation between a **LOST** child and a **FOUND** child is important.

#### **POTENTIALY MISSING CHILD**

This is when a parent or guardian reports a child as missing.

- Stay with the adult and contact Event Control or the Event Safety Team immediately using one of the means below
- Remain in the area the adult believes the child was last seen or reported this to you. If have to move to make contact with Event Control stay as close to the position as possible
- All exits points will now be closed/manned and the alarm has been raised
- Get a description of the child to be circulated to all parties
- Stay with the adult, and with radio/telephone contact, until a member of the Event Safety Team can relieve you.

#### **FOUND CHILD**

This is when a child reports themselves as having lost their parent or guardian, or for younger children they may be noticed as lost and/or in distress

- Approach the child, introduce yourself
- Ensure a second adult is present with you at all times whilst you are with the child.
- Stay with the child and contact Event Control or the Event Safety Team immediately using one of the means below
- Remain in the position the child was found, or if have to move to make contact, as close to the position as possible
- Obtain what information you can from the child for circulation. This will depend upon the child's age and communication skills
- Stay with the child, and with radio/telephone contact, until a member of the Event Safety Team can relieve you.

### **KEY CONTACT NUMBERS:**

**Sally Western – Show Manager**  
**Glenn Ramsden – Event Safety Adviser**  
**Mandy Ramsden – Event Safety Adviser**  
**Craig Rozell - Security Team**  
**Simon Jenkins - Marches Ambulance Services**

**Telephone/Radio**  
**Radio / 01952 810814**  
**Radio / 07905068531**  
**Radio/ 07956 464074**  
**Radio / 07794385298**  
**Radio / 01568 605110**

On show day If you do not have a radio, the Show Manager can be contacted via a Steward at the following locations:

- Show Managers Office
- First Aid Centre
- Livestock Secretary Cabin
- Neil Wagstaff - NFU Trade Stand Top Terrace
- Main Entrances
- Village Green & Main Ring Commentary Box
- Horse Secretaries Marquee
- Dog Show Secretary
- Festival of Food, Horticulture & Education Hub

Please take care to familiarise yourself with the site plan and discuss with your supervisor the specific Health and Safety requirements of your own risk assessments and method statements.

Thank you for your co-operation.

Newport Show Event Team

Whilst the Society will take all reasonable steps to prevent accidents to persons or injury to property, neither the Society nor its Officers or Servants accept responsibility for such accidents or injuries howsoever caused and whether or not involving negligence on the part of any such Officers or Servants.

The Show, its Officers and Servants, shall not be responsible for any accident, damage or loss however caused, that may occur to any Exhibitor or his Servant, or to any article, animal or property brought into the showground, or while entering or leaving the showground. Each Exhibitor shall be solely responsible for any loss, injury or damage that may be done to, or occasioned by, or arising from, any machinery, or other article, or any animal or property exhibited by him. It is a condition of entry that each Exhibitor shall indemnify and hold harmless the show from and against all actions, suits and claims on account of such damage or injury.

No claims can be entertained for anything that may happen to any competitor, horse, groom or any other person or property. It shall be deemed a condition of entry that each entrant shall agree to indemnify the promoters, the Newport & District Agricultural Society, its Employees, Servants or Officers, against any legal action arising from such an incident.

# CHETWYND DEER PARK • NEWPORT SHOW GROUND

