

Swallowfield Horticultural Society

The Two Day Show

Otherwise Known as *“The Swallowfield Show”*

Safety, Health and
Environment
Management System (SHE)

Master Copy

Version 2.14
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Revision Record

Version Date	Version	Comment
August 2006	1.00	First release
August 2006	1.01	Published
December 2006	2.02	Published and distributed
July 2007	2.04	Published
August 2007	2.05	Final publication for the 2007 show
August 2008	2.06	Published for the 2008 show
August 2009	2.07	Published for the 2009 show
August 2010	2.08	Published for the 2010 show
August 2011	2.09	Published for the 2011 show
August 2013	2.11	Published for the 2013 show
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August 2015	2.13	Published for the 2015 show
August 2016	2.14	Published for the 2016 show

Policy Statement

1. The Swallowfield Show is a combination of a horticultural show, a horse show, a dog show and a village fete. It is organised by the local non-profit making Swallowfield Horticultural Society (hereinafter referred to as SHS). Any fiscal surplus that the Society makes is either donated to charity or re-invested for future years. The individual members do not benefit financially from any of the Society's activities. The society's elected Committee forms a group of volunteers whose aim is to provide a two day show which is both safe and entertaining for all.
2. The Committee as representatives of the Society's Members have a duty to establish and implement the society's policy on Safety, Health and Environmental protection. This policy will be translated into action by means of this Management System hereinafter referred to as the SHE Management System.
3. The general provisions of the Health and Safety at Work etc. Act lay a duty on all organisers of public events to ensure, as far as is reasonably practicable, the safety of the event by maintaining safe premises and safe systems and also by ensuring adequate instruction, training and supervision. The Act also requires SHS to ensure, as far as is reasonably practicable, the safety, while on the show site, of all other persons, who (though not employees) are working or are otherwise using SHS's facilities.
4. SHS aims to conduct all of its activities in a manner that provides the highest practicable standards of safety and health for our members, visitors and contractors whilst also protecting our environment.
5. SHS aims to comply with all legal requirements and will comply with the standards developed from application of this SHE Management System.
6. Responsibility for preserving Safety, Health and the Environment lies with the SHS Committee, the SHS Members, Visitors and Contractors. All persons on the show site are expected to act responsibly and to support the objective of ensuring that SHS's activities are conducted in accordance with the Law, this Policy and the requirements of this SHE Management System which is openly available for review.
7. Health, Safety & Environmental concerns can be openly discussed by anybody involved in SHS's activities and to assist this, the SHS Committee will act as focal points for SHS's SHE Management System.

Signed by:-

Dated:-

Chairman on behalf of the Swallowfield Horticultural Society's Committee

Our Mission - Motto

Our Motto is:-

(SHE) Who Must be Obeyed

Management Principles

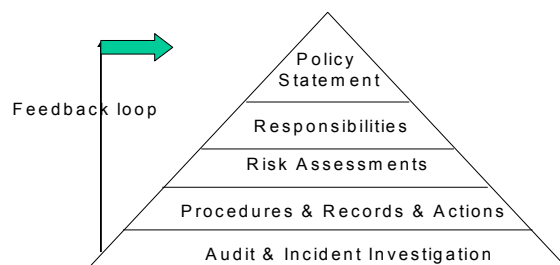
The architecture of this Safety, Health and Environmental (SHE) Management System has been designed to provide a simple fit for purpose mechanism for the identification and management of hazards in the activities of the Swallowfield Horticultural Society (hereinafter referred to as “SHS”).

Fundamental to this approach have been the following assumptions:

- The system must satisfy SHS’s obligations under the 1974 Health and Safety at Work Act .
- SHS is an amateur horticultural society and not an industrial or commercial enterprise.
- The system must be easy to use given the context of SHS, which has no employees and is only supported in its activities by voluntary work contributed by SHS members and friends.
- SHS has an excellent, albeit unmeasured, safety record in terms of accidents and incidents during the many years of running the Two Day Show.
- SHS already applies a number of sensible SHE related measures that it has developed over the years. These have been built into this SHE Management System.
- Any workable SHE Management System for an event has to be easy to set up, maintain and enhance with the quick delivery of measurable results rather than being a manual that simply acquires dust and increasingly becomes irrelevant.
- Wherever possible existing SHS practices have been employed and formalised in order to allow a rapid system build and to yield user acceptance of already familiar items.

It has been agreed that the system should be hazard and risk based using a simple procedure for Risk Assessment as the key element. A graphical representation of the concept appears below:

SHE Management System - Concept



This system and its associated manual have been constructed on the basis shown above.

Documentation & Definitions

Purpose of the Procedure

This procedure is an integral and key component of this SHE Management System and describes how SHE Management System documentation is to be developed, issued and controlled.

This document also contains a list of defined terms as used throughout the SHE Management System.

It is essential that SHS employ a consistent set of procedures, rules and guidelines as follows:

- SHS conducts its activities in a manner that meets the objectives of SHS's Statement of Safety, Health and Environment Policy;
- the obligations and responsibilities of SHS's Committee and Members are clear and unambiguous
- new documentation is not produced which might be in conflict with existing and approved documents
- new practices are not introduced which detract from those good practices already approved by the Committee

The Society's Safety Officer will keep this Master SHE Management System documentation.

Who can produce SHE documentation?

Any SHS Member may be asked to produce documentation for incorporation into the SHE Management System. However it will not be formally incorporated into the System or Manual until it has been reviewed and approved by the Committee. This will ensure that the System and Manual documents are consistent and reflect the objectives of SHS's Policy Statement on page 5.

SHS's Committee and Members will be discouraged from producing ad hoc documents having SHE implications. It is to be understood that such documents are neither approved nor authorised by the Committee and as such have no status as statements of SHS policy, and do not form a commitment or intent on behalf of SHS.

Review and Approval of SHE Documentation

The SHE Management System and the Swallowfield Horticultural Society Manual have been carefully designed and assembled to meet the objectives of the Safety, Health and Environment Policy and to incorporate SHS's well established operational practices that have yielded many years of safe show organisation. The Swallowfield Horticultural Society Manual describes the specific roles of the

society's members whilst this SHE Management System defines the more formal Health, Safety and Environmental issues of, specifically, the Two Day Show.

To ensure that new proposals, practices and documents do not conflict with the established and approved practices and documents it is essential that all new proposals, practices and documents are reviewed and approved by the Committee before being put into effect. Accordingly all proposed revisions will be circulated to each Committee member to ensure that all factors are considered before the proposal, practice or document is approved for use. Any alterations will be recorded in the appropriate SHS Minutes under the Safety agenda item.

In addition to the above, each year, prior to the Two Day Show, the Committee will review all the procedures in this documentation and the Chairman will re-sign the policy statement to be effective for that season. The Committee may wish to delegate the review to another SHS Member but it must be the Chairman on behalf of the Committee who finally signs and accepts the procedures laid out in this documentation.

Revisions

All revisions to this document will be noted in the Revision Record section and the revision issue will be in the header section on each page of this document.

Storage and Issue of All Documentation

Fundamentally, two critical documents exist and are available as follows:-

1. The Society Manual which describes the specific roles of the society's members.

The master copy (printed) is kept by the Secretary.

Electronic copies are kept by the Secretary.

Printed copies are available from the Secretary (to fully "paid up" members of the Society only).

2. This SHE Management System which defines the Health, Safety and Environmental issues of the Two Day Show.

The master copy (printed) is kept by the Safety Officer.

Electronic copies are kept by the Safety Officer.

An Acrobat electronic format is available for download from the Society's web site at <http://www.swallowfieldshow.co.uk>

Printed copies are available from the Secretary.

Definitions

Defined Term	Meaning
Car Park	Fields adjacent to the Showground and on the Showground.
Chairman	SHS Member elected at the AGM.
Committee	Elected by SHS's members to manage the activities and finances.
Incident	is any event or near miss event that endangers safety, health or the environment.
Members	Fully paid up (current) members of SHS
Risk	is a danger, peril or uncertainty that could place personal welfare, public welfare or the environment in jeopardy.
Risk Assessment Team	Small group of Members appointed by the Committee to carry out risk assessments and develop procedures.
Safety Officer	SHS Committee Member appointed by the Committee.
Secretary	SHS Member elected at the AGM.
SHS	Swallowfield Horticultural Society consisting of its Committee and Members.
Show	the whole three day event including the build up and break down.
Showground	The Site where the Show takes place.
Show Headquarters	A caravan located adjacent to the horticultural display entrance of the main marquee.
Society Caterer	A SHS Member providing catering services to SHS Members and its official visitors.
The Site	Fields around White House Farm, Spencers Wood
Trader	Company / Individual who are conducting their business on site.
Sub Contractor	Company / Individual who is employed by the Swallowfield Horticultural Society to provide services.
tadpole	Code for lost child issued to officers via the 2 way radio

Management Structure and Responsibilities

Outline and Roles of Responsibility

This SHE Management System details the Health Safety and Environmental issues of the Two Day Show (otherwise known as The Swallowfield Show).

It should be read in conjunction with the Society Manual which describes the Society's "day to day" activities and the various individual roles within the membership. Each role within the Two Day Show has been carefully identified by the Society and various members allocated to act as co-ordinators in their specific areas.

The Safety Officer

All Health, Safety and Environmental aspects of the Three Day Show will be managed by the Safety Officer using the procedures detailed in this document.

Annually and as required, the Safety officer will review the risk assessments recorded in this SHE Management System by consulting the specific co-ordinators.

Risk Assessment

Purpose of the Procedure

This procedure is an integral and key component of this SHE Management System and describes the techniques to be used for and contains templates of the forms required for the recording of Risk Assessment work.

Slavish adherence to this procedure is no substitute for the sound assessment of activities, the identification of hazards and the assessment of the associated risks by people familiar with the activities of SHS. In other words this procedure is for the guidance of those familiar with the activities of SHS and cannot be a substitute for the existence and possession of experience and breadth of knowledge within the members of the Risk Assessment Team.

Risk Assessment Technique

A team will be appointed by the Committee to carry out or review all risk assessments for the Three Day Show. This SHE Management System identifies a number of “Areas of Responsibility”. The Risk Assessment Team may call upon other members who have been given the responsibility for a particular area. The Risk Assessment Team will then assist in producing a set of risk assessments and procedures suitable for that particular area.

Risk Identification

The Risk Assessment Team, or Teams, will work together to review all the areas of SHS’s activities, and will then identify the hazards associated with those activities. The initial set of Risk Assessments will be divided into seven activity areas comprising

- General
- Traffic
- Marquees
- Arena Acts
- Horse Show
- Gates
- All Dogs on Site

A hazard is a danger, peril or uncertainty that places personal welfare, public welfare or the environment at jeopardy. The Risk Assessment Team will group together the Hazards they have identified.

Likelihood Assessment

For high-risk activities such as aviation or oil refinery operations a number of sophisticated quantitative techniques and historic data exist for evaluating the likelihood of being exposed to a particular hazard. Fortunately such sophistication is considered unnecessary for SHS's use. The Risk Assessment Team will use their deep knowledge of SHS's activities together with the following qualitative guidelines when assessing the likelihood of exposure to a hazard. For example we know that being struck by lightning is a hazard with possibly severe consequences but we can all agree that the likelihood of such an event is rare.

But what is rare?

For the purposes of this Procedure the following grades will be used in assessing likelihood;

- Grade 1 – Rare – an event that might occur say once in fifty years
- Grade 2 – Unlikely – an event that might occur say once in ten years
- Grade 3 – Moderate – an event that has a about a 50% likelihood of occurring in a year
- Grade 4 – Likely – an event that has about a 75% likelihood of occurring in a year
- Grade 5 – Almost Certain – an event that has about a 95% likelihood of occurring in a year

Consequence Assessment

For each hazard we then assess the consequence of being exposed to that hazard and again we will use our understanding of the SHS's activities and the following qualitative criteria for assessing the severity of the consequence:

- Grade 1 - Insignificant – examples would be:
 - an injury such as a bruise or cut not requiring first aid attention
- Grade 2 – Minor – examples would be:
 - an injury such as a bruise or minor cut requiring simple first aid attention
 - an adverse article in the local press
 - an incident which can be absorbed as a part of SHS's normal activities etc.
- Grade 3 – Moderate – examples would be:
 - a serious injury(ies) requiring hospital attention such as a broken arm
 - an incident resulting in some adverse local reporting but which soon ends
 - an incident which can be absorbed but which requires a significant cut to budgets or activity curtailment etc.

- Grade 4 – Major – examples would be :
 - a fatality or multiple serious injury(ies) requiring extended hospital attention
 - an incident creating prolonged negative comment in the local press
 - an incident severely impacting SHS's activities and finances but which can be endured.
- Grade 5 – Catastrophic – examples would be:
 - a multiple fatality
 - total loss of a marquee
 - an incident creating widespread public outrage and negative headline articles in the national press
 - an incident requiring SHS to cease its activities altogether

Risk Assessment

The Risk from being exposed to a hazard is defined as the product of Likelihood and Consequence. Therefore in assessing the risk, the Risk Assessment Team will multiply the Likelihood by the Consequence. For SHS's purposes, it is assumed that any Risk less than 13 is acceptable. Any Risk having a greater value than this must be specifically drawn to the attention of the Committee.

Risk Mitigation

In sophisticated Risk Assessment systems it is common to assess the Risk (Likelihood and Consequence) before mitigation measures have been taken and to assess the Risk again after mitigation measures have been identified. This approach is valid in industries having high risks but does create additional work for the Risk Assessment Team. A simpler procedure is considered appropriate for SHS.

When assessing Likelihood and Consequence the Risk Assessment Team will consider, discuss and then list any mitigation measures which have been assumed in their Risk Assessment.

Risk Assessment Record

The blank Risk Assessment Record form can be duplicated and will then be completed for each identified hazard. The subsequent Risk Assessment Record will then be filed with the SHE Management System's Master copy.

Risk Assessment Record

Risk Activity Area		
Member Responsible		
Risk Description		
Cause & Background		
Likelihood (Grade)	Consequence (Grade)	Risk (Likelihood x Consequence) (Should be less than 13)
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)		
Risk Assessment Review Date	Risk Assessment Team Members	

Procedures

Area of Responsibility

This section covers the whole of the Showground in general but more specifically the following areas are covered:-

1. Major Incident Plan
2. Minor Incident Plan
3. VHF Communication Radios (Walkie Talkies) – see Society Manual
4. Area Plan
5. Trade Stands
6. Emergency Clearway
7. Fire Procedures
8. First Aid
9. Lost Children
10. Barriers and Fences
11. Site Speed Limit and Parking Restrictions
12. The Environment
13. Trader / Sub-contractor Procedure

Major Incident Plan

Background / Rationale

It is considered that in extremely rare cases it might be necessary to call the public together prior to an evacuation of the whole site. Evacuation is a very extreme measure and would only be considered with the aid and help of the police. However, it is considered that risk to the general public could be minimised by “mustering” them into an area where they can be informed and away from potential locations of danger.

An example of such an incident would be a bomb threat.

Procedure

This procedure is an integral and key component of this SHE Management System and describes those actions that the Society will take to achieve the above background statement.

1. The incident is reported to the Show Headquarters.
2. The Safety Officer is informed immediately
3. The Safety Officer (only) will initiate this Major Incident Plan
4. A 999 call is made to the relevant emergency services
5. A “low key” call is put out to the following personnel to meet immediately at the Show Headquarters. This is done by word of mouth and / or using the radios (walkie talkies) stating “code zero”..
Chairman
Safety Officer
Show Manager, Secretary
Traffic Co-ordinator
Horse & Dog Show Co-ordinator
Vintage Vehicles Co-ordinator
Entry Gates,
Any Other Members of the Society who are available
6. Time is of the essence – if it is taking too long for any of the above area representatives to arrive at the meeting, a deputy will be appointed by the Safety Officer.
7. An arena is chosen into which the general public will muster.
8. The Safety Officer will quickly brief everyone on the issue.
9. The Show Manager will then be dispatched to the muster arena with enough helpers to man each gate into the arena.
10. The Chairman will go to the Public address system and inform the general public to muster in the arena. He is to use the PA system in an attempt to keep the public together without alarming them.

11. The Safety Officer stays at the Show Headquarters until the emergency services take over.
12. The Traffic Co-ordinator, Horse Show Co-ordinator and the Entry Gate Co-ordinator return to their respective areas to carry out the following.
13. The Car Park may be closed to incoming and exiting cars – pedestrians will be asked to go to the muster arena.
14. The Horse Show may be stopped and all horses tethered or returned to their horseboxes.
15. Any public entering or exiting the Showground may be asked to go to the mustering arena.

The “all clear” will only be given by the Safety Officer or the appropriate emergency service.

Training

This procedure will be tested in the form of a “drill exercise” at a convenient time during the two days prior to the show.

Every member of SHS’s Committee is expected to have read this documentation and the SHS Manual prior to the show.

The Shortform Manual will also be issued prior to the show. A copy of the Shortform Manual is on page 27.

Equipment Required

Working Public Address system.

Loud hailer as a backup.

Radios (walkie talkies) distributed to designated persons within the site

Minor Incident Plan

Background / Rationale

It is likely that an incident will occur that does not require the extreme action of the “Major Incident” procedure. A “Minor Incident” may occur within an isolated area of the Showground or its Car Park. The incident itself might be major to those concerned but would not affect the public in general.

A Minor Incident MUST be taken seriously and will involve a similar procedure to the Major Incident Plan but fewer staff will be involved and the show will continue to operate.

An example of such an incident would be a motor accident in the Car Park requiring the emergency services.

Procedure

This procedure is an integral and key component of this SHE Management System and describes those actions that the Society will take to achieve the above background statement above.

1. The incident is reported to the Show Headquarters.
2. The Safety Officer is informed immediately
3. The Safety Officer will evaluate the situation – this may require visiting the site of the incident to ascertain the danger.
4. If required, a 999 call is made to the relevant emergency services
5. The Safety Officer need only involve the appropriate area co-ordinator (Traffic, Horse Show, Vintage Vehicles or Gates) or where appropriate.
6. The Safety Officer will decide upon the action to be taken.

The Safety Officer will log the event once the incident is over.

Training

The Society believes that there is no need to test this procedure but will instruct all the Traders, Sub-Contractors, Society’s members and its friends to report any incident immediately to the Show Headquarters and subsequently the Safety Officer.

Every member of SHS’s Committee is expected to have read this documentation and the SHS Manual prior to the show.

The Shortform Manual will also be issued prior to the show. A copy of the Shortform Manual is on page 27.

Equipment Required

Radios (walkie talkies) distributed to designated persons within the site

Area Plan

Background / Rationale

The Showground is located at Whitehouse Farm. A graphical plan (map) detailing the positions of all the equipment and events is required.

Procedure

The Show Manager maintains a detailed plan showing positions and dimensions of the areas within the site. The plan has been drawn up from experience gathered over many years. Particular attention has been given to maintaining the Emergency Clearway and access areas between the various Trade Stands. The plan also considers the high voltage electric cables that cross the site.

Training

This work is carried out under the supervision of the Show Manager prior to the Show.

Equipment

Up to date site plan.

Trade Stands

Background / Rationale

Previous shows have proved that it is important to allow good access between the Trade Stands. This allows for easy access of emergency vehicles and reduces the risk of a fire spreading to other traders.

Procedure

Using information obtained from the Trade Stands Co-ordinator and the Show Manager, the Trade Stands spaces will be marked out prior to the show. The spaces between each trade stand will allow for emergency access behind each stand. A copy of the Traders site plan will be displayed at a suitable location to enable each trader to find easily their plot.

Alcohol except for cider will only be sold in the Bar Marquee by the licensed Sub-contractor.

Training

This work is carried out under the supervision of the Show Manager prior to the arrival of the Traders. There is no specific training required.

Equipment Required

Wooden pegs containing row and stand numbers are used.

Pegs.

Traders site plan.

Emergency Clearway

Background / Rationale

Previous shows have proved that it is important to allow good access across the whole site. This allows for easy access of emergency vehicles and reduces the risk of a fire spreading within the site. It also allows a safe area for pedestrians.

Procedure

Whilst laying out the Showground, the Society maintains a wide area between the Main Marquee and the Entertainments area. With the exception of catering vehicles and certain specific official cars, no vehicles are parked in this area after 10:00 on either day.

Training

This work is carried out under the supervision of the Show Manager prior to the Show. There is no specific training required.

Equipment Required

Wooden pegs define the location for the marquees so that the sub-contractors erect the marquees in the correct place.

Fire Procedures

Background / Rationale

It is considered that the greatest risk of fire is within the marquees. These are the main areas where fire precautions are to be taken.

Procedure

Fire extinguishers will be placed at strategic locations – see the main site plan. No Smoking will be allowed in any of the marquees. All exits in all marquees are deemed fire exits and will therefore be marked as such.

Equipment Required

1. Fire Extinguishers
2. No Smoking signs
3. Emergency Exit signs inside all the marquee exits

First Aid

Background / Rationale

During past shows, professional emergency first aid services have been provided.

Procedure

The Society always employs the services of the St John Ambulance who provide a full first aid service complete with an “on site” ambulance. They will be located at the centre of the Showground within one end of the Entertainments Marquee thus forming a field hospital during the opening hours of the show.

Air Ambulance

If the Air Ambulance is required, it is unlikely that the Society will be able to communicate directly with helicopter. It is, therefore, expected that the Air Ambulance will make its own decision to land in a field adjacent to the Showground.

Training

The Society staff within the Show Headquarters will be aware of the existence of the field hospital and will call upon or direct any incidents requiring first aid to the St John Ambulance team. However, as the St John Ambulance leader will be in possession of a Society Radio (walkie talkie), they should be aware of any incidents at the same time as the Show Headquarters.

The St John Ambulance team will be briefed to follow the Society’s incident reporting procedure where possible by informing the Society’s Safety Officer of any incidents reported directly to the field hospital.

Lost Children

Background / Rationale

Each year, the Society experiences cases where children become separated from their parents/guardians. Either the parents/guardians discover that they have become separated or the child is brought to the Society’s attention.

Procedure

In either case, the incident will be reported to the Showground Headquarters where an announcement using the public address system will be made to reunite the child with his/her parents/guardians. Personal details should not be announced.

An announcement will be made across the walkie talkie radios that there is a lost “tadpole” and officers are to assist in finding the lost child and reuniting them with their parents/guardians.

Lost children will be placed in the care of two persons – trained Swallowfield Community Responders located within their display tent adjacent to the Showground headquarters until reunited with the parent or guardian.

On every occasion proof of identity and a signature should be obtained from the collecting parent / adult prior to the child being handed over. A record of the event is kept.

If the child is reluctant to go with a parent/collecting adult then prior to the child being released from their custody, the responder (or Society member) must seek a second opinion from another society officer or if the situation requires it, to contact the police.

Barriers and Fences

Background / Rationale

There is a need to define the arenas and to keep the general public away from the activities therein.

The Horse Show area requires two separate arenas.

There is also a need to define areas of the Showground for the main arena, vintage vehicles and the Dog show etc.

Procedure

The Society will hire a number of interlinking fences. The supplier of the fences will deliver and erect them under the supervision of the Show Manager to create one entertainment arena and two Horse Show arenas. Other fencing will be deployed to other areas within the Showground as deemed necessary by the Show Manager.

Training

This work is carried out by the sub-contractor. There is no specific Society training required.

Equipment Required

Order fences.

Show Manager to liaise with sub-contractor

Fencing pins

Barriers

Barrier tape and rope

Speed Limit and Parking Restrictions

Background / Rationale

Motor vehicles are driven on the site and within the Car Park. There is a need to control the vehicle speed and parking on the Showground.

Procedure

A 10 mph speed limit exists throughout the whole Showground and car park. 5mph after 09.00am. Parking will be only in the designated areas. Traders, Sub-contractors, competitors and officials will be issued with appropriate vehicle passes.

Training

The Car Park procedures are covered in the Traffic section. The general public are allowed to park their cars free of charge in the main Car Park. Traders, show officials and the Horse Show competitors use different entrances and limited parking is allowed within the Showground itself. Disabled parking areas are also defined.

The Environment

Area of Responsibility

This section details the precautions that the Society takes to protect the environment.

1. Public Toilets
2. Waste Management
3. Litter Collection

Public Toilets

Background / Rationale

The Three Day Show and Car Park are located on farmland. There are no toilet facilities on the site.

Procedure

The Society will arrange for portable toilets to be installed for the duration of the show. A specialist toilet hire Sub-contractor will be appointed to deliver, install and collect the purpose made portable toilets. A separate area of the site is designated as the main toilet area, well away from food preparation areas. Toilets will also be distributed throughout the Showground.

The specialist Sub-contractor will monitor the usage and arrange to collect and dispose of the waste during the opening hours of the show.

Training

Appoint specialist Sub-contractor.

Signs to Toilets.

All this work is carried out by the specialist Sub-contractor. There is no specific Society training required.

Waste Management

Background / Rationale

During the course of the show a vast amount of rubbish is generated.

Procedure

The Society will arrange for dedicated portable waste bins and skips to be positioned at strategic locations within the Showground. A specialist waste bin hire Sub-contractor will be appointed to deliver, install and collect the purpose made receptacles.

Training

Appoint specialist Sub-contractor.

All this work is carried out by specialist Sub-contractors. There is no specific Society training required.

Litter Collection

Background / Rationale

Experience has shown that some litter is left on the Showground and its Car Park.

Procedure

It is customary for the Society's members and friends to form a dedicated "litter collection party" to methodically collect litter across the whole site. The collected waste will be deposited in the dedicated waste bins for the Sub-contractor to dispose. The Society's aim is to leave the site clean and empty of any equipment as though the show had never taken place.

Training

This work is carried out by the Society's members and their friends. Everyone joins in. Any specific organisation is carried out at the time.

Trader / Sub-contractor Procedure

Area of Responsibility

This section details the procedure that Traders and Sub-contractors must carry out when first entering the Showground.

Trader / Sub Contractor Procedure

Background / Rationale

With many different trades and companies within the Showground, there are bound to be a multitude of different standards and approaches to Health, Safety and the Environment. The Society considers that each of its contractors is “expert” in its field and will expect that the individual Trader or Sub Contractor have the appropriate standards in place. For this reason, the Society Safety Officer will simply read and file any documentation that they have.

The Society expects that all Traders and Sub Contractors will have adequate third party insurance.

Procedure for Traders

1. Whilst completing their application forms, each Trader confirms that they have adequate third party insurance cover.
2. The application forms ask each individual Trader for their HS&E documentation.
3. Obtain a copy where possible.
4. Read it.
5. File it in the SHE Management System.
6. A copy of the Shortform Manual is printed with each application form thus explaining SHS’s policy for HS&E and that their acceptance is mandatory.
7. Each Trader accepts these terms when they sign the application form.

Procedure for Sub Contractors

1. Each member of the Society will be briefed to send a copy of the Shortform Manual whenever placing an order with any Sub Contractors.
2. The Shortform Manual asks the Sub Contractor to send the Society a copy of their HS&E policy/documentation and confirmation that they have adequate insurance.
3. Any documentation returned will then be read and filed by the Safety Officer.

A copy of the Shortform Manual is on page 27

Shortform Manual

Swallowfield Horticultural Society's Policy

The Swallowfield Horticultural Society's (hereinafter referred to as SHS) SHE Management System provides a full statement of its policy for Health Safety and the Environment. Please read this shortform précis in conjunction with the full system which is readily available on request and published on the Society's web site. Everyone on the show site is expected to act responsibly and to support the objective of ensuring that SHS's activities are conducted in accordance with the Law, SHS's Policy and the requirements of the SHE Management System.

Insurance and HS&E Policies

The Society expects that all Traders and Sub Contractors will have adequate third party insurance and anticipates that all Traders and Sub-contractors will have carried out their own risk assessments leading to their own Health Safety and Environment Policy. Prior to the event, Traders and Sub Contractors will confirm that they have adequate insurance and are asked to provide details of their standards and approach to Health, Safety and the Environment.

How to Report an Incident

The Society has implemented procedures that cover major and minor incidents. Both procedures will be initiated by the Society's Safety Officer at the Showground Headquarters.

If you discover anything that you consider to be a danger to the Health, Safety or the Environment, please contact the Showground Headquarters immediately.

Fire

If you discover a fire, evacuate the local area and contact the Showground Headquarters immediately.

The Showground Headquarters is located in the caravan adjacent to the horticultural entrance in the main marquee.

First Aid

If you require medical assistance, contact either St John Ambulance or the Showground Headquarters.

St John Ambulance are located in the field hospital at the end of the entertainments marquee.

The Showground Headquarters is located in the caravan adjacent to the horticultural entrance in the main marquee.

Speed Limit

All vehicles must not exceed 10 mph whilst on the Showground or in the Car Park. After 9.00am all vehicles must not exceed 5mph on the Showground.

Vehicle Access and Parking

Please park your vehicle in the main Car Park or according to the instructions printed on your vehicle pass.

The emergency clearway between the main marquee and the entertainment areas must be kept clear except for designated vehicles.

Traders and Sub-contractors are asked to maintain the separation areas "adjacent to" or behind their pitches. This is required for emergency vehicle access.

Waste

Please remove all waste from the site before you leave.

Appendix - Risk Assessments

General

Risk Activity Area General – Major Incident		
Member Responsible Safety Officer		
Risk Description General public safety		
Cause & Background Risk of general public panicking during a Major Incident if the whole site requires evacuation.		
Likelihood (Grade) 1	Consequence (Grade) 5	Risk (Likelihood x Consequence) (Should be less than 13) 5
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) The Society has a Major Incident Procedure. The procedure is tested as a drill. The above procedures are documented in the SHE and SHS Manual.		
Risk Assessment Review Date August 2016	Risk Assessment Team Members David Entwistle, Val Payne	

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Risk Activity Area General - Site Efficiency		
Member Responsible Safety Officer		
Risk Description General public, Traders, Sub-contractors and organisers safety		
Cause & Background An accident or injury can occur anywhere within the whole site. There is a risk that the incident will become more serious if it isn't dealt with quickly and efficiently.		
Likelihood (Grade) 3	Consequence (Grade) 3	Risk (Likelihood x Consequence) (Should be less than 13) 9
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) The Society has a Minor Incident Procedure. The Society has a Communications Procedure. The Society makes provision for sufficient space behind the Trade Stands to enable emergency services access and to reduce the risk of fire spreading. The Society maintains an "Emergency Clearway" during the hours of the show. Full provision for First Aid on site. The above procedures are documented in the SHE and SHS Manual.		
Risk Assessment Review Date August 2016	Risk Assessment Team Members David Entwistle, Val Payne	

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Risk Activity Area General - Fire		
Member Responsible Safety Officer		
Risk Description Fire		
Cause & Background Fire can break out anywhere within the site. Risk to everyone's safety.		
Likelihood (Grade) 2	Consequence (Grade) 4	Risk (Likelihood x Consequence) (Should be less than 13) 8
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) Fire Extinguishers provided. No Smoking signs in the marquees. Emergency Exits are marked in all the marquees. Full provision for First Aid on site. The above procedures are documented in the SHE and SHS Manual.		
Risk Assessment Review Date August 2016	Risk Assessment Team Members David Entwistle, Val Payne	

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<p>Risk Activity Area General – Crowd and General Site Control</p>		
<p>Member Responsible Safety Officer</p>		
<p>Risk Description There is a Risk to everyone, if areas of the site are not well enough defined.</p>		
<p>Cause & Background Show arenas need to be well defined. Traders need to be separated from each other and other attractions.</p>		
<p>Likelihood (Grade) 2</p>	<p>Consequence (Grade) 3</p>	<p>Risk (Likelihood x Consequence) (Should be less than 13) 6</p>
<p>Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) Barriers and fences provided. The Society makes provision for sufficient space behind the Trade Stands to enable emergency services access and to reduce the risk of fire spreading. The Society maintains an “Emergency Clearway” during the hours of the show. A meeting point sign will be displayed. A child collection point sign will be displayed. The above procedures are documented in the SHE and SHS Manual.</p>		
<p>Risk Assessment Review Date August 2016</p>	<p>Risk Assessment Team Members David Entwistle, Val Payne</p>	

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Risk Activity Area General – Vehicles on the Showground		
Member Responsible Safety Officer		
Risk Description Risk to anyone where vehicles are involved.		
Cause & Background Risk of injury to anyone from cars, vans, lorries and horseboxes.		
Likelihood (Grade) 3	Consequence (Grade) 4	Risk (Likelihood x Consequence) (Should be less than 13) 12
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) Barriers and fences provided. Vehicle speed limits imposed. Vehicles will be parked only in the designated areas. Movement of vehicles once the show is open are minimised. A speed limit of 10 mph is imposed throughout the site. 5mph after 09.00am. The above procedures are documented in the SHE and SHS Manual.		
Risk Assessment Review Date August 2016	Risk Assessment Team Members David Entwistle, Val Payne	

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Risk Activity Area General – Horse show helpers		
Member Responsible Horse Show coordinator		
Risk Description Risk of injury to anyone from these activities		
Cause & Background The helpers are invited onto the showground to help in the Horse show’s organisation. Their duties are as follows		
<ul style="list-style-type: none"> • Horse show entrance gates • Other duties instructed by the Horse Show Co-ordinator 		
Likelihood (Grade) 2	Consequence (Grade) 3	Risk (Likelihood x Consequence) (Should be less than 13) 6
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) The Society has produced a Horse Show helper’s job description that outlines the duties The Horse Show Co-ordinator and course builder will give a verbal briefing to the helpers on their duties. Copies of the Horse Show helper’s job description will be left with them as a reminder. The Horse Show helper’s job description is attached to this assessment.		
Risk Assessment Review Date August 2016	Risk Assessment Team Members David Entwistle, Val Payne	

Swallowfield Horse Show, Job Description – Helpers

Background

The purpose of these jobs is to help the horse show run smoothly and pleasurably for competitors without time delays.

Training will be given (before the horse show starts) to show how poles are correctly replaced and to familiarise the helpers with how a jumping round works. Helpers will be located outside of the show jumping ring, unless they are rebuilding jumps. Work levels are unpredictable, but helpers need to be agile and quick.

Health and Safety

- Under guidance from the course builder, learning how far from a horse is a safe distance and keeping to it – 5m. Do not cross in front of a horse.
- Under guidance from the course builder, learning how to pick up long poles in the centre so that they balance and are carried with least effort, or working in pairs and lifting at each end.
- Under guidance from the course builder, learning how to carry a wing safely.
- Do not try to catch a horse whose rider has fallen. Keep quiet and out of the way and leave the stewards or the rider's groom to attend the horse.
- REMEMBER, a horse has two blind spots – one directly in front of his nose and directly behind his tail. If you get in that position, he can't see you.
- DON'T touch or stroke a horse unless the owner says you may.
- REMEMBER – Horses are supposed to be dangerous at both ends and uncomfortable in the middle.

Main Show jumping ring

- Under guidance from the course builder, learn the course of the round. *The purpose of this is to know when it is safe to go to a fence, which way the horse is travelling, without waiting for the whole round to finish.*
- Replacing poles to the jumps, after a horse knocks them down
- Rebuilding a fence under the instruction of the course builder, after a horse demolishes it
- Raise the fences under the instruction of the course builder and where instructed place poles over fences. *This activity is done when there is a jump off between riders in that horse class and follows the first round. The poles are sometimes placed over fences which are not used in the jump off to warn competitors not to jump them.*
- Under the instruction of the course builder, raise and widen the fences and move the jump numbers. *This activity is done when the horse classes change and the course is re set.*

Working hunter / dressage ring

- Under guidance from the course builder, learn the course of the round. *The purpose of this is to know when it is safe to go to a fence without waiting for the whole round to finish. This is simpler than the main show jumping ring, as there are no jump offs, the main work is replacing poles.*
- Replacing poles to the jumps, after a horse knocks them down
- Under instruction from the organiser, raise or lower the fences according to the requirements of the competitor. The organiser will check the work has been done correctly. *This occurs in the clear round jumping which is not competitive.*

General helping

- Provide a delivery service between the caterer's tent and the horse show secretary's tent for water and food. *The purpose of this is to ensure the urn is supplied with water, lunch is delivered as required and unused supplies are returned in the afternoon.*
- To act as a runner, such as taking messages to the Public Address system on ring 1, to the gate stewards, taking trays of rosettes and trophies to rings. *Two helpers could be based in the Horse Show secretary's tent for the day.*
- Help to take the jump wings apart and stack them and poles for the supplier to collect. *At the end of the show*

Gates

- Man the horse show entrance gates to allow only horse show entrants into the horse show ground. Direct all others to the main showground vehicle entrances.

Traffic

Risk Activity Area Car Park – Layout, Signs and Operation		
Member Responsible Traffic Co-ordinator		
Risk Description Risk of accident or injury whilst parking of cars.		
Cause & Background Risk of injury to anyone using the Car Park.		
Likelihood (Grade) 2	Consequence (Grade) 4	Risk (Likelihood x Consequence) (Should be less than 13) 8
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) The Car Park is marked out. Signs within the site define the entry and exit points. A speed limit of 10 mph is imposed throughout the site. Car Park's attendants are trained/briefed in their duties. The above procedures are documented in the SHE and SHS Manual.		
Risk Assessment Review Date August 2016	Risk Assessment Team Members David Entwistle, Val Payne	

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Risk Activity Area Car Park – Surrounding Public Highways		
Member Responsible Traffic Co-ordinator		
Risk Description An accident on the public highway involving one of SHS's volunteers.		
Cause & Background Risk of accidents on public roads as a result of the show.		
Likelihood (Grade) 1	Consequence (Grade) 5	Risk (Likelihood x Consequence) (Should be less than 13) 5
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) The Society employs the services of the AA to erect traffic signs directing visitors to the site along the designated routes. Traffic lights are provided on the Car Park entry / exit gates and public highway. Training of Car Park attendants is undertaken. The above procedure is documented in the SHE and SHS Manual.		
Risk Assessment Review Date August 2016	Risk Assessment Team Members David Entwistle, Val Payne	

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Risk Activity Area Car Park – Overflow Car Parking		
Member Responsible Traffic Co-ordinator		
Risk Description Too many cars		
Cause & Background If more visitors arrive than expected, the Society needs to arrange that the extra cars are parked safely and don't create a traffic jam.		
Likelihood (Grade) 1	Consequence (Grade) 3	Risk (Likelihood x Consequence) (Should be less than 13) 3
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) As a contingency, the Society has arranged for an extension to the main Car Park that can be used. Provision has also been made to use an additional field adjacent to the Showground. The above procedure is documented in the SHE and SHS Manual.		
Risk Assessment Review Date August 2016	Risk Assessment Team Members David Entwistle, Val Payne	

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Risk Activity Area Car Park – Dog/Pet Welfare		
Member Responsible Traffic Co-ordinator		
Risk Description Pets left in cars		
Cause & Background In the past, some of the general public have left their dogs unattended in their cars. This is deemed unsafe to the animals especially during hot weather.		
Likelihood (Grade) 2	Consequence (Grade) 4	Risk (Likelihood x Consequence) (Should be less than 13) 8
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) The Society does not allow dogs left unattended in cars. Signs will be displayed in the Car Park. Should a car park attendant find a dog left in a parked car, they will radio the showground headquarters and ask for a tannoy announcement to be made requesting the owner to return to the car. The above procedure is documented in the SHE and SHS Manual.		
Risk Assessment Review Date August 2016	Risk Assessment Team Members David Entwistle, Val Payne	

Marquees

Risk Activity Area Marquees – Tables		
Member Responsible Show Manager and the Horticultural, Crafts, Catering Co-ordinators		
Risk Description Risk of accident or injury whilst erecting using and packing tables.		
Cause & Background In the past, old style trestles have been used.		
Likelihood (Grade) 2	Consequence (Grade) 2	Risk (Likelihood x Consequence) (Should be less than 13) 4
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) Only “fixed leg and fold out” tables will be used. The above procedures are documented in the SHE and SHS Manual.		
Risk Assessment Review Date August 2016	Risk Assessment Team Members David Entwistle, Val Payne	

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Risk Activity Area Marquees – Bad Weather		
Member Responsible Show Manager and the Horticultural, Crafts, Catering Co-ordinators		
Risk Description Collapse of marquee		
Cause & Background In the past, after high winds following extremely wet weather there has been a risk that the stakes/pegs holding the marquees to the ground have become unstable. This presents a risk to everyone using the marquees.		
Likelihood (Grade) 2	Consequence (Grade) 5	Risk (Likelihood x Consequence) (Should be less than 13) 10
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) If this happens, the Show Ground Manager will try to fix the stakes / pegs. If this cannot be done, the Society will close and / or evacuate the marquees until the marquee subcontractor has inspected, repaired and rectified the situation. The above procedure is documented in the SHE and SHS Manual.		
Risk Assessment Review Date August 2016	Risk Assessment Team Members David Entwistle, Val Payne	

Entertainment and Arenas

Risk Activity Area Entertainment – Arena Construction		
Member Responsible Show Manager		
Risk Description Risk of accident or injury during arena acts.		
Cause & Background There is a risk to the general public if they are not properly separated from the acts and displays in the arena.		
Likelihood (Grade) 2	Consequence (Grade) 4	Risk (Likelihood x Consequence) (Should be less than 13) 8
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) The arena is defined using bespoke event barriers. Provision has been made for designated manned entry and exit points. The above procedures are documented in the SHE and SHS Manual.		
Risk Assessment Review Date August 2016	Risk Assessment Team Members David Entwistle, Val Payne	

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Risk Activity Area Entertainment – Birds		
Member Responsible Show Manager		
Risk Description Welfare of the birds that are brought onto the Showground.		
Cause & Background The birds of prey are not protected against “Avian Flu” and need to be suitably isolated from other birds or poultry.		
Likelihood (Grade) 2	Consequence (Grade) 5	Risk (Likelihood x Consequence) (Should be less than 13) 10
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) The Society has taken steps that any other acts who bring birds or poultry onto the site, will be segregated from the birds of prey. The above procedure is documented in the SHE and SHS Manual.		
Risk Assessment Review Date August 2016	Risk Assessment Team Members David Entwistle, Val Payne	

Horse Show

Risk Activity Area Horse Show – Control of Horses		
Member Responsible Horse Show Co-ordinator		
Risk Description Risk of accident or injury to persons and horses.		
Cause & Background There is a risk to the general public and the horses, if horses are not properly supervised or controlled.		
Likelihood (Grade) 2	Consequence (Grade) 4	Risk (Likelihood x Consequence) (Should be less than 13) 8
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) The arenas are defined using bespoke event barriers. Provision has been made for designated entry and exit points. Horses are only allowed in the designated areas – not on the general showground, with the exception of the pony rides. The above procedures are documented in the SHE and SHS Manual.		
Risk Assessment Review Date August 2016	Risk Assessment Team Members David Entwistle, Val Payne	

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<p>Risk Activity Area Horse Show – Competitors</p>		
<p>Member Responsible Horse Show Co-ordinator</p>		
<p>Risk Description Risk of accident to riders, competitors and their grooms by horses.</p>		
<p>Cause & Background</p> <p>There is a risk of injury to; judges, the operators of horses and their grooms and, other authorised persons within the ring.</p>		
<p>Likelihood (Grade)</p> <p style="text-align: center;">4</p>	<p>Consequence (Grade)</p> <p style="text-align: center;">3</p>	<p>Risk (Likelihood x Consequence) (Should be less than 13)</p> <p style="text-align: center;">12</p>
<p>Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)</p> <p>Each competitor accepts the conditions of entry when they register for the event.</p> <p>The arenas are defined using bespoke event barriers.</p> <p>Provision has been made for designated entry and exit points.</p> <p>Horses are only allowed in the designated areas – not on the general showground, with the exception of the pony rides.</p> <p>The above procedures are documented in the SHE and SHS Manual.</p> <p>First Aid / Field Hospital located in close proximity.</p> <p>All competitors under 16 must be accompanied by an adult who is responsible for their safety and good behaviour at all times.</p> <p>All entire horses must be handled by an adult (over 16) at all times and signalled with a white ribbon on their tail.</p>		
<p>Risk Assessment Review Date August 2016</p>	<p>Risk Assessment Team Members</p> <p>David Entwistle, Val Payne</p>	

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Risk Activity Area Horse Show – Animal Welfare		
Member Responsible Horse Show Co-ordinator		
Risk Description Welfare of the horses that are brought onto the Showground.		
Cause & Background Risk of accident or injury to horses.		
Likelihood (Grade) 1	Consequence (Grade) 3	Risk (Likelihood x Consequence) (Should be less than 13) 3
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) A veterinary practice is on call.		
Risk Assessment Review Date August 2016	Risk Assessment Team Members David Entwistle, Val Payne	

Gates

Risk Activity Area Gates		
Member Responsible Gates Co-ordinator		
Risk Description Risk of accident or injury at any of the three Showground gates.		
Cause & Background Risk from entry onto the Showground.		
Likelihood (Grade) 2	Consequence (Grade) 2	Risk (Likelihood x Consequence) (Should be less than 13) 4
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) The Main pedestrian gate will be administered by the Entry Gates Co-ordinator The secondary pedestrian gate will be administered by a competent member of the Society. The vehicle entry to the showground - traders and car park – public, will be administered by a competent member of the Society. The Horse Show vehicle gate and pedestrian gate will be administered by an assistant delegated by the Horse Show Co-ordinator The above procedures are documented in the SHE and SHS Manual.		
Risk Assessment Review Date August 2016	Risk Assessment Team Members David Entwistle, Val Payne	

Dog Show

<p>Risk Activity Area Dog Show – Control of Dogs</p>		
<p>Member Responsible Dog Show Co-ordinator</p>		
<p>Risk Description Risk of accident or injury to persons and dogs.</p>		
<p>Cause & Background</p> <p>There is a risk to the general public and the dogs, if dogs are not properly supervised or controlled.</p>		
<p>Likelihood (Grade)</p> <p style="text-align: center;">2</p>	<p>Consequence (Grade)</p> <p style="text-align: center;">3</p>	<p>Risk (Likelihood x Consequence) (Should be less than 13)</p> <p style="text-align: center;">6</p>
<p>Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)</p> <p>The arenas are defined using single tape fencing.</p> <p>Dogs are generally allowed on the showground on leads.</p> <p>The above procedures are documented in the SHE and SHS Manual.</p>		
<p>Risk Assessment Review Date August 2016</p>	<p>Risk Assessment Team Members David Entwistle, Val Payne</p>	