

YEOVIL PLOUGHING MATCH SOCIETY

HEALTH AND SAFETY POLICY STATEMENT

The Yeovil Ploughing Match Society policy is to create and maintain an environment that is both safe and healthy for the benefit of all members, competitors, exhibitors and spectators at the Yeovil Ploughing Match, its preparation and dismantling. The prevention of all accidents is recognized as being essential and the Society actively asks for the co-operation of all members in achieving this aim.

The Yeovil Ploughing Match Society Health and Safety Policy Statement will be revised from time to time as required by the Health and Safety at Work Act 1974 and derivatives.

A copy of this Health and Safety Policy Statement shall be given to all members, competitors, exhibitors and other persons deemed necessary. **It is a condition of entry that all competitors, exhibitors and those involved with the event comply with this safety policy at all times.**

PERSONNEL RESPONSIBLE FOR HEALTH AND SAFETY

Office Holders of the Yeovil Ploughing Match Society

All Office Holders shall have overall responsibility for all aspects of health and safety and shall ensure everyone under their control is familiar with this document.

Office Holders of the Society will assist with the implementation and enforcement of this Safety Policy and encourage members, competitors, exhibitors and spectators to commit to the same.

Safety Advisor

The Safety Advisor shall be responsible for the day to day running of the Safety Policy and shall report directly to the Office Holders of the Yeovil Ploughing Match Society.

The Secretary shall be responsible for:

- 1 Promoting and providing guidance and advice on health and safety matters.
- 2 Liaising with all persons and appropriate bodies on health and safety matters as required.
- 3 Advising on accident prevention techniques.
- 4 Investigating and recording all accidents and providing a report for the Committee Members.

PLANT AND MACHINERY AREA

- 1 Any plant, machinery or equipment used before, during or after the Match may only be operated by competent persons, fully trained and experienced in its use. Any Personnel Protective Equipment deemed necessary shall be provided and the wearer trained in its use.
- 2 Passengers must not be carried on any vehicle unless it is adapted for that purpose. Use of any machine by anyone under 13 years of age is prohibited (except for ATVs when used for children's rides, which must then be run subject to the requirements of the Code of Safe Practice at Fairs).
- 3 Riders of All Terrain Vehicles (ATV's) must wear a motor cycle helmet to BS5361 of 1976 and must be trained in its safe and correct use
- 4 All vintage exhibits will be governed by the National Vintage Tractor and Engine Club Safety Code, which must be strictly adhered to at all times.
- 5 Any equipment supplied or loaned for the use by the Organisers, must comply fully with current legislation relevant to its use, must be properly maintained, particularly with regard to brakes, steering and tyres, hydraulic pipes, connections, and electrical safety. No equipment should be used unless it is considered safe, by a person trained to do so, is fully guarded, properly maintained and complies with relevant legislation.
- 6 Plant or machinery must only be operated or demonstrated by competent persons, after ensuring that adequate precautions are taken to protect the operator and bystanders. If any person encroaches into the designated danger area, operations shall cease immediately. Unsafe operation will not be allowed and may lead to eviction from the site and possible legal action by the enforcing authority.
- 7 The correct personal protective equipment must be worn at all times when participants or exhibitors are engaged in an activity for which personal protective equipment is required. Users must also be trained in the use of PPE. All such personal protective equipment must be suitable for the purpose.
- 8 No exhibitor will be allowed to excavate in any part of their stand or demonstration area without prior permission from the Site Director. Before any excavation work commences, the position of all underground services must be checked with the site owners.
- 9 All horse drawn equipment must be used only within designated areas. All horses must be attended by competent persons. The designated area must be fenced and only those attending horses and stewards of the Society shall be allowed within the designated area.

TRADE STAND AREA

- 1 Static exhibits must be erected in a way that ensures they present no risk during the event, erection or dismantling. In particular, any plant or machinery relying on oil pressure in a ram or similar device to support it must be physically propped to prevent collapse, irrespective of the type of safety device fitted to the hydraulic system.

- 2 Pesticides and other substances hazardous to health - must be displayed in new, empty containers only
- 3 All temporary structures including marquees, buildings, information boards, fences and gates must be soundly constructed, safe and fit for their intended purpose. They must, also comply with any relevant codes of practice. Exhibitors must give due regard to the stability of their exhibits and ensure they are secure against any form of collapse or abuse. Adequate fire extinguishers must be available and suitably positioned.
- 4 Any steam or pressure vessel used or demonstrated must have a current examination certificate, which must be available to the organisers upon request.
- 5 Machines or vehicles left unattended must be immobilised to prevent interference from children and others.
- 6 Fairground devices must be operated subject to the requirements of the Code of Safe Practice at Fairs; operators may be required to give written assurance that the Code is understood and is being observed.
- 7 Lifting appliances, ropes, chains, wire strops etc used to tow trailers or vehicles on or off the site or car parks should have been thoroughly inspected, be of adequate strength, fit for the purpose and comply with the relevant parts of any legislation. They should be hitched below the axle of the towing tractor which must be fitted with an approved safety cab.

ELECTRICITY

All temporary low voltage distribution systems (415v or less) on the site will be subject to the Electricity at Work Regulations 1989.

All electrical installations should be carried out by a competent electrician familiar with the requirements of the above legislation and should operate to the standards recommended by the Institute of Electrical Engineers.

Anyone providing electrical apparatus for their own or anyone else's use, shall, before it is connected to the electrical supply, arrange for its inspection and testing by a competent electrician and documentation shall show the date of the test and the name of the person carrying out the test. All equipment should be connected to the supply through a Residual Current Device (RCD) and all cables and connections where not protected by a weatherproof shield.

Socket outlets shall not be overloaded, extension leads should not be used indiscriminately. All mains connected portable and transportable electrical equipment should be installed and used in accordance with HSE Guidance Note PM32 "safe use of portable electrical apparatus".

All temporary installations must be safely disconnected and removed from the site after the event.

CATERING

Both static and mobile catering must ensure that they comply with all relevant Food Hygiene regulations. Copies of certificates shall be available to the organisers upon request.

FIRE AND EMERGENCY PROCEDURE

- 1 In the event of fire evacuate the stand or area immediately.
- 2 Report all fires to the secretary's office who will telephone the Fire Brigade and make other arrangements as necessary.
- 3 Keep all spectators and bystanders well clear of the area.

FIRST AID

- 1 First aid facilities are available at the secretary's office.
- 2 In the event of an accident, the Yeovil Ploughing Match Society should be informed immediately at the secretary's office. The accident will then be assessed and the necessary action taken.
- 3 Accident books are kept at the secretary's office and details of all accidents must be recorded as soon as practical after the event.

TRANSPORT OF THE PUBLIC

Where members of the public are transported around the event, all due care for their Health and Safety must be taken into consideration.

- 1 The equipment used for transportation must allow for the safe carriage of passengers at all times. Provision must be made for the safe mounting and dismounting. Passengers must not be allowed to mount or dismount a moving vehicle. Adequate seating for all passengers must be provided. A conductor in addition to a driver must be present at all times.
- 2 The Health and Safety Executive issue guidance on the Health and Safety Requirements for this type of transport and this guidance will form part of the Yeovil Ploughing Match Society's Safe System of Work for the transportation of the public.

This policy was reviewed at Annual General Meeting April 2019.

Signed for and on behalf of the Yeovil Ploughing Match Society.



*Vincent Baker
Secretary Yeovil Ploughing Match Society
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