

A steward briefing will be carried out annually in January / February of each year by the show committee. The briefing should form part of the committee's annual review.

This briefing should be completed based on a review of the previous year's show and be conducted before the show and after the show in order to capture details of all incidents.

Steward training and briefing on health & safety requirements should include the following;

1. Content and requirements of show safety statement
2. Risk assessments (hazards & controls) by show area as set out in safety statement
3. Inspection of show grounds in accordance with check sheet in safety statement
4. Reporting and recording of accidents to show committee as soon as possible
5. Emergency preparedness and keeping these areas clear and fire safety
6. Enforcement of show rules with regard to exhibitors, stalls, competitors, public and amusements etc.
7. Personal protective equipment to be worn by stewards, safety footwear, high visibility jacket etc.
8. Ongoing observation of the site facilities, barriers, fencing and reporting / correction of nonconformance's
9. Clear positioning and compliance with safety signage throughout the show
10. Compliance with parking requirements for the public attendees, livestock vehicles, exhibitors and vendors and other service providers
11. Misuse of items in a dangerous manner by show visitors such as pellet guns, bangers and helium balloons etc.
12. Unsafe practices my members of the public with prams, buggies or young children such as walking in close proximity to livestock and horses, positioning buggies inside the protective rope of the competition ring
13. Be aware of and address general housekeeping issues, potential trip hazards, holes and unlevel ground and non-compliance by attendees, trade stalls, exhibitors and competitors
14. All stewards should use there note book and record all non-conformance issues for review at post show review.

Irish Shows Association Affiliated Show	Induction of new Stewarts checklist
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Name:	Induction by:	Date:

No.	Induction topic	Tick
1	Extend a welcome and introduce the new members to fellow colleagues.	
2	Explain and show the venue and layout.	
3	Explain the procedure regarding the following; General personnel procedures	
4	Explain the following; Role function / tasks Stewart responsibilities including legislation Show procedures	
5	Discuss general safety and occupational hazards and precautions associated with the show.	
6	Explain the committee structure and who will answer members questions and complaints.	

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No.	Induction topic	Tick
7	Discuss health & safety policy and safety rules and include the following by referring to the safety statement;	
7.1	General policy declaration	
7.2	Employee consultation & communication	
7.3	Reporting of observed substandard or hazardous conditions procedure	
7.4	Risk assessments & inspections	
7.5	Accident / incident / illness / injury reporting	
7.6	Evacuation & emergency procedures	
7.8	First aid personnel & facilities	
7.9	Site general safety rules and high-risk task rules	
7.10	PPE requirements, instruction, training and compliance	
7.11	Future training based on training needs analysis; Manual handling, First aid etc	
Signed trainer:		
Signed steward:		
Date:		
Comments:		