

| |
|---|
| Irish Shows Association Executive and Regional Secretaries |
|---|

| Position | Name |
|------------------------------|--|
| National President | Mr David Sheehan |
| National Vice President | Mr David Myles |
| National Secretary | Mr Michael Hughes |
| National Treasurer | Mr Jim Harrison |
| Eastern Regional Secretary | Ms Dorothea Lazenby |
| National PRO | Ms Catherine Cotter |
| Midland Regional Secretary | Ms Nuala Dunne |
| Northern Regional Secretary | Ms Ruth Montgomery |
| Western Regional Secretary | Ms Ann O Malley |
| Southern Regional Secretary | Ms Eleanor Fleming |
| Web-Site | www.irishshows.org |
| ISA Company Registration No. | 151998 |

The Show Committee is committed to, complying with health and safety legislation, protecting the safety, health and welfare of all stewards and people working to run the show, people who compete at show events and members of the public who attend the show, preventing property damage and ensuring its operations will not damage the environment. Committee, stewards and contractor's responsibilities in regard to this commitment shall be clearly outlined.

The task of accident prevention and loss avoidance is an important function. All reasonable and practicable steps shall be taken through risk assessment to ensure that show conditions, practices and procedures are safe and in compliance with relevant safety, health and welfare legislation. Risk assessment shall be updated as necessary based on regular review and planned inspections of the show location and activities by the committee. The committee shall at all times provide a safe place of work for all stewards and people working to run the show and provide safe plant, equipment, machinery and facilities.

The responsibility for safety flows from the committee through each steward and rests also on each individual support employee. Under safety legislation, support personnel have a duty not to endanger themselves or others through their acts or omissions while at work.

It is our policy when purchasing goods, services and equipment or altering existing equipment and the workplace or changing a system of work with respect to the show operation to risk assess each proposed change to ensure that it is safe in so far as reasonably practicable.

All committee members, stewards and support personnel shall be adequately trained, supervised, equipped and supported to carry out their duties and responsibilities in a safe manner, with all procedures clearly outlined. All committee members, stewards and support personnel will have access to the shows safety statement and should ensure that they are familiar with its content. The show shall take all reasonable and practicable steps to protect all people who use our facilities and members of the public who may be affected either directly or indirectly by our activities.

The show shall ensure suitable protective clothing, equipment and training as necessary where hazards cannot be eliminated completely.

Incidents (accidents & near misses) should be reported and shall be investigated by the show committee to identify the causes to determine the corrective action necessary to prevent recurrence.

The committee chairman and show safety officer shall have overall responsibility for implementation of this statement. The committee, stewards and support personnel shall implement it in all areas of the show site and ensure that all people involved understand their responsibilities and cooperate with the implementation of this policy.

This statement shall be communicated throughout the show members by consultation with the committee, stewards and support personnel and be revised as often as is necessitated by changes in legislation and the show events and all resources shall be provided to ensure its full implementation.

Signed: _____
Show Committee Chairperson

Date: _____

Signed: _____
Show Safety Officer

Date: _____

| | |
|--|--------------------------|
| Irish Shows Association Affiliated Show | Committee Members |
|--|--------------------------|

Chair person



Show coordination team



Stewards

| No. | Committee member / steward name | Responsibilities within the show |
|------------|--|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |

| | |
|--|--|
| Irish Shows Association Affiliated Show | Show Committee Responsibilities |
|--|--|

Health & safety responsibilities for the show committee team will include the following;

| Committee Responsibilities | Mgt function |
|--|---------------------|
| <ul style="list-style-type: none"> • Establish a policy on health and safety and review this annually to ensure it is being achieved • Provide resources to enable the implementation of the shows health & safety program. • Ensure that the show health & safety function is assigned and supported. • Review risk assessments as part of show set up and ensure all stewards and support personnel are familiar with their content and show operating procedures. • Inspect show buildings, facilities, equipment and grounds before, during and after show to ensure it is in good repair and being safely maintained with good housekeeping in all areas and overall fit for purpose. • Review, identify and resource training needs for committee, stewards and support personnel to ensure achievement of show health and safety policy. • Ensure support team understand and adhere to their health & safety responsibilities. • Review incident data to ensure appropriate corrective action is being taken to prevent a recurrence. Report all incidents to the Irish Shows Association with details of investigation. • Report statutory accidents (> 3 days lost time) and dangerous occurrences to the health & safety authority. • In general, regularly review health and safety policy to ensure the show policy is being achieved and that all health and safety related arrangements are actively carried out and updated as required, particularly risk assessments. • Review emergency event drills and ensure all committee members and stewards are aware of the emergency plan and supports available to the show event such as emergency services. • Ensure all stewards and support personnel are aware of first aid locations, fire extinguishers and other emergency response procedures in place within the show site. • Ensure health & safety is reviewed at show committee meetings with appropriate corrective action put in place through the committee team where required. • Ensure health & safety issues are discussed at show meetings leading up to show and after show. • Show chairperson and safety officer should lead by example and be an ambassador for health & safety within the show event. | |
| Signed by: | Date: |
| | |

| | |
|--|--|
| Irish Shows Association Affiliated Show | Show Committee Responsibilities |
|--|--|

| Signed by: | Date: |
|-------------------|--------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| | |
|--|---|
| Irish Shows Association Affiliated Show | Show Stewards & Support personnel Responsibilities |
|--|---|

Health & safety responsibilities for the show steward's team will include the following;

| Stewards Responsibilities | |
|---|--------------|
| <ul style="list-style-type: none"> • Ensure show health & safety policies and procedures are fully complied with in all areas. • Conduct planned inspections in all areas, including show buildings, facilities, equipment and grounds before, during and after show and action any issues identified to ensure good housekeeping in all areas and that all items are fit for purpose. • Ensure maintenance work is carried out in order to keep show buildings, structures, facilities and equipment fully operational and in good repair. • Ensure critical equipment such as fire extinguishers, fire alarm, emergency lights & emergency exits etc are regularly inspected and maintained. • Report hazards and ensure these issues are addressed timely and as appropriate. • Be familiar with risk assessments on all tasks which take place in each area of the show and ensure controls remain in place and effective. • Ensure all accidents and near misses are reported and investigated and record findings on the appropriate investigation forms. • Ensure corrective / remedial action is taken based on the accident / near misses investigation results with records of this maintained. • Ensure contractors, competitors in show events, show personnel and members of the public are aware of and comply with all health & safety requirements necessary to operate a safe show. • Ensure all stewards and support personnel use appropriate PPE. Keep records of PPE issue and training. Enforce the wearing of PPE. • Reduce, reuse and recycle waste where possible. • Ensure that all waste is stored and disposed of from the show grounds in compliance with environmental regulations. | |
| Stewards Responsibilities Briefing & Attendance Sign Off: | Date: |
| | |
| | |
| | |
| | |

| | |
|--|---|
| Irish Shows Association Affiliated Show | Show Stewards & Support Personnel Responsibilities |
|--|---|

| Stewards Responsibilities Briefing & Attendance Sign Off: | Date: |
|--|--------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| | |
|--|---|
| Irish Shows Association Affiliated Show | Health & safety coordinator role |
|--|---|

The role of the show health & safety coordinator will be to develop, facilitate and ensure a safety, health and welfare conscious culture within the show operation through the design and implementation of effective policies and procedures and stewards and support personnel communication and involvement at all levels.

| | |
|--------------|--|
| Name: | |
|--------------|--|

Duties and responsibilities;

- Report to committee chairperson
- Coordinate all health & safety activities for the show.
- Ensure all show activities and tasks are risk assessed with appropriate control measures put in place to eliminate, control or reduce identified hazards to an acceptable level as required by legislation or best practice.
- Develop and introduce all necessary health & safety procedures and policies and ensure compliance with legislation, codes, standards and show best practice.
- Liaise with external regulatory bodies such as the H.S.A., Fire Officers, emergency services etc as required and coordinate show site visits by these regulatory bodies where requested.
- Ensure all health & safety procedures are understood, implemented and enforced by show support team.
- Regularly meet with show committee to discuss and review health and safety.
- Ensure all accidents and near misses are thoroughly investigated and analyzed and recorded in order to identify root causes and ensure that effective corrective action is taken as required. Report all accidents to Irish Shows Association.
- Liaise with show stewards and support personnel on health & safety matters.
- Engage appropriate external expertise to resolve safety issues as required.
- Support show committee in the execution of risk assessments, planned inspections, accident / near miss investigation, emergency drills and other key health & safety activities as required.

| | |
|--|---|
| Irish Shows Association Affiliated Show | Health & safety coordinator role |
|--|---|

- Ensure that all show committee members, stewards, support personnel (existing or new) receive induction training on show health and safety policies, procedures and rules before they commence work and that this training is recorded.
- Assist in identifying required health & safety training needs and ensure this training is carried out in line with health & safety regulations and best practice.
- Champion all health & safety development initiatives for show.

| Signed by: | Date: |
|-------------------|--------------|
| | |
| | |
| | |

| | |
|--|---|
| Irish Shows Association Affiliated Show | Stewards role as Safety Representative |
|--|---|

Overall function of safety representative / stewards

The show stewards will by nature of their involvement and role within the show act as safety representatives and can inspect the show areas at a frequency or on a schedule agreed between them and the committee, based on the nature and extent of the hazards in their show area. Safety representatives/stewards have can immediately inspect where an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person has occurred or is present.

The safety representative/steward may also investigate accidents and dangerous occurrences, provided this does not interfere with another person carrying out statutory duties under safety and health legislation, such as an inspector from the H.S.A.

Investigations may include visual examinations and speaking to people who have relevant information on the matter at hand, but physical evidence must not be disturbed before an inspector has had the opportunity to see it.

The safety representative/steward can notify the relevant committee person and with him/her investigate complaints relating to safety, health and welfare at work that have been made by persons attending the show.

A safety representative/steward may also –

- accompany an inspector carrying out an inspection other than for the investigation of an accident or a dangerous occurrence (although this may be allowed at the discretion of the inspector),
- At the discretion of the inspector, and where the show support person concerned so requests, be present when a show support person is being interviewed by an inspector about an accident or dangerous occurrence at a place of work,
- Make representations to the show committee on safety, health and welfare at the place of work,
- Receive advice and information from inspectors in relation to safety, health and welfare at the place of work,
- Consult and liaise with other safety representatives/stewards operating within the show, in different places of show under the control of show committee.

The show should consider any representations made by the safety representative/stewards and, so far as is reasonably practicable, take any necessary and appropriate action in response. In the interests of clarity and to improve communication, it would be advantageous if any written representations made were replied to by the show committee in writing, stating any actions to be taken (or planned to be taken) to address the representation or the reasons why the representation is not to be acted upon. Such changes can be made by updating the show risk assessments and safety statement as appropriate.

| | |
|--|--|
| Irish Shows Association Affiliated Show | Health & safety coordinator role as Safety Representative |
|--|--|

The show committee should hold a briefing meeting with safety representatives/stewards before the show is due to take place to give a health & safety update with regard to the different elements of the show.

Safety representatives/stewards briefing meeting record sheet

| Name | Show Area |
|-------------|------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

The safety, health and welfare at work act, 2005 states that it shall be the duty of every employee (volunteers - steward, show support person) while at work;

- To take reasonable care for his own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work.
- Ensure that he or she is not under the influence of an intoxicant to an extent that could endanger their own safety and that of others.
- If reasonably requested by the employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by a registered medical practitioner who is a competent person.
- To cooperate with his employer and any other person to such extent as will enable his employer or the other person to comply with any of the relevant statutory provisions.
- Not engage in improper conduct or other behavior that is likely to endanger their safety & health or that of any other person.
- Attend such training and as appropriate undergo such assessment as may reasonably be required by the employer or as prescribed relating to health & safety at work or relating to the work been carried out by the employee.
- To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his use alone or for use by him in common with others) for securing his safety, health or welfare while at work.
- To report to his employer or his immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he becomes aware?

| | |
|--|---|
| Irish Shows Association Affiliated Show | Volunteers responsibilities & requirements |
|--|---|

| Volunteers / stewards briefing meeting record sheet: | Date: |
|---|--------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| | |
|--|---|
| Irish Shows Association Affiliated Show | Show committee health & safety review meeting agenda |
|--|---|

| Meeting date: | | Present: |
|---------------|---|------------------|
| | | |
| No. | Topic | Actions required |
| 1 | Leadership administration and training <ul style="list-style-type: none"> ▪ Details of follow – up action on issues raised at previous meetings ▪ Volunteers with health & safety responsibilities ▪ Reported hazards, injuries, ill health and compliance with regulations ▪ Steward & support personnel consultation ▪ New health & safety legislation | |
| 2 | Planned inspections <ul style="list-style-type: none"> ▪ Planned inspection issues & progress ▪ Maintenance & housekeeping of facilities ▪ Equipment (tractor, lawn mowers, hand tools, ladders, vacuum cleaners etc) ▪ Signage | |
| 3 | Risk assessments <ul style="list-style-type: none"> ▪ Show risk assessments, site hazards and control measures ▪ Show support team reviews and briefings | |
| 4 | Accident / incident investigation and analysis <ul style="list-style-type: none"> ▪ Investigation and review of accidents / near misses which occurred ▪ Remedial action taken following investigation of these accidents / near misses ▪ Notifiable accidents or dangerous occurrences > 3 days lost time. | |

| | |
|--|---|
| Irish Shows Association Affiliated Show | Show committee health & safety review meeting agenda |
|--|---|

| No. | Topic | Actions required |
|------------|---|-------------------------|
| 5 | Emergency preparedness <ul style="list-style-type: none"> ▪ Emergency plans ▪ Evacuation drills where required ▪ Fire extinguishers ▪ First aid ▪ Ambulance cover ▪ Emergency lights where required ▪ Fire alarm where required ▪ Liaison with emergency services ▪ Vets | |
| 6 | Rules <ul style="list-style-type: none"> ▪ General safety rules and compliance | |
| 7 | Knowledge and training <ul style="list-style-type: none"> ▪ The planning and organising of health and safety training ▪ Support personnel training on show procedures ▪ Assignment of support personnel with most appropriate knowledge & experience to key roles for show ▪ Training/ briefing records | |
| 8 | Personal protective equipment <ul style="list-style-type: none"> ▪ PPE requirements, supply & use ▪ Records of PPE briefing | |
| 9 | Materials, services and change management <ul style="list-style-type: none"> ▪ Contractor verification & control ▪ Safe procedures for maintenance work | |
| 10 | Environmental <ul style="list-style-type: none"> • Waste collection & segregation • Waste collection contractors – permits • Waste dump sites – permits | |

| | |
|--|---|
| Irish Shows Association Affiliated Show | Reporting of health & safety hazards / conditions by show members/stewards |
|--|---|

Requirement

Health and safety is everybody's responsibility and as part of our overall health & safety program all members of show support team are asked to report in writing any health & safety hazards. The hazard reporting form should be used to highlight identified hazardous conditions or practices. Once complete the report should be passed to the health and safety coordinator or chairperson who has responsibility for ensuring corrective action is taken. These reported hazards and corrective action can then be discussed at the show committee meetings.

Frequency

Hazardous conditions or practices which have been identified should be reported immediately.

Form completion

When filling out the report the following information should be included,

Date

Area / location

Employee name (optional)

Structure / equipment

Details of hazardous condition or practice

Your views on corrective action (optional)

Follow-up and feedback

The health & safety coordinator will receive a copy of the report. He/she will assign responsibility to appropriate personnel for the correction of any issues reported. The corrective action will be verified and signed off by the coordinator. Feedback will be given to show support team either directly or through the safety representative and support team meetings.

Hazardous conditions or practices may include any of the following;

| Hazardous conditions | Hazardous practices |
|---|--|
| Insufficient or faulty barriers | Operating equipment without authority |
| Inadequate/improper protective equipment | Poorly guarded amusements |
| Defective tools, equipment or materials | Operating at improper speed |
| Congestion or restricted access from parking | Sale of inappropriate goods (frighten animals) |
| Fire hazards | Removing / inactivating safety devices |
| Poor ground surfaces & housekeeping | Using defective equipment |
| Noise exposures | Using equipment improperly |
| Inadequate ventilation | Poor control of animals |
| Soft ground | Improper manual handling technique |
| Inadequate guarding on machinery, PTO cover, roll cage and other safety devices | Use of/influence of alcohol or drugs |
| | Horseplay |

The inclusion of your name and views on corrective action on these reports is optional.

| | |
|--|--|
| Irish Shows Association Affiliated Show | Reporting of health & safety hazards / conditions |
|--|--|

| | | |
|--------------|-------------------------|----------------------------|
| Date: | Area / location: | Name: (optional) |
|--------------|-------------------------|----------------------------|

| Structure / equipment | Details of hazardous condition or practice | Your views on corrective action (optional) | Corrective action (To be completed by person carrying out corrective action) |
|------------------------------|---|---|---|
| | | | |
| | | | |
| | | | |

| | |
|--|--|
| Irish Shows Association Affiliated Show | Register of legislation, codes of practice & guidance |
|--|--|

These are the principal pieces of legislation but this list does not constitute a definitive list. The health & Safety Authority have published a list on their website detailing all legislation enforced by them and this should be referred to as appropriate where an issue arises within the show. The safety coordinator should be keeping abreast of legislative requirements and advising the show committee as appropriate and ensuring compliance.

Legislation

- The safety, health & welfare at work act 2005
- The safety, health & welfare (general application) regulations 2007
- The safety, health & welfare (chemical agents) regulations 2001
- The safety, health & welfare (construction) regulations 2013
- The safety, health & welfare at work (exposure to asbestos) regulations 2006
- The safety, health & welfare at work (confined spaces) regulations 2001
- The fire services act 1981

Codes of practice

- 2005 code of practice for safety in roof work
- 2007 code of practice for employers and employees on the prevention and resolution of workplace bullying
- 2007 code of practice on the safety, health and welfare at work (chemical agents) regulations 2001
- code of practice for access and working scaffolds

Guidance

- using ladders safely – information sheet
- guide to the safety, health and welfare at work (general application) regulations 2007 on part 3 electricity
- Various guidance publications are available on the health & safety authorities website as given below

Contact details

The Health & Safety Authority publish guidance on most health & safety topics and these can be accessed on their web site at: www.hsa.ie .

The Health & Safety Executive in the UK also publish guidance on a range of health & safety topics which can be accessed on their web site at: www.hse.gov.uk

Health & safety legislation can be downloaded from the government's website: www.irishstatutebook.ie