

Health and safety policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

<i>The Clydesdale Horse Society</i> Name of organisation
<i>Sandy Aitken (President)</i> Show Organiser
<i>The Executive Committee – Clydesdale Horse Society / Administrator – Ian Roy</i> (The Organisers)

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents occurring at the Event and Pre-Event set up. Provide adequate control of health and safety risks arising from the Event.	The Organisers	Risk Assessment in place. Training / briefing of all stewards & volunteers. Use of safety barriers and signs. Safety announcements via commentator during event as required.
To provide adequate training to ensure the all officials and stewards and volunteers are well equipped to do their job.	The Organisers	Briefing / training of stewards and officials prior to start of show. Discussion of Health & Safety arrangements. Circulate all risk assessments to the Committee and stewards.
To engage and consult with officials and stewards on health and safety conditions and provide advice and supervision on occupational health.	The Organisers	Discuss safety conditions with all stewards and officials and ask for feedback on any concerns or issues they may have.
To implement emergency procedures - evacuation in case of fire or any other significant incident.	The Organisers Lanark Agricultural Centre	Familiarise ourselves with the emergency procedures in place at the venue and ensure that all stewards and officials are aware of the procedures in place should there be a fire or any other incident. Liaise with venue regarding the procedures in place for emergency procedures and follow the evacuation planned route set down by our hosts – Lanark Agricultural Centre.

To maintain safe and healthy working conditions for the duration of the show and ensure that stewards and officials are not exposed to any unnecessary risk.	The Organisers	Ensure venue is suitable to our purpose and does not pose any risks to stewards and officials. Ensure that exhibitors are in control of their animals at all times. Any unruly animals are asked to be removed. Guidance emails and / or letter sent to all exhibitors prior to the show
Health and safety law and Covid arrangements in place.	As set by our hosts – Lanark Agricultural Centre	
First-aid box and accident/incident book are located with the Secretary Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below).	Trained First Aiders with Equipment are on site. The Administrator has an accident book. The accident book is held at Secretary's office.	

Signed: (Employer)	Sandy Aitken	Date:	5 th November 2024	
Subject to review, monitoring and revision by:	Ian Roy on behalf of Executive Committee	Every:	Year (Annual event)	Show is annual and held only once a year.

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees must record the significant findings of their risk assessment.

Organisation name: The Clydesdale Horse Society Winter Fair

The Secretary, Ian Roy, has prepared a general briefing note covering the specifics of the Show Arena and this is attached to this document and should be read in conjunction with it.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Pre-Show Set up Moving / lifting barriers Heavy Goods Vehicles	Committee and volunteers helping with show set up.	Ensure that all helpers are fully trained in lifting etc. Tool box guidance note has been circulated to all appropriate personnel. Competent and trained drivers only driving vehicles. Vehicles to be properly maintained and fit for purpose.	Ensure sufficient and suitable helpers for tasks. Employment of skilled personal for specialist jobs.	Ian Roy on behalf of Executive Committee & Venue operators	16-11-2024	
Horse Pennage Area Loose horses Horses moving to and from ring	Visitors and exhibitors being injured by horses.	Horses are kept in owners lorries, horse boxes or in secure pens for duration of show and may only be removed for a class or to be loaded. Signs warning of dangers. Exhibitors must attend their animals at all times. Horses may only use the pens and designated walkways. There will be Pedestrian only walkways, clearly signposted.	Improve use of signs and barriers to keep visitors to designated safe areas. Further inform rules of showground with exhibitors.	Ian Roy on behalf of Executive Committee & Venue operators	16-11-2024	
On site traffic	Visitors / exhibitors being involved in a traffic accident.	Parking stewards, designated areas for cars and vehicles transporting horses, use of unloading bays. Rules and procedures in place.	Ensure sufficient parking attendants. 10mph speed limit on access Roads and 5mph speed limit in car parks Vehicles with trailers and large vehicles to be parked in such a manner as to avoid the need for reversing.	Ian Roy on behalf of Executive Committee & Venue operators	16-11-2024	

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First Aid & Welfare	Visitors, exhibitors, officials.	First aid cover on site provided by 2 First Aiders from the St Andrew's Red Cross Accident book held. Veterinary cover arranged. Toilet / washing facilities on site. Emergency procedures in place. Lines of communication in place.	Secretary has emergency phone if necessary. Ensure stewards and officials are aware of emergency procedures.	Ian Roy on behalf of Executive Committee & Venue operators	16-11-2024	
Rings Proximity of horses / handlers	Exhibitors, stewards, judges by horses in the ring	Exhibitors are responsible for their horse/pony at all times. Rules regarding biting of stallions and age of handlers in place. Stewards control the numbers and movement of horses/ponies in ring. Clear call forward to ensure that animals are not held standing in one place for too long and to assist in avoiding congestion.	Monitor size of classes and behaviour of animals in ring.	All stewards & officials	16-11-2024	
Collecting Areas Proximity of horses / handlers	Exhibitors / handlers, Spectators may be injured by horses	Enclosed area for horses and handler only. Signage. Collecting ring stewards.	Ensure appointment of experienced collecting stewards.	Stewards / Executive Committee Committee / H& S Team	16-11-2024	

**The Clydesdale Horse Society
2024 Winter Fair
Risk Assessment Document - Venue - Lanark Agricultural Centre**

The Clydesdale Horse Society will host its annual horse show, known as the Winter Fair, on 16 November 2024 at Lanark Agricultural Centre. The centre is an agricultural auction market, specifically chosen by the Society, as an example of a safe environment for the general public who will be able to attend the show on payment of an entry fee.

Safety of the public, safety of the exhibitors and their helpers and safety of the trustees and staff of the Clydesdale Horse Society is of paramount importance and this document intends to identify any potential risks which the hosting of such a show will present and the strategies taken by the Society and the Auction Market to mitigate these risks.

The Society has in place full comprehensive public liability insurance to cover the event. In the event of there being illness or any accident at the show the Society has employed the services of First Aid Specialists to be in attendance for the whole of the day. The two representatives of that team will provide immediate health and accident support but in the event of serious injury or serious illness the medical services and the ambulance service must be called out.

It must be recognised that this is a horse show and Clydesdale Horses are the principal feature of the show. Characteristically these horses are, for the most part, docile creatures. Indeed, many will argue that these are gentle giants who typically interact well with humans. However, it must always be recognised by everyone that these are nevertheless animals and, by their very nature, animals can be unpredictable. These are large animals which, in the wrong circumstances, have the capacity to cause considerable damage or injury to humans and this must always be borne in mind.

Accordingly in the interests of public safety all horses brought to the show will be brought by their owners and their staff and will enter the market area through an entrance which is separate from the entrance for the general public. Horses will require either to be secured for the duration of the show in their lorries or horse boxes or taken immediately and safely to pens in the market which are available to every exhibitor.

Two volunteer stewards appointed by the Clydesdale Horse Society will operate in the penning area and any member of the public who accesses this area will do so at their own risk. Appropriate 'no entry' and 'enter here at your own risk' signs will be exhibited, and these stewards have been instructed, as far as they are able, to refuse public entry to this area. Recognising, however, that there will be occasions where non exhibitors will refuse to accept and adhere to such instructions, the Clydesdale Horse Society takes no responsibility for any adverse consequences arising of such blatant refusal to obey instructions. The Stewards have been asked to report the names of such people, where known, to the Executive Committee of the Clydesdale Horse Society who will, in turn, refer such matters to the next Council meeting. These two volunteers stewards, who are both very experienced horse people and who have wide knowledge of managing at Horse Shows, will be solely responsible for gathering horses together for each class and also for directing the exhibitors and their grooms to the designated access route to the showing ring.

Those exhibitors, grooms and stewards are the only people who will be allowed into this access route. At the entrance to the ring another volunteer will show the exhibitors how and where to enter for showing purposes. Only the exhibitor and the groom will be permitted to enter the showing ring with a horse.

The showing ring is a specially constructed enclosed ring with an access gate and an exit gate. The ring will be constructed of metal gates and members of the public are prohibited from climbing onto those gates and must view the showing from the non-showing side of the ring.

Within the ring itself, the Judge, Mr Jim Greenhill (and for Class 13 only Mrs Janette Farley) will be supported by the Chief Steward, Mr James Steel. Both these judges along with Mr Steel are experienced horsemen and their decision as to conduct of any person in the showing ring will be final. It will be the responsibility of the Chief Steward, in consultation with the judge, to direct horses into showing position for showing purposes. Apart from the Judge, the Show Organiser, the Chief Steward, the Commentator, the Recording Steward, and Amanda Stewart, the Society's nominated photographer, no other persons are permitted into the showing ring without being invited. Any other person who so enters, despite being discouraged from doing so, does so at their own personal risk.

There is a possibility that sponsors of particular showing classes may wish to present the award for the class they have sponsored and they will be invited into the showing ring and will do so only on the instructions of either the Chief Steward or Judge (es).

Exhibitors and their grooms will leave the ring area by the designated exit route and return with their horses immediately to the horse penning area where the horse can be securely and safely housed.

The general public will have access to the event via the foyer area of the market itself; an entrance which is quite separate from the entrance for exhibitors and their horses. This takes visitors into a perfectly safe, secure self-contained area at which there will be some trade stands and the availability of limited refreshments.

The show organisers discourages the general public from making access to the penning area where horses are housed during the event, when the show is underway, Any person so entering the horse penning area before the show for viewing purposes or during the show itself when such access is prohibited, or at the close of the show does so at their own risk and at no liability to the Clydesdale Horse Society.. In terms of viewing the show itself there will be seating around the ring and viewers will also be able to stand around the showing ring.

Spectators are not permitted into the showing ring nor are they permitted to climb on the gates and fencing from which the ring is constructed. As with all shows some classes will have significant numbers of entries and it is vital that there is no additional congestion in the showing ring created by people who should not be there. The Judge(es) and the Chief Steward have the authority and are instructed to invite any unauthorised persons to leave the showing ring if they are found to be in that area uninvited. In the interests of everyone's safety only authorised persons who are granted such authority by the Chief Steward or judge are permitted to be in the showing ring.

Any access by a member of the public into the Showing ring or into the penning area is, therefore, not the responsibility of the Clydesdale Horse Society who will not be held either responsible nor liable for loss or injury whilst unauthorised members of the public in that area.

The Clydesdale Horse Society considers this event to be a low risk event for the following reasons:-

1. In past years this show has an excellent safety record without major incident, accident or injury.
2. The Society has taken every step possible to prevent public access from the one area of potential danger to their well-being, namely being the presence of animals.
3. All areas where horses are to be housed are in heavy duty constructed market pens.
4. The access route from the pens to the showing ring is clearly defined, spectator free and again enclosed by high metal pens on either side.
5. The showing ring is constructed with metal fencing, has limited public access to it and is policed by experienced horsemen who also have experience in dealing with Clydesdale horses.

It is agreed that this risk assessment will be circulated to all organisers, stewards, judges and others, including exhibitors, and as necessary there will be individual briefings on the morning of the show at a time to be announced. Stewards who are in attendance for the preshow day on Friday 15th November will also be briefed along these lines and a copy of this risk assessment document can be made available to all volunteers assisting the event.

This document, which will also be published on the Society website, is intended to ensure the safety of all and to enhance everyone's enjoyment of the annual showpiece Clydesdale Horse Society Winter Fair. Reference to it will also be made in the show catalogue.

Approved by The Executive Committee of the Clydesdale Horse Society on behalf of the Clydesdale Horse Society Council

5th November 2024