



# FROME

AGRICULTURAL & CHEESE SHOW  
SATURDAY 9TH SEPTEMBER

## CHEESE PAVILION TRADE STAND INFORMATION



GLOBAL  
CHEESE AWARDS  
FROME • Est 1861

Frome & District Agricultural Society Ltd

The Show Office - Rodden Road - Frome - BA11 2AH

01373 463600 - [info@globalcheeseawards.com](mailto:info@globalcheeseawards.com) - [www.globalcheeseawards.com](http://www.globalcheeseawards.com)



## The Cheese Pavilion

The home of the longest running cheese show in Britain; a modern framed marquee totaling 1875 square metres with a solid concrete floor

### Cheese Pavilion Trade Stand Options

#### Shell Scheme Stands

Excellent display space with a named advertising fascia that's ideal for easy set-up

#### Artisan Cheesemakers Market

Ideal for international or smaller independent companies with shared refrigeration space available

#### Space Only Stands

Please enquire via email to [info@globalcheeseawards.com](mailto:info@globalcheeseawards.com) with a photograph of your intended stand set up

### Cheese Pavilion Trade Stand Prices

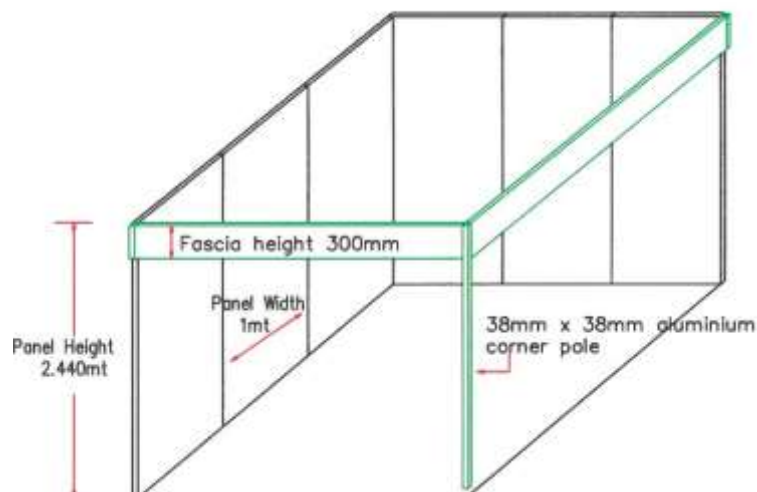
Stand Type	Dimensions in Metres		Dimensions in Feet (approx.)		Passes included		Prices		
	Front	Depth	Front	Depth	Tickets	Vehicles	NET	VAT*	TOTAL
Shell Scheme	3	3	10	10	2	1	£265.00	£53.00	£318.00
	6	3	20	10	4	1	£530.00	£106.00	£636.00
Market Stand	3	2	10	6	2	1	£127.50	£25.00	£153.00
	6	2	20	12	4	1	£255.00	£51.00	£306.00
Space Only	<i>Information available on request</i>								

### Shell Scheme Specifications

#### PLEASE NOTE:

The length of your back wall will be 50mm less than the given distance.

The length of your sub divide side wall will be 50mm less than the given distance



# CHEESE PAVILION Trade Application Form

Please return complete with required payment AND completed risk assessment to:  
 The Secretary, Frome & District Agricultural Society  
 The Show Office, Rodden Road, Frome, BA11 2AH  
 or via email to admin@fromecheeseshow.co.uk

CONTACT DETAILS		FOR OFFICE USE ONLY	
Company Name:		DATE RECEIVED:	
Contact Name:		DEPOSIT/FULL PAYMENT	
Address:		TEMP STAND NO	
		<b>FINAL STAND NO</b>	
		TICKET REQUIREMENT	
Contact Number:		VEHICLE PASSES	
Email:		SUPERIOR FRONT	
Website:		P.A.T Testing Required	
Brief description of good/services being sold, demonstrated or promoted (to be used in the catalogue)– 20 words MAX, please PRINT clearly:		TABLES	
		CHAIRS	
		ELECTRICITY	

TRADE STAND REQUIREMENTS			
	Price (inc VAT)	QTY	Sub-Total
SHELL SCHEME SHOW PACKAGE - 3mx3m units	£318		
TRADITIONAL ARTISAN CHEESE MAKERS MARKET AREA – 3mx2m units	£153		
Exact wording required for fascia board (Shell scheme stands only, 20 characters max)			

ADDITIONAL REQUIREMENTS			
	Price (inc VAT)	QTY	Sub-Total
Artisan Cheese Market Shared Refrigeration (£83.00 + VAT)	£99.60		
Immediate consumption of food & drink charge	£150		
Tables (approx. 6ft)	£7		
Chairs	£4		
1 electricity socket (for up to 8amps)	£60		
2 electricity sockets (for 8-16 amps)	£120		
On Site P.A.T Testing per appliance (if required)	£3.50		
Additional Admission Tickets	£10		
Additional Vehicle Passes	£0		

EXHIBITOR QUESTIONS		
Question	YES	NO
Did you exhibit at the 2016 show?		
If you are a new trader have you submitted an image of your stand?		
Will you be staying on site the night before the show (Friday 8 <sup>th</sup> Sep)?		
Have you completed the risk assessment documents as requested?		
If you have booked electricity supply, what will you be plugging in?		
Are you happy for the above contact details & description to appear in the Catalogue? If not please add/amend here		

PAYMENT & DECLARATION	
<b>I agree to pay the full settlement of £..... by cheque or BACS to confirm my booking</b>	
Cheques payable to Frome Show Society. BACS: Sort Code 40 21 19, Account No. 81608495 (use company name as reference)	
<b>I/We hereby agree to abide by the following Terms &amp; Conditions and the Health &amp; Safety Policy of the Frome &amp; District Agricultural Society Ltd as do all persons in my/our employ</b>	
Signed..... Date.....	

## GENERAL RISK ASSESSMENT FORM

(Charity No: 1138613)

Please complete using **BLOCK CAPITALS**

Company Name \_\_\_\_\_

Correspondence Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Responsible Person \_\_\_\_\_

Assessment Date \_\_\_\_\_ Signature of Assessor \_\_\_\_\_

### TRADE STAND RISK ASSESSMENT

Potential hazards	People/groups at risk	Size of risk High, Medium Low	Measures in place to reduce the hazards or risks	Further actions needed to reduce risk & by whom

**STANDS SELLING FOOD MUST HAVE THEIR FOOD HYGIENE CERTIFICATES AVAILABLE FOR INSPECTION ON SHOW DAYS**

### **RISK ASSESSMENT GUIDELINES**

Using the guidelines shown below please consider the hazards and risks to other trade stands and persons whilst you are building up your trade stand and to members of the public and staff whilst you are operating as a business.

Outline the steps you propose to take to minimise the hazards and risks.

Significant hazards	People/Groups at risk	Size of risk high, medium, low	Measures in place to reduce the hazards or risks	Further actions needed to reduce the risk
Slipping/tripping hazards, Chemicals (e.g. battery acid) Moving parts of machinery, electricity, combustible items, working at height, manual handling	Staff, contractors, maintenance personnel, cleaners, members of the public etc. Pay particular attention to inexperienced staff and lone workers	You will have to decide on the level of risk and take the appropriate action/control measures	These are measures you have already taken to safeguard against the risk or hazards	Training, procedures, monitoring, provide information, instruction and training. Reduce the risk as far as reasonably practicable

### **INSURANCE**

It is imperative that all Trade Stand owners have their own insurance. Please note that it is recommended that all inside stands have a minimum of £5million public liability insurance cover. All outdoor stands are required to have £2 million in cover.

**A COPY OF YOUR PUBLIC LIABILITY INSURANCE CERTIFICATE MUST BE RETURNED WITH THIS FORM**

## FIRE RISK ASSESSMENT FORM

(Charity No: 1138613)

Please complete using **BLOCK CAPITALS**

Name of Exhibitor	
Contact Telephone Number on Site	
Location of Trade Stand (Hall name/Open stand/Area)	

In order to comply with relevant fire safety legislation you **MUST** complete a Fire Risk Assessment of your stand or unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks & protect people from fire. Failure to comply with this requirement will result in you being removed from the site.

You should be able to answer **YES** to all the questions. Where you answer **NO** there may be additional questions. If you have answered **NO** to any question other than 1, 6, 11 and 25 then you will have to add comments at the end of the form to give assurance that you have reduced the risk of, or from, fire.

**This signed and completed form must be available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.**

No.	Question (please circle either YES or NO to answer)		
1.	Are you setting up inside a larger tent / marquee or building provided by another organization which is not under your control or management?	YES	NO
<b>If you answered YES to Question 1 then go directly to Question 6. If you answered NO then continue with Question 2 onwards</b>			
2	Are adequate exits provided for the numbers of persons within the unit or stall? <i>(Are your staff and customers able to evacuate easily if the normal exit is blocked?)</i>	YES	NO
3	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	YES	NO
4	Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use	YES	NO
5	If the normal lighting failed would the occupants be able to make a safe exit? <i>(Consider back up lighting such as torches)</i>	YES	NO
6	Please read the four parts of Question 6 CAREFULLY. Is it <b>CORRECT</b> to say that your stall has <b>NO</b> electrical units operating off of mains supply or a generator (lighting, fridges, kettles, display cabinets, computers etc) ?	YES	NO
6a	Is it <b>CORRECT</b> to say that your stand has <b>NO</b> gas (LPG) appliances, burners, gas rings etc ?	YES	NO
6b	Is it <b>CORRECT</b> to say that your stand has <b>NO</b> naked flames (candles, wood burners, blow torch, night lights etc) ?	YES	NO
<b>If you answered NO to ANY part of Question 6 then continue and answer Questions 7 to 10. If you answered YES to ALL parts of Question 6 then go directly to Question 11</b>			
7	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	YES	NO
8	Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	YES	NO
9	Have your staff been instructed on how to operate the fire-fighting equipment provided?	YES	NO
10	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	YES	NO
11	Just to confirm, is it <b>CORRECT</b> to say that you <b>DO NOT</b> use any LPG (Liquid Petroleum Gas – Calor, Propane or Patio gas) on your stall?	YES	NO
<b>If you answered YES to Question 11 then go direct to Question 20. If you answered NO then continue and answer Questions 12 to 18 on the safe use of LPG.</b>			
12	Do you have an inspection / gas safety certificate for the appliances and pipework <i>(copy to be available for inspection)</i> and are all hose connections made with “crimped” fastenings?	YES	NO
13	Are cylinders kept outside, secured in the upright position & out of the reach of the general public?	YES	NO
14	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	YES	NO
15	Are the cylinders located away from entrances, emergency exits and circulation areas?	YES	NO



**AGRICULTURAL & CHEESE SHOW  
SATURDAY 9TH SEPTEMBER**

16	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	YES	NO
17	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	YES	NO
18	Do you ensure that only those cylinders in use are kept at your unit/stall? <i>Any spares should be kept to a minimum and in line with any specific conditions for the event</i>	YES	NO
19	Is a member of staff, appropriately trained staff in the safe use of LPG, present in the unit / stall at all times?	YES	NO
20	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?	YES	NO
21	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled L.P.G. cylinders etc and reduced the risk of them being involved in an incident?	YES	NO
22	Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, Chinese lanterns etc?	YES	NO
23	Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	YES	NO
24	Are you aware that petrol generators are not permitted on site?	YES	NO
25	Is your stall unoccupied at night? If anyone may sleep in the stall then answer NO	YES	NO
<b>If you answered YES to question 25, go directly to Question 27. If you answered NO, continue with Question 26</b>			
26	Is there a working smoke detector and a clear exit route at night? <i>Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.</i>	YES	NO
27	Are the structure, roofing, walls and fittings of your stall, or unit, flame retardant? <i>Note: certificates of compliance will normally be required</i>	YES	NO
28	<b>Only answer this Question if you use mains electric, or a supply from a generator.</b> Do all your appliances or installations have a current electrical testing certificate and have small appliances been PAT tested within the last 12 months ? <i>Proof of testing will be required</i>	YES	NO

**If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation.**

<b>Name of Person Responsible</b>	
<b>Position within Company</b>	
<b>Signature</b>	
<b>Date</b>	

**IMPORTANT NOTICE**

**THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION, OR REMOVAL FROM THE SITE BY THE ORGANISERS, SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY FIRE SAFETY STANDARDS**



**AGRICULTURAL & CHEESE SHOW  
SATURDAY 9TH SEPTEMBER**

## TERMS AND CONDITIONS

### REGULATIONS FOR CHEESE PAVILION STANDS

Please read this carefully, as on signing your application form, you have agreed to comply with these terms and conditions.

#### APPLICATIONS

1. Application for space: All applications must be submitted on the appropriate entry form (NO PHOTOCOPIES), which must be signed by the exhibitor or his representative, such signature being an acceptance of the regulations and Health and Safety policy. Cheques in payment of space charges, etc. must accompany the application and should be made payable to Frome Show Society. Any application for Trade Space without a deposit will not be accepted and the application will be returned.
2. The Society reserves the right to limit the number of traders offering similar products.
3. The Society reserves the right to refuse any entry whatsoever, and also reserves the right to cancel any entry which may have been accepted, without any reason being given. In the event of refusal or cancellation the Society will not enter into correspondence on the subject.
4. The Society will not accept post dated cheques as payment for Cheese Pavilion Stand Applications, these will be returned to you and your application will not be valid.
5. The Society reserves the right to charge a late booking fee after the 1st August 2017 and the rate will be at the discretion of the Secretary.
6. The name, address and business telephone number of each Trader and a brief description of the exhibit, goods and/or service will be included free of charge in the catalogue. The description must not exceed 20 words. A brief description of the exhibitor's goods or services must also be given on the application form. Only goods listed are to be sold from your stand. Catalogue information deadline is the 17th August 2017.
7. Risk Assessment: All trade stands are required to submit a suitable and sufficient risk assessment which should include the set up, operation and break down of their site. The Society reserve the right to refuse entry to the Show if the risk assessment is not submitted or if in the opinion of the Society the risk assessment is not suitable and sufficient for purpose.

#### ALLOCATION OF SITES

8. The allocation of sites and positioning of Trade Stand space will be entirely at the discretion of the Society. Space allocated is for the sole use of the applicant. Site positions cannot be guaranteed from year to year.
9. Units are limited inside the Cheese Pavilion and allocation is on a "first come, first served" basis and no guarantee can be given that the preferred sites will be available. The Society reserves the right to limit the stands selling a particular product. The Society reserves the right to refuse admission or remove any exhibit that it considers unsuitable.
10. Previous participation in Frome Agricultural & Cheese Show does not bestow any rights to participate in the Show.
11. The Society reserve the right to change the location of any Trade Stand site previously allocated.

#### SHOW ENTRY

12. Exhibitor tickets: Tickets will only be allocated on the basis stated within this leaflet. Any additional tickets must be purchased at a rate of £10.00 (inc VAT) per adult, prior to Show day, therefore exhibitors will only be allowed entry on to the Showground if they have a valid vehicle pass and admission ticket.
13. Vehicles: Must be removed to the trader's car park by 8.30 a.m. Any Traders arriving after 9am will be turned away and will not be permitted to enter the Show ground with their Vehicle.

#### PITCH REGULATIONS

14. All exhibitors must clearly display on the stand, their Trading Name and Address. There are to be no canopies/roofing of gazebos within marquees
15. Trading Standards – Exhibitors must comply with all relevant Trading Standards legislation; this involves safety, fair trading and quality. There will be representatives from the local Trading Standards department on site during the Show. The Show Organiser will encourage the consumer to forward any complaints to the Trading Standards Office.
16. Litter, Waste and Grass mowings - All litter and waste must be cleared from the allocated Trade Space, properly bagged and placed in the skips provided, failure may incur a ban from future Shows.
17. The use of Microphones, Loud Hailers, Amplifiers, Megaphones etc. is Forbidden.
18. Sub-letting: No exhibitor shall sub-let or share any portion of the space allocated to him or move to any site other than that allocated to him. Any violation of this will result in the trader being asked to leave the Showground.
19. Traders Selling Food/Drink on their stand are reminded that they must conform to the requirements of the Food Hygiene (England) Regulations 2006 (as amended), The Food Hygiene (Market, Stalls and Delivery Vehicles) Regulations 1966 (as amended), the Alcohol Licensing Act of 2003, the Health & Safety at Work etc. Act 1947, and where applicable the Fire Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR) and any other relevant health and safety legislation.

The Food Hygiene (England) Regulations 2006 and associated legislation make it an offence for anyone to sell, process food for sale or offer food which is harmful to health. They also place an obligation on businesses/organizations to ensure that their activities are carried out in a hygienic way.

Traders are reminded that regulations apply even when the refreshments are offered free of charge. Traders are responsible to apply for a TENS - Temporary Events Notice if applicable. All traders selling food and/or drink for immediate consumption must pay a consumption fee of £150.00 (inc VAT). The Frome & District Agricultural Society Ltd does not accept any responsibility for any non-compliance to current, appropriate legislation and will support any enforcement action resulting from such non-compliance.

20. Electricity: You must strictly adhere to the amount of amperage requested on your application form. If you exceed this the Steward reserves the right to remove your electricity supply. The fee you have paid is for the electricity supply for the Show Day only, unless otherwise agreed.
21. Collections and appeals: No Auctions, Raffles or Tombola are permitted without prior written permission from the Show Secretary. Charitable organizations wishing to make appeals for contributions to their funds and/or to hold any type of draw or raffle must first obtain permission from the Show Secretary and must confine their activities to the limits of their own Trade Stand. Games of chance are not permitted. No leaflets to be placed on car windscreens.
22. The Showground is a permanent pasture with some internal service tracks; access from the public highway is excellent. The Society can not be held responsible for any damage caused to a site prior to the event. Digging on the site is strictly forbidden and holes for tent supports or displays must be back filled.
23. Setting up: You are welcome to set your stand up on Friday 8th September from 8am – Gates will close at 10pm and reopen at 6am Saturday 9th. If you have special requirements please contact the Show Secretary. Your stand must be set up for trading by 8.30am on Show Day.
24. Dismantling: The show is open to the general public from 8.30am to 6pm, therefore Trade stand Opening Hours are 8.30am to 6pm. You are not allowed to dismantle your stand or remove your vehicle from the trade parking area until 6pm – ABSOLUTELY NO TRAFFIC MOVEMENT IS PERMITTED WITHIN THE SHOWGROUND BETWEEN 8.30AM & 6PM. (official show vehicles are exempt) A maximum speed limit of 5mph will apply at all times.

#### SITE REGULATIONS

25. Non-Compliance with Regulations: The Stewards have power to order the removal of any article from the Showground, or close the stand of any exhibitor who does not conform to regulations of the Society or the directions of the Stewards or Officials and if necessary to expel such exhibitor or his representatives from the Showground.
26. Security: The Show will provide roaming security on the Showground. This will start from 10pm Thursday 7th September until 8am Sunday 10th September. **THE SOCIETY WILL NOT ACCEPT ANY RESPONSIBILITY FOR THE LOSS OF OR DAMAGE TO GOODS OR EQUIPMENT, PRIOR TO, DURING, OR AFTER THE SHOW.**
27. The Stewards & Officials shall have the power to remove from the Showground any exhibitor occupying unauthorised space, promoting lotteries, gaming tickets & Dutch auctions or other unfair trading, or selling articles not in accordance with description on their entry form.
28. The sale of Livestock, including caged birds is prohibited. Animals may not be exhibited on a stand without prior written permission of the Secretary.

#### FIRE

29. Exhibitors must provide fire extinguisher(s) suitable for the activities that they are undertaking (also see LPG). If electrical equipment is on the stand then a CO2 should be available. Fire extinguishers must be located within the stand and be easily accessible, and maintained. Exhibitors must provide a fire risk assessment for their stand and ensure that their staff/volunteers are aware of what to do in the event of a fire. Please ensure that combustible materials are stored away from any ignition source.

#### LIQUEFIED PETROLEUM GAS (LPG)

30. LPG cylinders/cartridges are allowed to be used on the Showground, however, the following procedures and regulations must be followed:
- All installations must comply with the Gas Safety (Installation and Use) Regulations 1998.
  - All of the relevant Code of Practice compiled by UKLPG.
  - All relevant procedures complied by Gas Safe.
  - The HELA Document (Health & Safety Executive/Local Authorities Enforcement Liaison Committee) Mobile Catering/Fire Explosion.
  - All connections must be crimped.
  - Frome Show representatives have the right to inspect any gas installation, appliance or equipment and request documentation.
31. All appliances used on trade stands should have an annual Gas Safe Inspection Certificate available on site. The Society reserves the right to audit this documentation.
32. All gas bottles in use must be fixed, caged or staked and chained securely. As far as reasonably practicable LPG cylinders must be made secure to ensure they cannot be pushed over.
33. All cylinders must be located away from the public in the open air on a firm, level ground in a vertical position, away from any unauthorised interference. Combustible materials must be kept away from gas cylinders and appliances. Replacement cartridges for portable appliances must be fitted in the open air well away from source of ignition. When not required, gas supplies should be isolated at the cylinder as well as the appliance.
34. LPG Cylinders must not be left unattended, stored or located in any position unless they are adequately protected from unauthorised interference.
35. A suitably qualified, competent and registered engineer must carry out installations of LPG appliances, pipe work and fittings. Grills, toasters and barbecues must have a flame suppression device fitted.
36. Adequate Fire Extinguishers must be provided at every location where LPG cylinders are used and a competent person must be present to use them in the event of a fire. A minimum of 1 x 5KG dry powder fire extinguisher for every two cylinders. If deep fat frying is being carried out a fire blanket and a wet chemical fire extinguisher should be provided.
37. Extinguishers must be selected and maintained in accordance with BS 5306 part 3. This includes annual testing and records provided.
38. The transport of LPG around the showground is strictly prohibited during the opening hours of the Show.
39. The changing of LPG cylinders is strictly prohibited during the times when members of the public are allowed on to the Showground and should be carried out by a competent person.
40. Butane cylinders may be stored in the operating area providing that they are situated next to the appliance but away from any heat source, waste or other combustible materials.

#### ELECTRICITY

41. Exhibitors are reminded that all electrical equipment must have a current Portable Appliance Test (PAT), must be operated in accordance with manufacturer's instructions and appropriate Health & Safety and Environmental Health Certificates, which may be asked for by Environmental Health Officers at the Show and be available for inspection on the day. The Society's Safety Officer is empowered to carry out spot checks on all electrical appliances and if found in default, arrange for the item to be taken out of service. SILENT generators may be used as long as they cause no nuisance to other exhibitors and comply with current HSE Regulations.

#### THIRD PARTY CONTRACTORS

42. Exhibitors are responsible for ensuring that they employ competent contractors who work in accordance with health and safety legislation. Please ensure that third party contractors are aware that enforcement officers may be present on site and that they or the Show's Health and Safety Adviser may request copies of their risk assessments/method statements.

#### GENERAL

43. Refunds: If a Trader cancels reserved space or withdraws from the Show for any reason, all fees paid shall be forfeited, whether the site is re-let or not.
44. In the event of cancellation, postponement or abandonment of the Show, the Society will make refunds of the booking fee at its discretion. Traders shall not have any claim against Frome Agricultural & Cheese Show or any Member of the Frome and District Agricultural Society Ltd in respect of any loss or damage whatsoever consequent upon the Show or any part of it failing (for whatsoever reason) to be held or having to be abandoned.
45. The Society will not be held responsible for damage caused to sites, during the pre-show period, and will not undertake to make good such damage.
46. The Society, its servants or agents will not be in any way responsible for death, injury, disease or damage/loss to any trader/exhibitor, his employees, assistants or property of whatever nature, and it is a condition of entry that each Trader/Exhibitor shall hold the Society harmless and indemnify it with regard hereto.
47. All Traders/Exhibitors must have adequate public Liability Insurance against loss, or damaged including the risk of Fire to the sum of £5 million, and a copy of the insurance must be sent to the Society, prior to the Show.



## HEALTH & SAFETY POLICY

Please read this carefully, as on signing your application form, you have agreed to comply with this Health & Safety Policy.

### INTRODUCTION

The Society will hold an Agricultural Show held annually at West Woodlands Showground near Frome, BA11 5ES. The Frome & District Agricultural Society Ltd, Registered in England & Wales No. 7344699 and is a registered Charity, No. 1138613, whose registered office is: The Show Office, Rodden Road, Frome, Somerset. BA11 2AH.

### POLICY STATEMENT

Frome & District Agricultural Society Ltd accepts its responsibility for providing and maintaining, so far as is reasonably practicable, at all times during the setting up and running of the Frome Agricultural & Cheese Show, an environment which is both safe and healthy for all.

To this end, the Frome & District Agricultural Society Ltd will take all steps within its power to meet its responsibilities under the Health & Safety at Work Act 1974 and all other legal requirements for Health & Safety, and actively seeks the full and understanding co-operation of all persons involved in the show for their commitment to the same. All Exhibitors, Traders, Contractors and all other personnel are required to comply with the Health & Safety at Work Act 1974, all its regulations and any other health and safety related legislation or guidance and act on instructions given to them by Officers or Stewards of the Society in regard to the safety of the public. Failure to do so will result in removal from the Showground with no refund of any fees paid to the Society

The Health & Safety Officer shall be responsible for the day to day running of the Health & Safety Policy and shall report directly to the Chairman & Show Secretary.

The Health & Safety Officer will:

- a) Provide guidance and advice on all matters of Health & Safety.
- b) Promote safety consciousness at all levels in conjunction with the Chairman and Show Secretary.
- c) Liaise with NHS Trusts, Fire Authority, HSE, Local Authorities and other bodies as appropriate during the show and afterwards.
- d) Carry out a pre event inspection of the site.
- e) Be available during the show to monitor compliance with the show's safety requirements and to be the point of contact for Health & Safety matters.
- f) Investigate and record all significant accidents/incidents.

All stewards will assist with the implementation and enforcement of this policy statement and assist the Health & Safety Officer with dealing with emergencies and major accidents at the Frome Agricultural & Cheese Show.

### HEALTH & SAFETY ARRANGEMENTS

#### RISK ASSESSMENTS

It is a requirement of the Management of Health & Safety at Work Regulations 1999 that employers should identify and assess and control the significant risks generated by their undertaking. In order to fulfil this obligation the Frome & District Agricultural Society Ltd will carry out and record Risk Assessments for the overall management of the show. This duty also extends to contractors and stand holders. In order therefore to fulfil this obligation all stand holders and contractors will be expected to provide a risk assessment for their particular undertaking.

This risk assessment must cover entry onto the Showground and erection and dismantling of the stand.

Stand holders will be provided with a risk assessment form and guidance on completion when applying for a pitch.

#### ELECTRICITY

Electricity at 240 volts, single phase is supplied to several parts of the Showground from the public supply.

All electrical equipment must be approved by the Show's official contractor prior to use. Temporary low voltage distribution systems of 415 volts or less on the site will be subject to the 'Electricity at Work Regulations 1989'.

#### LIQUID PETROLEUM GAS (LPG)

Cylinders must be safely and securely stored. Burners must be suitably sited and must have been examined and tested by a competent person within the previous 12 months and satisfactorily labelled to that effect.

#### FIRE PREVENTION

Traders/ Exhibitors must comply with Fire Precautions (workplace) regulations 1997 and must bring their own fire extinguishers, which are most suited to the risks, on to the showground at the time of setting up, and keep them on the stand for the duration of the show.

Fire extinguishers must be sited in prominent positions and in full view and have a label indicating that they have been inspected and deemed fit for purpose. This inspection must have been within the preceding 12 months.

The Society will provide fire extinguishers in the main marquees as well as suitably signed fire exits.

#### FIRE

In the event of a fire, all staff and contractors should assist to evacuate people from the area of the fire immediately, and assist in clearing the surrounding area.

A fire appliance is, during the public hours of the show usually located on the showground, in an emergency you should immediately inform the Secretary's Office by radio or by telephone on 01373 463600, the Office will alert the fire service. Outside of the public hours of the show, or if the Secretary's Office is closed, the fire service should be called using the 999 telephone system.

#### VEHICLE MOVEMENTS

Vehicles and pedestrians are a dangerous mix. Only the minimum necessary movement of vehicles will be allowed on site. The speed limit of 5mph will be strictly enforced. No exhibitor/trader vehicles will be permitted to enter the site between 8.30 am and 6 pm. No vehicles of any type shall be driven, ridden or pedalled around the showground between 8.30 am and 6 pm, or until a formal announcement is made over the public address system advising that restrictions have been removed, or unless officially authorised and carrying the correct vehicle pass. Requests to move vehicles within the prohibited hours will be considered at the Secretary's Office but will be unlikely to be granted unless there is sufficient and compelling reason and an escort vehicle or stewards can be found to ensure that the movement can be accomplished without risk to pedestrians. Traders or exhibitors who fail to observe this embargo may be refused access to the show in future years.

Vehicles must at all times be driven by a properly licensed and fully insured driver.

#### FIRST AID

Whilst the site is open to the public there will be an Ambulance and First Aid Treatment Centre located next to the Main Ring. A doctor is also available on site and can be contacted at the first aid treatment centre or through the Secretary's Office (01373 463600) during the hours that the Showground is open to the public. Outside of the public hours of the show, and when the Secretary's Office is closed, assistance should be requested, as appropriate, by using the 999 system.

It is most important that any accident should immediately be reported to the Secretary at the Secretary's Office, so that the proper action can be taken with regard to emergency services and that it can be recorded in the Accident Book.

A suitable First Aid kit must be provided in accordance with the Health & Safety (First Aid) Regulations 1981. Food exhibitors must include coloured waterproof dressings in addition to the standard requirements.

#### VETERINARY

A Veterinary Surgeon, Horse Ambulance and Farrier are all in attendance during the operating hours of the show and can be contacted via the Horse Hospitality Marquee or the Secretary's Office on 01373 463600.

#### ANIMALS

Dogs should be kept on short leads at all times and are not allowed into the food and live poultry marquees. Dogs must not be left unattended or in vehicles.

The movement of Cattle, Sheep & Goats must be kept to a minimum and when moving outside of their fenced areas, strictly controlled and stewarded.

Horses must not be taken into any area where the public have access, except within the confines of the 'Horse Area' which will be suitably signed to warn the public. Riders are required to wear a hard hat meeting current British Standard specification as specified by the British Horse Society.

#### HAND WASHING

Ecoli 0157 and other diseases can be spread from animals to humans. A minute amount of bacteria can cause significant illness particularly in children. Signage will be erected directing public to the nearest hand washing facilities. Please take time to remind visitors of the importance of good hand hygiene after they have been in contact with animals or before eating food and ensure you know where the nearest hand washing facilities are. Please ensure that animal faeces and manure is kept away from areas where it may be subject to visitor contact.

#### ACCIDENT REPORTING

It is important that any accident should immediately be reported to the Secretary's Office, so that appropriate action can be taken with regard to emergency services and so that it can be recorded in the Accident Book. Please contact the Show Office 01373 463600.

#### SMOKING

Smoking is not permitted in any marquee or other structure erected for use on show site, including toilets. Smoking is also not permitted in any area where hay, straw or other bedding is stored. If smoking in any other area, please ensure that you dispose of cigarette ends safely and without causing litter or the potential for ignition.

#### GENERAL HAZARDS

There is a risk from Fire throughout the showground. All persons should be aware and attempt to reduce the risk of fire due to discarded smoking materials, use of naked flames, hot vehicle exhaust systems (including catalytic converters) or alfresco dining using barbeques or LPG gas appliances. Smoking is prohibited by law in all marquees, tents and buildings. This will be strictly enforced and anyone found breaking this regulation may be asked to leave the Showground.

Guy ropes and tent pegs are used throughout the showground and care must be taken to avoid these becoming a trip hazard. They must be clearly marked and sharp or pointed edges covered with a suitable protective and highly visible material

Children are at particular risk during the setting up and taking down periods and are strongly discouraged from being brought to the showground at these times. Children must, at all times, be supervised by an adult.

#### EVENT CONDITIONS

Health and Safety is everyone's responsibility and it is a condition of entry to the showground that all exhibitors, traders, contractors, stewards and other persons will abide by any rules and conditions in force at the time and in addition to the Health & Safety Requirements and Risk Assessments as laid down in this policy. All persons who enter the Showground are responsible for their own Health & Safety and for that of any other person that may be affected or impacted by their actions or omissions.