

# **Countryside Live**

at

## **The Ledston Estate**

**Country Fair for Schools**  
**19 and 20 May 2010**

# **Health & Safety Policy**

## **for Schools**

### **Contents**

- **Page 2 - Health & Safety – advice for Teachers and Supervisors**
- **Page 3- 4 -Generic Site Example – risk assessment for Countryside Live**
- **Page 5 – 8 - Control and Assessment of Risks - Identification of normal hazards and risks present and the details of the controls in place to reduce these.**

# Health & Safety - advice for Teachers and Supervisors

Under the Health and Safety at Work Act 1974 the Countryside Foundation for Education (CFE) is required to ensure, so far as is reasonably practicable, the health and safety of anyone who may be affected by Countryside Live.

To ensure that the CFE meets these obligations, a number of written procedures have been put in place to eliminate hazards, reduce the risks and control the activities for the forthcoming event. **All persons with the responsibility for supervising school children for this event should familiarise themselves with these procedures and take action to ensure that any controls required are complied with.**

To re-inforce these procedures the following Guidelines are produced to assist Teachers and Supervisors to ensure a happy and successful day:

1. Schools' staff are responsible at all times for the safety and discipline of pupils throughout their visit to Countryside Live.
2. You should ensure that you are familiar with your own school guidelines and guidelines issued by your Local Authority. You should have the appropriate insurance cover for such school visits.
3. If possible carry a mobile telephone and ensure the Registration Staff on arrival have your number in case of emergency.
4. Pupils should be supervised at all times. You should carry a list of the pupils and supervisors in your party, and carry out a head count at regular intervals. All pupils should know the name of their school and the name of their 'Group Leader'.
5. You should instruct pupils who get lost to report to the Registration Staff in the Registration Tent. Likewise, you should report any pupil who goes missing to a member of CFE staff.
6. Should you require emergency assistance please report to the Registration Staff in the Children's Tent, or any member of the CFE staff.
7. You should be aware of any medical problems or allergies that your pupils have and you should make sure all cuts and abrasions they have are covered with waterproof plasters.
8. It is recommended that you have in your group an approved 'first aid kit' and a qualified first aid person. Should you require emergency treatment, a trained NHS state registered paramedic will be on site during the event, they will be situated next to the Registration tent.
9. **Please note there is NO SMOKING permitted on site.**

The CFE believes that the measures it has taken will help you and your pupils to have a safe and enjoyable day. Please let us know if you have any concerns regarding these procedures and guidelines or any observations or recommendations to improve our safety procedures.

THERE FOLLOWS A RISK ASSESSMENT WE HAVE PREPARED FOR OUR OWN PURPOSES, TEACHERS WILL OF COURSE WISH TO PREPARE THEIR OWN RISK ASSESSMENTS IN THE LIGHT OF THEIR PERSONAL KNOWLEDGE OF THE CHILDREN THEY WILL BE BRINGING.

## Generic Site Example

### Risk Assessment for Countryside Live

HAZARD or ACTIVITY ON THE SITE	RISKS ASSOCIATED WITH THE HAZARDS	Potential to cause harm	CONTROLS ALREADY IN PLACE AND ACTION REQUIRED BY VISITORS
Running children	Slipping, tripping, falling	Low	Children must be adequately supervised and instructed not to run on the site.
Wet grass	Slipping, falling, sprains	Low	Supervisors and children should be aware of the possibility of wet grass and take adequate precautions against slipping and falling.
Uneven grass surfaces	Slipping, falling, sprains	Low	Supervisors and children should take care when walking on the grass and wear sensible footwear
Road and path edgings	Slipping, tripping, falling	Low	Supervisors and children should take care at road and path edges to avoid tripping and falling
Climbing of objects (children)	Slipping, tripping, falling	High	Children must be adequately supervised and instructed not to climb walls, gates, trees and other objects on the site.
Animals	Infection, biting, crushing & kicking	High	All animals on the site are properly controlled and supervised. Visitors should not touch the animals unless encouraged by their handlers. Supervisors should ensure children wash their hands after handling any animal.
Bees, wasps and insects	Stings	Low	These are natural inhabitants of the countryside. Bees & wasps pose no risk unless provoked. If children are stung seek aid from the First Aid Post.
Lost children	Panic, loss of control	Low	Written procedure established for lost children.
Alighting from coaches	Slipping, tripping, falling, injury from other vehicles	High	Supervisors should adhere to notices and instructions provided by event organisers to use designated coach alighting points. A serious accident could occur should instructions provided not be adhered to.
Machinery	Trapping abrasion, injury	High	All machinery in use in demonstrations and displays is guarded and maintained to comply with current regulations. Supervisors should ensure that they and children in their care do not touch any machinery, comply with any safety notices and observe the restriction of any barriers that may be in place.
Chemicals & substances	Inhalation, skin contact, eye Contact	High	All substances and chemicals in use on the site are safe and free from risk when used in a proper manner. Visitors will not be exposed to risks from substances used on displays and at demonstrations

<b>HAZARD or ACTIVITY ON THE SITE</b>	<b>RISKS ASSOCIATED WITH THE HAZARDS</b>	<b>Potential to cause harm</b>	<b>CONTROLS ALREADY IN PLACE AND ACTION REQUIRED BY VISITORS</b>
Infection	Various	Low	Supervisors should be aware that there is always a risk from infection in any environment. The countryside and agricultural establishments are no exception. Supervisors should ensure that they and children in their care wash their hands after touching animals and before handling food and drink. It is advisable to ensure that any existing cuts and abrasions are protected by a dressing.
Aggressive visitors	Injury	Low	Countryside Live staff are instructed to ensure that any aggressive visitors are removed from the site
LPG/petrol	Fire, explosion	High	The use of LPG and petrol driven equipment is monitored and controlled by the organisers. No other similar equipment will be allowed on site unless by prior agreement with the event organiser.
Electrical equipment	Fire, electrocution	High	Electrical installations and appliances are tested and inspected at the required intervals by the Contractor supplying them. Visitors should not touch or interfere with electrical equipment. No other electrical equipment will be allowed on site unless by prior agreement with the event organiser.
Straying into prohibited areas	Unidentified hazards	Low	Supervisors should ensure that children are instructed not to go beyond the designated area
Fire	Inhalation, skin burns, panic, loss of control	High	Fire Risk Assessments have been carried out for all the tents and marquees in use and adequate controls are in place. In case of fire, Supervisors should ensure that they and children in their care leave the building by the nearest exit and go to a safe place. Supervisors should ensure that a roll call is taken of their charges.
Displays & Demonstrations	Various	Low	Organisers of displays and demonstrations are controlled by their own Method Statements and Risk Assessments and are monitored against these by the Event Organiser.
Site Traffic	Various	Low	Traffic in the activity area will be restricted to essential vehicles. Any other vehicles will not be allowed access to the area for the duration of the event.  There may be some light traffic requiring access to Ledston Lodge. Care should be taken when crossing the track between the coach parking area and the show field.

# CONTROL AND THE ASSESSMENT OF RISKS

## GENERAL STATEMENT:

It is the duty of the organisers to ensure that the facilities and amenities of Countryside Live are maintained in a safe and satisfactory manner. Further to this, the Management of Health and Safety at Work regulations requires employers to assess the risks to employees and others not in their employment but who may be at risk from their operations. To satisfy these requirements, the CFE shall assess any risks to the health and safety of the CFE's employees, volunteers, contractors, exhibitors and their employees, members of the public and others who may be affected by the undertakings of Countryside Live. Systems shall then be put into place to eliminate or reduce those risks.

Please note there is **NO SMOKING** permitted on site.

An incident report form/log book will be held by the organisers in the Children's Tent and site office.

## OPERATIONS THAT MAY PRESENT A RISK:

### 1. Site layout and its operations

This assessment examines the risks to persons from the geographic location, ground conditions and site amenities. It does not include specific risks from buildings, operations and equipment.

#### Risks Identified:

- Layout of the site and location of entrances/exits
- Ground conditions
- Overhead obstacles
- Site maintenance operations
- Exhibitors, Contractors and the Public

#### Control of the Risks:

##### A. Layout of the Site and location of entrances/exits

The location of all site roads, entrances and exits is clearly marked on a site plan which is issued where necessary to all exhibitors and contractors. All areas not clearly marked are grassed areas.

##### B. Ground conditions

Due to the nature of the surface and the heavy site traffic immediately prior to the event it is inevitable that there will be worn and uneven surfaces, Care should be taken at all times when walking on the site and using vehicles.

During and after prolonged rain the grassed areas can become very boggy. Inevitably, vehicles cause ruts and some become hidden. Care should be taken by all persons walking on the grassed areas to ensure they do not slip or fall. Care should be exercised on the grass slopes. Sensible footwear to suit the terrain is essential.

Vehicles must exercise care when driving on the grassed areas, vehicles can skid and slew and be a hazard to any persons or property in the vicinity. On soft ground, particularly on a slope, a vehicle can turn over.

### **C. Overhead obstacles**

There are a number of trees on the site with overhanging branches. Do take care when carrying out activities in the woods.

### **D. Site maintenance operations**

Countryside Live has a team of people carrying out various maintenance operations as required, this team has a variety of vehicles and equipment at their disposal. All members of the team are supervised and have been trained to carry out their respective duties, all operations they are involved with have been assessed for risks and any controls required have been implemented.

Any persons, contractors, event organisers and drivers should be aware that site maintenance teams, equipment and vehicles can be in operation on the site at any time, day or night. Care should be taken to ensure these site maintenance workers are not put at risk by negligent actions, and that, where necessary, third party presence is indicated to any site team working in the vicinity.

### **E. Exhibitors, Contractors and the Public**

All persons operating on the site should be aware that other operators could be on site also. There can be vehicles and equipment, employees and the public present at any time. All persons operating on the site should make themselves aware of their duties under any relevant regulations.

## **2. Evacuation Procedure**

CFE staff will have been briefed and in the event of a necessary evacuation, teachers and students should obey instructions.

### **3. Fire risks in non permanent buildings (Tents & Marquees)**

The Fire Precautions (Workplace) (Amendment) regulations 1999 say that all employers are required to assess their workplaces to ensure that persons are not at risk of serious injury from the effects of fire.

#### **Features of a Fire Risk Assessment:**

- Sources of ignition
  
- Sources of fuel
- Places where fires could start
- Plans of the tents (non permanent buildings)
- Escape routes and signs
- The need for escape lighting
- Fire resistant walls, windows & doors
- Records of inspections
- Early detection of fire
- Fire alarm
- Fire fighting equipment
- Written assessment

#### **Control of the risks:**

- Where necessary a plan of the tents has been produced showing exits, location of fire extinguishers, and any other feature essential to the safe use of the tents.

- A register of tents – records locations, names and any features that may affect risk. It records any other information relevant to that particular tent.
- The testing of fire extinguishers is carried out at specified intervals and recorded.
- Fire Risk Assessments have been made for all tents on the Countryside Live site that present a risk. They are reviewed as necessary. Any assessment made is based on hazards produced by site personnel working in the tent, the control measures taken are based on the possible use to which a tent might be put by event organisers and by use of the public.

#### **4. Traffic**

There is risk to drivers, vehicles and pedestrians from all traffic on the site.

##### **Control of the Risks:**

- Speed on the site roads is limited to 10mph for road vehicles such as cars, vans, light trucks, motorcycles and cycles, and to 5mph (walking pace) for tractors, agricultural equipment, excavators, lorries, cranes, grass mowers and any similar style vehicles.
- Drivers of all vehicles must have a current appropriate driving licence.
- All vehicles entering the site must be covered by appropriate third party insurance.
- Passengers must not be carried on any vehicle unless the vehicle is designed for that purpose.
- Passengers are not allowed to ride on the drawbar of any trailer.
- Riders of motorcycles and similar vehicles must wear approved head protection.
- Drivers must ensure that their route is clear and that no one is at risk before reversing.
- Drive on the left hand side of the road at all times, give way to other traffic at junctions, at other intersections and when it is prudent to do so. Indicate when turning.
- Give way to pedestrians, ensure that they know of your presence and that you signal clearly your intentions.
- Vehicles must be kept to the defined roadways at all times unless permission has been given to drive onto the grassed areas. Drivers must exercise care when driving on the grassed areas, vehicles can skid and slew and be a hazard to any persons or property in the vicinity. On soft ground, particularly on a slope, a vehicle can turn over.
- Vehicles should be parked sympathetically and should not block access points or narrow roads. Adequate provision must be made for access by the Emergency Services.

- Drivers of high vehicles, cranes and other equipment of a high nature must be observant when operating on the site.
- The use of All Terrain Vehicles on the Countryside Live Site is only permitted if:
  - All drivers have an appropriate driving licence
  - Vehicles are insured against third party risk
  - All drivers have been instructed in the proper and safe use of ATVs
  - All drivers wear an approved helmet
  - Passengers are not carried on the machine
  - Passengers are not allowed to ride in any trailer being towed or on the towbar of any such trailer

#### **DUTIES OF CONTRACTORS AND EXHIBITORS:**

The Management of Health and Safety at Work regulations imposes the same duties on other employers who may be working on the site including Self-Employed persons. The CFE expects all contractors, exhibitors and others to present to them assessments of their risks and the controls they propose to take to reduce those risks to the CFE prior to commencing any work or the start of any event. **Smoking is not permitted on site.**

Note that other regulations and Codes of Practice will influence the nature of any observed risks and their subsequent control.