



STAFFORDSHIRE & BIRMINGHAM
AGRICULTURAL SOCIETY



HEALTH & SAFETY RISK ASSESSMENT GUIDE

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AGRICULTURAL SOCIETY
HEALTH & SAFETY GUIDE

As part of our commitment to you, visitors attending events at the Showground and our staff I would like to encourage you to take some active steps, so far as is practical, to ensure the Health and safety of all those present on the Showground.

To achieve this, we request that you complete the Health & Safety Evaluation forms included in this guide. Once completed these forms should be retained for your own records and for perusal by any relevant authorities/bodies. Furthermore we require you to complete a declaration to the effect that you have identified any hazards that may arise from your activities, you have taken action to control those risks and that you have appropriate insurance cover and relevant health and safety documentation. The disclaimer will be submitted to you under separate cover for return to the undersigned.

If you require assistance with completing any Risk Assessments, obtaining any Safe Systems of Work or any other relevant documents, please contact us and we will be happy to assist you.

Richard Williams
Chief Executive
County Showground
Weston Road
Stafford
ST18 0BD

Risk Assessment Guidance

Initially, 'persons who might be harmed' should be identified. It is not necessary to identify individuals by name, but by the 'group' they belong to, e.g. employees, the general public, visitors, contractors, maintenance staff, cleaners, vulnerable groups or others.

The level of risk also needs to be determined, and the following system gives a simple way to determine the relative importance of risks. It takes account of the degree of harm (i.e. what is the worst likely outcome) and the likelihood of the event occurring. This method also requires a judgement as to whether or not a risk is acceptable.

Severity

When assessing a hazard, ask the question “what is the worst likely outcome?”

- is it Minor (e.g. a minor injury, disruption to business of one week, financial loss of £500 or loss / damage to some equipment)?
- is it Moderate (e.g. major injury or permanent disability, disruption to business of more than 1 month, financial loss of more than £10,000)?
- is it Severe (e.g. fatality, disruption to business of more than 6 months, financial loss of more than £500,000 or total loss of buildings / business)?

Likelihood

Next make a judgement of the probability or likelihood of harm occurring:

LIKELIHOOD	DESCRIPTION
Probable	Occurs repeatedly / several times
Possible	Could occur sometime
Remote	Unlikely, though conceivable

Risk Scoring

Decisions as to whether or not action is needed can then be made using this matrix:

Probable	3	6	9
Possible	2	4	6
Remote	1	2	3
	Minor	Moderate	Severe

By using a matrix such as this, the risk level can be determined and used to prioritise your controls. If degree of harm is compared with the likelihood of it occurring, a numerical value can be obtained.

- Risk levels of 9 would need controlling immediately.
- Risk levels of 1 may need no control measures.

Note: The matrix given above is a basic, but effective, assessment tool. Some hazards may require a more sophisticated assessment tool to effectively evaluate them.

TASK / ACTIVITY					MAIN HAZARDS											
FIRE SAFETY & SMOKING					<p>'Inception hazards' include hot work (welding, grinding), faulty electrical installations or appliances, cooking or heating appliances, smoking and arson.</p> <p>'Contributory hazards' include explosives such as gases and dusts, flammables such as petrol, fuel and solvents, and combustibles such as straw, paper and cardboard, furniture and composite / foam panels.</p> <p>Inception hazards, contributory hazards, active and passive fire systems, emergency plans (including evacuation) and fire fighting should be assessed.</p>											
TASK DESCRIPTION																
<p>Preventing exposure to fire and smoke, which can cause loss of life, injuries, or property damage.</p> <p>Management of fires, managing escape from fires.</p> <p>Prohibition of smoking in buildings / vehicles etc.</p> <p>'Recent' Fire and Smoking regulations may apply.</p>																
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RISKS CONTROLLED?	Yes	No	N/A													
					<p>IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN?</p> <p>e.g. do risk assessment & get a safe system of work</p>											

TASK / ACTIVITY					MAIN HAZARDS											
EMERGENCIES & FIRST AID					<p>Arrangements to deal with emergencies or the unexpected are likely to be ineffective if hurriedly put together in the heat of the moment. A documented emergency plan, detailing who to contact, and how to, is likely to reduce the loss or impact to the business.</p> <p>The effects of injuries arising from emergencies or accidents may be lessened by prompt first aid, as administered ideally by a trained first aider, or even by a well meaning member of public, using first aid supplies and facilities available to them.</p>											
TASK DESCRIPTION																
<p>Management of emergencies, e.g. arising from fire and explosions (including bombs), major chemical or fuel spills, violence, or even escape of livestock.</p> <p>Treatment of injuries arising from emergencies or accidents, which may also require referral to a medical practitioner, or to authoritative bodies.</p>																
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					<p>IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN?</p>											

TASK / ACTIVITY					MAIN HAZARDS											
ELECTRICAL SAFETY					<p>The main hazards from electricity pertain to electrical installations (old style fuses, poor maintenance, damage, lack of RCDs, MCBs or IP protection), portable and fixed appliances (use of pressure washers, lack of 'PAT' testing, damage, poor maintenance), overhead powerlines (high vehicles and aerials, fishing, kites), excavations, lightning (outdoors during relevant weather conditions), and static (lack of earth bonding, pouring flammable liquids).</p>											
TASK DESCRIPTION																
<p>Preventing exposure to live and static electricity, including electric shock.</p> <p>Electrical hazards may be generated by electrical installations, portable & fixed appliances (including pressure washers), overhead powerlines, excavations, lightning & static electricity.</p>																
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TASK / ACTIVITY				MAIN HAZARDS
WORK AT HEIGHT				<p>Work at height can be described as any work above ground level.</p> <p>Falls from height can be fatal, even from relatively low levels. If possible, access to and work at heights should be avoided, or falls from heights prevented (e.g. rails and barriers). Otherwise, measures should be taken to reduce the impact of a fall (e.g. safety netting, harnesses).</p>
TASK DESCRIPTION				
Safe work at height, e.g. using access equipment and portable or fixed ladders, or presented by natural features, including above pits and tanks.				
HAZARDS ASSESSED?	Yes	No	N/A	IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN?
SAFE SYSTEM OF WORK?	Yes	No	N/A	
RISKS CONTROLLED?	Yes	No	N/A	

TASK / ACTIVITY				MAIN HAZARDS
LADDERS				<p>The main hazards related to the use of ladders are inappropriate use of ladders, failure of ladder causing persons / equipment to fall, over-reaching / stretching from ladder, ladder slipping if not correctly secured, overloading of ladder and ladder touching / earthing an electrical supply.</p> <p>All ladders must conform to British Standards, and the right ladder should be used for the job: Class 3 = domestic use only; EN131 = trade and light industrial use; Class 1 = heavy duty and industrial use.</p>
TASK DESCRIPTION				
Safe use of portable or fixed ladders, e.g. to access structures, vehicles or for general access purposes.				
HAZARDS ASSESSED?	Yes	No	N/A	IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN?
SAFE SYSTEM OF WORK?	Yes	No	N/A	
RISKS CONTROLLED?	Yes	No	N/A	

TASK / ACTIVITY				MAIN HAZARDS
ACCESS EQUIPMENT				<p>Hazards associated with the use of working platforms / MEWPs are falls from height ('cage' slipping from forks, tilt mechanism not disabled, over-reaching), toppling due to incorrect use/siting, impact with moving vehicles or fixed objects, e.g. buildings, contact with electricity and moving parts. Weather and ground conditions can also affect equipment stability.</p> <p>All lifting equipment must have a suitable 'thorough examination' as per 'written scheme of examination'.</p>
TASK DESCRIPTION				
Safe use of access equipment, such as mobile platforms, or MEWPS (including scissor lifts, cherry pickers etc) e.g. to access structures, vehicles or for general access purposes.				
HAZARDS ASSESSED?	Yes	No	N/A	IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN?
SAFE SYSTEM OF WORK?	Yes	No	N/A	
RISKS CONTROLLED?	Yes	No	N/A	

TASK / ACTIVITY				MAIN HAZARDS
LIFTING EQUIPMENT				<p>Hazards associated with lifting equipment include equipment / attachment failure, overloading, falling loads, trapping, overturning, and overhead cables.</p> <p>Mechanical handlers should only be operated by competent persons who have successfully completed a relevant training / refresher course.</p> <p>All lifting equipment must have a suitable 'thorough examination' as per 'written scheme of examination'.</p>
<p>TASK DESCRIPTION</p> <p>Prevention of risks from use of lifting equipment, e.g. mechanical handling equipment (forklifts, tele-handlers, diggers, front end loaders), 'workshop' lifting equipment (trolley / bottle jacks, axle stands, hoists, chains, lifts), vehicle mounted equipment ('hi-abs', cranes, jibs), and attachments ('cages').</p>				
HAZARDS ASSESSED?	Yes	No	N/A	IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN?
SAFE SYSTEM OF WORK?	Yes	No	N/A	
RISKS CONTROLLED?	Yes	No	N/A	

TASK / ACTIVITY				MAIN HAZARDS
TRACTORS / MOBILE PLANT				<p>Hazards associated with driving tractors and mobile plant includes overturning, crushing, impact, contact with overhead cables, hitching, PTOs, and use of attachments. PTOs must always be suitably guarded.</p> <p>All tractors and mobile plant used around pedestrian areas should be fitted with audible reverse warnings / flashing lights. All tractors and mobile plant used where there is a risk of overturning, should be fitted with roll-over protection and seatbelts.</p>
<p>TASK DESCRIPTION</p> <p>Safe use of tractors and mobile plant (e.g. tele-handlers, forklifts, diggers), especially in the presence of pedestrians, or when used on sloped or uneven terrain.</p> <p>Safety when using PTOs (power take offs).</p>				
HAZARDS ASSESSED?	Yes	No	N/A	IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN?
SAFE SYSTEM OF WORK?	Yes	No	N/A	
RISKS CONTROLLED?	Yes	No	N/A	

TASK / ACTIVITY				MAIN HAZARDS
TRANSPORT & VEHICLES / ATVs				<p>Most transport accidents involve people being struck by moving vehicles, falling from vehicles, being hit by objects falling from vehicles, being injured as a result of vehicles crashing or overturning. ATV accidents may be caused by lack of training/experience, excessive speed, carrying passengers or unbalanced loads, tipping on a bank, ditch, rut or bump, steep slopes with factors such as ground or load conditions, towing excessive loads with unbraked equipment.</p> <p>Quadbikes should be used with a crash helmet.</p>
<p>TASK DESCRIPTION</p> <p>Safe use of vehicles around the site, e.g. in the presence of pedestrians. Vehicles may include those owned and operated by the 'business' i.e. commercial vehicles), employees' vehicles, vehicles operated by third parties (e.g. cars, delivery vans and lorries), and ATVs (quadbikes, 'mules').</p>				
HAZARDS ASSESSED?	Yes	No	N/A	IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN?
SAFE SYSTEM OF WORK?	Yes	No	N/A	
RISKS CONTROLLED?	Yes	No	N/A	

TASK / ACTIVITY				MAIN HAZARDS
TRAILERS				Hazards associated with trailers include instability when operating on uneven/soft ground, contact with overhead power lines, failure of the hydraulic system due to lack of maintenance, high pressure hydraulic oil leaks, crushing by the moving tractor / trailer, being trapped / crushed by the closing tailgate, trailers unhitching from the tractor during tipping/transporting.
TASK DESCRIPTION				
Safe use of trailers, including on public highways, and especially those with hydraulic tailgates.				
HAZARDS ASSESSED?	Yes	No	N/A	IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN? e.g. do risk assessment & get a safe system of work
SAFE SYSTEM OF WORK?	Yes	No	N/A	
RISKS CONTROLLED?	Yes	No	N/A	

TASK / ACTIVITY				MAIN HAZARDS
WORK EQUIPMENT				Hazards associated with work equipment include contact with moving parts (lack of / inadequate / defeated guarding), equipment failure (lack of / inadequate / maintenance), fire and electric shock, burns from hot surfaces, hazardous substances used with / generated by equipment, manual handling injuries, vibration and noise, stress and fatigue. Serious accidents may occur if undertaking maintenance in an inappropriate manner.
TASK DESCRIPTION				
Prevention of exposure to hazards presented by work equipment, e.g. from moving parts, or energy input or output. Work equipment may include trade stands, field equipment, workshop equipment, catering equipment, forestry and woodwork equipment, hand tools and 'general' equipment.				
HAZARDS ASSESSED?	Yes	No	N/A	IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN?
SAFE SYSTEM OF WORK?	Yes	No	N/A	
RISKS CONTROLLED?	Yes	No	N/A	

TASK / ACTIVITY				MAIN HAZARDS
PRESSURE SYSTEMS / EQUIPMENT				Hazards associated with flammable gases include fire (leaking gas igniting, build up of vegetation / waste), explosion and impact injuries (flying debris from exploding cylinders). Fires near to acetylene cylinders may require premises to be temporarily shut down. Leaks / breaks in air hoses can result in hoses flailing about, and injection of pressurised air can cause serious / fatal injuries. All pressure systems must have a suitable 'thorough examination' as per 'written scheme of examination'.
TASK DESCRIPTION				
Prevention of risks from use of pressure systems, e.g. compressors / air receivers and air lines, gas cylinders, bulk gas containers, 'large' refrigeration systems, and even vacuum tankers.				
HAZARDS ASSESSED?	Yes	No	N/A	IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN?
SAFE SYSTEM OF WORK?	Yes	No	N/A	
RISKS CONTROLLED?	Yes	No	N/A	

TASK / ACTIVITY				MAIN HAZARDS
HARMFUL PATHOGENS				Contact with livestock, their waste or contaminated gates/fences etc. can be a risk. Illnesses may result from infection with Escherichia Coli O157 (E Coli O157), Cryptosporidium Parvum, Orf, Leptospirosis Hardjo, Chlamydia Psittaci, Salmonella, Tuberculosis, Brucellosis, Ringworm, Streptococcus Suis, Q-Fever, Listeria, Toxoplasmosis, Campylobacter, Anthrax, Swine Erysipelas, Swine Vesicular Disease, Parasitic Worms. Ovine Chlamydiosis (Enzootic abortion of ewes) is a risk to pregnant women during lambing.
TASK DESCRIPTION Prevention of risks from harmful pathogens, e.g. zoonoses, from dirty wounds, vermin, used needles. All farm animals may carry diseases, known as zoonoses, some of which can affect humans. Those who work with animals and visitors to livestock areas are at risk. Good hygiene practices offer some protection.				
HAZARDS ASSESSED?	Yes	No	N/A	IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN?
SAFE SYSTEM OF WORK?	Yes	No	N/A	
RISKS CONTROLLED?	Yes	No	N/A	

TASK / ACTIVITY				MAIN HAZARDS
HYGIENE & FOOD SAFETY				Pathogens such as E Coli are a risk in livestock areas, and may be transferred by eating or smoking (hand to mouth), dropped dummies, or transferred during preparation of food. It should be assumed that all ruminants, pets and birds such as geese and seagulls may have E Coli, even if they have been 'tested negative'. Suitable and sufficient washing facilities that are properly used will help prevent transfer of harmful pathogens. Good food hygiene practices/HACCP assessments may be required if food is being prepared for others.
TASK DESCRIPTION Prevention of exposure to harmful pathogens, from contaminated food and drink, which may be exacerbated by eating, drinking and smoking (hand to mouth exposure).				
HAZARDS ASSESSED?	Yes	No	N/A	IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN?
SAFE SYSTEM OF WORK?	Yes	No	N/A	
RISKS CONTROLLED?	Yes	No	N/A	

TASK / ACTIVITY				MAIN HAZARDS
CHEMICALS / HAZARDOUS SUBSTANCES				Chemicals can be extremely harmful to humans if swallowed, absorbed through the skin or splashed in the eyes. Other hazards associated with chemicals include dangerous reactions if mixed with other chemicals (e.g. bleach), and environmental damage (if it gets into a watercourse). Other hazardous substances can also be extremely harmful, e.g. from gas welding/cutting, soldering grain, wood and site dust
TASK DESCRIPTION Prevention of exposure to chemicals e.g. workshop substances and general chemicals, during storage, handling, use and disposal. Prevention of exposure to other hazardous substances, e.g. dust, fumes, and pathogens.				
HAZARDS ASSESSED?	Yes	No	N/A	IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN?
SAFE SYSTEM OF WORK?	Yes	No	N/A	
RISKS CONTROLLED?	Yes	No	N/A	

TASK / ACTIVITY				MAIN HAZARDS
CONSTRUCTION				Construction sites can be very dangerous places. Unauthorised access to sites commonly causes serious incidents, as does not using proper personal protective equipment. The Construction Design and Management Regulations may apply to some sites.
TASK DESCRIPTION				
Prevention of exposure to hazards at construction sites, e.g. falls from height, slips and trips, vehicles and plant, work equipment, hazardous substances.				
HAZARDS ASSESSED?	Yes	No	N/A	IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN?
SAFE SYSTEM OF WORK?	Yes	No	N/A	
RISKS CONTROLLED?	Yes	No	N/A	

TASK / ACTIVITY				MAIN HAZARDS
WORKPLACE HEALTH, SAFETY AND WELFARE				The main hazards and considerations in workplaces may pertain to slips, trips and falls, or be related to walkways and traffic routes, lighting, housekeeping, work layout and conditions, entrances and exits. Other considerations include water (ponds, lakes, lagoons, rivers, and streams), temperature, conveniences/facilities, and 'security'.
TASK DESCRIPTION				
Prevention of exposure to everyday hazards in the workplace.				
HAZARDS ASSESSED?	Yes	No	N/A	IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN?
SAFE SYSTEM OF WORK?	Yes	No	N/A	
RISKS CONTROLLED?	Yes	No	N/A	

TASK / ACTIVITY				MAIN HAZARDS
GENERAL SECURITY				'Violence' includes physical attack, threats, sexual harassment or verbal abuse. Women are at greater risk of sexual harassment, men are at greater risk of assault. Young, inexperienced persons, lone workers, pregnant women or workers may also be at increased risk. Alarm systems/mobile phones are advised. Alcohol and drugs may also be significant factors in violence, and avoidance of illegal drug use, and avoidance/moderation of alcohol is recommended, especially related to vehicles or work equipment.
TASK DESCRIPTION				
Prevention of exposure to hazards caused by violence and aggression, theft and malicious damage, or from inappropriate behaviour.				
Prevention of incidents related to alcohol and/or drugs (whether illegal or otherwise).				
HAZARDS ASSESSED?	Yes	No	N/A	IF NO, WHAT REMEDIAL ACTION WILL BE TAKEN?
SAFE SYSTEM OF WORK?	Yes	No	N/A	
RISKS CONTROLLED?	Yes	No	N/A	