



**Hatfield House**

**26 to 28 July 2019**

**EVENT SAFETY POLICY**

**2019**



## SAFETY POLICY

### PART 1 - GENERAL POLICY

#### a. The Scope of This Policy

This is the Safety Policy of National Game Fair Ltd (the Organiser) as required by Section 2(3) of the Health and Safety at Work Act 1974, in relation to the Game Fair 2019 (the Event) taking place at Hatfield House, Hertfordshire on 26-28 July 2019, including site preparation, build-up and breakdown periods before and after The Game Fair event dates (the Event Period).

#### b. Statement of Policy

It is the policy of the Organiser that the Event Period of The Game Fair shall, so far as is reasonably practicable, take place without risk to the health, safety and welfare of its permanent employees, temporary employees, consultants and contractors who form Organiser's Event Team. It is also the Organiser's policy that similar absence of risk will be achieved in relation to other persons on and around the Site, including the employees of the Hatfield House Estate, the Organiser's Contractors, the Exhibitors and their contractors, as well as visitors to The Game Fair (Visitors) and other persons affected.

In order to achieve this, the Organiser requires that a high standard of safety, health and welfare shall be achieved and constantly maintained during the Event Period, by all persons and organisations working on site.

The Organiser will promote compliance with the requirements of this Policy by maintaining a monitoring programme, led by the Safety Team Co-ordinator and Safety Officers (the Safety Team), taking steps to rectify problems, if necessary by the immediate halting of potentially hazardous activities and/or excluding persons, organisations or equipment from the Site and by revising the Policy if any part is found ineffective.

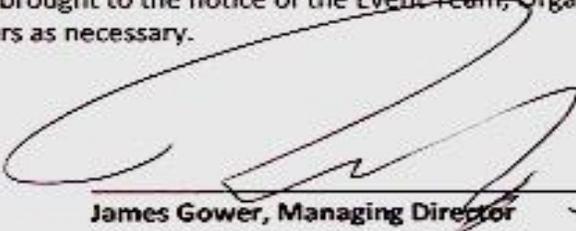
The Organiser will provide, and make available to the appropriate parties, such information that may be required to undertake work on its behalf in safety.

The Organiser will ensure that sufficient financial resources are available to meet the health, safety and welfare requirements which are its responsibility and requires that all other organisations, or self-employed persons on the Site make similar provision with regard to their responsibilities for health, safety and welfare.

It will be the function of the Organiser's Managing Director and managers to provide all the necessary requirements in order to carry out work in a safe manner. However, this Policy will not function effectively without the support and co-operation of all members of the Event Team and the other organisations and their employees on the Site. Therefore, the Organiser reminds the members of the Event Team, its Contractors, the Exhibitors and their contractors, that they have legal duties not only to work in a safe manner, but also to co-operate in efforts to create and maintain safe working conditions.

This Policy (and any revision of it) will be brought to the notice of the Event Team, Organiser's Contractors, Exhibitors and their contractors and others as necessary.

Signed on behalf of the Organiser:

  
James Gower, Managing Director

31/4/19  
15 February 2019

## **PART 2 - ORGANISATION FOR CARRYING OUT THE POLICY**

Sections 2.1 to 2.7 of this part of the policy set out the responsibilities for the safety of the individuals who are responsible directly to the Organiser. These include general responsibilities, which are applicable without exception to all members of the Organiser's Event Team. In addition, because of their wider job responsibilities, the Director and others with managerial or supervisory roles have extra responsibilities for safety which are also outlined in the sections of this part of the policy Appendix 1 of this document records that the personnel have read and accepted their outlined responsibilities.

In addition, organisations and individuals working on the Event Site but not under the direct management of the Organiser are required to carry out their work as outlined in Sections 2.8 to 2.10

### **2.1 General Responsibilities of all Members of the Organiser's Event Team**

The Managing Director and all members of the Organiser's Event Team have, via their normal management structures, responsibilities for safety. These responsibilities include:

- a) The attendance at and proper participation in safety and other training, including refresher training, as and when directed, together with the appropriate implementation of the safety practices covered in any such training;
- b) Complying with the relevant statutory requirements, the risk assessments applicable to their own operations and implementing rules in Part 3 of this Policy in relation to their own work;
- c) Taking reasonable care of the safety of themselves and of all others who may be affected by their acts or omissions at work;
- d) Co-operating fully in all matters concerning safety and its management;
- e) Refraining from tampering with or misuse of anything which they may come upon in the course of their work, so as to compromise safety;
- f) The correct use and reasonable care of the plant, equipment, machinery, appliances, tools, and other items provided for the work they undertake;
- g) The proper use and reasonable care of any personal protective equipment provided for them;
- h) Refraining from the consumption of alcohol or other intoxicants, prior to or during their normal working hours, so as to be unfit to carry out safely the range of work that they would normally be expected to undertake;
- i) Reporting to their manager, supervisor or other appropriate persons, any unsafe plant, equipment, machinery, tools or other hazards of which they become aware;
- j) Assisting the Safety Team in monitoring the operations carried out by the Organiser's Contractors, Exhibitors and their contractors and others on the site.

SEP

## **2.2 The Managing Director, as the individual representing the Organiser, will:**

- a) Establish and maintain the organisation required to achieve the effective management of the health, safety and welfare of the Event Team, whilst they are working at the Site and the safety and health of employees of other organisations working at the Site, Visitors and others affected by The Game Fair;
- b) Accept accountability for the implementation of the Policy, compliance with the relevant statutory requirements and codes of practice;
- c) Procure and review the resources and facilities required for safety, ensuring that they are adequate and suitably allocated to enable implementation of the Policy and compliance with the relevant statutory requirements and codes of practice;
- d) Ensure that information necessary for the implementation of the Policy is distributed to the Event Team and to other organisations on the site;
- a) Participate in the implementation of emergency procedures in the event of a serious accident or other incident and/or the need to evacuate the site;
- b) Ensure that accidents which occur on or around the Site are appropriately investigated;
- c) Lead the investigation of any serious accident;
- d) Encourage, by personal example and attitude, the observance of the Policy, the relevant statutory requirements and codes of practice.

## **2.3 The Senior Commercial Executive, Features Manager, All Sale Staff, Head of Marketing and the Campsite Manager will be responsible to the Managing Director for:**

- a) Ensuring that members of their own teams carry out their work safely and in compliance with relevant statutory requirements, codes of practice etc. and with the arrangements and special rules in Part 3 of this Policy and the risk assessments applicable to their own operations and responsibilities;
- b) Liaising and co-operating with fellow members of the Event Team and others, as necessary, and to the extent which is necessary to ensure safety;
- c) Assisting the Safety Team in monitoring of the operations carried out by the Organiser's Contractors, Exhibitors and their contractors and others on the site;
- d) Participating in the implementation of emergency procedures in the event of a serious accident or other incident and/or the need to evacuate the site;
- e) Encouraging, by personal example and attitude, the observance of the Policy, the relevant statutory requirements and codes of practice.

**2.4 The Head of Operations will be responsible to the Managing Director for:**

- a) Ensuring they and all members of the Site Team who carry out operations on and around the Site, do so safely and in compliance with relevant statutory requirements and codes of practice, the arrangements and special rules in Part 3 of this Policy and the risk assessments applicable to their own operations;
- b) Liaising and co-operating with fellow members of the Event Team and others, as necessary, and to the extent which is necessary to ensure safety;
- c) Participating in the implementation of emergency procedures in the event of a serious accident or other incident and/or the need to evacuate the site;
- d) Encouraging, by personal example and attitude, the observance of the Policy, the relevant statutory requirements and codes of practice.

**2.5 The Operations Co-ordinator(s) and Site Foreman will be responsible to the Head of Operations for:**

- a) Deputising for the Head of Operations, in functions relating to safety, as required;
- b) Instructing, informing, monitoring and supervising the other members of the Site Team, as is required in the interests of health and safety;
- c) Liaising and co-operating with fellow members of the Event Team and others, as necessary and to the extent which is necessary to ensure safety;
- d) Assisting the Safety Team in monitoring of the operations carried out by the Organiser's Contractors, Exhibitors and their contractors and others on the site;
- e) Encouraging, by personal example and attitude, the observance of the Policy, the relevant statutory requirements and codes of practice.

## **2.6 The Safety Team Co-ordinator will be responsible to the Managing Director and the Head of Operations for:**

- a) Producing suitable and sufficient written assessments of risks, in relation to the Organiser's undertakings on the Site during the Event Period, together with appropriate control measures and reviewing these, as required, making the notification and assembling the project documents required by the Construction (Design and Management) Regulations 2015;
- b) Monitoring and advising on the resources available to enable implementation of the Policy and compliance with the relevant statutory requirements and codes of practice and recommending changes of quantity or allocation, as required;
- c) Advising the Managing Director, Head of Operations and other members of the Event Team on the interpretation of relevant statutory requirements and codes of practice;
- d) Liaising with the Organiser's Contractors in relation to their safety management arrangements and working methods;
- e) Receiving copies of the Organiser's Contractors', the Exhibitors' and their contractors' risk assessments, commenting and taking any further action, as necessary;
- f) Providing information and instruction as necessary for the implementation of the Policy, to the members of the Event Team;
- g) Monitoring the implementation of the Policy and compliance with the relevant statutory requirements and codes of practice;
- h) Monitoring operations on the Site that may create hazards to the safety, health or welfare of persons working there or the safety and health of Visitors and other persons affected; <sup>[L]</sup><sub>[SEP]</sub>
- i) Liaising with the emergency services and the enforcing authorities, in relation to the maintenance of safety during the Event Period and action to be taken in the event of accident or emergency;
- j) Participating in the implementation of emergency procedures in the event of a serious accident or other incident and/or the need to evacuate the site;
- k) Investigating accidents which occur on or around the site;
- l) Ensuring that accident reporting procedures are followed in relation to any accidents which occur on or around the site;
- m) Encouraging, by personal example and attitude, the observance of the Policy, the relevant statutory requirements and codes of practice.

## **2.7 The Safety Officers** will be responsible to the Safety Team Co-ordinator, Managing Director and to Head of Operations for:

- a) Monitoring the implementation of the Policy and compliance with the relevant statutory requirements and codes of practice;
- b) Monitoring operations on the Site which may create hazards to the safety, health or welfare of persons working there or the safety and health of Visitors and other persons affected;
- c) Participating in the implementation of emergency procedures in the event of a serious accident or other incident and/or the need to evacuate the site;
- d) Ensuring that accident reporting procedures are followed in relation to any accidents which occur on or around the site;
- e) Investigating accidents which occur on or around the site;
- f) Assisting and Advising the Safety Team Co-ordinator in the fulfillment of the responsibilities of that role;
- g) Encouraging, by personal example, behavior and attitude, the observance and compliance of the policy, relevant statutory requirements and associated codes of practice.

## **2.8 The Organiser's Contractors** who provide tentage, grandstands, electricity and other facilities and services, are required by the Organiser to:

- a) Ensure that all their operations on and around the Site are conducted safely, in compliance with relevant statutory requirements, codes of practice etc. and with the arrangements and special rules in Part 3 of the Policy;
- b) Provide to the Organiser copies of written risk assessments and other safety documents which relate to their activities on the Site and liaise with the Safety Team in relation to their safety management arrangements and working methods;
- c) Co-operate with the Organiser's managers and others, as necessary and to the extent which is necessary to ensure safety;

## **2.9 The Exhibitors are required by the Organiser to:**

- a) Provide to the Organiser for examination copies of their general and relevant written risk assessments covering their operations on the Site <sup>[1]</sup><sub>SEP</sub> and those of any contractors used during the Event Period;
- b) Ensure that all their operations and those of their contractors on and around the Site are conducted safely, in compliance with relevant statutory requirements, codes of practice etc., with the arrangements and special rules in Part 3 of the Policy and with their own and their contractors' risk assessments;
- c) Exercise control of and care for the safety of Visitors to their stands and/or demonstration areas;
- d) Co-operate with the Organiser and others, as required and to the extent which is necessary to ensure safety;
- e) Provide to the Organiser evidence of suitable levels of insurance cover in place for public and employers liabilities and any other relevant risks.

## **2.10 Others Working on Site for the Organiser, or others, are required to:**

- a) Co-operate with the Organiser, and others, as required and to the extent which is necessary to ensure safety;
- b) Ensure that all their operations on and around the Site are conducted safely, in compliance with relevant statutory requirements, codes of practice etc. and with the arrangements and special rules in Part 3 of the Policy.

## **PART 3 - ARRANGEMENTS FOR CARRYING OUT THE POLICY**

This Policy requires that all activities, on and around the Site, are carried out safely. Therefore, as a primary means of achieving this objective, the Organiser requires that everyone concerned complies with the general requirements of the Health and Safety at Work Act 1974 and the specific requirements of all other relevant legislation, codes of practice, etc. In addition some special rules will also apply. The Organiser's Event Team (and others subject to the Organiser's immediate direction), Exhibitors and their contractors, the Organiser's Contractors and other persons concerned with the Site are therefore required to note the special rules and accompanying information, as set out below, and to comply with them in relation to The Game Fair.

The Organisers' Event Team (and others subject to the Organiser's immediate direction) are also required to note the requirements of the current edition of the Organiser's general risk assessments and to implement the control measures relevant to their own

work.

## **SPECIAL RULES ARRANGEMENTS AND INFORMATION:**

### **a. Construction (Design and Management) Regulations 2015**

In order to ensure that the use of temporary demountable structures and other construction elements of work required for the event and procured by the Organiser comply with the requirements of the CDM Regulations 2015, the Organiser, as the Client, will also take on the roles of Principal Designer and Principal Contractor. The Organisers' tentage contractors and other contractors who carry out construction work will be appointed as Contractors under the regulations, and in some cases also as Designers.

Exhibitors who contract with the Organiser for space only on the event site and erect (or have erected by contractors) their own tentage or other structures will be reminded of the CDM requirements. They will be advised that such work must be considered as a separate construction project on which, as Client, the Exhibitor must ensure compliance with the regulations and ensure co-ordination and co-operation with the Organiser in carrying out their construction work. The Organiser will however continue to monitor the construction work carried out by Exhibitors or their contractors and reserve the right to intervene in the interests of safety, if required.

### **b. Monitoring by the Safety Team**

The Safety Team will monitor activities on the Site during build-up, the event days and breakdown and may be consulted on safety matters during these times. The Safety Team is empowered to take action in the interests of safety as required, including stopping Exhibitors' activities and/or closing stands.

### **c. High Visibility Clothing**

In addition to any other personal protective clothing specified for use in the Organiser's, the Organiser's Contractors, the Exhibitors' and their contractors risk assessments, their employees will wear suitable high visibility clothing while working on the Site during the build-up and breakdown periods.

### **d. Incapacity Through Alcohol or Drugs**

Members of the Organiser's Event Team who are suspected to be unfit to carry out their work safely due to alcohol or other intoxicants may be stood down from work, pending consideration of further action, by the Head of Operations, a member of the Health and Safety Team or their own manager or supervisor, and employees of the Organiser's Contractors similarly suspected to be unfit may be referred to their employer with the requirement that they be stood down.

### **e. Risk Assessments**

All of the Organiser's Contractors, the Exhibitors and their contractors (regardless of the number of persons employed) will produce written risk assessments covering their operations on the Site and submit copies of these as requested by the Organiser.

### **f. Unloading and Loading of Exhibits and Equipment**

Exhibitors and Contractors must plan in advance to ensure that any exhibit or other items brought to the Site can be unloaded from and re-loaded onto transport safely, and that it is erected and dismantled safely.

### **g. Lifting Operations**

In order to minimise risks arising from lifting operations carried out on the site, the Safety Team will undertake sample monitoring. Monitoring will consist of general observation of lifting operations and the requirement for the persons carrying out lifts with mobile cranes, lorry loaders or other mechanical means to confirm their competence to undertake the duties concerned. The Safety Team may take action to stop any lifting operation, if they are not satisfied that it is safe to proceed.

### **h. Work at Height**

Work at height will be carried out with the use of appropriate access equipment and/or fall arrest equipment. The use of powered access equipment will be undertaken with regard to LOLER. In particular the use of lift trucks, telescopic handlers and similar lifting devices used for access purposes will not be permitted unless the machine is appropriately adapted for the lifting of persons.

### **i. Movement of Vehicles – Reversing, Speed Limit and Parking**

Vehicles will be operated on the site with regard to the safety of pedestrians. In particular the reversing of vehicles will be minimised and a banksman will be used when required for safety. A speed limit of 10 mph will be operated on the whole Site, 5mph on temporary trackway. Precautions will be taken by drivers or operators to prevent vehicles parked on sloping ground running away.

### **j. Movement of Vehicles - Time Restrictions**

On show days, Exhibitors and their contractors may not move vehicles between the hours of 7.30 a.m. and 6.30 p.m. or 12.00 midnight and 5.00 a.m. This restriction applies to the enclosed area of the Site containing the stands, arenas and other show features and remains effective unless specific permission is granted by the Organiser in each instance and the vehicle displays an identification pass issued for this purpose by the Organiser.

### **k. Operation of Plant and Equipment**

Exhibitors and their contractors, the Organiser's Contractors and others will ensure that plant and equipment, demonstrated or used on the Site, is operated safely by competent persons. Operators of plant or equipment must have documentary evidence of training and competence available for examination by the Safety Team.

#### **I. Fencing of Demonstrations**

Any demonstration of machinery, plant or similar that entails significant risks must take place within a suitably fenced area, which will provide separation from and minimisation of risks to Visitors and others. (Rope barriers may not be sufficient and consideration must also be given to flying particles or other debris that may be ejected by the items being demonstrated.)

#### **m. Safety Passage Behind Stands**

Vehicles left parked behind stands on show days must not encroach on the eight metre safety passage. The Safety Team and the Organiser's Site Fire Team will monitor this and arrange for the removal of vehicles if this becomes necessary.

#### **n. Vehicle Parking on Stands**

At no time may a vehicle be parked inside a covered stand.

#### **o. All Terrain Vehicles (Quads) and Motor Cycles**

All terrain vehicles of the quad bike type, motor cycles and similar or other vehicles that may cause risk, nuisance or inconvenience, may not be used on the site at any time.

#### **p. Stability of Plant, Equipment, Scaffolds, Flags, Banners Etc.**

All stands, tentage, machinery and equipment on display, all banners, flagpoles and similar items must be erected so as to remain stable, taking into account the nature of ground beneath and the likely weather conditions during the Event Period.

#### **q. Electricity**

Only the Organiser's electrical contractor may provide electrical power on the Site on show days. Exhibitors and their contractors may not use their own generators on show days, without prior written permission from the Head of Operations, and must ensure that electrical installations in hospitality units and similar, electrical appliances and tools are in safe condition, have recently been tested and inspected and are labeled to indicate this.

#### **r. Liquefied Petroleum Gas**

LPG may be used on the Site, but spare cylinders must be stored in the areas provided for this purpose and not inside any exhibition stand or in any vehicle. Gas appliances used on

the site must be in safe condition and be labelled to indicate recent testing and inspection.

#### **s. Fire Extinguishers**

Every Exhibitor's stand and similar installations on the Site should be equipped by the Exhibitor with a sufficient number of suitable fire extinguishers to meet likely fire hazards. These must be located in clear view, in positions that allow them to be immediately available in the event of fire.

#### **t. Food and Catering Facilities**

Welwyn Hatfield Borough Council is the enforcing authority for food hygiene regulations on the Site. In this role the council's environmental health officers may carry out inspections of any catering facilities on the Site during the Event Period. Exhibitors will co-operate with and facilitate environmental health officers' inspections, if required to do so.

#### **u. Lost Children and Vulnerable Adults**

On event days the Organiser will operate procedures and provide suitable facilities for the care of lost children and vulnerable adults who require assistance, so as to arrange for such Visitors to the event to be re-united safely with their family members, carers or other appropriate persons.

#### **v. Accident and Emergency Procedures**

In the event of an accident requiring first aid, a fire, the receipt of a bomb threat, discovery of a suspicious object or similar occurrences, the Event Control must be contacted at once, so as to allow the appropriate responsive action to be started. Contact with the Event Control may be made by telephone (**number to be issued pre-event**) or via any of the Organiser's Site Team.

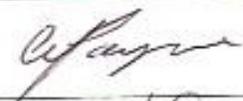
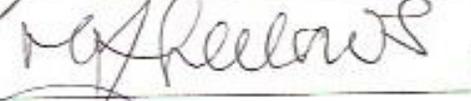
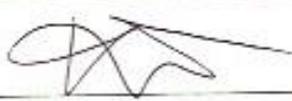
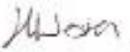
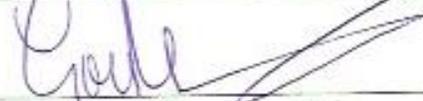
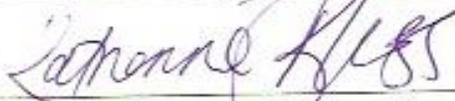
#### **w. Accident Reporting**

To comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) each employer at The Game Fair must report any relevant incidents. These would include accidents which injure their employees or which result in one of the Dangerous Occurrences covered by RIDDOR.

RIDDOR also requires that accidents to members of the public, including Visitors, are reported by an employer involved in the incident. At The Game Fair it may not be clear who should make such a report but each employer involved will be responsible for ensuring that a report is made, either by themselves or by another employer involved and that a copy of the report is passed to the Safety Team, without delay.

END

The following individuals named within this Safety Policy confirm that they have read, understand and will fulfil their responsibilities and comply with the requirements.

NAME & TITLE	Please add SIGNATURE & DATE
James Gower Managing Director	
Catherine Bishop Senior Commercial Executive	
Gemma Payne Head of Marketing	
Jane Fellows Campsite Manager	
Regina Tumbridge-Harringer Features & Show Development Manager	
Katrina Midgley Sales Manager - Guns	
Harriett Weston Sales Manager - Retail	
Chris Seldon Sales Manager - Gundogs, Gardens,	
Garrath Rowley Head of Operations	
Paul Biggs Site Foreman	
Katherine Bliss Operations Co-ordinator	
Sam Morton Safety Team Co-ordinator	
Dave Morton Safety Officer	
Steve Whyman Safety Officer	