

THE
SUFFOLK
SHOW 27 & 28
MAY 2015



Suffolk Show Tradestand Information *2015*

Welcome to 2015 Suffolk Show.
Please read enclosed information carefully.

We appreciate your co-operation with vehicle movement to ensure we meet Suffolk Coastal District Council safety guidelines.

- No vehicle movement after 8.00am
- Stands must be open to trade from 8.30am until 6.00pm each day
- Breakdown starts after 7.00pm on Thursday evening
- Showground is open for set up from Monday 18 May
- Pre-show vehicle passes for set up must be purchased
- The Show Office must have copy of your Risk Assessment & Public Liability Insurance document.
- Stand Numbers may have been changed since the time of booking.
- Generators on tradestands are prohibited.
- Inflated balloons are prohibited.
- Nacton Entrance for public has now been closed. Bucklesham Entrance has been introduced instead.
- All stands must be dismantled by Thursday 4 June.

GENERAL INFORMATION

Please ensure that all people setting up your stand are aware of the **new 2015 Stand Number** (and that they refer to the 2015 map) and are not using the 2014 Booking Number, in most cases these differ.

Stands erected on the incorrect site will have to be moved immediately. Please do not move the pegs marking out your stand and do not encroach on any other stand spaces. Please set up your stand squarely to your front pegs.

PREPARATION WORK

Work on tradestand sites may commence from Monday 18 May, although covered accommodation provided by the Suffolk Agricultural Association might not be completely ready until the week prior to the Show, please check before arriving to set up.

Exhibitors are advised to check on the measurements and the exact nature of their stand space well before the Show as any complaint relating to their site cannot be dealt with just a few days or hours prior to the Show. Main toilet blocks will be open from Saturday 23 May.

IMPORTANT: Due to the risk of hitting any underlying cables or pipework, any exhibitor wishing to bore a hole on their stand or dig a hole deeper than 60cm must seek the permission of the Association

FORKLIFT

A forklift and driver will be on hand from Friday 22 May to help exhibitors unload if required. This service **must be booked on the day** with the Assistant Estate Manager, Darren Cobbold, tel: 07738 717999. Please accept that there may be a waiting period for this service at peak times.

GRASS CUTTING

Grass on tradestand sites will be mown up until the beginning of May, weather permitting and if access for tractor drawn mowing machinery is unobstructed. However, for the last few weeks before the Show, exhibitors must accept that the responsibility for grass maintenance passes to the standholder.

ELECTRICITY

See Item 8 under SAA By-laws. Deadline 30 April 2015.

WATER

See Item 9 under SAA By-laws. Deadline 30 April 2015.

TELEPHONES

See Item 10 under SAA By-laws.

REFRESHMENTS Meals and snacks will be available in the Stockmans from 13.00 on Tuesday 26 May through until 17.00 in the evening on Thursday 28 May. On Show days exhibitors (badge holders only) are invited to make full use of the Members' Marquee where coffee and tea will be available from 09.00, Bar/Buffer from 10.30 each day and lunch, with a choice of main courses, from 11.30 – 14.30.

SECURITY

Although the Association will make every effort to ensure security, including gate control and 24 hour foot patrols, exhibitors' property is left entirely at their own risk and exhibitors are advised that anything of value which can easily be stolen should be secured. All exhibitors must have their own insurance cover.

The SAA makes every effort to ensure that the Showground is secure however, we advise that exhibitors protect their stand against any possible "trophy hunting" i.e. flags and planters.

Security guards will arrive on site the week prior to the Show. At this point all gates will be closed except Entrance 1 and this will be open and guarded at the times stated below (**NB** CCTV cameras will also be in operation)

Entrance 1 From Monday 18 May to Sunday 31 May.

PUBLIC ENTRANCES

Public entrances will be open from 07.00 until 17.30 on both days of the show.

Exhibitors are expected to arrange for their tradestand to be open and available for business between 8.30 and 18.00 each day; we respectfully ask standholders to co-operate.

TRADESTAND VEHICLE PASSES

Valid Show Days before 08.00 and after 19.00. See Item 25 under the SAA By-laws. A separate car park is available for TSV passes holders.

PRE-SHOW AND BREAKDOWN PASSES

All vehicles will be required to have them prior to show days and after the close of the show at 19.00 on 28 May 2015.

EXHIBITORS' CARS ON SHOW DAYS

Exhibitors are advised to check their route maps and to follow signs, using the appropriate car parks. Only those exhibitors who have been issued a "VP" pass will be permitted to use the Vice-Presidents' car park at Entrance 1. All other exhibitors, whose vehicle does not form an integral part of their stand, should use the

Bucklesham and Foxhall car parks and **MUST NOT** park elsewhere on the showground.

TRADESTAND COMPETITIONS

See Page 20 in your Tradestand regulations booklet.

MARQUEES / TENTS USED AS PART OF A TRADESTAND

See Item 13 under the SAA By-laws.

ACCIDENT PREVENTION, HEALTH AND SAFETY AND FIRE PREVENTION

See Item 13 under the SAA By-laws.

RISK ASSESSMENT

See Item 12 under the SAA By-laws. Please ensure one copy is kept on your tradestand on Show days.

MEDICAL FACILITIES

Both St Johns Ambulance and the British Red Cross will provide medical services on the Showground during the Show's opening hours. For out of hours services please telephone 111 or contact Security at the Main Entrance who have to contact number for one of the Show's Honorary Medical Officers. In an emergency call 999, the Trinity Park postcode is IP3 8UH.

ANIMALS OR LIVESTOCK

See Item 7 under the SAA By-laws. Note: a separate Animal Health Declaration Form must be filled in if you house animals or livestock on your stand. Please contact tradestand office for more information.

Dogs are welcomed to our Show.

VETERINARY OFFICERS

The Veterinary Officers (who act in an honorary capacity) are appointed by the Association and are not responsible for or accountable to any person (whether or not an exhibitor) in respect of any loss, injury or damage of any kind incurred by a person, livestock or property as the result of any act or omission by them during, or in connection with the performance of their duties, save in respect of any death or injury caused by the negligence of such Officers. The cost of appropriate veterinary services and medicines used will be invoiced to you after the Show.

During Show opening hours, the Duty Veterinary Officer will be contactable via the Administration Office (Woodward Centre). Overnight, contact should be made via the Vet Centre or via Security at the Main Entrance.

FOOD HYGIENE

Responsibility for this section is with the Senior Catering Steward and full compliance with statutory regulations is required. Further advice and information on

food safety and associated laws may be obtained from the Food and Safety Team at Suffolk Coastal District Council, Melton Hill, Woodbridge, Suffolk IP12 1AU (Tel: 01394 444357).

RUBBISH AND LITTER

We would ask you to please separate your waste:

Cardboard – leave outside the front of your stand each morning ready for collection before the Show is open to the public

Waste paper and plastic – can also be bagged and left with the cardboard.

Grass cuttings – skips only please, located around the Showground

General rubbish – bins provided around the Showground

DISMANTLING STANDS

Vehicles holding TSV passes will only be allowed entry onto the Showground before 8am on both days of the Show through Entrance 1 or directly from TSV car park. All vehicles holding TSV passes must then park in TSV Parking area or any other car park. Access to the Showground for dismantling on Thursday 28 May is only allowed from 7pm through the gate leading onto the Showground from TSV Parking area or Entrance 1.

ANYBODY CAUGHT DISMANTLING THEIR STAND AND LEAVING THEIR SITE BEFORE THE CLOSE OF THE SHOW WILL NOT BE INVITED BACK TO EXHIBIT THE FOLLOWING YEAR.

Exhibitors must remove all of their equipment within 7 days of the Show and any exhibitor who breaks the soil for any purpose must restore it immediately after the Show.

ADVICE TO TRADESTANDS & STOCK HANDLERS IN THE CASE OF EVACUATION

Below are a short list of points you are requested to consider should it be necessary to evacuate the showground.

TRADESTANDS

- Before leaving make a quick visual check of your stall. Is there anything unusual or anything you don't recognise as your property? IF YOU FIND SOMETHING, DO NOT TOUCH, REMEMBER THE DETAILS, INFORM A STEWARD OR THE POLICE WHEN LEAVING.
- Can your cash receipts be removed easily from the stall?
Yes – then take them with you.
No – secure them and leave.
- Ensure all your staff are accounted for to the best of your ability.
- Do not attempt to remove your property/vehicles unless asked or directed to do so by the Police.
- Leave the Showground as directed by the Stewards/Police.
- Do not attempt to return to the Showground unless cleared to do so by the Police.

STOCK HANDLERS

- Prior to each day ensure your animals have the necessary food/water to survive a period without attention.
- On receiving instructions to evacuate, do not attempt to take your animals with you. Ensure they are securely penned/fastened and leave as requested.
- Before leaving, make a quick visual check of your stall. Is there anything unusual or anything you don't recognise as your property?
IF YOU FIND SOMETHING, DO NOT TOUCH, REMEMBER THE DETAILS AND INFORM A STEWARD OR THE POLICE WHEN LEAVING.
- Do not attempt to remove your property/vehicles unless asked or directed to do so by the Police.
- Leave the Showground as directed by the Stewards/Police.
- Do not attempt to return to the Showground unless cleared to do so by the Police.

DO NOT PANIC. WALK QUICKLY. DO NOT RUN.

CODE OF PRACTICE FOR FIRE PRECAUTIONS IN TENTS AND MARQUEES

The following advice on fire precautions is intended for guidance where tents and marquees are used for agricultural and horticultural shows.

For further information, please contact the Fire Safety Officer, Tel No. 01473 588888.

SITTING AND LAYOUT

The site chosen should not be in a congested position where easy access is not possible and should be chosen so as to allow ample open space for all occupants of the tent(s) to get well clear in the event of a fire. Where a number of tents are to be erected, a plan of the site should be discussed with the Fire Service.

Car Parks should be provided clear of tentage and no parking allowed in tent lanes.

STRUCTURE OF MARQUEES AND TENTS

All supporting poles, frames, guys, stakes, anchors, fastenings etc, should be regularly tested by the supplier and maintained in a safe condition.

The structure should be erected by a competent person and should not readily collapse when exposed to fire.

FLAME RETARDANCE OF FABRICS

New manufactured membranes and fabrics should be of inherently flame retarded fabric or durably flame retarded fabric when tested to British Standard 5438, or tested to the standards specified in Annex A. (Supplied by Suffolk Fire Service)

SEATING

Where tents are to be fitted out with seats for performances, whether for public or private purposes, a plan of the seating layout showing gangways, exits and a number of seats in each block, should be submitted to the Fire Services before erection.

The stability of stands and seating is important and chairs should be battened or fastened together in lengths of not less than four chairs, no more than twelve chairs should be fastened together in one length.

Where seating is provided for more than 250 persons, it is advisable to secure blocks of seats to the ground.

There should be an unobstructed way of at least 305 mm between the back of each seat and front of the seat immediately behind. No seat should be more than three

metres from a gangway. Gangways should not be wider than the exits to which they lead.

EXITS

At least one alternative exit, situated remote from the main entrance, should be provided.

All gangways and exits from tents should be kept well clear of obstruction.

Exits should be clearly indicated with signs in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996. Signs which conform with British Standard 5499, 1990, will satisfy those Regulations.

Door flaps, when down, should hang loose and open outwards by parting in the centre of the doorway. Flaps should not trail on the ground.

Where windy conditions make it necessary to keep door flaps down or loosely tied, an attendant should be permanently on duty at each exit to open flaps in any emergency at all times when the public are present.

The line of exit between the tent and the peg line should be fenced.

SMOKING

Smoking should be prohibited in tents used as stores, storage areas and tents housing animals. Elsewhere it is advisable to discourage smoking, but if it is not practical to prohibit smoking, an adequate number of suitable metal receptacles e.g. large trays of sand, should be provided and well indicated.

LIGHT, POWER AND HEATING

Adequate lighting should be provided inside tents and also outside when the site is open to the public during the hours of darkness. Lighting should remain in operation until all members of the public have left the site.

All electrical wiring and apparatus should comply with the "Requirements for Safety" laid down by the IEE "Regulations for Electrical Equipment of Buildings (temporary installations)" and so far as possible be carried clear of canvas and positioned where it cannot be tampered with.

Generators, where permitted, should be a safe distance from tents and marquees and should be earthed. It is recommended that these are diesel powered rather than petrol.

Cooking appliances and flues should be positioned well clear of tent walls and roofs.

Where bottled gas is to be used, the cylinders must stand outside the tent and should be handled and charged only by someone fully conversant with the supplier's instructions. Precautions should be taken to prevent tampering with the cylinders and valves.

Flammable liquids and all bulk storage of combustible materials should be sited away from areas to which the public has access.

HOUSEKEEPING

Spaces beneath stands should be kept clear of paper and rubbish, and should not be used to store any combustible materials.

Metal receptacles should be provided for rubbish, especially where refreshments are served.

Rubbish collection areas should be sited well clear of tentage. Litter should not be allowed to accumulate. Where tents are erected for a long period, arrangements should be made for the removal of rubbish from the site.

Any hay, straw or similar materials kept in tentage should be in metal bins and the main store kept well clear of the tentage. Straw, sawdust or similar loose combustible materials should not be used as floor covering beneath stands or seats. Straw bales should not be used as barriers inside or outside the tent.

All grass on the site should be cut short and the cuttings raked clear. If the site is being prepared during a spell of dry weather, the ground should be wetted before erecting tents.

FIRE FIGHTING EQUIPMENT

Portable fighting equipment should be provided throughout the site. The most suitable pieces of equipment for general use are water extinguishers. Where the risk is such that water extinguishers should not be used (i.e. for electrical equipment) then a suitable alternative should be provided i.e. a 2.2 Kg CO₂ extinguisher or 2Kg 'ABC' powder extinguisher). Buckets of sand are also useful for dealing with small fires and spilled liquids. Periodic checks should be made to see that extinguishers are charged and buckets are filled. It is the exhibitors' responsibility to ensure that all fire extinguishers are correctly maintained and that staff are fully conversant with their use.

Any natural sources or static water supplies, which can be used, should be clearly marked to assist the Fire Service.

Equipment is best kept at fire points, situated on main access lanes. Fire points should be conspicuous and notices should be posted, explaining in concise terms,

how to use the equipment. In large tents, fire equipment should be placed inside the tent adjacent to the exits.

STAFF TRAINING

All staff and officials should be made fully conversant with what action to take to ensure the safety of all persons on the site. A pre-arranged plan is essential. Staff should be instructed on the following:

- How to call the Fire Service, including the location of the nearest telephone.
- How to evacuate tents in an orderly manner and in the shortest possible time.
- How to attack the fire with the equipment provided whilst awaiting the arrival of the Fire Service.
- A responsible person should carry out regular patrols.

SPECIAL FIRE HAZARDS

If it is proposed to hold events which pose a special fire hazard in, or adjacent to, tents or marquees (i.e. firework display or variety acts involving flame), the Fire Service should be consulted so that advice on the fire precautions relating to these special types of risk can be given.

RREGULATORY REFORM (FIRE SAFETY) ORDER 2005

The Fire Safety Order 2005 became law on the 1st October 2006. A system of risk-based assessment is now required whereby accountability lies squarely and firmly with 'the responsible person' for any permanent or temporary structure.

A fire risk assessment has to be carried out and all significant findings recorded and methods of controlling the significant findings identified for the periods during 'set-up' the event itself and during 'takedown'.

Information can be accessed at
www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/

CODE OF PRACTICE FOR SAFETY AND ACCIDENT PREVENTION

(Required by the Health and Safety at Work etc. Act 1974 in respect of safety)

The requirements of this code apply to all persons on the Showground. Organisers of other events, tradestand exhibitors, livestock exhibitors, contractors and sub-contractors, particularly should note the actions which they are expected to take.

The Senior Steward for Health and Safety is Mike Warner and each section, i.e. tradestands, car parking etc, has its own representative. The Senior Steward for Health and Safety, together with the Senior Steward of the section concerned, will be empowered to take whatever action they consider necessary in the event of infringement of safety regulations. In the case of a tradestand exhibitor, this could result in the exhibit being closed down immediately and services disconnected until such time as the matter is resolved.

All the Association's stewards will be asked to pay particular attention to aspects of safety and to report immediately to the Senior Steward for Health and Safety on any matters which they consider require attention.

The Association will write to all known contractors and sub-contractors employed on the Showground with copies of this Code of Practice asking that their staff should be instructed to comply as necessary, and also asking for their help in ensuring that the required standards are maintained. Contractors must ensure that any sub-contractors employed by them are handed a copy of the Code of Practice.

This Code of Practice is not exhaustive in its coverage of specified equipment or situations and because of the nature of an outdoor exhibition, there will be exhibits, which require appropriate and particular safety precautions. It is the responsibility of the exhibitors or organisers to ensure that the precautions taken are adequate and effective and that they comply with particular regulations and safety standards.

GENERAL

It must be realised that a large number of visitors attending an event on the Showground will not normally be familiar with machinery, equipment or animals with which they are likely to come into contact. When considering safety precautions to be observed, account should be taken of special problems which this might create and these requirements will almost certainly be different and more comprehensive than would be the case under normal working conditions.

These rules are not intended to restrict the inclusion; display or demonstration of vehicles, machinery or equipment but to ensure that continuous safety precautions exist and are maintained.

PARTICULAR CONSIDERATIONS FOR OUTDOOR EVENTS AND INVOLVING CROWDS

Remember that in a crowded situation, low level posts with or without ropes can become obscured and can cause injury. In crowds, steps and slopes cannot be easily

seen, neither can articles on the ground. Where steps are provided these must be firm and strong and should have non-slip surfaces and handrails. Signs, notices and equipment at head height can cause injury. If they are unavoidable they should always be clearly marked with streamers or in some other way.

CHILDREN AND SAFETY

Attention is drawn to the safety requirements for children, which are often different from those for adults. For example, guards need to be lower; safety-fencing needs to go down to ground level to prevent small children getting underneath. Finger traps should be avoided. Hot surfaces must be suitably protected.

Moving equipment or moving demonstrations often attract more attention particularly from children so there is a need for greater precautions and safeguards. Demonstration knives, kitchen equipment, etc. should not be left lying about. Children must not be allowed to ride in or on high lift vehicles or other unsuitable mobile equipment or to climb on high equipment including ladders.

NOTIFICATION OF DEMONSTRATIONS OF WORKING MACHINERY

All exhibitors are required to notify the Association in writing not later than one week before the Show opens of all machinery which will be in motion or other live mechanical or electrical demonstrations. Failure to give this notification may result in the equipment being excluded from the Show. The equipment may not be used in demonstration or in motion unless the exhibitor/demonstrator concerned has complied with precautions needed to be taken and required. No alterations to equipment may be made after the Senior Steward for Health and Safety inspection.

LIVE DEMONSTRATIONS

Machinery or equipment giving moving demonstrations must be totally guarded to the entire satisfaction of the Senior Steward for Health and Safety.

Under all circumstances live demonstrations should be supervised by a competent person whose attention at all times should be on the demonstration. Demonstrations that involve a large area or are a possible danger to the public should be adequately fenced.

EXHIBITS STAGED IN MARQUEES

Depending upon the size of the marquee and the complexity of exhibits contained within it, special attention must be paid to fire precautions, entry and access points and emergency exits.

ENTRANCES AND EXITS TO MARQUEES AND EXHIBITS

Temporary accommodation such as prefabricated buildings or marquees should be erected securely and have adequate access, which is unobstructed. The entrance or exit to marquees should be located so as not to coincide with main guy lines and should

be free of obstruction by tent pegs. Any tent pegs in the vicinity of an entrance and exit should be suitably protected to avoid tripping and injury.

FENCING

The type of exhibit will usually dictate the type of fencing. Whereas single or double rope and post fence might be adequate for minimum protection, a secure wire mesh or vertical barrier rail type fence will be needed where total public access is to be prevented.

TRACTORS, MOTOR VEHICLES AND OTHER SELF PROPELLED IMPLEMENTS

These and other vehicles when not in use should be immobilised.

MACHINERY PLANT AND EQUIPMENT

- All machinery, plant and equipment whilst not being demonstrated or in use, and to which the public have access, must be immobilised to prevent accidental/unauthorised use.
- Sharp points spikes and sharp edges should be protected to prevent accidents.
- Adequate support must be given to prevent moving or tipping up.
- Cutter bars, knives or other cutters should have blades removed or approved guards in position.
- Belts, gearing and other moving parts should be guarded so that there is absolutely no danger whatsoever. The public should be kept well clear.
- Hydraulics should be immobilised (see also section on hydraulics).
- An appropriate margin of safety must be observed. In particular, account must be taken of the risks of injury from materials that may be ejected from the machine.

POWER TOOLS AND CHAIN SAWS

A demonstration is allowed for education or sales promotion purposes. Demonstrations must be behind a suitably constructed protective screen to which there is no general public access. All guards must be in place at all times and if removed for whatever reasons the equipment may not be used. The demonstrator must at all times wear suitable protective clothing. If potential customers wish to use the equipment themselves this must at all times be under competent supervision following adequate training and the necessary protective clothing must be worn. Special awareness is needed for each particular type of equipment, i.e. saws. Working demonstrations with powered saws will be allowed providing written authority is obtained from the Association prior to the event. Special fencing will be required and evidence of the competence of the demonstrator will be necessary.

HYDRAULICS

Any equipment operated by hydraulics, i.e. trailers, tractor buckets, forklifts, beams, chutes, conveyors, etc., if demonstrated in an extended or raised position must be suitably propped with adequate supports and at separate stages if in multi-stage rams.

If equipment is protected by a fail safe valve system in use, approval should be sought from the Senior Steward for Health and Safety and a notice indicating this shown on the machine.

TOWER CRANES AND HOISTS

Tower cranes are not to be exhibited in a raised position at the Show to prevent any case of collapse. Hoists, if exhibited raised from the ground, must be adequately supported and all such equipment must be under the supervision of an authorised operator.

HIGH LIFT VEHICLES

Although it may be necessary to demonstrate these vehicles to potential customers they must not be used for joy riding and under no circumstances are children to be allowed to ride on them. Operators of diggers and other digging equipment must **beware of underground power lines and water pipes.**

STORAGE OF FLAMMABLE LIQUIDS AND/OR GAS

The storage on the Showground of flammable liquids and/or gas by exhibitors will not normally be allowed. Exhibitors may have for their own use two cylinders of gas but must ensure the satisfactory storage and operation as detailed under Paragraph 16.

Exhibitors or others wishing to make special arrangements for the storage of liquids or gas should apply to the Association in writing not later than one month prior to the date of the event. Their application will be forwarded to the Senior Steward for Health and Safety, the Local Authority Environmental Health and Safety Officer and the Fire Service Safety Officer before permission for the exhibit will be agreed. LPG cylinders are to be placed in a well ventilated area, away from sources of ignition and caged to prevent tampering. All gas supplies and inflammable materials must be kept secured to avoid theft or misuse.

GAS/OXYGEN CYLINDERS

Ensure that these are supported at all times so that they cannot fall over. Ensure that gauges, valves and pipes are kept clear of all obstructions and free from external pressures. Ensure that all containers and equipment are kept away from sources of danger or potential damage. (See also Fire Regulations). The use of gas in demonstrations is permissible but protective screening must be provided to prevent injury to operators and viewers. Precautions must be taken to prevent fire risk and proper stands should be provided for hot torches, etc. Suitable covering is to be placed on the ground to give protection against falling red hot metal, etc. Gas cylinders must be secured to avoid theft or misuse. LPG cylinders are to be placed in a well

ventilated area, away from sources of ignition and caged to prevent tampering.

Cooking on Stands - LPG bottles must not be stored, used or placed within structures. These must be kept outside and in locked cages.

HOLES AND OTHER EXCAVATIONS

Wherever possible holes and trench excavations must be infilled as soon as possible. Holes and trenches not so filled must be clearly fenced. If poles and ropes are used they should be of brightly coloured material and with streamers fixed. Warning lights must be provided after dark.

FLAGPOLES AND HIGH SIGNS

Whenever used these must be securely installed, of adequate strength taking into account wind and other stresses and must not be erected in close proximity to overhead electrical cables. Distances allowed will be confirmed, if required, by the Senior Steward for Health and Safety.

The use of guy ropes and wire should be avoided with this type of structure but if they have to be used the guyed area should be adequately fenced.

LADDERS OR OTHER HIGH PIECES OF EQUIPMENT

Whether of wood or metal they should be securely fixed and 'blanked off' at lower levels to prevent children climbing. They should not be positioned near to overhead power lines.

PROTECTIVE CLOTHING

Wherever there is a statutory requirement for a particular type of protective clothing, demonstrators must always comply with these regulations as a minimum requirement. Simulated demonstrations of whatever type should also comply with these requirements. This applies to the use of sprayers and chemicals as well as machinery and equipment. Members of the public must be kept well clear of this type of demonstration.

LIVESTOCK ON TRADESTANDS

Any animals on exhibition stands must be housed in appropriate pens and comply with DEFRA regulations as to movement and animal welfare standards etc. The Association must be notified accordingly and exhibitors are required to complete an Animal Health Declaration form, identifying each individual animal being brought to the Show. The forms will be passed to the Honorary Show Veterinary Officer who will check on the animals during the Show days.

To protect yourself and visitors to your tradestand from infections such as VTEC 0157, a particularly dangerous bacterium which may be transmitted by infected animals the following precautions should be followed. Wash your hands thoroughly after handling animals (members of the public should also be advised to wash their hands particularly

young children if they have come into contact with animals), keep the exhibition area clean ensuring that dung, manure, sewage or slurry are handled and disposed of carefully. Wash and disinfect protective clothing that has become contaminated.

LIVESTOCK ENTERED IN SHOW COMPETITIONS

Particular care is required where animals are tied in stalls to ensure they are not able to break loose. Livestock should only be tethered in the appropriate areas, i.e. horseboxes, cattle building, judging rings and cattle wash. Where animals are in pens care should be taken to ensure that bolts or locks are in good sound mechanical order and properly closed. When being handled for preparation etc, care should be taken with members of the public standing close by. Exhibitors should be aware that visitors are often unfamiliar with the characteristics of animals and unaware of the danger, which they might be in or which they might create by their own actions.

VERMIN OR DANGEROUS ANIMALS

If included in any exhibit these must be adequately fenced or caged to prevent escape.

DISPLAYS

Particular attention is paid to the safety aspect of displays in the Grand Ring and elsewhere on the Showground. The Grand Ring has a safety fence constructed, which is adequate for all displays in that ring. Sitting on the top of the safety fence is prohibited.

DISPLAYS AND DEMONSTRATIONS OF SPORTING AND OTHER ACTIVITIES

Each event should have a responsible and competent person in charge to ensure that safety precautions are being observed at all times. Examples of particular requirements are fly-fishing - the area behind the person casting is dangerous because of the backlash of the lines. Clay Pigeon shooting - safe lanes should be clearly marked, adequate protection should be given to trappers and danger areas adequately fenced.

Where various demonstrations are being included under a combined heading i.e. "Crafts", particular care should be taken to the use of tools and equipment, gas torches, etc. within that particular area.

FIRE REGULATIONS

All exhibitors are required to provide one or more fire extinguishers of any appropriate type on their stand. The extinguisher must be in working order, clearly visible and easily available. A fire risk assessment must be completed in accordance with The Fire Safety Order 2005. (Also see Fire Regulations enclosed).

NO SMOKING AREAS

Smoking must not be allowed in close proximity of any combustible materials (including straw bales and bedding) or flammable liquids.

STRAW BALES

Straw bales must not be used as any part of an exhibit for tradestand exhibitors. Straw bales used in outside displays must not be adjacent to marquees, buildings or equipment, which would constitute a fire hazard. Generally speaking the use of straw bales within exhibits should be avoided. Where straw is being used as litter for livestock, water should be available for fire fighting purposes.

TOXIC FUMES

No person may carry out any act, which will cause toxic fumes.

FAIRGROUND RIDES AND SIDE-SHOWS

Amusement devices for example Rides, shooting galleries and play equipment must have a valid Declaration of Operational Compliance issued by an inspection body that is registered with the National Association for Leisure Industry Certification.

LARGE WATER TANKS AND SWIMMING POOLS

Nets of a satisfactory strength to prevent falling in should be securely in place at all times other than when a demonstration is taking place and when supervision is constant.

AERIAL DISPLAYS AND FIREWORKS

Kite flying, balloons and fireworks are not permitted at any time other than special demonstrations in or above the Grand Ring.

TRAFFIC

The responsibility for vehicular traffic on the Showground is with the Tradestand Stewards. The Senior Traffic Steward is empowered to take such action, as he considers necessary, to prevent dangerous situations occurring or to alleviate a potential hazard. Tradestand vehicles may not be left in avenues or on a tradestand on Show days. Exhibitors requiring vehicle access to tradestands to deliver refreshments or stock on Show days may only do so prior to 8am and after 7pm and must apply for a Tradestand Vehicle Pass prior to the Show. All vehicles moving about the showground must be driven with due care and attention to pedestrians. Speeds must be kept below 5mph and hazard-warning lights are to be used. Reversing is to be avoided unless strictly necessary. When a vehicle is being reversed, a second person must stand to the rear of the vehicle to guide the driver and clear the area of pedestrians. Vehicles must not be driven over or parked on neighbouring tradestands. Persons using tractors and trailers must also ensure that trailers are loaded safely and securely. Passengers are not permitted to double-up in the cab or to stand on the trailer when in motion.

FOOD HYGIENE

Responsibility for this section is with the Senior Catering Steward and full compliance with statutory regulations is required. Further advice and information on food safety and associated laws may be obtained from the Food and Safety Team at Suffolk Coastal District Council, Melton Hill, Woodbridge, Suffolk IP12 1AU (Tel: 01394 444357).

ACCIDENT PROCEDURE

All accidents, whether to exhibitors, their staff, members of the public or any other person, must be reported immediately to the Showground offices for the attention of the Senior Steward for Health and Safety, and to the nearest First Aid Point (Stands 277 or 647) or to the Police Office on the Showground (Stand 175). Patrolling Police Officers, First Aid Workers and Showground Stewards may be approached for immediate assistance. Certain types of accident are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). For further information contact the Health & Safety Executive's Incident Contact Centre on 0845 300 9923 or www.riddor.gov.uk.

ELECTRICS

Exhibitors may employ their own Contractor to install their electrical fittings from the switch fuse box provided. All installations must be wired to the standard laid down in the latest edition of I.E.E. Wiring Regulations. The supply, terminating in a switch-fuse will be installed by the Association's Contractor if requested and paid for prior to the Show.

The Association's Contractor will test all installations prior to connection. They may refuse to make a connection if the installation has not been carried out correctly. Once the installation has been inspected additions are only permissible by written consent of the Association and a further inspection will be made.

Exhibitors will be held responsible for the safe keeping of internal installations and fittings on their stand. All damage must be reported to the Contractor immediately. Damage and losses will be chargeable to the Exhibitor after the Show.

Exhibitors are reminded that generators are prohibited.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Exhibitors must ensure that they comply with the C.O.S.H.H. regulations when on the Showground.

RISK ASSESSMENT

Exhibitors are required to carry out a risk assessment and record the significant findings and arrangements for health and safety. A risk assessment report may be required for inspection by the Senior Steward for Health and Safety. For further advice on carrying out a Risk Assessment visit www.hse.gov.uk/risk.

NOTES