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Rules & Regulations

Exhibitors who attended the 2011 Festival will automatically be given the opportunity to re book the same space for 2012, and have until 1 March 2012 to return their applications. Potential new exhibitors should not assume they have been allocated a stand until they have received confirmation by way of written invoice/receipt from the Society.

Exhibitors are requested to read the following Regulations before making their application.

Step 1 - Making an Application

Closing date of Entries – 1 March 2012

No Signed Application = No Space Reserved.

All applications must be submitted on the appropriate entry form, which must be signed by the exhibitor or his/her representative; such signature being an acceptance of the Regulations. A remittance for all charges must accompany the Application Form.

Exhibitors booking outside and open space within the buildings must apply and pay for sufficient space for all stays, guy ropes or tow bars required for any building, tent or caravan to be erected on the space.

Boundaries of sites will be marked and in no circumstances will exhibitors be allowed to occupy a larger space than that allocated to them.

The Society will not be held responsible for damage caused to sites by a third party during the event period, and will not undertake to make good such damage.

If an exhibitor does not wish to be placed adjoining any other particular exhibitor, this must be clearly stated in writing at time of making the application.

The Society reserves the right to refuse any entry whatsoever, whether received prior to the closing date for entries or not, and also reserves the right to cancel any entry which may have been accepted, without any reason being given.

1. Allocation of Space: The allocation of sites and positioning of trade stand space will be entirely at the discretion of the Society, although every endeavour will be made to meet any request made by an exhibitor regarding the position of his/her stand.

2. Cancellation of Space Reserved: If you need to cancel your trade stand, please notify the Tradestand Officer in writing. The Society reserves the right to re-let any cancelled space. Refunds will apply as follows:

- Prior to April 30 – 90% will be refunded.
- From 1 May onwards – no refund will be given.

3. Non-Occupation: Any exhibitor unable to occupy the space hired for any reason whatsoever is required to give the earliest possible notice to the Society. The Society retains the right to occupy or re-let any site in respect of which notice is given or which may remain unoccupied at 9.00a.m on the first day of the Festival. The original hirer will not be entitled to any refund of fees paid.

4. Sub letting - or allowing another exhibitor to occupy part of your stand or building is forbidden. Any stand found to be infringing this rule will be asked to close down and cease trading.

5. Livestock: If you intend showing livestock on your stand, please indicate on the application form and details will be sent to you as to appropriate requirements.

6. Electricity: Exhibitors requiring electricity must complete the section on the tradestand application form. Anyone who provides electrical apparatus for their own or anyone else's use, demonstration etc, should before it is connected to the supply, arrange for it's inspection and testing by a competent electrician and documentation should show the date of the test and the name of the person carrying out the test.

All equipment should be connected to the supply through a residual current device and all cables and connections where not protected by a weatherproof structure shall be of such construction or as necessary protected as to prevent, so far as is reasonably practical, danger arising from such exposure.

Electrical connections will only be made to installations that comply with the current IEE Regulations for the Electrical Equipment of Buildings.

Failure to comply with these Regulations may lead with the disconnection of the supply until the installation complies.

In permitting the connection of consumers wiring to its distribution system the RWAS does not accept responsibility for the Exhibitor's installation, in any respect.

Exhibitors must not leave their sites until such time as any electricity supply is disconnected and made safe by the Society's Electrical Contractor.

Generators – No generators will be allowed.

7. Tickets & Passes:

If you are not totally sure of the number of tickets you require please note the totals can be altered at a later date.

Definitions

- Pre-Festival Period - 9.00am until midnight Friday 18 May.
- Festival Period - From 8.00am 19 May until 6pm Sunday 20 May.
- Post-Festival Period - from 6.00pm onwards Sunday 20 May.

NB All stickers must be affixed to vehicle windscreens (and caravan window where applicable) - failure to comply will mean no entry to the Showground.

(a) Pre Festival Passes

A pre-festival period vehicle pass and workers permit will be required for entry to the Showground and will be required to be shown from 9.00am to midnight Friday 18 May. Pre-festival vehicle passes must be affixed to the vehicle windscreen.

(b) Free Exhibitor Car Park Tickets

A forward area Car Park will be allocated to trade exhibitor's cars. Cars must be parked before 8.00am each Festival day after which any available space will be offered to the General Public. Exhibitors will be issued with two forward area car park passes per stand. Due to limitations on parking, passes will be strictly controlled.

All cars not forming part of an Exhibit must be removed from the Showground and parked in the forward area car park and Lorries parked in the appropriate reserved area.

(c) Exhibitors Complimentary Admission Tickets

Three - Season passes or six Single Day passes for the first 13.5 sq.m. of stand space booked. One Additional Season pass or two, Single Day passes for each additional 20 sq.m. or part thereof.

(d) Additional Admission Tickets

Exhibitors requiring additional tickets for staff manning their stand may purchase at the appropriate reduced rate. N.B. No reduced rate tickets will be available for purchase from the Tradestand Office after the 4 May 2012.

(e) Trade Servicing Pass - Deposit System

Vehicles may be admitted to the Showground via the Livestock Entrance for the purpose of stand servicing between the hours of 6am to 8am Saturday 19 and from 6pm Saturday 19 May until 8.00am Sunday 20 May. All exhibitors requiring this facility must obtain a Trade Servicing Pass - On entry the driver will be required to pay a deposit of £20.00 and will receive receipt for same. On exit £20.00 will be refunded on production of receipt - should any vehicle not leave the showground prior to 8.00 am the deposit will be forfeited.

(f) Admission Refunds

Under no circumstances will refunds be made to exhibitors or their staff or representatives who have arrived at the entrances without admission tickets and have paid the public price to gain admission to the Showground.

8. Caravans - Please note that the caravan sites will not have electrical hook ups available.

9. Catalogue Description: Each exhibitor must complete the Catalogue Description Form and will be allowed free of charge an entry in the Catalogue giving the Stand Number, Name and Address, together with up to 20 words of descriptive matter.

It is essential that you complete this section.

Exhibitors are reminded that they must comply with all relevant Trading Standards requirements, especially with regard to sales of age-restricted products.

10. Radios: The use of private radio transmitters by exhibitors, executives, caterers, etc, without the authority of the Society is strictly forbidden.

- Those who intend to use Radio Transmitters prior to and/or during the event must notify the Society in writing 30 days prior to the event, stating frequency to be used and the number of sets. This information is vital to the Society's Communications Contractor.

11. Banned Items: Catapults, Crossbows, BB Guns, BB Gun ammunition, Chinese Air Lanterns and inflated and deflated balloons will not be permitted. The sale or donation of which will be strictly prohibited on the Showground.

The sale of knives will not be permitted for sale to persons under the age of 16 years unless accompanied by an adult. Exhibitors of such items are expected to be aware of and conversant with the Offensive Weapons Act 1996.

12 Preferred Suppliers – The Society have two preferred contractors for the supply of both mineral water and catering supplies, these being:

Radnor Hills Mineral Water Co Ltd, Heartsease, Knighton, Powys, LD7 1LU. Tel: 01547 530220. Email: sales@radnorhills.co.uk email: www.radnorhills.co.uk
Contact: Chris Sanders

Castell Howell Foods Ltd, Cross Hands Food Park, Cross Hands, Llanelli, Carmarthenshire, SA14 6RZ. Tel: 01269 846060 email: enquiries@chfoods.co.uk
Contact: Kathryn Evans

Step 2 - Stand Build Up

13. Set Up of Stands: All exhibits must be set up by 7.00pm Friday 18 May 2012. A special appeal is made to Trade Exhibitors to complete deliveries of their exhibits by midday Friday 18 May 2012.

14. Stand Preparation, Admission, Delivery of Exhibits: Exhibitors may commence work on their stand area on and from Wednesday 16 May 2012 or earlier by arrangement with the Trade Stand Office.

Exhibitors with large mobile units should arrange to have these in position at least three days before the event. This is especially important when it is necessary to encroach on adjoining stand space to manoeuvre the unit into position.

A ramp is available near the Machinery Entrance for unloading machinery.

Please note halls will be secured at 7.30pm on both Friday 18 and Saturday 19 May.

Goods and packages cannot be received by the Society and should not be sent to the Showground unless there is a representative on the stand to receive them.

N.B. Where stands are positioned inside halls – Please ensure sufficient height is available for delivery vehicles entering as any damage to building structure or doorways must be paid for and will be invoiced.

15. Exhibits confined to space allocated: Exhibitors will be strictly confined to the space allotted and paid for, and the Society hopes they will assist in making the event as attractive as possible, as well as conducive to their interests.

16. Placing of Exhibits: Exhibitors will not be permitted to place exhibits, boards and placards of any description, so that any part thereof projects beyond the limits of the space allocated to them nor in such manner as to obscure unduly the signs or exhibits on an adjacent stand. All flagpoles must be erected so as to avoid fouling overhead cables. Any articles placed in contravention of this rule will be removed.

Placement of advertising banners is strictly prohibited without the prior consent of the Society's Sponsorship Officer.

No stand or exhibit or part thereof may exceed 7.5 metres in height without the prior permission of the society.

17. Danger: Important Note: Exhibitors are warned of the danger from the distribution of high and low voltage systems throughout the Showground. Exhibitors are asked to check on the position of cables, above and below ground, prior to erecting stands, marquees, signs or flagpoles and obtain written authority of the Estate office in any instance where it is necessary to break the ground surface.

18. Excavating: No exhibitor will be allowed to excavate in any part of his stand without permission from the Society. It is imperative that the exhibitor checks the position of underground services prior to works being carried out. The exhibitor must defray the cost of reinstating and making good. Exhibitors must reinstate the site to the Society's satisfaction within 14 days of the closing of the event. In particular:

- Gravel, chippings, concrete slabs, etc must be completely cleared and the area reseeded or turfing.

- On no account will permission be given for tents etc securing pins to be driven into tarmaced roads.
- All fence, post and flagpole holes must be filled and reseeded or turfing.
- Any damage to turf caused by the erection of temporary structures, exhibition of and/or removal of machinery/equipment or any other cause must be made good by reseeded or turfing.

The Society reserves the right to charge Tradestand Holders for making good any damage caused by excavations not having been made good. Exhibitors are responsible for ensuring that their contractors are aware of the above.

19. Fire Regulations: All tradestands must have Fire Extinguishers (appropriate to their risk) sited in a prominent position and in full view.

They should be sited on exit routes, preferably near exit doors, or where they are provided for specific hazards, near to the hazards they protect. The most useful form of fire fighting equipment for general risks is the water type extinguisher or suitable alternative. One such extinguisher should be provided for each 200 square metres of floor space, according to the risk. Areas of special risk involving the use of oils, fats or electrical equipment may need carbon dioxide, dry powder or other types of extinguisher.

Exhibitors bringing their own tentage must ensure that the said tentage has been treated with a suitable fire repellent.

L.P.G. Cylinders: All L.P.G. Cylinders must be kept in the open air. Joints in pipework between cylinders must be checked for leaks before use. Pipework and Cylinders must be adequately protected against damage. All storage of L.P.G. Cylinders must be in suitable and secure compounds as detailed in the Health & Safety Executive Guidance Note CS4 (The keeping of L.P.G. in Cylinders and Similar Containers). No Cylinders will be allowed within buildings.

Cylinders in use must at all times be secured against any movement that could lead to the disconnection of or leakage from connecting hoses.

The use of L.P.G. on site must be in compliance with HSE Guidance (booklet HSE 34 or Guidance Note CS6). Gas appliances must have been examined and tested by a competent person and labelled to indicate the examiner's name and the date of the examination.

Step 3 - Stand Operation during the Event

20. Times of Opening: All tradestands must be open and be manned throughout the time the event is open to the public (**9.00am to 6.00pm each day**).

21. Entry Tickets: Under no circumstances will refunds be made to exhibitors or their staff or representatives who have arrived at the entrances without admission tickets and have paid the public price to gain admission to the event.

22. Sales of Alcohol: Strictly between the hours of 12.00 noon to 6.00pm each Festival day – **exhibitors who intend to sell or sample alcohol must seek the Society's consent in writing by 26 March 2012;** if granted, such consent will be subject to licensing conditions.

23. Protests, Demonstrations, Deputations & Delegations are strictly prohibited and exhibitors must confine their activities to their trade stand area only.

24. Vehicle Exhibits: Exhibitors are not allowed to demonstrate or exhibit vehicles in the Avenues during the event. Under no circumstances will this be allowed.

25. Poultry on stands:

- Always handle birds with care and consideration
- Water must be available at **all** times whilst at the Festival, in containers which cannot be knocked over.
- Sick or injured birds **must not** be shown or for sale at the Festival
- If a bird becomes sick or injured during the festival. It must be separated.
- Birds must have plenty of bedding and should not be placed on a concrete floor.
- Birds must have sufficient room in the cages to stand in their natural position.
- Birds must only be transported and shown in suitable containers. These must be solid-sided and allow adequate ventilation for all birds. Damaged or broken crates must not be used.
- Birds must be protected from direct sunlight, be given adequate ventilation and be sheltered from adverse weather conditions. Do not leave birds unattended.
- No birds may be offered for **sale in a downy state**.

The Society Veterinary officer and Poultry Inspection Steward will inspect poultry on stands during the Festival; if at any point during the Festival he believes the above rules have been contravened remedial action will be taken against the stand holder responsible.

26. External trading and distribution of handbills: Is specifically forbidden on any area owned or supervised by the Society other than on the holders paid for Trade Stand space. This regulation includes such areas as Caravan and Car Parks, approach roads and lay-bys.

27. Catering: No food or drink to be sold unless either a concession is paid or by prior agreement with the Society.

All establishments selling food and drink must be registered with their Home Authorities under the current Food Premises (Registration) Regulations.

The proprietors of all food businesses shall ensure that food handlers engaged in food businesses are supervised and instructed and/or trained in food hygiene matters.

The premises shall be so sited, designed, constructed and kept clean and maintained in good repair and condition as to avoid the risk of contaminating foodstuffs and harbouring pests.

Food must not be exposed to a risk of contamination – raw and cooked foods must be kept apart at all times. Appropriate facilities must be available to maintain adequate personal hygiene (i.e. hand washing and drying).

An adequate supply of hot and cold potable water must be available – a minimum of 9 litres of potable (drinking) water is recommended on each stall/vehicle. Sinks shall be provided for the washing of food and equipment and should be provided with hot and cold water together with suitable detergents/disinfectants.

Suitable arrangements must be made for the storage of waste – liquid and solid.

Every person working in the food handling area shall maintain a high degree of personal cleanliness.

Any person known or suspected to be suffering from any disease (e.g. diarrhoea or food poisoning) likely to be transmitted through food shall not be permitted to work in any food handling area.

The proprietor of a food business shall identify any step in the activities of that business which are critical to ensuring food safety and implement and monitor effective control measures accordingly – individual businesses are responsible for checking how the regulations apply to them.

28. Water – Stand pipes and the use of caterers fill hoses.

The proprietors of all food businesses shall ensure that the fill ends of hose pipes must be kept off the floor at all times. A system of monitoring and regular sanitizing should be implemented.

29. Aircraft – Advertising: The employment by exhibitors or their agents of aircraft of any description for the purposes of advertising is expressly prohibited in the immediate proximity of the Society's Showground and Car Parks.

30. Litter: Exhibitors are required to keep their stands and the portions of the avenues and alleys immediately adjoining their stands clean at all times during the event.

Any litter and refuse generated should be placed in suitable receptacles and put out for collection by the Society's Contractors at the end of the event. Caterers and exhibitors providing meals and light refreshments must provide their own bins for waste food and suitable litter bins for customers' use. At the end of the event all rubbish and waste must be suitably disposed of and the site left in a clean and tidy condition. The Society reserves the right to charge for clearance of excessive or dangerous litter.

31. Dogs: Exhibitors are not encouraged to bring dogs onto the Showground, but if it is essential to do so, then the dogs must be kept on a lead at all times and the owners be in possession of the necessary equipment to clean up in the event of the dog fouling the Showground.

Exhibitors please note that dogs will not be allowed in any of the permanent buildings.

32. Responsibility for exhibits: The Society will not be responsible for the safe keeping of any article exhibited but will require exhibitors to take charge of their own property.

33. Photographers: It shall be a condition of entry to the Showground that no person shall ply for trade as a snapshot photographer or solicit trade with visitors to the Showground in any other capacity deemed by the Society's Officers to cause annoyance. Anyone who infringes this regulation may be expelled from the Showground without recompense. Video recorders used with a view to the sale of videotapes will NOT be allowed without the Society's permission.

34. Balloons: The selling or donating of inflated or deflated balloons is strictly forbidden. The Society does not permit balloon races to be organised from the Showground or the car parks.

35. Raffle Tickets: Raffle tickets may only be sold with the prior written consent of the Society and strictly within the stand space confines. Stands must be registered under the Lotteries and Amusements Act 1976. Written consent must be displayed on the tradestand. Games of chance etc., will also need written consents to be displayed on the tradestands. Please note the auction or raffle of live animals is prohibited on the showground.

36. The demonstration of moving machinery is strictly forbidden without the prior consent of the event Secretary.

37. Cycles: Motorcycles, Cycles, Motor Trikes, Farm Bikes etc are not to be ridden about the Showground.

38. Radios: The use of private radio transmitters by exhibitors, executives, caterers, etc, without the authority of the Society is strictly forbidden.

- Those who intend to use Radio Transmitters prior to and/or during the event must notify the Society in writing 30 days prior to the event, stating frequency to be used and the number of sets. This information is vital to the Society's Communications Contractor.

39. Exhibitors who arrive at the Showground and have not booked and paid for a site will on no account be allowed to set up and trade. Any person found to be contravening this regulation will be evicted from the Showground.

40. Heavy Vehicles: Exhibitors are reminded that heavy vehicles that are not part of an Exhibit or Tradestand must not be left on the Showground or in the Exhibitors Car Park. When unloaded these vehicles must be driven to the Livestock Hill and parked in an orderly manner.

Step 4 - Breakdown

41. No part of a stand may be closed or dismantled until 6.00pm on the 20 May 2012. Vehicles for the removal of stands will not be allowed to enter the Showground until 6.00pm on the last evening, or such later time as circumstances may require.

Exhibitors are required to remove the whole of their exhibit by Wednesday 23 May 2012. Any items left on stands will remain so at the risk of the exhibitor.

Step 5 - Other Information

42. Exhibitors – Subject to Rules: All exhibitors and their servants entering the Showground will be subject to the Orders, Rules and Regulations of the Society, and of the Stewards and Officials. Any exhibitor not complying with the reasonable orders of the Chief Executive and Officials will be expelled from the Showground. The Chief Executive and Officials are empowered to order out of the Showground any exhibitor infringing the Rules or who has obtained entry under false representation.

43. Responsibility of Exhibitors: The Society will not be responsible in any way for any article, plant, machinery or object of any kind exhibited on the Showground. The exhibitor shall assume full responsibility therefore including liability for all claims arising out of the exhibition, handling or housing of such exhibits and the conduct of the stand generally. The exhibitor shall indemnify the Society against all claims, damages or expenses whatsoever in any way arising out of the presence of the exhibitor or his exhibits on the Showground. Acceptance of the foregoing provisions shall be a condition of entry.

Exhibitors are advised to insure against fire not only as regards their own property but also against third party claims.

44. Disclaimer of Liability: The Society will not be responsible for the death, injury, disease, or loss caused to any exhibitor or to his or her servant or agent, or to any animal, insect, bird or thing of whatever nature, exhibited by the said exhibitor, from whatever cause death, injury, disease or loss arises.

The exhibitor of any animal, insect, bird or thing of any nature whatever will indemnify the Society for any damage, loss, injury or disease occasioned by the said exhibitor, his servant or agent, or by the said animal, insect, bird or thing, however such damage, loss, injury or disease shall be caused.

45. Damage: The Society will not be responsible for any damage, breakage, loss or injury, arising from any cause either in transit, erection or during exhibition.

46. Allotment of Space: The Society will not be responsible for any loss or damage arising from any error in the allotment of the space in the Showground, or from any encroachment by one exhibitor on the space allotted to another.

47. Non-responsibility of Society: While the Society reserves to itself the right of excluding any petrol or spirit it may deem unsafe, it in no way relieves the exhibitor from responsibility in the event of accident or fire. The exhibitor must conform to the regulations of the local authorities in all that relates to the transport of petrol, etc., and the precautions to be adopted against fire.

48. Accidents: The Society will not be responsible for any accident, fatal or otherwise, that may arise from an exhibitor reserving a tradestand or exhibition area at the event. It is a condition of entry that each exhibitor shall hold the Society blameless and indemnify it against any legal proceedings arising from such accident. This rule will also apply to any contractor employed on the Showground.

49. Safety requirements: Health and Safety at Work etc. Act 1974 Safety Policy Statement
Special attention is directed to the safety requirements outlined in the regulations governing the allocation of space for machinery and other stands. The ruling of the stewards on the safety of any exhibit or part of an exhibit shall be immediate and final; but consent to the working of an exhibit shall not relieve any exhibitor of liability as laid down in the regulations.

The Society holds exhibitors wholly responsible for the observance of statutory regulations governing the safety of machinery exhibited by them. Machines and appliances are accepted for the adjudication on the understanding that they are capable of complying with Health and Safety at Work etc Act 1974 and the regulations that come under it.

50. Festival Stand Safety:

- Pesticides and other substances hazardous to health should be displayed only in new and empty containers.
- Plant or machinery must only be operated after ensuring adequate precautions are taken to protect the operator and bystanders. Guards must be fitted; mobile machinery fenced off; static exhibits properly erected, propped, and stacked; hydraulic systems locked off or otherwise made safe.
- Any steam or pressure vessels or lifting appliances used/demonstrated must be examined and documented as in (b) above.
- All temporary structures, information boards, fences, gates, flagpoles, grandstands, viewing platforms, etc. are to be safe for their intended purpose and comply with the latest and relevant codes of practice.
- Petroleum product storage must be in accordance with standards laid down by the fire prevention department of the local fire brigade.

**Trwy Orchymyn y Bwrdd Rheoli y Gymdaithes.
By Order of the Society's Board of Management.**

Step 6 - Safety Policy Statement

Acceptance of an Exhibitor's Application Form shall be subject to the Exhibitor's agreement to read and adhere to this statement.

Contents

1. Safety Policy
2. Personnel responsible for health and safety
3. Arrangements for health and safety
4. Emergency Procedure

In this document "the Society" means the Royal Welsh Agricultural Society Limited, and the expression "Exhibitor" shall include exhibitors, retailers, caterers and their agents and employees.

1. Safety Policy

1.1 It is The Royal Welsh Agricultural Society's general policy that an environment is created and maintained at all events which is both safe and healthy for the benefit of all members, participants and spectators. The prevention of all accidents, particularly those involving personal injury or damage to equipment and property is recognised as being essential.

1.2 The Society will conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, that persons who may be affected by its activities are not exposed to risks to their health and safety.

1.3 The Society will bring to the notice of all exhibitors, retailers, caterers and their agents and employees their duty to co-operate with the Society to ensure that this policy is effective, and to offer all necessary assistance to ensure the health and safety of all persons at all times.

1.4 The Royal Welsh Agricultural Society's Health and Safety Policy Statement commits the Society to the implementation of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 (plus any amendments as from time to time may occur), and actively seeks the co-operation of all members, participants, exhibitors and the public for their commitment to the same.

1.5 The Society will revise this Safety Policy Statement, as required by section 2(3) of the Health and Safety at Work Act 1974 as often as may be appropriate.

D. Walters OBE, BSc (Hons), FRAGS, Chief Executive

2. Personnel Responsible For Health And Safety

2.1 Chief Executive

The Chief Executive shall have overall responsibility for all aspects of health and safety and shall require everybody under his control to be familiar with the regulations, codes of practice and the Society's procedures for ensuring the safe working conditions on the Society's premises.

2.2 Chief Safety Steward

The Chief Safety Steward shall supervise the day to day running of the Health and Safety Policy and shall report directly to the Chief Executive.

The Chief Safety Steward shall be responsible for:-

- 2.2.1** Providing guidance and advice on Health and Safety matters;
- 2.2.2** Promoting safety consciousness at all levels within the Health and Safety training programmes;
- 2.2.3** Liaising with all persons, medical, Fire Authority, HSE, Local Authorities and other appropriate departments;
- 2.2.4** To advise on accident prevention techniques and investigate and record all accidents and provide statistics for Directors and the Health and Safety Committee.

2.3 Company Secretary

The Company Secretary shall be responsible for the supervision of the Health and Safety Policy within the office and administration buildings and report to the Chief Safety Steward.

2.4 Estate Manager

The Estate Manager shall be responsible for the supervision of the Health and Safety Policy within the showground and estate premises and report to the Chief Safety Steward.

2.5 Supervisors

The Supervisor who is responsible for the work of another employee has the duty to see that safe methods of working are adopted in his/her own area of work, that practical regulations and codes of practice are observed and that the employee doing the work is aware of these and that methods provided to avoid hazard to safety are used at all times.

2.6 Health and Safety Committee

A Health and Safety Committee has been established and shall consist of the Honorary Show Director, Assistant Honorary Director - Administration, Chief Safety Steward, Chief Executive, Company Secretary and Estate Manager. Assistant Honorary Directors and Chief Stewards will be called upon as and when required.

2.7 Assistant Honorary Directors and Chief Stewards

These will assist with the implementation and enforcement of this Policy Statement, and take charge in dealing with emergencies and major incidents at the Royal Welsh Show, the Royal Welsh Agricultural Winter Fair, and the Royal Welsh Smallholder and Garden Festival.

2.8 Responsibility of Exhibitors

All exhibitors must take reasonable care for the health and safety of themselves and all other persons who may be affected by their acts or omissions.

No exhibitor may misuse, fail to use or recklessly interfere with any equipment provided by the Society in the interests of health and safety under statutory obligations or otherwise.

All exhibitors should note the Management of Health and Safety at Work Regulations 1992, which requires co-operation and co-ordination between all exhibitors and The Royal Welsh Agricultural Society relating requirements to carry out adequate risk assessments covering the work to be carried out, to implement any procedures as required by the above legislation and also inform all those concerned of these assessments and procedures.

Any irresponsible conduct or abuse of Health and Safety legislation by exhibitors in relation to their exhibits or towards any of the Society's Stewards or other persons will be dealt with as defined in the current Livestock Bye-Laws and Trade Stand Regulations.

3. Arrangements For Health And Safety

3.1 Housekeeping

Good "housekeeping" is an essential feature of the Health and Safety Policy. Exhibition areas must be kept clean and tidy, with all rubbish and discarded materials placed in the waste receptacles provided. Proper attention must be paid to hygiene. All floors, steps, stairs, passages and gangways shall be kept free from obstruction and clean, so far as is reasonably practicable.

3.2 Safeguarding of Machinery

All machinery exhibits must be inspected by competent persons.

Any plant, machinery or equipment used prior to, during or after the event must only be operated by an adult who is fully trained in its safe use. Use by inexperienced or untrained persons is not permitted.

Passengers must not be carried on vehicles or machines unless they are designed or adapted for that purpose. Any use of such equipment by persons under 16 years of age is prohibited.

Plant or machinery must only be operated after ensuring adequate precautions are taken to protect the operator, and bystanders. Working space around machines must be kept clear. Guards must be fitted, mobile machines fenced off, static exhibits properly erected, propped, stacked, and all hydraulic systems

locked off or otherwise made safe. All plant and machinery must comply with the "Provision and Use of Work Equipment Regulations 1992."

Guidance on standards to be achieved in respect of machinery safety is contained in BS 5304 - 1988 "Safety of Machinery" and any other relevant guidance issued by the HSE.

All static exhibits must be erected in a way that ensures they do not present a risk to any person during the event (including erection and dismantling).

All electrical tools used outside must be 110v or be battery type. All extension leads of a flexible wire type and connections to plugs and sockets must be inspected before use.

All portable electrical equipment used must comply with the Electricity at Work Regulations 1989. Anyone who provides electrical apparatus for their own or anyone else's use, demonstration etc. should, before it is connected to the supply, arrange for its inspection and testing by a competent electrician and documentation should show the date of the test and the name of the person carrying out the test. All equipment should be connected to the supply through residual current devices (RCD) and all cables and connections where not protected by a weatherproof structure shall be of such construction or protected to prevent, so far as is reasonably practicable, danger arising from such exposure.

Socket outlets must not be overloaded and extension leads must not be used indiscriminately.

Steam/Water Pressure Cleaners should be used with a circulating current earth monitoring device or a residual current device (RCD) (sometimes called an ELCB). These devices should be fitted at the mains supply point, where they should be protected from splashes or deposits by a waterproof cover.

Power washers must be used in accordance with the manufacturers' instructions with particular reference to the dangers of electrocution - see guidance note PM 29 'Electrical Hazards from Steam/Water Pressure Cleaners'.

Sockets for pressure washers will be 3 pin, 16 amp, 240 volt plug to BS 4343.

Chain saws or similar tools or equipment shall only be used by a person who is qualified and all the required protective safety equipment must be worn at all times.

3.3. Protective Clothing

The correct protective clothing/equipment must be worn at all times when participants or exhibitors are engaged on any activity for which protective clothing/equipment is required, e.g. any person using a chain saw must wear the relevant protective clothing at all times.

All such protective clothing/equipment must comply with the requirements of the Personal Protective Equipment at Work Regulations 1992.

3.4 Accidents

3.4.1 In the event of any accident, the Society should be informed immediately. The Chief Safety Steward will be responsible for investigating the accident and taking all necessary action, in order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

3.4.2 Accident books are kept in the First Aid Centres which are clearly identified on the site, and details of all accidents must be recorded as soon as possible after the incident.

3.4.3 First aid is available at all First Aid Centres.

3.5 Fire Precautions

In accordance with legislation all persons are further prohibited from smoking in any enclosed or partly enclosed buildings, tents or structures on the showground.

Smoking is prohibited in and around all the Society's permanent buildings, tents or shedding for exhibits or forage, estate yard, LPG compound/storage and diesel tanks.

Cigarettes, matches etc. must be extinguished before discarding safely in suitable receptacles.

Fire risk assessments are to be completed as required under the Fire Safety Order 2005. All tradestands, catering outlets and areas not directly under the control of the Society will be responsible for the completion of their own assessments.

Exhibitors bringing their own tentage must ensure that it has been treated with a suitable fire retardant and in the case of large marquees, a plan showing all fire exits must be submitted to the Society for approval by Powys Fire Services.

All tradestands and caravans must have fire extinguisher(s) sited in a prominent position and in full view. These appliances should be held at the following rate:- 250 to 500 sq.ft.-one; 500 to 1000 sq.ft. - two; for each additional 1000 or part of, a further appliance is required.

The most suitable fire extinguisher is a 5-kilo dry powder type, which in the case of most fires, will contain the outbreak until the arrival of the fire brigade.

The provision of fire extinguishers is a condition of entry and must be observed by all tradestand holders. The Fire Officer and Chief Safety Officer will inspect each tradestand to ensure that all fire precautions have been carried out correctly.

3.6 Fire/Emergency Procedure

3.6.1 In the event of a fire, telephone 999 and report to the RWAS HQ.

3.6.2 Switch off all electrical equipment and machinery.

3.6.3 Evacuate the building in question by the nearest fire exit. Do not stop to collect personal effects.

3.6.4 Do not re-enter the area until express permission has been given by the Senior Fire or Police Officer.

3.6.5 Please note the Assistant Honorary Directors/Chief Stewards will take charge of operations until the arrival of the Fire Brigade.

3.7. Livestock Bye-Laws and Tradestand Regulations

Attention is drawn to the current Royal Welsh Agricultural Society Livestock Bye-Laws and Trade Stand Regulations which must be read by every exhibitor of Livestock/Tradestands. Particular attention is drawn to the following matters:-

3.7.1 Hard Hats

Anyone riding a horse, pony or donkey must wear a hat to British Standard specification and of a standard approved by the governing body of their respective horse or pony Society, Association or discipline and under whose rules they are exhibiting or competing. This hat must be worn at all times.

3.7.2 Cooking & Sleeping

No cooking will be allowed in the stock lines and sleeping in the lines will only be allowed on the approval of the Assistant Honorary Director concerned.

3.7.3 Cycles

No motorcycles, motor scooters or cycles, of any kind, may be taken on to the showground. ATVs, mules and buggies cannot be operated on the showground without authorisation. In addition all operators must have received the appropriate training and are strongly advised to wear appropriate headgear when use of such vehicles is authorised.

3.7.4 Dogs

With the exception of guide dogs, no visitors will be permitted to enter the showground with dogs. This rule does not apply to the Royal Welsh Smallholder & Garden Festival.

Trade and livestock exhibitors parked within the showground who have dogs for security purposes must apply for a Society permit. Exhibitors must not exercise their dogs in public areas.

Please note that NO dogs are allowed in the Livestock (cattle, sheep, pigs and goats) Buildings, Royal Welsh Exhibition Centre, Horse Lines, Collecting Rings, Fur and Feather Pavilion, South Glamorgan Exhibition Hall, Grandstand, Members Pavilion, Food Hall or any of the Society's dining halls.

3.7.5 Cattle on Parade

In the interests of safety, there should be no UNAUTHORISED movement of animals during the Show period.

All cattle will be required to be paraded as directed by the Stewards. Stock attendants shall wear white coats or appropriate Society dress at judging and parades. Exhibitors must ensure that sufficient stockmen are available to lead all first, second and third prize winning animals for cattle parades. All handlers must be a minimum of 14 years old on the first day of the Show for the judging of all cattle classes and for the main ring parades. In the interests of safety, all bulls (male cattle not castrated by 10 months of age) must be controlled at all times on the showground through one of the following handling methods:-

a) Two people, one using a bull pole attached to the bull's nose ring and the other using a rope or chain attached to the halter or head chain via the nose ring.

b) Two people both using ropes or chains, one rope or chain attached to a halter, the other either attached directly to the nose ring or via the nose ring to the halter.

c) One person using a bull pole attached to the bull's nose ring and a rope or chain attached to a halter, or head chain via the nose ring, with a competent person standing by able to assist in the control of the bull, if necessary.

d) One person using a rope or chain attached to a halter with a second rope or chain attached directly to the nose ring or via the nose ring to the halter, with a competent person standing by able to assist in the control of the bull, if necessary.

3.7.6 Spray Dipping of Sheep

The use of any substance containing toxic chemicals, (including sheep dips to prepare sheep for showing,) whilst on the showground is strictly forbidden. Any defaulter will be asked to leave the showground and entry will be refused in the following year.

3.7.7 Low Flying Aircraft

Exhibitors are warned of the danger posed by low flying aircraft. Whilst the Society has obtained assurances from the relevant authorities, no responsibility is accepted by the Society in this regard.

3.7.8 Electrical Distribution System

Exhibitors are also warned of the danger from the distribution of high or low voltage systems throughout the showground. Exhibitors are asked to check on the position of all cables, above and below ground, prior to erecting stands, marquees, signs or flagpoles. Permission must be sought before any work commences.

3.7.9 Vehicle Exhibits

Exhibitors are not allowed to demonstrate or exhibit any vehicles in the avenues during the show.

3.7.10 Fixing Signs

No signs may be erected in the space in front of the “machinery-in-motion” stands.

3.7.11 Excavation

No exhibitor will be allowed to excavate in any part of his/her stand without written permission from the Society. It is imperative that the exhibitor checks the position of underground services. Prior to any excavation works being carried out, permission must be sought from the Society.

All fence, post and flag pole holes must be filled and reseeded or turfbed by the exhibitor.

3.7.12 Contractors

Exhibitors are responsible for ensuring that their contractors are aware and follow all relevant Health and Safety Legislation together with the Society’s Health and Safety Policy.

3.7.13 Electricity

Only Royal Welsh Agricultural Society approved electricians should be used. Electrical connections will only be made to installations which comply with current I.E.E. Regulations for electrical equipment in buildings. Failure to comply with these regulations may lead to disconnection of the supply until the installation complies. In permitting the connection of consumers’ wiring to its distribution system, the Society does not accept responsibility for the exhibitor’s installation.

All portable electrical equipment used must comply with the Electricity at Work Regulations and before any such electrical equipment is used, exhibitors should arrange for its inspection and testing by a competent electrician and documentation should show the date of the test and the name of the person carrying out the test. All equipment should be connected to the supply through a residual current device (RCD) and all cables and connections where not protected by a waterproof structure shall be of such construction or protected to prevent, so far as is reasonably practicable, danger arising from such exposure.

Exhibitors must not leave their sites until such time as any electricity supply is disconnected and made safe.

Generators: These are not allowed without the permission of the Society and when given, only diesel generators will be permitted.

3.7.14 Fires and Barbecues

No exhibitor may light a fire for any purpose whatsoever unless he has the authority of the Society to do so. All authorised fires must be put out at the time of closing of the showground each day.

3.7.15 Liquid Petroleum Gas (LPG)

All exhibitors, tradestands, caterers, retailers, etc, who use LPG must comply with the Guidance Notes referred to below, in respect of the storage and use of any LPG containers that they bring onto the site. Any full or empty cylinders not in current use must be kept in an adequate store as described in the guidance referred to below and not on the stand, exhibit or in the caterers’ kitchens.

If there is temporary or permanent storage of LPG on the site then this storage must comply with HSE Guidance Note HS(G) 4 “The storage of LPG at fixed installations” for bulk storage, or with HSE Guidance Note CS4 “The keeping of LPG in cylinders and similar containers” for other types of storage. All use of LPG on site should be in accordance with HSE Guidance Note CS6 “The storage and use of LPG on construction sites”.

Exhibitors, caterers, etc, are required by the terms of their contract of agreement made between them and the Royal Welsh Agricultural Society Ltd to ensure that all their gas appliances have been recently examined and tested by a competent person and labelled to indicate the examiner's name and date of examination. Exhibitors should be aware that the Society will not allow any appliances to be used until this has been done.

3.7.16 Catering

No exhibitor may sell any foodstuffs or beverages on his/her stand unless written permission has been obtained from the Company Secretary prior to the Show.

All static/mobile caterers must ensure that they comply with all relevant Food Hygiene Regulations:-

The Food Hygiene (General) Regulations 1970.
The Food Hygiene (Markets, Stalls and Delivery Vehicles) Regulations 1966.
The Food Safety Act 1990.
The Food Labelling Regulations 1984.
The Health and Safety at Work Act 1974.

All caterers should be aware that inspectors of the Local Council Environmental Health Department may make inspections prior to and during events, to ensure that "food operators" understand and comply with the relevant legislation.

All establishments selling food and/or drink must comply with the above Food Hygiene Regulations.

Guidance on Health and Safety in Kitchens and Food Preparation Areas HS(G)55 is available from:-

HMSO - 0870 600 5522

Caterers should obtain a copy and follow the guidance therein.

3.7.17 Safety Requirements - Health and Safety at Work Act 1974

Special attention should be given to the safety requirements outlined in the regulations governing the allocation of space for machinery and other stands. The ruling of the steward on the safety of any exhibit or part of an exhibit shall be immediate and final; but consent to the working of an exhibit shall not relieve any exhibitor of liability as laid down in the regulations.

The Society holds exhibitors wholly responsible for the observance of statutory regulations governing the safety of machinery exhibited by them. Machines and appliances are accepted for adjudication on the understanding that they are capable of complying with the Health and Safety at Work Act 1974 and the regulations which are implemented under it.

3.7.18 Show Stand Safety

- a) Tradestand exhibitors should display only pesticides and other substances hazardous to health in new empty containers.
- b) Any steam or pressure vessels or lifting appliances used/demonstrated must be examined and documented; this also applies to electrical and gas appliances.
- c) All temporary structures, information boards, fences, gates, flagpoles, grandstands, viewing platforms etc, must be safe for the intended purpose and comply with the latest and relevant codes of practice. Exhibitors must give regard to the stability of their exhibits and ensure that they cannot under reasonable circumstances be knocked over.
- d) Petroleum product storage must be in accordance with standards laid down by the fire prevention department of Powys Fire Service.

3.7.19 Risk Assessments

Risk assessments will be undertaken by the Society to cover staff, exhibitions and the public. These risk assessments will cover chemicals used, jobs and tasks undertaken, crowd control, and evacuation procedures.

Tradestands and exhibitors with displays/working equipment are expected to provide the Society with their own risk assessments covering their operations.

4. Emergency Procedure

Emergencies and Major Incidents at the
Royal Welsh Show, Royal Welsh Agricultural Winter Fair and
Royal Welsh Smallholder and Garden Festival

4.1 These instructions should be adhered to in the event of a major incident occurring on the showground during Show/Fair/Festival period, especially in the event of it causing or threatening death or injury to people.

4.2 The Assistant Honorary Directors or Chief Stewards should remain in charge, certainly in the early stages. They would need to make early decisions until command was centralised. An atmosphere as near to normality as possible should be created.

4.3 If the incident occurred in or near a particular section the Assistant Honorary Director/Chief Steward concerned should immediately contact Radio Control by radio (stating RED ALERT/EMERGENCY and giving location only). In the absence of the Chief Steward, the Senior Steward should take charge.

4.4 In the event of a situation requiring emergency procedures, the Major Incident Plan would be activated.

The Major Incident Panel would comprise:-

- RWAS Representatives Honorary Show Director
- Assistant Honorary Director - Administration - Royal Welsh Show & Winter Fair
- Chief Executive
- Company Secretary
- Estate Manager
- Chief Safety Steward
- Police
- Fire Service
- Ambulance Service
- County Emergency Planning Manager

4.5 The Police would appoint the Incident Control Officer.

4.6 A Major Incident Control point would be designated at the three events.

4.7 Traffic and gate stewards should assist emergency vehicles to the scene of the incident. All unnecessary vehicles should be directed to the car parks.

4.8 Casualty centres have been identified as follows:-
Vice Presidents' and Governors' Pavilion (Royal Welsh Show only)
Military Changing Marquee (Royal Welsh Show only)
Hafod a Hendre (Stockmen's Pavilion)
First Aid Centre

4.9 Should total evacuation of the showground be required, then Chief Stewards/Senior Stewards should enlist the help of all stewards to ensure that it was done in an orderly fashion via the pedestrian entrances A, B, C, D, E, F, vehicle entrance, entrance to N12, gates at rear of stables and gate leading to N2 car park.

4.10 The Press would be invited to congregate in the Press Centre. The Police would appoint a Press Officer who would liaise with the Press at the Press Centre. No one else should comment to the Press, unless authorised by the Honorary Show Director.

By Order of The Board of Management