

**FFEDERASIWN CENEDLAETHOL**  
**CLYBIAU FFERMWYR IFANC**

***POLISI IECHYD A DIOGELWCH***



***HEALTH AND SAFETY POLICY***

**NATIONAL FEDERATION OF**  
**YOUNG FARMERS' CLUBS**

08/04

**YFC HEALTH AND SAFETY POLICY**

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## YFC HEALTH AND SAFETY POLICY

### 1. INTRODUCTION

WYFC is committed to providing a safe environment in which young people can enjoy the full range of activities that YFC is able to offer.

The purpose of this document is to give guidance to Club Leaders, elected Officers, committee members, employed staff and YFC supporters in arranging and delivering the wide and varied range of YFC activities, which enable young people to realise their potential, in a safe environment.

WYFC recognises that it is impossible to provide a totally safe, or risk free environment, and indeed, learning to recognise and manage risk is an important part of the developmental process in moving from childhood through to adulthood.

The intention of the YFC Health and Safety policy is to enable WYFC personnel to identify risk, to manage it in a cost effective way and so provide an environment for YFC activities which minimises the risk to the health, safety and welfare of YFC members.

## **2. WHY HAVE A HEALTH AND SAFETY POLICY?**

It is a requirement of the Health and Safety Act 1974 that every organisation employing 5 or more employees has a written policy with regard to the Health and Safety of its employees, and other people affected by the activities of the organisation. Although most, if not all County YFC's and Clubs do not have 5 or more paid employees, they will have, at major events, more than 5 people under their direction, albeit in a voluntary capacity. As such WYFC has a requirement to have a written policy in regard to Health and Safety.

Even without the requirement to comply with the Health and Safety Act 1974 in the production of a written Health and Safety policy, the nature of YFC, as an organisation with responsibility for the personal development of young people growing up in our countryside, is such that its commitment to the well-being of young people is demonstrated through the adoption of a Health and Safety policy throughout all levels within the organisation.

## **3. STATEMENT OF INTENT**

An important part of our Health and Safety policy is the Statement of Intent, which outlines our organisational commitment to provide a safe environment for all individuals affected by the undertakings of WYFC.

The WYFC Statement of Intent is included in Appendix 1 of this document for reference.

In addition to the commitment of the organisation to a culture of Health and Safety, the Statement of Intent clearly identifies the requirement of all personnel involved with YFC to create a culture of safety, and to recognise our own responsibility, as individuals, to exercise our own "Duty of Care" in order to create a safe environment for ourselves and others

## **4. THE YFC SAFETY MANAGEMENT SYSTEM**

The YFC Safety Management System contains 5 key stages: these are the policy; organisational arrangements; planning and implementing safety procedures; monitoring safety performance; and reviewing performance.

This can be illustrated graphically as follows:



We will look at each of these stages in turn.

#### **4.1 The Policy**

The purpose of the WYFC Health and Safety policy is to demonstrate the organisation’s commitment to providing a safe environment for YFC members, supporters, staff and members of the public who may be affected by our activities.

This policy will outline the steps we will take, as an organisation, to provide a safe environment for all individuals affected by our activities.

The organisation will demonstrate its commitment to health and safety by actively promoting a culture of safety at all YFC events. At each and every YFC event, whether it be a local Club meeting, or a County Rally, a “responsible person” will be identified to take lead responsibility for the health, safety and welfare of all participants on behalf of the organisation.

A successful safety management system depends on all WYFC personnel having a clear understanding of their individual safety responsibilities. The appointed “responsible person” will ensure that all YFC personnel involved in the particular event are aware of their individual safety responsibilities, including the “duty of care” that YFC members owe to themselves and to other YFC members.

#### **4.2 Organisational Arrangements**

As much of YFC is run on a voluntary basis, using volunteer rather than paid help; and those elected are in membership age and therefore young; and elected leaders of the organisation are usually in post for no more than one year; this structure poses a number of challenges to the planning and successful delivery of a safe environment for YFC activities, and one that is compliant with the requirements of the Management of Health and Safety at Work Regulations 1999. *(Please note: in this context work does not refer exclusively to paid work - it also covers activities undertaken in a voluntary capacity).*

WYFC strongly recommends that, in order to meet our requirements under the legislation, in spirit as well as in the letter of the law, each County YFC Federation appoints a mature person to take lead responsibility for Health and Safety throughout the County. A model job description, outlining the roles and responsibilities for such a post-holder, is contained in Appendix 2.

A key role for the appointed Health and Safety Officer will be to ensure that a “responsible person” is appointed for each YFC event, this “responsible person” to ensure that a safe environment is provided for each YFC event. At Club level, for example, this role may well fall to the Club Leader.

At each event the “responsible person” should be clearly identified, and this person should be competent to perform the task in hand. Competency is described as having the skills, knowledge and experience to

perform the required task to an acceptable standard. Training in Health and Safety should be made available to these identified “responsible persons” to ensure that they are competent to undertake the role - this training could be provided by WYFC or sourced locally from the County Council, your local College of Further Education, the Chamber of Commerce or other local training providers.

### 4.3 Planning and Implementing Health and Safety - Risk Assessments

The basis of implementing a safe “YFC” environment is that of undertaking a risk assessment for each activity. Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires all employers (in this context read YFC) to assess the risk to workers and any others who may be affected by their business or activities. *(Please note: in this context the term worker may mean employee or person under the direction of the employer, such as individuals acting in a voluntary capacity).*

A risk assessment is carried out to identify the risks to health and safety to any person arising out of, or in connection with, the activity of the organisation. It should identify how the risks arise and how they may impact on those affected. This information is needed to make decisions on how to manage those risks so that the decisions are made in an informed, rational and structured manner, and that action taken is proportional to the level of risk identified.

A risk assessment will involve identifying the hazards present in any activity or at an event. A hazard is recognised as being something with the potential to cause harm, and risk is the likelihood of potential harm arising from that hazard.

Risk = likelihood of harm occurring \* potential severity of harm resulting

Many organisations use a scoring system, such as 1-5, or a LOW MEDIUM HIGH grading system, to assess risk, which are illustrated in the tables below.

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 5 |   |   |   |   |   |
| 4 |   |   |   |   |   |
| 3 |   |   |   |   |   |
| 2 |   |   |   |   |   |
| 1 |   |   |   |   |   |
|   | 1 | 2 | 3 | 4 | 5 |

Potential severity of harm resulting

Likelihood of harm occurring

|   |   |   |   |
|---|---|---|---|
| H |   |   |   |
| M |   |   |   |
| L |   |   |   |
|   | L | M | H |

Potential severity of harm resulting

1 = Low  
5 = High

In table 1, where the risk rating is 9 or above, remedial action should be taken. Scores of 16 or above require avoidance or alternative plans to be implemented. Similarly, using the HIGH MEDIUM LOW system of scoring, all risk scores in the shaded boxes require action to be taken to reduce the risk.

By way of examples:

#### 1) A friendly inter-Club football competition

What is the likelihood of harm occurring? Players can be injured on the pitch in a tackle. This is just one of the potential hazards involved in this game. If the referee is an experienced football player,

understands the rules of the game, ensures that players warm up properly before play commences, and ensures that spectators are standing well back from the action, the risks will be lower (potential to cause harm section) than if the referee doesn't understand the rules and therefore allows lower standards of behaviour to creep into the game. The potential severity of harm resulting could be high in the case of a tackle, resulting in a broken limb or tendon / hamstring injury.

So to assess these potential scenarios (on the scale of 1 - 5 where 1 is low, 5 is high):

*Using a competent referee*

Risk = likelihood of harm occurring \* potential severity of harm resulting

Risk = 2 \* 4 = 8

This is satisfactory

*Using an inexperienced referee*

Risk = 3 \* 4 = 12

Action should be taken to improve the competency of the referee / refereeing of the match.

## **2) Live Animal Judging Competition**

Exposure to live animals is inherently risky, as the animals can be unpredictable and not behave as expected or desired. Consequently all animals used in such situations should be handled by experienced handlers, and the area of activity should be fenced with secure fencing to protect members of the public / spectators from a loose animal. There should also be a clearly agreed, and communicated, plan for YFC members to remove themselves from the ring, and potential danger, if such an event occurs. The latter is known as your Emergency Plan for the event.

In this instance, risk will be minimised by using a competent, experienced animal handler to look after the animal(s), using animals that are used to being handled in this way, secure fencing to separate the competition from spectators, and a clear plan of action to clear the ring quickly if necessary.

In this instance risk would still be rated reasonably high, as the potential severity of harm could be very damaging, possibly severe injury or even death.

Risk = likelihood of harm occurring \* potential severity of harm arising

Risk = 2 \* 5 = 10.

This event will also be medium risk at best, due to the nature of dealing with live animals.

In planning an event, of whatever kind, it is important to think about the potential hazards of that event. For a regular Club meeting, at a regular venue, this should be fairly straightforward and only require action to be taken if a change to the fixtures and fittings of the venue occurs, or a new venue is used. Similarly a new member attending the Club for the first time should, in addition to being welcomed, be briefed on the layout of the venue and general Club arrangements.

For a more major event, such as the County Rally, a Risk Assessment should be undertaken using the template provided by WYFC (see Appendix 3). In building up to the event, the Rally Organiser and person appointed with specific responsibility for Health and Safety at the event, should systematically work through each and every aspect of the event to identify the potential hazards, and precautions needed to be put in place to reduce the risk from each hazard.

Having undertaken the Risk Assessment and identified the risk rating (score) of each hazard, the next step is to agree a plan of action in regard to each hazard. The hierarchy of choices available to you are as follows:

- (a) **Remove hazard altogether.** This action should be taken when the risk of the event is considered too great to be safe and is intended to eliminate the risk at source by preventing exposure to the hazard.
- (b) **Avoid the hazard** by substituting an alternative activity.
- (c) **Introduce a safe system of work**, such as experienced animal handlers in the example above, by using competent people to undertake the required task.
- (d) **Keep exposure to the hazard to a minimum** by, using the example of animal judging above, only having competing individuals in the ring at the time - competitors waiting their turn should wait outside the ring away from the hazard. This control measure reduces the exposure time to the hazard.
- (e) **Use personal protective clothing** to give some protection to individuals exposed to the hazard. This will vary depending on the hazard, but could include a hard hat or fluorescent jacket for example.

#### **4.4 Measuring Performance**

This is a critical part of any Safety Management system, for it allows you to make changes to operating procedures at the time of the activity in response to circumstances and events. It is important that, as an organisation, we identify which Safety Systems work in YFC, and which are less successful.

It is important during the event, that the “responsible person” for Health and Safety is aware of how well the safety systems, put in as a direct result of the risk assessment, are working. Changes should be made, as appropriate, as the event unfolds. This should be welcomed by the organisation in terms of improving the safe environment for YFC members, rather than viewed as an unnecessary interference.

The “responsible person” should have the authority to stop an event if he / she considers the risk of continuing to be too great to the individuals concerned, whether they be YFC members, supporters, staff members or members of the public.

#### **4.5 Reviewing Performance**

Although we cannot provide an environment, which is completely free from risk, Safety Systems may be found wanting where accidents, resulting in loss or injury occur. As such it is important that we review what went wrong to allow an accident to occur, what should we have done but did not do on this occasion, and why we didn't do it - was it due to a lack of experienced, competent personnel at the event, lack of time, or due to events outside of our control?

Similarly if the event goes well, we need to reflect on how our Safety Systems worked, and why they worked, to ensure that they are repeated at future events.

##### **4.5.1. Reviewing Accidents and Incidents.**

The Accident Reporting Book, held in County Office, is a valuable tool in enabling you to detect trends in accidents and YFC behaviour. There is a clear expectation by the Health and Safety Executive that individuals responsible for arranging events and activities will take note of these trends and take appropriate action to minimise future risk.

## **5. GENERAL ARRANGEMENTS AT EVENTS**

### **5.1 Reporting of Accidents**

In the event of an accident occurring, it is important that the Event Organiser, and the person injured (if possible) make a written record of the accident. This should be done in handwriting on the Accident Reporting Form provided by WYFC (see Appendix 4).

This report should be stored in the Accident Book held in the County YFC office in which the accident occurred. Information contained in the Accident Report Form may be required at a later date by: the Health and Safety Executive, in the event of an investigation into the accident; the police, if there may be a criminal case to answer, and the insurer, if a claim for compensation arises from the accident. It is therefore important that an accurate record, and impartial, is made of the accident as soon as practicable after it occurred.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, it may be necessary for the accident to be reported. This may be the responsibility of YFC, if it is our event, or it may be the responsibility of the venue which YFC has hired. You will need to clarify whose responsibility it is to report the accident.

Under the RIDDOR Regulations, it is a requirement to report the following incidents:

- a death;
- a major injury;
- an accident that causes the injured person to be away from work for more than 3 days;
- injuries to members of the public where they are taken to hospital. This includes all spectators, who may or may not be members of YFC. Even if they are later discharged from hospital with little or no injury, this is still reportable under RIDDOR;
- work related diseases; and
- dangerous occurrences (where something happens that does not result in a reportable injury but which could have done).

An Incident Contact Centre has been established for the reporting of accidents, and details are contained in Appendix 5 of this document.

#### **5.1.1. First Aid at YFC Events.**

If you have arranged for First Aid services, such as the Red Cross or St John's Ambulance Brigade, to be present at your event, then you will need to co-ordinate your Accident Report with theirs.

#### **5.2 Fire Arrangements**

It is important, at every YFC event, for the event organiser and / or the appointed "responsible person" for the event to be aware of the requirements for evacuation of the building / site in the event of a fire breaking out.

In this context it is important to check that all fire escape routes are kept clear and are not blocked by stored furniture, for example. The responsible person should know the procedure for raising the fire alarm and evacuating the building or site, YFC members attending the event should know where the assembly point is and a person is clearly identified as having responsibility for calling the Fire Brigade.

### **6. STAFF TRAINING AND INDUCTION**

It is important to recognise that, as part of the Health and Safety Policy, the organisation, as the employer, has a responsibility to advise paid staff members of the Health and Safety policy and its implementation. The organisation also has a duty to advise volunteers working under its direction, who are regarded as "employees" by the Health and Safety legislation, of its Health and Safety arrangements. The importance of this task should not be underestimated and WYFC strongly recommends that YFC members and advisers, in a position of such responsibility, familiarise themselves with the requirements of their responsibility as employer by attending Health and Safety training events.

Health and Safety training is available from WYFC, your County Council, and local training organisations, such as the Chamber of Commerce, College of Further Education and independent training providers.

Attendance at such training events should, where possible, be supported by a Certificate of Attendance or Achievement. Paid staff should be allowed to attend such training during working hours and not expected to attend in their own time, unless they choose to do so.

## **7. APPOINTMENT OF A YFC HEALTH AND SAFETY OFFICER**

As mentioned above, it is strongly recommended that each County YFC Federation appoints a person to take lead responsibility for the implementation of the Health and Safety policy at all YFC events in the County. This role should include training and ongoing support to the Clubs in the County Federation.

This role may be delegated to the employed staff member, or it may be delegated to a senior YFC supporter with experience of Health and Safety.

Whoever takes on the role however, should be supported in this role by the YFC Executive Committee. Attendance at training events in order to keep up to date with Health and Safety legislation as it affects YFC activities should be positively encouraged and financially supported by YFC.

An outline job description for this post-holder is contained in Appendix 2.

## **8. GLOSSARY OF TERMS USED**

**Competency** - having the appropriate level of skill, experience and understanding to undertake the task in hand to an acceptable / required standard

**Hazard** - something with the potential to cause harm

**Risk Assessment** - the process by which the potential damage caused by a hazard is calculated

**Safe System of Work** - this describes the process by which safe working conditions are put in for employees, or safe conditions for YFC members to participate in a YFC activity

**Severity** - the potential impact / damage that could be caused

## **9. FURTHER READING / REFERENCE MATERIAL**

Successful Health and Safety Management HSG65. Published by the Health & Safety Executive.



**HEALTH AND SAFETY POLICY**

The Wales Federation of Young Farmers Clubs (hereinafter referred to as WYFC) has the responsibility for the health and safety and welfare of its employees, YFC members and those who may be affected by any WYFC activity.

Our responsibilities extend to ensuring health and safety and welfare throughout WYFC both through our own efforts and the co-operation and compliance of our contractors / suppliers.

We seek and welcome recommendations for continuous improvement from both our employees and others.

We view Health and Safety in the widest context. For us, it means protection from risk, death, injury and poor health arising from our activities.

We accept that our responsibility extends to all who are involved in any way in our industry: our workforce; those contracted to work for us both on our property and at WYFC arranged events; the general public on our property or attending an WYFC arranged event; and our neighbours.

**Our commitment to a safe organisation comprises of:-**

- ❖ *improving Health and Safety through the setting of objectives and targets with adherence to defined standards of excellence for all those in the provision of WYFC activities*
- ❖ *appropriate levels of resources will be allocated to ensuring the management of Health and Safety within the organisation*
- ❖ *a positive culture will be encouraged within the organisation and this encouragement shall be actively supported by senior management within WYFC*
- ❖ *robust monitoring and investigation systems to enable us to thoroughly identify and evaluate the controls of risk*
- ❖ *adequate planning, monitoring and review of the implementation of the Health and Safety policy will take place*
- ❖ *an intolerance of failures to establish safe methods of work or to comply with legislation, formal standards, procedures and commitments.*

Health and Safety is fundamental to all contracts and trading agreements between all parties whose activities impact on the business and operations of WYFC. Evidence of acceptable Health and Safety management practice is and will remain a condition of access to WYFC events and activities.

Our approach to health and safety and welfare is dynamic and we will revise this policy to take into account any and all improvements to health, safety and welfare. Our policy will be reviewed annually.

*I, as Chief Executive, commit WYFC to uphold the principles in this Policy Statement in the efficient and effective conduct of our business and will provide adequate resources for this purpose. The implementation of this Health and Safety Policy has been delegated with full authority, to act as appropriate and in the best interests of the Council of WYFC, to the Board of Management. The Board of Management will therefore be the Health and Safety Committee for WYFC.*

Signed:

.....

Name:

Lowri A Jones

.....

**Position:** Chief Executive  
.....

**Date:** .....

## Model Job Description for a YFC Appointed Health and Safety Officer

### Purpose of Role:

To ensure that all YFC in .....County meet our commitment to providing a safe environment for YFC members to enjoy YFC activities, and to ensure ongoing compliance with Health and Safety legislation, as it affects YFC.

### Key Task:

- 1) To provide, either directly or by procuring, training to all Club Leaders in the County on Health and Safety issues relating to the activities of young people in YFC.
- 2) To provide ongoing support to all Club Leaders in their delivery of a safe environment for all Club activities.
- 3) To ensure that a “responsible person” is identified at each and every YFC event to take responsibility for all Health and Safety issues arising at the event.
- 4) To ensure that the identified responsible person completes a Risk Assessment for the event, and that the Risk Assessment is suitable and sufficient for the said event.
- 5) To work with the YFC County Executive to ensure the competency of individuals appointed to organise YFC events
- 6) To advise the County YFC Executive Committee on all relevant Health and Safety issues and to arrange training and ongoing support and advice as appropriate.
- 7) To maintain regular contact with other agencies involved in the Health and Safety of YFC events e.g. the Environmental Health Department, The Fire Brigade, the County Council Youth Service etc.

## YFC COUNTY RALLY RISK ASSESSMENT TEMPLATE

NAME OF COUNTY .....

DATE OF COUNTY RALLY .....

VENUE .....

RALLY ORGANISER  
*(responsible person)* .....

POSITION IN YFC .....

In planning your County Rally, you need to look at each part of the Rally as a separate unit, identify the potential hazards associated with it and take any identified steps to reduce the potential risk to YFC members, and members of the public, and to record any action taken using the template below. In this context a hazard is identified as the risk of ..... happening due to .....

The template has been designed to help you work systematically through all stages in preparing for your County Rally. It has been sent to you in electronic form as each Rally will vary and you can customise the template to your own requirements. It will enable you to conduct a Risk Assessment on each aspect of the Rally - Risk Assessment is identification of things which could go wrong and cause injury / harm / damage, so that action can be taken before they go wrong.

The process of Risk Assessment is straightforward. For each stage of your event, you need to assess the potential hazards and give them a risk rating. This works as follows:

Risk = likelihood (of incident)\* severity (of incident)  
Giving each of these a score of LOW, MEDIUM or HIGH , or 1,2, 3 means that any activity with a score of 4 requires attention and 6 or above requires preventative action.

|                                       |                     |                                 |                     |                   |
|---------------------------------------|---------------------|---------------------------------|---------------------|-------------------|
| <b>Likelihood<br/>of<br/>Incident</b> | <b>HIGH<br/>3</b>   | 3                               | 6                   | 9                 |
|                                       | <b>MEDIUM<br/>2</b> | 2                               | 4                   | 6                 |
|                                       | <b>LOW<br/>1</b>    | 1                               | 2                   | 3                 |
|                                       |                     | <b>LOW<br/>1</b>                | <b>MEDIUM<br/>2</b> | <b>HIGH<br/>3</b> |
|                                       |                     | <b>Severity of<br/>Incident</b> |                     |                   |

Depending on the risk rating, you will need to look at:

*Removing the risk altogether*

*Avoiding / substituting the hazard*

*Introducing a workplace precaution e.g. keeping the hazard and people apart by use of barriers*

| RISK / HAZARD CONDITION  | RISK RATING | COMMENTS |
|--|-------------|----------|
| <b>SITE</b>  |             |          |
| Access   |             |          |
| Adequate visible signage on site   |             |          |
| Plan traffic route   |             |          |
| Allocate adequate parking  |             |          |
| Sufficient lighting  |             |          |
| Adequate entrance and exits for emergency  |             |          |
| Arrangements for wet weather conditions  |             |          |
| Separate traffic and pedestrians routes/walkways   |             |          |
| Buildings - limit access to and secure non-functional buildings                                |             |          |
| Identify uneven and slippery surfaces  |             |          |
| Electricity - competent electrical contractor to install main supply (electricity regulations) |             |          |
| RISK / HAZARD CONDITION  | RISK RATING | COMMENTS |
| Overhead wires (identify) and mark/signage   |             |          |

|   |  |  |
|---|--|--|
| Identify all farm hazards eg Slurry pits, working equipment   |  |  |
| Appoint competent first aid   |  |  |
| Refreshments - comply with food and hygiene regulations   |  |  |
| Site Control Point<br>Accident book<br>Lost children/ no children on site during build up or breakdown (check insurance policy)<br>Public announcement service<br>Arrangements for calling the emergency services<br>Arrangements for manning the Control Point |  |  |
| Security - plan for crowd build up and determine emergency criteria, vandalism etc  |  |  |
| Evacuation procedure for clearing the site in the event of an emergency, bomb, gas explosion, flooding etc  |  |  |
| <b>COMPETITIONS / EVENTS</b>  |  |  |
| <b>Competition 1</b> eg ATV Challenge   |  |  |
| Is this competition insured?<br>Has this been checked with the insurer?   |  |  |
| Age of competitors<br>Check YFC membership for insurance cover  |  |  |
| Capability of competitors<br>Who decides?   |  |  |
| Stewards briefing<br>Clarify role and areas of responsibility   |  |  |
| Protective clothing - Supply protective clothing where necessary  |  |  |
| Safety Barriers - Adequate, disable access and egress   |  |  |
| First Aiders appointed and briefed (emergency response link up)   |  |  |
| Setting the course<br>Tight corners<br>Possibility of vehicle overturning   |  |  |
| Surface   |  |  |

| Risk of skidding   |             |          |
|--|-------------|----------|
| RISK / HAZARD CONDITION  | RISK RATING | COMMENTS |
| Fire precautions<br>Combustible fuel (COSHH regulations)   |             |          |
| <b>Competition 2</b> as above, depending on competition  |             |          |
| <i>Sports competitions</i><br>With water - life jackets and life saving equipment<br>(competent support staff)   |             |          |
| <i>Livestock Competitions</i><br>Experienced handlers?<br>Secure pens / display area<br>Escape routes for runaway animals<br>Loading / unloading arrangements  |             |          |
| <b>SITE SERVICES</b>   |             |          |
| Identify competent bar management. Identify local risk assessments, applicable to bar service<br>Bar licence<br>Hygiene  |             |          |
| Identify competent catering personnel. Comply with food and hygiene regulations.<br>Hygiene facilities<br>Gas Supply<br>Electricity Supply/comply with electrical regulations  |             |          |
| Waste disposal<br>Arrangements for refuse collection<br>Position of refuse bins - and secured in position?   |             |          |
| Competent and established supplies, adequate toilets and lighting (disabled etc)   |             |          |
| Contact with Statutory services<br>Police re traffic control<br>Environmental health re noise and food<br>Fire Service - check access routes to main risk areas (emergency response)<br>Ambulance - check access routes to main risk areas |             |          |
| Boundaries for YFC activity<br>Check where people can go   |             |          |

| Any excluded areas? How are these to be identified?  |             |          |
|--|-------------|----------|
| RISK / HAZARD CONDITION  | RISK RATING | COMMENTS |
| Trade Stands - Contractors supplying complex structures carry out risk assessment & method statement and structures certified for design and loading.<br>Have you checked their insurance cover?<br>Display Boards / Tables / Exhibits - are these secure in wet / windy weather?  |             |          |
| Evening Dance -<br>Staging Facilities - complex structures - approval certificate.<br>Marquees/adequate emergency exits, emergency lighting, ventilation<br>Determine method statement for lifting operations and identify competent forklift drivers<br>Lighting<br>Power supplies (comply with electricity regulations)<br>Emergency exits |             |          |
| Entertainments licence<br>Who is providing entertainment?<br>Is their equipment PAT certificated?<br>Have you seen their insurance cover?  |             |          |

**Further reference:-**

- The Guide to Managing Health and Safety for Exhibitions and Events 2000*
- The Health and Safety at Work Act 1974*
- Provision and Use of Work Equipment regulations 1998*
- Fire Workplace Regulations 1997*
- The Control of Substances Hazardous to Health Regulation 1999*
- The Health and Safety (Signs and Signal) regulation 1996*
- NOEA's Code of Practice for Outdoor Events 1993*
- Temporary Demountable Structures Guidance on Design Procurement & Use 1999*
- Environmental Protection Act 1990/Environment Act 1995*
- Electricity at Work Act 1989/ EVA Regulations for Stand Electrical Installations 1998*

Risk Assessment Completed by .....Date .....

# YFC DANCE RISK INSPECTION TEMPLATE

Dances are a regular feature on the YFC calendar and the template below is designed to help you ensure that the venue, and the dance itself, offers a safe environment in which YFC members can enjoy themselves.

This template is a guide to help you successfully undertake a risk inspection for the YFC dance. It provides a basic guidance for managing risk and identifying hazard potentials during BUILD UP, OPEN EVENT and BREAKDOWN PERIODS. Various areas of the template can be systematically used for dances organized by YFC members held in: - ♦ Marquee ♦ Barn ♦ Hall ♦ Mansion ♦ Other Buildings

Having identified the venue for your dance, the first thing you need to do, as a Club or County YFC organizing the event, is to identify “the responsible person”. It will be the responsibility of this person to ensure that a safe environment is provided for YFC members at the event - and that all local conditions are complied with i.e notifying the Environmental Health Dept or Fire Service, for example. The “Responsible Person” should also ensure that the risk assessment template is completed for this event.

## **ACTION POINT 1 - IDENTIFY YOUR “RESPONSIBLE PERSON” FOR HEALTH AND SAFETY AT THIS EVENT.**

**(The “responsible person” may, or may not, be the same person as the Organizer of the event.)**

It is the collective responsibility of both Venue Owner and Organizer (YFC) to ensure the suitability of the venue. The local Fire Brigade and Environmental Department may need contacting depending upon the size of the dance and the location. The Owner is directly responsible for the upkeep of the building/plant and material and is responsible for providing a safe place of work and environment for their staff, contractors and visitors to the venue and to clients, so far as is reasonably practicable.

The Organizer (YFC) must satisfy itself that all areas of responsibility, joint or otherwise, are set out, detailed and agreed within the Tenancy Contract (do you wish to simplify / explain this in YFC language?) with the Venue Owner. The Organizer / Responsible Person in conjunction with the Venue Owner is responsible for ensuring a safe dance environment including the safe access and egress of any persons to and from the dance.

If the Organizer hires or instructs contractors directly, then the Organizer must check that the official contractor they hire is competent and has undertaken a suitable Risk Assessment for the dance venue.

**ACTION POINT 2** - In preparation for the dance, the “responsible person” needs to complete the template for risk assessment given below. Depending on the particular venue, some or all of the headings will be relevant to your event. Do ensure that the person completing the template signs and dates the completed form.

AND REMEMBER - the purpose of this exercise is to ensure that we, as a voluntary organisation, are seen to provide a safe environment in which YFC members can enjoy themselves.

DATE OF EVENT .....

START AND FINISH TIMES .....

ADDRESS AND DESCRIPTION OF VENUE (eg, village hall, barn, hotel)  
.....

.....  
.....

DETAILS OF EVENT ORGANISIER  
.....

.....  
.....

DETAILS OF “RESPONSIBLE PERSON” FOR HEALTH AND SAFETY.....

.....  
.....

*FURTHER HELP: If you need help in undertaking the risk assessment for this event, or in completing the template, then further help is available from your Local Authority Environmental Health Dept, your County Council and local Training Providers.*

| RISK / HAZARD CONDITION   | RISK RATING | COMMENTS |
|---|-------------|----------|
| <i>Alcohol Abuse</i><br>Consumable amounts<br>Crowd build-up in restricted areas<br>Disorderly/Unruly conditions/Property Damage  |             |          |
| <i>Aisle-ways and Passageways</i><br>Clear and unobstructed<br>Sufficient width for normal movement<br>Aisles marked  |             |          |
| <i>Crowd Control</i><br>Congested high spots/build up<br>Bottleneck conditions<br>Sufficient width of exits   |             |          |
| <i>Electrical Power Systems</i><br>High voltage and control panels close and secure<br>Good condition of wiring insulation and fixtures<br>Isolated separate electrical feed for DJ/Band/Bar facilities<br>Lighting, pathways etc                   |             |          |
| <i>Ergonomics</i><br>Limited weight and size of materials lifted or carried by people   |             |          |
| <i>DJ/Band equipment, Marquee erection</i>  |             |          |
| <i>Emergency Instructions</i><br>Emergency Plan (Dance Site)<br>Operational Instructions<br>Communication (back up)   |             |          |
| <i>Exit/Egress</i><br>Sufficient exits<br>Exit and Exit signs adequately illuminated (applies to marquees)<br>Approaches to exits unobstructed<br>Clear of snow/ice<br>Open outwards onto level surface<br>No locks or fastening restricting escape |             |          |
| <i>Fire Protection</i><br>Portable extinguishers appropriate and readily available (applies to Marquees)<br>Fire equipment visibly marked   |             |          |
| <i>First Aid/Station /Equipment</i><br>Name/Qualified attendants<br>Instruction for accident reporting  |             |          |

| <i>Communication/Organiser, Safety Co-ordinator</i>   |                    |                 |
|---|--------------------|-----------------|
| <b>RISK / HAZARD CONDITION</b>  | <b>RISK RATING</b> | <b>COMMENTS</b> |
| <i>Floors (Walking/Working Surfaces)</i><br>Free of trips, slips and falls<br>Free of protrusions<br>Opening covered or barricaded<br>Load limits on upper floors/balconies           |                    |                 |
| <i>Food</i><br>Health and Hygiene for preparation of food or dispensing of food   |                    |                 |
| <i>Lighting</i><br>Walking and entertainment areas adequately illuminated during period of event<br>Illumination level sufficient for detail or work performed (Bar areas, Stage etc) |                    |                 |
| <i>Mobile Equipment</i><br>Qualified Operators<br>Physical hazards  |                    |                 |
| <i>Noise Exposure</i><br>Environmental Health<br>Licence/notification ie Marquee Event  |                    |                 |
| <i>Platforms/Stage/Rigging</i><br>Approved by competent contractor (structural engineer)<br>Safe access/egress<br>Competent marquee contractors<br>Flooring/non-skid                  |                    |                 |
| <i>Signs and Tags</i><br>Hazard warning<br>Directional and informational signs for danger, potential hazards  |                    |                 |
| <i>Sanitary/Toilets</i><br>Suitable and sufficient<br>Male and female and disabled<br>Competent contractor  |                    |                 |
| <i>Stacking and Storage</i><br>Aisle-ways and access paths clear and unobstructed<br>All stacks, stable are secure (farm conditions)  |                    |                 |
| <i>Stairs</i><br>Treads and nosing slip resistant<br>Handrails secure, on at least one side<br>Clear and unobstructed   |                    |                 |

|  |                    |                 |
|--|--------------------|-----------------|
| Wide stairs/Central rail   |                    |                 |
| <b>RISK / HAZARD CONDITION</b>   | <b>RISK RATING</b> | <b>COMMENTS</b> |
| <i>Ventilation and Extraction</i><br>Adequate means provided (Marquee - warm weather)<br>Air inlets and openings clear |                    |                 |
| <i>Warning Systems</i><br>Fire/Emergency alarm system<br>Hazard warning systems appropriate vehicles/equipment         |                    |                 |
| <i>Waste and Disposal</i><br>Safe disposal for waste/food/plastic containers etc<br>Drink Containers                   |                    |                 |

YFC DANCE TEMPLATE COMPLETED BY .....

POSITION IN YFC .....

SIGNATURE .....

DATE .....

**AFTER THE EVENT**

It is useful to note any actions taken to ensure the smooth running of the event that were not originally planned. This will help future organizers of this event to learn from your experience.

POST EVENT COMMENTS -

## PANTOMIME RISK ASSESSMENT TEMPLATE

The template below is designed to help you conduct an appropriate identification of Risks in arranging and performing a YFC Pantomime production.

To make best use of the template, you should look at each and every aspect of the pantomime production systematically and consider the identified and potential hazards involved in the production. Your observations on each hazard should be recorded, together with any action taken to reduce the identified risk.

It is strongly recommended that one person assumes responsibility for ensuring health and safety compliance for the pantomime production.

NAME OF PERSON RESPONSIBLE FOR UNDERTAKING THE  
RISK ASSESSMENT OF THE PANTOMIME PRODUCTION

.....

ROLE / POSITION WITHIN YFC

.....

NAME OF YFC PERFORMING THE PANTOMIME

.....

DATE AND TIME OF PERFORMANCE

.....

ADDRESS OF VENUE

.....

| PANTOMIME ITEM       | RISK / HAZARD CONDITION  | COMMENTS/RECORD OF ACTIONS TAKEN |
|----------------------|--|----------------------------------|
| <i>STAGE SCENERY</i> | Scenery is built, installed, rigged and dismantled safely in line with information provided by the Designer  |                                  |
|                      | Risks to all parties are adequately controlled at all stages during the scenery's life cycle (set up, use during performance, dismantling and transport to and from theatre) |                                  |
| Design of scenery    | Unsafe structures, resulting from poor designs (check load bearings, anchor points). Only safe and suitable equipment and materials should                                   |                                  |

|   |   |   |
|---|---|---|
|   | be used.  |   |
| Materials used for scenery                      | Use of poor quality or unsuitable material (sharp edges or unfinished edges, protruding nails etc). Materials used must be fit for and suitable for purpose |   |
|   | Poor manufacture and building standards   |   |
| Fire risk                                       | Increased fire risk from use of unsuitable materials  |   |
| Presence of chemicals                           | Hazardous substances - COSHH assessments  |   |
| Weight / shape of items                         | Manual handling difficulties, caused by heavy and bulky scenery items etc   |   |
| <b>PANTOMIME ITEM</b>                           | <b>RISK / HAZARD CONDITION</b>  | <b>COMMENTS/RECORD OF ACTIONS TAKEN</b> |
| Theatre floor and any additional floor covering | Slips and trips on uneven or unsuitable flooring  |   |
| Stage scenery climbed upon by performers        | Falls from height caused by inadequate or unsuitable edge protection  |   |
| Stage scenery and set items                     | Falling objects eg lamps or scenery inappropriately suspended or poorly rigged  |   |
| Electrical equipment                            | Electric shocks or burns from unsafe electrical equipment   |   |
| Movable mechanical devices                      | Entrapment and / or entanglement from unguarded or unprotected mechanical devices   |   |
| Overhead stage structures                       | Working flywires and support trusses should be inspected by competent riggers and regularly inspected   |   |
| <b>SUSPENDED SCENERY</b>                        |   |   |
| Safety of suspended scenery                     | All sets or scenery suspended above head height should be securely suspended  |   |
|   | Designer and construction team should ensure suitable hanging points are provided which are clearly identified and load tested                              |   |
|   | Hanging irons and points etc for wood structures should be bolted through. Metal structures should either be bolted or welded                               |   |
| <b>GLASS</b>                                    |   |   |
| Glass substitutes                               | The use of glass within a stage set should be avoided. Where possible use rubber glass, sugar glass or plastics such as carbex or perspex                   |   |
| <b>ELECTRICAL INSTALLATIONS</b>                 |   |   |
| Electrical supply                               | A competent electrician should undertake all electrical work. Essential principles are covered in BS7671 and BS7909   |   |
|   | The design of props and sets which require electrical fittings and wiring should be mounted on a flat surface   |   |

|                        |   |  |
|------------------------|---|--|
| <b>WATER</b>           |   |  |
| Water storage          | Water tank or containers should be properly designed to ensure that they are suitable for intended use and adequately tested for leakage prior to use. Normal practice should include the provision of secondary confinement. |  |
| Water borne infections | Ensure the water source is free from contamination, including bacteriological contamination. Best advice is not to allow anyone to drink any liquid without knowing its source  |  |

| <b>PANTOMIME ITEM</b>           | <b>RISK / HAZARD CONDITION</b>  | <b>COMMENTS/RECORD OF ACTIONS TAKEN</b> |
|---------------------------------|---|---|
| <b>MACHINERY OR EQUIPMENT</b>   | Equipment or machinery, either integral to the set or prop or during its construction, needs to meet the requirements of the Provision and Use of Work Equipment Regulations 1998. The main requirements of this Act are as follows: <ul style="list-style-type: none"> <li>- the equipment / machinery is appropriate for its intended use</li> <li>- all dangerous or moving parts are adequately guarded</li> <li>- the controls are accessible and understandable</li> <li>- emergency stops are fitted &amp; provide isolation from the power source if reqd</li> <li>- adequate information on its safe use and operation is provided.</li> </ul> |   |
| <b>PRESSURE SYSTEMS</b>         |   |   |
| Hydraulic or pneumatic pressure | Props or sets incorporating hydraulic and pneumatic assemblies as part of the operating systems should be built to current standards, especially if failure could result in injury.   |   |
|                                 | Designs should be subject to failure mode analysis carried out by a competent engineer, to ensure that all critical component fail to safety. Once built an installation should be subjected to an initial test to check the safety critical elements, such as switches, valves, variable controllers (eg pressure regulator and overload protection, pressure release valves etc)<br>Any system with an operating pressure of 0.5 bar or above will be subject to the Pressure Systems Safety Regulations 2000.  |   |
| <b>FALLS FROM HEIGHTS</b>       |   |   |
| Prevention of falls             | There are 3 basic ways of preventing people from falling from height  |   |

|  |  |   |
|--|--|---|
|  | <p>(normally considered to be above 2m):</p> <ul style="list-style-type: none"> <li>- edge protection (parapet, guard rails etc)</li> <li>- restraint (safety harness fixed to suitable anchorage points etc) <ul style="list-style-type: none"> <li>- by position, maintaining a safe distance from an unprotected edge.</li> </ul> </li> </ul> <p>Safety by position, normally a distance of 3 meters, will depend on a number of factors including type of activity taking place, the amount of space and number of people and the rake of the stage.</p> <p>A potential fall height of under 2 meters may also require the precautions described above if it is considered dangerous</p> |   |
| <b>FIRE</b>  |  |   |
| A fire risk assessment has to be carried out for the building and adequate means of escape from the set and stage is provided  | This will need to be linked to the fire arrangements adhered to by the Theatre   |   |
| <b>PANTOMIME ITEM</b>  | <b>RISK / HAZARD CONDITION</b>   | <b>COMMENTS/RECORD OF ACTIONS TAKEN</b> |
| All items of scenery, including props and costumes brought into the theatre, should either be naturally fire resistant, flame or fire proofed and conform to the relevant British European Standards | Check for compliance by looking for safety labels  |   |
| Furniture - certain restrictions apply to furniture  | Remove or limit the use of material that give off toxic fumes during fire, such as polystyrene (polystyrenes should be treated as highly flammable liquids)  |   |
| Storage of props   | Storage of props and scenery should be kept to a minimum within any stage setting whilst it is in use.   |   |
| <b>FIRE LANES &amp; FIRE EXITS</b>   |  |   |
| Fire escapes   | <p>Means of escape in case of fire should be clearly identified and kept clear at all times.</p> <p>Props and sets should not obstruct the statutory fire signage used within stages or theatres. If necessary temporary signage should be provided if any scenery obstructs the view of the normal fire escape signs.</p>   |   |

|                                     |  |  |
|-------------------------------------|--|--|
| Communicating identified fire risks | The design and construction team should clearly identify any special fire precautions and bring these matters to the attention of the management / producer / responsible person |  |
|-------------------------------------|--|--|

Two final points to check:

- 1) Have you ensured that your Risk Assessment for this event complies with that undertaken by the venue?
- 2) Have you checked that appropriate insurance cover is in place for all your intended activities during the pantomime?

#### FURTHER REFERENCE

- Management of Health and Safety at Work Regulations 1999 Approved Code of Practice. ISBN 07176 24889
- Workplace Health, Safety and Welfare Regulations 1992 ISBN 07176 04136. Approved Code of Practice L24.
- Safe Use of Work Equipment, Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice LZC.
- Guide to Fire Precautions in Existing Places of Entertainment and Like Premises. Stationery Office 1990. ISBN 011 340909.
- Working at Heights in Broadcasting and Entertainment Industries. Information Sheet ET1S 6. HSE.

## STOCK JUDGING RISK ASSESSMENT TEMPLATE

The risk assessment template below is designed to conduct an appropriate identification of risks in arranging a Stockjudging event. To make best use of the template, you should look at each and every aspect of the stock judging event systematically and consider the identified and potential hazards involved in the production. Your observations on each hazard should be recorded, together with any action taken to reduce the identified risk. It is strongly recommended that one person assumes responsibility for ensuring health and safety compliance for the stock judging event. A hazard is identified as any activity / object with the ability to cause harm.

| ACTIVITY  | HAZARD  | RISK RATING | RECORD OF ACTION TO BE TAKEN / TAKEN |
|---|---|-------------|--------------------------------------|
| Animal segregation from competitors             | Injury to competitor from trampling, kicking etc                            |             |                                      |
| Animal segregation from members of the public   | Injury to persons due to escaped animal running freely                      |             |                                      |
| Loading and unloading of stock                  | Escape from handler and divert from path from vehicle to holding bay / ring |             |                                      |
| Animal welfare whilst at event                  | Insufficient food and water impacting on animal behaviour                   |             |                                      |
| Vehicle movement on site                        | Separate pedestrians from vehicle access                                    |             |                                      |
| Pedestrian access to site                       | Separate pedestrians from vehicle access                                    |             |                                      |
| Installation of PA system                       | Fall from height<br>Electrocution / electric shocks                         |             |                                      |
| Arrangements for animal waste                   | Cross contamination with food   |             |                                      |
| First Aid provision                             | Identify responsible person / organisation                                  |             |                                      |
| Sale of food                                    | Food hygiene.<br>Cross contamination from animal waste                      |             |                                      |
| Evacuation of site in the event of an emergency | People panicing   |             |                                      |



**YFC ACCIDENT REPORTING FORM**

Occasionally, at YFC events, accidents occur and people are injured. It is important that a record of each accident is made, as close in time as practicable to the accident taking place, as these details may be required in the event of an insurance or compensation claim by the injured party.

The report should be completed, in handwriting, by the person responsible for organising the event. Witness statements should be attached, also completed in handwriting, to support the Accident Report.

The Report should be as factual as possible and details of the environment, eg low lighting, slippery floor etc should be included to give a comprehensive view of the incident.

Date of Accident.....Time of Accident

.....

Venue

.....  
.....

Name of Injured Person(s) .....

Address .....

YFC Details (Club, Membership Number)

.....

Details of Accident

Details of Action(s) taken and by whom

Accident / Incident Form completed by .....

Position in YFC .....

Signed ..... Dated

.....

Relationship to Injured

Person(s).....

This form should be completed in handwriting and returned to the Office of the YFC responsible for hosting the event at which the accident took place.

In the event of the accident occurring at a YFC Club event, this form should be held on file in the County YFC office of the County in which the Club operates. This paperwork, together with any supporting witness statements, should be held in the Accident Book.





HSE Accident Book Form (Eureka publications)

Riddor reporting