**POTATOES IN PRACTICE 2021**

**Health & Safety requirements for all Exhibitors**

The James Hutton Institute (Hutton) has a legal responsibility to, plan manage and monitor any activities carried out either under their direct control or on their behalf. Hutton must ensure during any event, all significant risks and common hazards are controlled in a safe manner to protect Hutton employees, visitors and contractors attending this event.

All activities carried out on behalf of Hutton must be fully compliant with the Health and Safety at Work Act 1974, and all associated regulations derived from this act. These legislative requirements must be clearly followed, as well as any current industry standards including Approved Codes of Practice (ACOP) which may require to be implemented during this event.

As part of this process, Hutton are requesting all Exhibitors to read the information contained in this document and submit for evaluation the Exhibitors completed risk assessments which must cover all significant and or foreseeable risks associated with the build-up, breakdown and general running of your stand.

The organisation must supply a suitable and sufficient risk assessment denoting all the common industry hazards associated with any plant, machinery, equipment or products etc. that they intend to use on the day of the event. A specific risk assessment for each activity or task is required.

These risk assessments must be submitted for evaluation by 28 May 2021. You will receive written information to say your documentation has been suitably developed to allow you to participate in this event, or if it requires further details to be submitted.

It is paramount all event documentation is signed off by the Hutton Director of Operations. Only documentation submitted and agreed for the actual activities, can be used on the day of the event.

A sample risk assessment form is attached to help you, however you may wish to use your own organisation’s internal documentation, provided it meets the industry requirements on layout and format.

**Electrical certification:**

Hutton requires evidence of your organisation’s inspection and testing regimes for any portable electrical appliances or equipment you intend to use at this event. This must be submitted with the risk assessments prior to the event. Should you not have P.A.T certification available, you must provide documented evidence of how your organisation inspects your electrical equipment. If any electrical is not fit for purpose on the day of inspection by the Hutton Health and Safety Team, you will not be permitted to use it.

**Electric Points for in use inside Gazebos installed by James Hutton Institute Electrical Engineers:**

2 sockets providing 13amps maximum will be provide on request (see additional costs in Exhibitors pack) Only the 2 sockets that are provided may be used. No additional sockets / extension leads will be permitted for use.

**Fire Safety:**

Specific fire risk assessments for plant, machinery, equipment, or activities where this is relevant must be submitted with the rest of the risk assessments or encompassed within these to control the potential out-break of fire during this event.

Hutton will then ensure collectively that all the event fire control measures are then developed and implemented in conjunction with the Institute’s Fire Officer.

**Gas Safety:**

Mobile hot-food catering units usually use LPG supplied in cylinders. The Nationwide Caterers Association (NCASS) has produced guidance on the installation of LPG and LPG-fired equipment in catering trailers, converted vehicles, portable kitchens, carts, trolleys and bikes.

All catering and hospitality staff that use gas equipment should be trained in how to use it and in how to carry out visual checks for obvious faults. This will include such things as damaged pipework and connections, inoperative flame supervision devices (these shut off the gas supply automatically if the flame disappears), missing restraints on equipment, inoperative locks on castors of mobile equipment and smells of escaping gas. All staff should be familiar with what to do in these situations. Routine tasks such as connecting and disconnecting plug-in gas connections to appliances when moving for cleaning, or changing LPG cylinders or hoses, can be carried out by people who are not Gas Safe registered, but they must be competent. Only a Gas Safe-registered person should carry out new installation of and commission of an appliance with a plug-in gas connection, including the safety examinations prescribed in Gas Safety In Use Regulations. cais23.pdf (hse.gov.uk)

**Temporary demountable fabric structures:**

It is vital that all structures used are, so far as is reasonably practicable, safe, particularly in case of fire or adverse weather, and that procedures are in place to protect the public, visitors and or staff in these. Anchors are critical to the stability and safety of any fabric structures. The pull out force that an anchorage stake can withstand depends on the type of soil, water penetration, the inclination of the anchor and the depth of the anchor. Anchorage should always be in accordance with the manufacturer’s manual and be sufficient to resist the maximum uplift force expected. Stakes and ropes near exits or other walking routes should be fenced off or clearly marked to prevent members of the public from walking into or tripping over them. Responsibility for designating walking routes and erection of fencing will normally lie with the event organiser, but the owner of these structures should be aware of these safety issues. The organisations risk assessment must also take into account any manufactures requirements such as wind loadings.

**Traffic management:**

This year there will be no exhibitors’ vehicle movements allowed in the actual event site. When exhibitors arrive, they will be guided to a designated safe drop-off zone where a Hutton shuttle vehicle will transport any equipment and materials to the agreed location. This will reduce the likelihood of contact being made with any pedestrians working in these locations. No site vehicle movements will be permitted after the event closes and the shuttle system will transport all equipment back to the safe drop off zone so Exhibitors can load up their vehicles in a safe manner.

Hutton will hold a PIP event plan whereby all health and safety controls for this event will be documented, these will include your specific arrangements should an emergency situation arise during the event. Your organisation’s risk controls will help Hutton ensure they can meet their legal obligations to protect all parties involved in this event.

**Inclement weather:**

The Events Coordinator in conjunction with the Hutton Health and Safety Team will monitor the weather forecast and should the wind speed increase to an unsafe limit, a decision will be taken to either reduce all temporary demountable fabric structures and or equipment where practicable, or to close the event.

This signed and completed form below must be maintained and kept readily available for inspection by the Health & Safety Executive (HSE), Event Organiser and or the Hutton Health and Safety Team on the day of the event.

If you have your own Risk Assessment paperwork in place, then we are happy to accept it; provided it is deemed to be suitable by our H&S Advisors.

It is your responsibility to ensure that suitable and sufficient risk assessments and fire risk assessments are carried out for your exhibit.

|  |  |
| --- | --- |
| **Company name** |  |
| **Address** |  |
| **Name, telephone, and email contact details** |  |
| **Description of stand:**  Please indicate whether main marquee, outdoor, field plot or live machinery  Please detail what you’ll have on display, particularly equipment, machinery etc. |  |

**WILL YOU BE USING ANY EXTERNAL / INDEPENDENT COMPANIES TO BUILD, DISMANTLE OR**

**MAN YOUR STAND/DELIVER ACTIVITY? YES/NO**

If yes, please provide details and enclose their H&S paperwork

**DO YOU HAVE PUBLIC LIABILITY INSURANCE? YES/NO**

Please provide details of cover and provide copy of insurance certificate

It is recommended that the next part of this form is completed by a competent person who has a good understanding of the risk controls or who has undertaken some health and safety training and is familiar with risk assessment formats.

Failure to comply with this requirement will result in you being unable to attend this event.

**SAMPLE RISK ASSESSMENT TEMPLATE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Description of Work Activity |  | | | Location |  | | |
| Assessor(s) |  | | | Approved By: Signature |  | | |
| Risk Assessment Reference No. |  | Revision No. |  | Initial Assessment Date |  |  |  |

| Hazard | People at Risk | | | List all controls currently in place | Risk | | | Further Actions | Target Date | Person Responsible | Completion Date | New Residual Risk Score |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employees | Visitors / Public | Contractors | Likelihood | Severity | Score |
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| Severity Scales | | | |  | Likelihood scales | |
| 1 | Negligible injury | | |  | 1 | Very unlikely, little or no chance of occurrence |
| 2 | Minor injury | | |  | 2 | Unlikely but could occur |
| 3 | Lost time injury or hospital | | |  | 3 | Possible, however less than 50/50 chance |
| 4 | Major injury or permanent disability | | |  | 4 | Probable, likely to occur (50/50 chance or greater) |
| 5 | Fatality, multiple fatalities, terminal occupational disease | | |  | 5 | Probable, highly likely/certain to occur |
| Risk tolerability | | | | | | |
| 1-5 | | Low | The level of risk is acceptable and the work can proceed without any further action required | | | |
| 6-9 | | Tolerable | Steps must still be taken to minimise the risk to as low as reasonably practicable (ALARP) | | | |
| 10-14 | | Moderate | The task cannot proceed until specialist personnel and management have been consulted and specific control measures have been implemented to reduce the risk.  Considerable resources may be required to do this | | | |
| 15-25 | | Intolerable | The task is prohibited.  Alternative methods must be sought to carry out the work.  The alternative methods identified must also be risk assessed | | | |

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| --- | --- | --- | --- |
| **Date Completed:** |  | **OVERALL ASSESSMENT RESULT:** | Low/Medium/High |
| **Signature:** |  | **Further action required?** | Yes/No |
| **Name and designation of person completing form** |  | **External contractors being used** | Yes/No  If yes, please attach details and copy of the Contractor’s risk assessments and details of who will be supervising them. |