

Information requirement	Comment	Responsibility
The named organiser of the event with contact details.		
The time and date of the event.		
The type of event you are planning.		
Details of any special or unusual activities.		
Insurance arrangements (show association, other associations involved, contractors, stall holders & catering facilities) etc.		
Safety statements (organisers & service suppliers)		
Have you carried out a risk assessment to make sure you have all the necessary health & safety measures in place: for example, fire safety, working at height, noise, access to services, traffic control, pedestrians, securing of attractions, access & egress etc?		

Safety Officer	Comment	Responsibility
(1) Make sure to appoint a responsible person to act as Safety Officer & give that person sole responsibility for implementing safety procedures at your Show		
(2) Make sure the Safety Officer is Clearly Visible by wearing a high visibility Jacket, Different in colour from any other vests being worn by Stewards and is equipped with some accident report sheets, a camera and some writing materiel and clear site map with parking arrangements.		
(3) Make sure the Safety Officer has access to the following (A) Public Address System from which to make announcements (B) To the Gardai & Ambulance Service etc.		
Entrances / Exits		
(1) Make sure to have Separate entrances/exits for pedestrians & Animals, Lorries, & Trailers etc. Will your event cause any traffic congestion? Can vehicles clear the road to receive instructions or make payment? Are entrances suitable for prams and pushchairs and appropriately signed? Is a licence, road closure or traffic flow arrangements on roads required from the council / gardai?		
(2)Have you met the needs of disabled people?		

Entrances / Exits Cont'd	Comment	Responsibility
<p>(3) Make sure to have entrances/exit area well gritted to prevent mud getting onto road, which may cause Accidents, <u>(it is your responsibility to make sure the public are warned of hazards that may be up ahead & that the road is cleaned at the earliest opportunity after the event to prevent accidents happening)</u></p>		
<p>(4) Make sure parade rings are of a strong nature, Crowd Control Barriers suggested or something other than Nylon Rope, important to keep children & pets safe by having a fence around parade rings to prevent them getting inside.</p>		
<p>(5) Make sure to have separate areas for unloading & loading Animals near parade rings and that they are free of obstructions/ distractions.</p>		
<p>(6) Make sure to appoint responsible persons to act as Stewards & are wearing high visibility vests available on road to assist with traffic control so as to avoid congestion, however if the Gardai are available leave that work to them.</p>		
<p>(7) Do have adequate parking arrangements for the public, livestock vehicles, traders, caterers which facilitates loading and unloading of supplies and livestock away from the public? Ensure pedestrian and vehicle traffic is segregated with regard to entering or exiting venue / attractions.</p>		

Segregation	Comment	Responsibility
<p>(1) Make sure parade rings, Horse box compound, Trade Stand area & Animal gangways are fenced off from pedestrians by a fence of a strong robust nature. Ensure that animals are kept under control during unloading, loading, display, judging and performing etc. loading and unloading should be done in an area which minimises/prevents obstruction or startling of livestock. It should be possible for animals to enter / exit their respective show area without coming into contact with pedestrians.</p>		
<p>(2) Make sure, Trade displays with rotating pulleys & open streams are fenced off from the public /pedestrians by a fence and that they are aware of the danger.</p>		
<p>(3) All car parks should be well Signposted and well away from Animals and Animal gangways</p>		
<p>(4) Traffic & pedestrians should be separated as much as possible, in particular where both are passing through gateways within the show grounds.</p>		
The Grounds		
<p>(1) Make sure perimeter boundaries well fenced off & free from protruding sharp edges that may cause injury to people. Drains and bridges should be fenced to prevent pedestrians falling into drains or off bridges.</p>		

The Grounds	Comment	Responsibility
<p>(2) Make sure the grounds are free from obstructions such as stones potholes & trip hazards, also ensure that generators in use are well shielded from public, as they cause nasty burns to children who may touch the hot exhaust and so on.</p>		
<p>(3) On the day make sure pegs supporting tents are well fenced off to prevent trips that may cause injury to people. Are crowd control barriers necessary and in place where required, particularly around attractions. Competitions and displays? Ensure all attractions and amusements are supervised by owners / operators.</p>		
<p>(4) It is also very important to make sure temporary seating put in place is of a safe standard and not likely to topple over or cause injury to people who use it.</p>		
<p>(5) Make sure Stands in use are of a strong nature and comply with all safety standards, and that hand rails are fitted, also make sure low ceilings & low beams are highlighted and warnings notices advising the public are in place at appropriate locations.</p>		
<p>(6) Do you need any other special arrangements for example, for lost children or lost property?</p>		

Notices & Signage	Comment	Responsibility
<p>(1) Make sure to have plenty of safety notices & car park notices already supplied to your Show on display throughout the ground, to keep the public aware of the risks.</p>		
<p>(2) Make sure also to have the Medical area well sighted and that the Ambulance personnel, or first responders are in attendance throughout the day, also ensure the public are aware of where they are located. Ensure they can gain access to all areas of activity on site and that vehicle parking is controlled throughout the day.</p>		
<p>(3) It is very important to notify the Gardai well in advance of you Show so that they can make arrangements to have cover arranged for your Show.</p>		
<p>(4) It is very important that all Stewards are well briefed on what to do and where to look for all emergency services, and to be able to make contact with the Safety Officer should anything go wrong on the day</p>		

General show organisational requirements	Comment	Responsibility
(1) Do you need any special permission (food or drink licences, permission from land owner or permit from council or Gardai etc)?		
(2) Is the site suitable for your event, traffic management, effects of inclement weather etc?		
(3) Have you the necessary information assembled, including, maps, site plans, traffic routes, parking and details of gas / electricity installations and an outline programme of events?		
(4) Do you know how many people you are expecting?		
(5) If things go wrong, do you have a plan? Does it cover everything? Has it been agreed with the emergency services? Who will make the decisions during an emergency? Will you stop the event during an emergency? Have you asked for advice from the emergency services about emergency routes?		
(6) Are generators necessary or can mains power be supplied, can temporary shielding be provided to keep people / children away from hot surfaces, are they sound insulated and are fumes directed away from buildings (temporary or permanent)?		

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<p>(8) Environmental issues, are litter collection facilities in place and have arrangements been made to clean venue after the show and remove directional signage and temporary structures, empty temporary toilets etc? Will the environmental noise (PA system, music, traffic & crowd etc) create any problems with local community or facilities close to the venue?</p>		
<p>(10) Are adequate welfare facilities in place including, drinking water, toilets, seating, and rest areas and are all buildings & structures solid and stable with clear access and egress? Ensure obstacles and low structures are signed and protected.</p>		
<p>(11) Providers of attractions should present appropriate insurance and inspection documents as appropriate as part of their selection to operate at the show and to indemnify the show committee & ISA.</p>		
<p>(12) Bouncy castles should be in good condition, securely fixed to ground, have a safety mat (minimum 1” thick) at entrance, have electrical blower fenced off / secured, be supervised, number of children on the bouncy castle controlled and that they use it appropriately & safely.</p>		

Additional notes – refer to risk assessments to ensure all hazards are being effectively minimised and controlled

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Summary

All the above check items are just guide lines as to what is expected of the Show Committee in trying to keep the Show safer and a more enjoyable place for all concerned & hopefully will lead to cheaper Insurance in the long run.