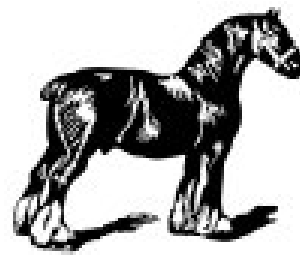


Volunteer

A group of hands holding up large, colorful letters that spell out the word 'Volunteer'. The letters are in various colors: red, green, blue, purple, yellow, and red.

**ASHBOURNE SHIRE
HORSE SOCIETY**



**VOLUNTEERS
HANDBOOK**

SAFETY

A group of hands holding up large, colorful letters that spell out the word 'SAFETY'. The letters are in various colors: yellow, blue, black, purple, black, and purple.

Ashbourne Shire Horse Society

Volunteer Code of Conduct

As a Volunteer representing the Society, it is important that the Society's ethics and standards are upheld and that the Society is protected from the harmful actions of others whether deliberate or unintentional.

We therefore ask you to read and familiarise yourself with the policies and principles of the Society and then confirm that you agree to:

- help Ashbourne Shire Horse Society fulfil its objectives and mission;
- perform your volunteering role to the best of my ability;
- follow the Society's procedures and standards, including privacy, health and safety and equal opportunities, in relation to its staff, volunteers and all others with whom it interacts;
- maintain the confidential information of the Society and of the people and organisations with which it interacts;
- report immediately any concerns you may have about any activities or situations for which the Society has responsibility, including the actions or behaviour of other volunteers, to your supervisor or the Directors of the Society;
- act in an open and honest fashion in your dealing with the Society and any governing or regulatory body under whose rules or regulation the Society may operate;
- operate at all time in accordance with the principles set out in the Society's Confidentiality Policy, Data Protection Policy and Health and Safety Policy as made available in the Secretary's Office on Show Day;
- not to make any statements, verbal or written, or undertake upon any course of action that may bring the Society into disrepute or result in any bad publicity or harm the Society's reputation in any way;
- not to incur any expense or liability, whether moral legal financial or otherwise, on behalf of or in the name of the Society or to enter into any agreement under which the Society may be or become liable in any way without express prior written consent.

Ashbourne Shire Horse Society

Privacy, Confidentiality and Inclusion

The Ashbourne Shire Horse Society takes its responsibilities to Volunteers and Members of the Public very seriously The Society commits to the following:

Training and Supervision: To provide training and supervision so that Volunteers may perform their role and to keep them and members of the public safe.

Fair and Equal Treatment: The Society promotes equality and we will ensure that all individuals are dealt on an equal basis.

Problems: To try to resolve fairly any problems, grievances and difficulties that may arise. In the event of an unresolved problem, to offer an opportunity to discuss the issues with the Directors of the Society.

Insurance: The Society has insurance policies that cover its activities and liabilities which provide for Volunteers whilst undertaking work for us

Confidentiality and Privacy: The Society processes personal information for certain legitimate business purposes which include the following:

- Where the processing enables us to improve our services and communications for the benefit of the customer/Volunteer.
- To identify and prevent fraud.
- To better understand how people, interact with our social media and web sites.
- To provide postal communications that may be of benefit and interest.
- To determine the effectiveness of our marketing and advertising.

Whenever we process data we will ensure that we always keep your Personal Data rights in the highest regard and take into account all of your data protection rights under any and all current UK legislation.

You have the right to object to this processing at any time. You may do so by emailing us at admin@ashbourenshow.co.uk

Copies of the Society's Confidentiality Policy, Data Protection Policy and Health and Safety Policy are available for inspection in the Secretary's Office

Ashbourne Shire Horse Society

Health and Safety

General

Ashbourne Shire Horse Society is committed to keeping its volunteers safe and to safe-guard all those who attend Society events or participate in the Society's activities in any way.

All individuals must should be aware of their surroundings and their own safety and to look out for unsafe practices and protect others involved.

The Society has a comprehensive Health and Safety Policy which is available from the General Secretary that covers the activities it undertakes including the staging of the Ashbourne Show itself.

At all times, Volunteers are reminded to:

- Look out for and report dangerous or unsafe practices or equipment to your supervisor at the first opportunity.
- Ensure that you do not do anything that may put you or others at risk of injury or harm.
- Be aware that appliances used for cooking or heating are likely to be hot and carelessness could result in severe burns.
- Note what to do in the event of an emergency, where exits are and who to contact
- Not to bring or use hazardous materials or firearms whilst undertaking any activity involving the Ashbourne Shire Horse Society.
- Be Vigilant – Look out for unusual or suspicious objects or behaviour – if in doubt - **REPORT IT**
- In the event of terrorist or other attack:

RUN – HIDE – TELL

Get as far away as possible, hide and dial 999 immediately.

You are the people on the ground that can reduce risks of accidents and prevent dangerous practices being used.

Ashbourne Shire Horse Society

Health and Safety

Show Set Up and Take Down

The set up and take-down of the show ground are potentially the most hazardous for all persons involved.

- **Vehicle and Machinery Movements:**

Vehicles, contractors, suppliers and trade stand occupiers, that will be moving on and off the ground. Lifting and contractors machinery will be carrying out activities. These are likely to pose a risk to unprotected people.

BE SEEN – HI-VIZ vests are available - Please wear them

- **Hazards**

During set-up and take-down there will be unmarked hazards. Be on your look-out for these.

- **Potentially Unsafe or Partially Erected Structures**

Be aware that partially erected marquees and other structures may be unsafe until secured properly.

- **Fire Risk**

The introduction combustible materials, hot engines, exposed wiring and other ignition sources will pose a higher risk of fire.

- **In-operative Safety Equipment**

During installation and de-commissioning it is likely that normal safety equipment, such as fire extinguishers, may not be fully operative and electrical or other appliances may not be fully safety checked.

**Be Vigilant, Be Aware and Take Precautions to
Protect yourselves and others at all times.**

Ashbourne Shire Horse Society

Show Day Health and Safety

Introduction

Legislation requires the show organisers to have regard to the Health and Safety of all persons involved with the show, whether paying public, volunteers or contractors.

A written policy and procedures are required with potentially severe penalties, both criminal and civil, if accidents occur which are foreseeable and preventable.

Responsibility for health and safety lies primarily with us as organisers of the Show.

All Stewards, Volunteers, Contractors, Exhibitors and Trade Stand Occupiers are required:

- To co-operate fully with Show Officials on Health and Safety matters.
- Not to interfere with anything provided to safeguard their Health and Safety or that of others.
- To take reasonable care of their own Health and Safety.
- To report all Health and Safety concerns to Chief Stewards or senior section representatives.

Site Plan

- A copy is included in this booklet showing locations of all facilities on the ground
- Please use the grid letters and numbers when reporting locations.

Clothing

- **Stewards should wear an Identifying Armband and HI-VIZ vest at all times unless working with livestock. HI-VIZ vest are available on request from the Show Secretary.**

Fire Risk

- It is a legal requirement that smoking is not permitted in any enclosed space including marquees.
- Fire extinguishers are available in marquees, and fire exits must not be obstructed.
- **The use of Petrol Generators is strictly prohibited**

Emergency Procedures – Fire and Evacuation

- Each section's Chief Steward / Senior Representative will check escape routes. If an emergency evacuation of the site is announced, please report to the Secretary, or Chief Steward where you will be given instructions. Paramedics and the police are on site, and if necessary you can call 999.

Emergency Access

- Please ensure that the public are excluded from the dedicated animal and vehicular access routes at all times, and that such routes are not impeded in any way.

Accidents and First Aid

- First Aid facilities are located at the emergency co-ordination point shown on the site plan.
- The Paramedic team will provide the appointed first aid cover.
- All accidents are to be recorded on incident forms available from and for return to the Secretary's office. If an accident occurs, it is essential that you record all relevant details, including those of witnesses.

Unauthorised Vehicles

- Vehicles not authorised to remain on the ground should be removed to car parks by 9.am and not return until after 5.pm.
- Any unauthorised vehicles should be reported to the Secretary's office.
- **No Vehicle movement is permitted on the Showground during the day.**

Safe Plant and Equipment

- Only the use of plant and equipment that is compliant with Society regulations and current legislation, and thus is safe and properly maintained and will be allowed to be used in a safe manner.

Dogs

- Dogs should be kept on short leads at all times
- **No dogs are allowed in show rings.**

Lost Children & Vulnerable Adults

- Lost children should be taken directly to the Secretary's office and the Secretary advised as to where they were found. The Police will be notified immediately.
- For both your safety and that of the child or vulnerable person two responsible adults should be with the lost person at all times.

Security & Threats

- Be vigilant for left bags and persons acting in suspicious way. If you think its suspicious, do not ignore it: **REPORT IT**
- If you are concerned about any object or person's behaviour, contact the Show Secretary via any steward with a radio **IMMEDIATELY**.
- Have the confidence to act. Your actions could help avert an incident and save lives

Policy

The Society's statement of general policy includes an undertaking:

- To consult with Employees, Stewards and others fulfilling voluntary duties on behalf of the Society on matters affecting their Health and Safety.
- To provide information, instruction and supervision for volunteers.

A copy of the full Health & Safety Policy is available at the Secretary's Office.

Ashbourne Show

Emergency Procedures

In the event of an emergency situation occurring on the Showground, it is imperative that **access routes for Emergency Services Vehicles are opened and kept clear**, and that any information relayed to the Emergency Services is clear and complete.

In the event of an **Accident or Dangerous Occurrence at the Show** of any kind, the following action **must** be taken:

- **After an initial response and assessment, the Secretary's Office must be informed as soon as possible.**
- **First Aid** – if injuries have been sustained by any person(s), the Paramedic personnel should be summoned immediately via the Secretary's office or radio system.
- **Police** – if a Police presence is required on the Showground, and they may be summoned via the Secretary's Office or radio system to any incident requiring their attendance.
- **Veterinary** – the Society's Veterinary Officer will be in attendance, and any incidents requiring his/her attendance should be notified to him/her direct, or via the Secretary's Office or radio system.
- **Security Threats** – in the event of a security threat, the Secretary will consult with the emergency services on the appropriate course of action.

All Stewards must remain at their posts and be ready to assist as necessary during any emergency.

Ashbourne Show

Emergency Procedures

In the event of an accident or incident remember

- Use your common sense to protect yourself and others.
- If you see a dangerous situation or occurrence, do something about it.
- If people are seriously injured or if there is a threat to life call 999 immediately.
- Keep calm, think before you act, and try to reassure others.
- Make sure you and the injured person are not in danger.
- Assess the injured person carefully, and act on your findings using the basic First Aid steps as shown below.
- Keep an eye on the injured person's condition until the emergency services arrive, and when they do so, follow their advice.

