



**National Honey Show, 2018**  
**Briefing for all who “staff” the event -**  
**Stewards, Stall holders, Traders, Workshop Speakers, workshop and lecture**  
**chairmen etc.,**

Thank you for your support of the National Honey Show;

A few notes -

**Enquires:**

Should be addressed to the office or reception desk

Some Stewards etc hold walkie talkies so have immediate communication with other stewards and the office.

**General Communications**

to Stewards, and all who are staffing the NHS

There is a **whatsapp group** for those staffing the NHS –

Link: **<https://tinyurl.com/nhswhatsapp>**

or scan this qr code – **this is specially for those staffing the NHS in any capacity, NOT for the General Public.** We'll use it to pass urgent messages and you can use it in the same way. If you use whatsapp, or have a smartphone that can do so, please join this group. You can log into the free Sandown Park WiFi if you do not have Mobile Data



**Suspicious Objects**

If you discover a suspicious package, or it is reported to you:-

- Do not touch it.
- Ensure that the package does not belong to anyone in the vicinity.
- If not owned, report it immediately to the Event Manager who will contact the Duty Manager from Sandown Park.

**Fire:**

The Alarm will be demonstrated on the Thursday Morning, before the public are admitted so NHS volunteers can become familiar with it. **The Fire Alarm is a continuous sounding siren when operated.**

There is no planned test of the Fire Alarm system; the alarm is a Siren, on hearing this evacuate the building immediate.

Should it be necessary the evacuation will be supervised by Sandown Park staff.

**It is vital that all Lectures, Seminars and Workshops commence with an Announcement, advising how the alarm will be raised and pointing out where the fire exits are.**

The Following Script is suggested:

**In the event of a fire an alarm will sound; this will be followed by an announcement:**

**‘Ladies and Gentlemen we have an important announcement to make. You are requested to leave the building by the nearest available EXIT.’**

**Once evacuated out of the building please make your way to either Assembly Point B or Assembly Point C**

### **Electrical Safety**

**All** Mains powered electrical equipment used for the Show **must** be PAT Tested; this includes plug in lights for displays, electric “rings” used to heat wax, in the workshops, laptop mains supplied, projectors etc. **unless** the item is less than 12 months old. equipment should be tested prior to being brought to the show, but Clive Mence and Thornes are able to undertake Testing to enable use during the show **only** so if your equipment has not been tested, contact them.

### **Stall Holders, Traders, Displays, workshops etc,**

Please review your activity / stall etc and ensure that it is safe – in particular in the case of displays, that they are stable and secure, so will not topple and cause injury; and that there are no trip hazards.

If you have or are using chemicals or reagents, then ensure you have the necessary COSHH Sheet, any ppe etc that is needed for safety, and that you only have the minimum quantity necessary.

Useful documents on Risk Assessments can be downloaded from

<http://www.hse.gov.uk/pubns/indg163.pdf>

<http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

### **Everyone!**

Please be very careful when lifting items, especially during the set up and break down process; get help with heavy items, lift with a straight back using your legs to do the lifting. (images below from HSE )- this is especially important loading and unloading the van and at the store! Use Trolleys or barrows etc. if possible.

After dark, adequate light in the van is essential during loading and unloading.

Gloves will be available.

If the van has a tail lift, those loading and unloading the van, will need to be aware of the crush potential of the lift, and wear safety shoes or boots if you have them available.

### **BE ALERT!**

If you notice anything that you think is a hazard – wet floor, trailing wire etc. unstable display, tripping hazard, etc., then please report it to one of the Stewards or the Office.

A risk assessment has been completed, will be circulated by email, and can be seen at the Office; please feel free to comment on it, if there is any hazard that you do not feel has adequate controls.

## First Aid:

A kit will be located in the Office; When the public are present, first aid will Be rendered by Sandown Park Staff; outside “showtime” first aid will be given by NHS First Aiders.

If first aid is needed then use mobile phone back to the office (whatsapp) to request attendance of a first aider.

## LOST CHILDREN

There is a procedure; if a child comes to you and says they are lost, Immediately contact the office by phone, and then take them to the office; If a parent comes to you to say that they have lost a Child, immediately contact the office by phone and then take them there.

## INCIDENTS AND ACCIDENTS:

Please make sure they are noted for insurance purposes; there is an accident book that can be completed if the incident can be seen as an accident and there is injury; miscellaneous incidents can be noted in the incident book, both will be in the office.

### Good handling technique for lifting

Here are some practical tips, suitable for use in training people in safe manual handling.



**Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.



**Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.



**Get a good hold.** Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

**Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

**Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.

Please notify the office of anything that is untoward and also if anything needs attention in your opinion – so spills etc., That need to be mopped up.

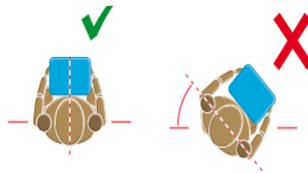
### Manual Handling:

if you are involved in setting up or breaking down the show. Then please be careful when doing so – gloves are provided and you ought to wear sensible shoes.

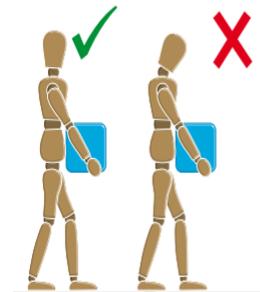


Remember when lifting, to do so with a straight back, and use your knees and legs to lift:

**Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.



**Avoid twisting the back or leaning sideways.** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.



**Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.

**Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

**Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.