

# The National Honey Show Ltd. Risk assessment for the 2023 Show

(Sandown Park, plus preparations and clearing down after)

Assessment Date	This Iteration: 9 Oct 23		<b>Review Date</b> : - dynamically during the run up to the show, in the light of changes in Covid-19 knowledge and requirements, during the show, after the show, and 1 month prior to the 2024 show.			
Assessors:	1. Andrew Pedley (National healthandsafety@honeysho7832 903 531	•				
Useful info	First aid kit purchased:  Eye bath kit purchased;	2023 2023		Expiry Date: Expiry Date:		

#### Risk Assessment Key

Severity	verity Likelihood Score										
Score	1	2	3	4	5						
1											
2	Low										
3		Medium									
4			High								
5											

#### Likelihood Key

Score	Likelihood
1	Unlikely
2	May Happen
3	Likely
4	Very Likely
5	Certain

#### Severity Key

Score	Severity
1	Minor Injury (First Aid)
2	Minor Injury (Hospital Treatment)
3	Three Day Injuries (Time Lost)
4	Major Injuries
5	Death

#### Disclaimer

This assessment is undertaken on a probono, volunteer basis, and the assessor does not carry any Liability Insurance; although this has been done with appropriate diligence, no liability is accepted for omissions. It is submitted on the basis that this condition is accepted. The National Honey Show does, of course carry Public Liability Insurance and reliance is placed on this.

#### **Company information:**

**The National Honey Show Ltd**. Registered Office: 17, Shire Lane, Chorleywood, Rickmansworth WD3 5NQ. Company Limited by Guarantee Registered in England and Wales Company No. 266722 and Registered Charity No. 233656

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General	Fire	Presence of numbers of people.	1	5	M	presence of fire extinguishers, alarm system, compartmenting, escape routes, signage, fire marshals, no smoking status of the venue. Fire Alarm is a siren; No naked flames permitted (except specific workshops and candle judging). No smoking status of the venue (Smokefree legislation) briefing sheet which includes the current Sandown alarm and Evac. Procedure. Fire safety announcement in workshops and lecture rooms Sandown Park will provide Fire Marshall for workshops where combustible materials are being used – included in the cost.	Ensure Sandown Park Emergency Procedure is available and distributed to all who help to manage the show in advance; email "cascade" and paper copies on the day.  Sandown Park will demonstrate the fire alarm system during the set up period so stewards etc are familiar with it.	ditto
	Setting Up and Breakin g Down	Presence of general public and young people specifically	2	2	L	Everyone to be excluded from all areas where set up and break down it taking place unless they are actively engaged in setting up. Staff only when present when necessary; Persons under 16 years to be specifically excluded for the duration of set up. Trade Hall not open to the public before Noon. (signs, and lectures to distract those present and entertain them until the trade hall is accessible. Traders to refuse to serve until the	Stewards to exclude At end of show; public excluded from trade area during dismantling; announcement at end of prize giving, directions to exit along top floor corridor or if collecting prizes, via lift and then out of the Surrey Hall via the nearest exit. Sterile zone during set up and break down. stewarding to prevent and remove stray persons from the	

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						noon deadline.  High viz jackets & gloves to be worn by those involved when setting up / breaking down	Trade Hall during the set up.  Thursday morning activities to entertain and occupy public;  ensure info to traders includes clear statement when set up is to be and deadline for completion.	
	Terroris m,	Suspicious objects	1	5	М	"Suspicious objects" instructions on the Stewards Briefing.	•	
		Ram Raid or similar	1	5	M	Activities in a building that is remote from main road with multiple barriers including steps.		
		Other	1	5	M	Sandown Park Security present; radio comms, mobile phones to report to police; whatsapp group for immediate comms with Stewards etc, multiple exits, different rooms and locations in use walkie talkies provided by Sandown Park for key personnel		
	Impact	use of trolleys and wheeled equipment	1	3	1	Hand Trollies, sack barrows, and "supermarket" type trollies to be carefully controlled during use when the public are in the building, and are used at the users own risk.		during periods when the public are in the show and trade etc, areas

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Electrical	Shock, fire	Use of electrical equipment	1	4	Ĺ	Sandown's own management of electrical installation; RCD and local consumer units provided on supplied outlets. Requirement for current PAT test for all appliances used by the NHS, exhibitors, traders, etc Rules prohibit exhibits that require mains connection.		prior to connection and use; ideally in advance of the show
PAT Testing by or on behalf of the NHS	Fire, electric shock, Liability	Equipment not tested, certified, appropriate; staff not adequately competent; insurance may not cover it	1	4	L	All asked to do pat testing before bringing equipment to show; limited people will be permitted to do pat testing (Andy Pedley; Labels provided and fitted to show that the test is only valid for the duration of the national honey show 2022 Information about fire contained in the Stewards Briefing	Print appropriate labels to indicate pat testing undertaken probono and only for the purposes of the show.	
	Trips	Presence of electric cables	1	4	L	Electric cables to be routed safely as far as possible and taped or otherwise covered where they cross access routes. Additional rubber bridging strip available for use if necessary		
	First aid / defibrilla tors		1	4	L	Defibrillators and first aid provided by Sandown Park Staff when the Show is Open Rely on own first aiders during set up and break down periods. First aid kit in the office, several first aiders available. System in place to garner mobile phone numbers for first		

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						aiders (Google Document, shared link will be available on a confidential basis as will contain personal information without consent to share). First Aid Kit in the Office (with Accident Book); Arrangements for first aid in the Stewards Briefing system in place for purchase of new kit (see page 1 above) to ensure kit is always in date.		
		Unexpected item contingency	1	2	L	In the event of a hazard being identified that can not be resolved adequately, authority exists for any two members of the NHS executive in agreement to take such action as is necessary to resolve the hazard.		

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Presence of Valuables, Cash Handling & Trophies	Assault during attempt ed theft	Large amounts of cash; value of cups, trophies etc.	1	2	L	Minimise cash; take cheques, and card payments; remove cash to secure location, to be done covertly and ideally by two persons; counting to be done out of sight; lock cash away in secret location; Sandown Park is well supervised and secure location with eg overnight security present. banking to be done covertly / by two persons; wherever possible cash to be supervised by two persons when in transit and moved in a car, in plain containers (carrier bags etc).	in the event of an attempted robbery, no one to place themselves in harms way to fend off the thief; focus on looking at the felons to give good descriptions to the police.  NB: Only applies to NHS personnel.  Traders will also have cash with them; they are responsible for their own cash handling risk assessment and procedures.	
Storage, loading and unloading	MSD*, crush, trip, etc	Equipment stored in Garage i, storage arrangements unknown	1	1	L	Reliance on good sense of volunteers to take care, use ppe (to be supplied) such as gloves, and store things safely / avoid trip hazards, items at excessive height, etc,		
Trollies used to carry display stands	MSD / Crush	Trollies used to transport and store the display racking	3	2	M	Straps provided to restrain racking in transit and storage. Trollies constructed so that tables lean back slightly to avoid toppling forward pending fixing of straps.		
Working at height	Falls, drop & impact	possible need to erect items at high level	1	3	L	Little that needs to be erected other than standing on the ground.	Ladders to be inspected and accepted before use. A template checklist can be found here	duration of the show, especially set up and break down

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Abusive persons	Possible verbal or other abuse	Presence of public at show	1	3	L	Presence of large number of persons in and around the show may dampen abusive behaviour. Power to call the Police if necessary, and Exec. Sign at reception Walkie Talkie at Reception to summons assistance	Anyone suffering abuse to immediately request that the abuser refers to the office for their issue to be dealt with. Authority is given to exclude any person from the show if their behaviour is inappropriate, terminate membership, ban from future shows	
Missing Child	Child abducte d	Presence of large number of persons,	1	5	M	Relatively few children come to the show. Missing child policy on the website: https://www.honeyshow.co.uk/files/policies/7-Missing-Child-Policy.pdf	Sign "children must be supervised at all times "or similar at reception. Lost child policy to be mentioned in the stewards briefing; copy to be printed and available in the Office Area, readily identifiable. Consider use of existing whatsapp group to enable prompt communication with eg stewards	
Miscellaneo us	Unknow n	Dynamic nature of show				Hazards may arise during the show that are outside this Risk Assessment; route to be made available for these to be reported in. a. mention in the Briefing document; and b. poster to be on display requesting attendees to report hazards and advising on how to do so.		
Use of Vehicles in	Impact /	Vehicles driven	3	3	m	Authorised vehicles only; to be		

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trade hall	structur al collapse /CO poisonin g	into trade hall for loading/unloadin g				driven very slowly; hazard lights on; only within defined areas specified by SDP staff; engines to be turned off when vehicle stationary. Ensure adequate ventilation.		
Judging of Candle Classes	Fire	Candles are lit to assess performance and quality; presence of hot (liquid) wax.	1	5	L	Must only be in an appropriate fire compartmented room; Candles to be securely mounted on stands; with ample supervision; presence of fire extinguishers and fire blankets, no combustible materials nearby; ; Fire extinguisher to be provided in the room. Fire Marshall present in the room during testing.		N/a

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Access	Trips, etc.,	Large numbers of people present	2	2	Ĺ	The Venue, Sandown Park is professional and much used venue, with high standards regarding eg level non slip surfaces, steps indicated, handrails, guard rails	Ensure spills mopped up promptly / bollard available to indicate slippery floor if needed. Sandown park providing concierge services so spills to be notified to office as soon as possible for them to arrange for Sandown Park staff to attend.	For the whole Duration of show including set up and break down.
	Impact	Some attendees use mobility scooter type devices.				Use of wheelchairs and "mobility scooters" by disabled persons is permitted so long as self powered devices are of appropriate size for indoor use and used at low speed, and with due consideration for others.	Stewards to monitor and intervene if necessary.	
	Falls	Event continues after dark; some areas not well lit by artificial means	2	3	6	Possible fall down steps due to dark areas esp "track side" parking"	Encourage parking away from steps, use of floodlighting by Sandown Park while NHS personnel are on site;	Discuss provision of flood or other lighting with Sandown Park manageme nt prior to the 2021 show

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Stalls and Stallholder s	General risks	eg. trailing wires, tripping hazards, heavy items, unstable racking, heavy items at high level. Electrical hazards.	Ger but e disp to a owr	nerally each s play neassess in haza and ac cordin	low stall / eeds s its ards	Sandown park have power cables provided on request, suspended from ceiling; so there are no cables across public paths in the Trade and Show Areas.  Stall holders, traders and displays asked to undertake own Risk Assessments, if they do not already have them available Useful downloads:  Guidance:  https://www.hse.gov.uk/pubns/indg163.pdf Template http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc	During set up and before the show opens walk round and daily reviews by NHS volunteers; document any corrective actions requested or required.	ditto
	MSD*  CDM regulatio	Construction of NHS stalls, display	1	2	4 L	Normal risk management by traders  Briefing circulated in advance includes manual handling instructions  General care when assembling; available gloves and safety glasses.	Review and dynamic risk assessment of trade area prior to public admission to identify any hazards and have them addressed.  Nothing at the NHS is of such complexity that the CDM	Prior to public admission; periodically throughout the show
	ns	stands etc on site (does not apply to Traders who are responsible for their own H&S Some traders	1	4	M	All gazebos to be from fire resisting	Regulations apply however the Chief Steward is supervising the set up and break down of the show and his directions must be followed at all times.	

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	and similar structure s	have printed gazebos that they erect their displays within or under			,	material to relevant BSS. To be structurally sound, stable, and adequately secure.		
	Stand Stability	Stands may be high (Applies to all, NHS stands, exhibits displays, and Traders)	2	2		Ideally stands not to be above head height. Stands to be stable & appropriately ballasted against wind etc – even though the venue is indoor, there are large doors which are often open, and gusts of wind have upset stalls in the past. Only lightweight items to be placed on upper shelves	Exhibititors are responsible for the stability of their displays, and need to bear in mind that the display may be jostled by the public and subjected to gusts of winds, amongst other things.	
	Set up and break down	Presence of public in hall	2	2	L	Trade Hall not open to the public before 12:00 Noon for trade; publicity in schedule, signs, Lectures to distract those attending and entertain them until the trade hall is accessible. Ask traders to refuse to serve until the noon deadline Thursday morning activities to entertain and distract public; ensure info to traders includes clear statement when set up is to be and deadline for completion.	Stewarding essential to prevent and remove stray persons from the Trade Hall during the set up.	
		Likely fairly chaotic conditions during set up;	2	2	L	Ensure all work considerately; keep pathways clear; work within confines of stall. Store stuff within confines of stall when pending erection etc.,		

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Workshops	Burns, scalds, chemica I burns, fumes.		la	4	L	Care & ppe by demonstrators; heating on electric "hotplates" or rings rather than flame.  Demonstrators etc. briefed of risks and asked to do own RA,  Guidance: Template	Canvass workshop tutors to establish if they are using reagents, obtain coshh sheets, and ensure they are familiar with safe handling and use of the materials, have appropriate ppe (goggles? Gloves) and other precautions as necessary.	During workshop, setting up and clearing up
	Trip	Carpet protection plastic in some workshop rooms	2	2	6	Proprietary self adhesive carpet cover material used. (Laid by NHS Stewards).	Discuss with Sandown park manager that not laid well in one room and edges presented a tripping hazard; check before and during show to ensure edges have not lifted; have tape available to secure if necessary. Workshop chairmen to check / warn attendees and report to the office if necessary.	Prior to the show, During the workshop, setting up
	Fire	Presence of lit candles, inflammable liquids (wax); inflammable materials (straw etc) in workshops	1	4	L	Sandown Park requirement: presence of fire trained marshal outside workshops when they are operational, Sandown Park requirement; presence of appropriate fire extinguisher in relevant workshop	,	During relevant workshops
		Use of heat on reagents such as wax	1	5	M	demonstrators are experts, aware of fire risk & work accordingly; Demonstrators briefed of risk. <u>Guidance:</u> <u>Template</u>	Appropriate fire blanket or extinguisher to be located close to demonstrator. Briefing to workshop chair and demonstrator.	

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						http://www.hse.gov.uk/pubns/indg163.pdf  http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc	Briefing and risk assessments to be circulated in advance and paper copies to hand out at the show. flame systems <b>not</b> to be used; electric hotplates only	
Candle making workshop	Scalding	Presence of hot (liquid) wax	1	2	L	Small quantities of wax appropriate care by workshop leader.	cold water available to cool any scald.	
Skep	Slipping	Floor wet	2	2	L	Warning sign on door		
workshop	Fire	Presence of straw	1	1	L	No smoking status of venue; no naked flames used policy too. No other likely source of ignition. compartmentalisation, alarms, etc see above	Warning sign on door; fire risk, no smoking, no naked lights fire extinguisher (water) in the room.	
Mead making	Allergen	Use of Campden tablets and similar	1	5	5	Schedule covers that Campden tablets contain Sulphites, SO2 is an allergen	Workshop leader to mention too.	

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Loading / unloading and erection of equipment (at Garage and at Show Venue)	MSD*	Numbers of volunteers working enthusiastically and quickly; during packing van after show, absence of lighting inside van; crush injury from van lift;	2	3	M	Care by all; manual handling (lifting) advice and training; gloves. Provide gloves, encourage use of ppe shoes, provide elec. Light to be available for loading and unloading after dark if necessary.  Vehicles parked in well lit location.  Use of purpose made trollies for transport and storage of equipment avoids much lifting and risk of items falling etc.		During loading, unloading, set up, break down at both show venue and storage garage.

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Engraving	Eye injury from metal splinters	Engraving of metal	1	2	Ĺ	Professional Contractor employed, experienced and expert, has own protocol, risk assessment, PPE and H&S arrangements; works in isolated location away from public and stewards etc.,	Stewards etc to stay clear when engraving taking place.	

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Video Recording with Media equipment (Cameras,	Tripping	Presence of cables	2	2	Ĺ	Cables to be run appropriately and taped where they could present a trip hazard. Bridging strip and hazard tape available for use if necessary.	NB Recording will be undertaken by a professional company who will have their own Risk Management in place	
stand, lights etc) in Lecture Rooms	Crush	Heavy equipment on stands at low level	1	2	L	stands to be stably mounted and if necessary secured to staging, seating etc.,to improve stability; led lights & display screens relatively lightweight	obtain copy of contractors RA for records.	
	Trip	Presence of tripod etc legs in lecture theatre	1	4	L	Tripods to be sited so as not to obstruct access routes; where necessary to be marked with hazard tape to make more apparent.		

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Exhibits & show area	Electrica I and fire	In the past, some exhibitors expected mains connection to be available.	0	4	L	mains electric power prohibited for "show" items. no power supplies to the "Show" area so physically impossible for mains power to be used.  Schedule advises that no mains powered exhibits permitted.		·
	Fire	Tables covered with cloth drapes to enhance appearance.	1	5	L	No sources of ignition; drapes are fire resisting fabric		
	Fall, MSD*	One exhibit (class 10) so high that in 2015 required step ladder used precariously to assemble	2	3	М	Height now restricted to 1500mm from the top of the table, by the schedule conditions for the class. If necessary, During the show, exhibits to be surrounded by Tensa type barriers to prevent public bumping into them and give a safety zone in the event they are knocked over.	Judges entitled to refuse to judge if they can not do so safely; eg if flagon of mead is too high to be safely accessed for sampling if that is desired. See also note above under "Stand Stability".	
	Presenc e of live bees, in observat ion hive, Stings, escape, panic	2023 innovation, observation hive stocked with live bees to be present for the Royal Visit	1	1	1	Presence of large number of very experienced bee keepers; large venue; ppe available; hive to be used is proprietary and has been used many times without incident; bees secured and contained within hive; hive of robust construction, and will be handled with appropriate care & protected from damage, accidental or malicious. Sheet available to cover hive should damage occur or bees escape.		

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Sale of produce (eg foodstuffs and candles from gift classes)  Allerg S,	Allergen s,	Possible presence of allergens in the gift class produce for sale	2	5	.H. .:	Legal requirement that foods containing allergens be labelled appropriately; general labelling requirements for foodstuffs (name and address, weight, durability, etc.)  labels (2018 iteration see Appendix 1) are applied to the produce before sale. general sign on display at the sales table warning of possible allergen content		
	food borne disease or food poisonin g	Sale of food by stall holders; sale of gift class produce by National Honey Show	2	3	M	Traders not permitted to sell or give food from their stalls terms and conditions of let.  See HACCP for Gift Classes	Honey and cakes low risk, ambient foods SANDOWN PARK REQUIREMENT: disclaimer to be signed by anyone selling food on the site indemnifying them and the on site caterers from liability in case of incident a consequence of food supplied by the NHS or the Traders on site during the Show.	before show opens
	Contami nation	Class 10, "containers" need to be food grade	1	1	L	Schedule specifies "All honey to be presented in food grade containers"		
	Food Safety	Sale of items that we ve no	2	2	4	Schedule specifies ""all food classes need to be produced to a standard		

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	general	knowledge or control over the production conditions, process or ingredients				suitable for sale to the public, and in full compliance with food safety requirements" in the rules for cakes and baked goods		
	candles, fire	sale of candles	1	5	5	nil	include candle safety warning on gift class sale items	before show opens

#### Glossary:

Demonstrator – someone who leads a workshop etc and demonstrates techniques.

Exhibitor – anyone who exhibits at the NHS

MSD = Musculoskeletal Disorder

NHS Staff – anyone who is working for or on behalf of the National Honey Show, either on a voluntary basis or a paid one, to include employees of contractors engaged by the NHS for the show(eg the video company)

NHS Personell- same as "NHS Staff"

SDP - Sandown Park

SDP Staff – those employed by the Jockey Club to manage the venue and facilitate the Show, etc.

Stall Holder – included in "Trader"

Trader – those who hire or are gifted space in the Trade Hall and elsewhere in the Show for the purpose of trade, promoting a charity, or similar.

Additional Notes.

Fire

Evacuation Areas ... B and C to be used.

There will NOT be a fire alarm demonstration at any time during the show; should the alarm sound, it must be assumed that it is genuine and evacuation effected immediately.

#### Communications:

- Sandown Park make available 8 Walkie Talkie Sets for use of stewards; It is suggested that these are distributed as follows:
  - Office
  - Reception Area
  - information desk
  - Workshop bookings
  - Steward, Show Area
  - Steward, Traders Area,
  - Roving / response steward. (2 off)

Whatsapp group also set up to enable easy contact with stewards etc., during the show – relatively unobtrusive if goes off in a lecture or workshop, but can be read; simultaneous broadcast to all in the group rather than serial texts or phone calls;



- Link: https://tinyurl.com/nhswhatsapp
- or scan this qr code this is specifically for those staffing the NHS in any capacity, NOT for the General Public. You can log into the free Sandown Park Wi-Fi if you do not have Mobile Data
- whatsapp can be used on any device with a brower <a href="https://web.whatsapp.com/">https://web.whatsapp.com/</a> and there is a "Windows" app too that gives full functionality. Maybe an IOS app too?
- possible to set up other groups too eg Exec. Committee, Stewards, First Aiders. Free! Relatively anonymous; ubiquitous as most now have smartphones and many use whatsapp, and have mobile data, or log in to the free

Sandown Park WiFi.

 Also consider using Telegraph app for groups ... this has some advantages over whatsapp but not so widely used. Some advantages in terms of privacy:

(privacy in Telegram:

Create a username to share instead of your phone number: Settings > Set Username

Settings > Privacy and Security > Phone Number > Who can see my phone number? -- select Nobody

Settings > Notifications and Sounds > Message Preview off)

 If this is found to be inadequate then consider seeing if Sandown park can provide additional walkietalkie sets, or use a walkietalkie app on smartphones, such as modulo ptt and the Sandown park WiFi / mobile data for connection.

#### Appendix 1

## Text of label (formatting may be different) to be applied to gift class items, on sale.

#### Class 126 Decorated Honey Sponge

INGREDIENTS: We are unable to list the allergens as this is not a set recipe. See recipe provided for list of ingredients

Prepared in a domestic kitchen where cross contamination with allergens may occur

### Class 127 Honey Sultana & Cherry Cake

#### Honey, Sultana & Cherry Cake

INGREDIENTS: Wheat flour, honey, sultanas, butter (milk), cherries, eggs, raising agents. For allergens, including Cereals containing Gluten, see ingredients in bold. Prepared in a domestic kitchen where cross contamination with allergens may occur

#### Class 128 Date Cake

#### Date Honey Cake

INGREDIENTS: Wheat flour, sugar, honey, butter (milk), eggs, raising agents, dates. For allergens, including Cereals containing Gluten, see ingredients in bold.

Prepared in a domestic kitchen where cross contamination with allergens may occur

## Class 129 Tray Bake

Tray Bake made with Honey

INGREDIENTS: We are unable to list the allergens as this is not a set recipe. See recipe provided for list of ingredients

Prepared in a domestic kitchen where cross contamination with allergens may occur

#### Class 130 Small Honey Biscuits or Cookies

#### Honey Biscuits or Cookies

INGREDIENTS: We are unable to list the allergens as this is not a set recipe. See recipe provided for list of ingredients

Prepared in a domestic kitchen where cross contamination with allergens may occur

#### Class 317 Lemon Honey Cake

#### Lemon Honey Cake

INGREDIENTS: Wheat flour, sugar, honey, butter (milk), eggs, raising agents, Lemon.

For allergens, including Cereals containing Gluten, see ingredients in bold.

Prepared in a domestic kitchen where cross contamination with allergens may occur