

# Egham & Thorpe Royal Agricultural & Horticultural Association Showground Management, Safety and Risk Assessment for Egham Royal Show 2022

Ground: Mrs Caddy's Field, Whitehall Lane, Egham, Surrey, TW20 9NW

Show Build: 19<sup>th</sup> to 26<sup>th</sup> August

Show Dates (open to the Public): 27<sup>th</sup> and 28<sup>th</sup> August

Show Break down: 29<sup>th</sup> August to 5<sup>th</sup> September

Mrs Caddy's field is a 19 acre greenbelt floodplain site managed by Runnymede Borough Council. Specific Risks that everyone (volunteers, exhibitors and contractors) coming onto the showground should be aware of:

The nature of the field is rough and uneven grassland.

Extreme weather conditions particularly heavy rain fall, could affect the condition of the showground, due to being a floodplain the ground may become very soft and muddy, which will mean heavy vehicles may not be able to access the showground.

When arranging contractors to erect temporary structures such as marquees and deliver equipment to site these risks must be identified to them, so that they are aware of showground conditions and can make appropriate arrangements so as to minimise any potential incidents occurring.

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THE 162<sup>nd</sup> YEAR OF EGHAM ROYAL SHOW  
SATURDAY 27<sup>th</sup> & SUNDAY 28<sup>th</sup> AUGUST 2022  
CADDEY'S FIELD, WHITEHALL LANE  
EGHAM, SURREY, TW20 9NW

Organised by: THE EGHAM & THORPE ROYAL AGRICULTURAL & HORTICULTURAL ASSOCIATION

## ORGANISER DETAILS AND POLICY STATEMENT

EVENT ORGANISERS:	THE EGHAM & THORPE ROYAL AGRICULTURAL & HORTICULTURAL ASSOCIATION		
EMAIL:	ShowSecretary@eghamroyalshow.org.uk		
WEBSITE:	www.eghamroyalshow.org.uk		
CHARITY NUMBER:			
EVENT ADDRESS:	CADDY'S FIELD, WHITEHALL LANE, EGHAM, SURREY, TW20 9NW		
DESCRIPTION OF EVENT:	<p>TWO DAY OPEN AIR COUNTRY SHOW WITH MUSIC FESTIVAL FOR LOCAL MUSICIANS AND SINGERS TO SHOWCASE THEIR TALENT, WHERE THE NATURE OF THE GROUND IS UNEVEN.</p> <p>THE SHOW INCLUDES MUSIC STAGE, LIVESTOCK, DOG SHOW, TRADE SHOPPING, HORTICULTURE MARQUEE, CHILDREN'S FAIRGROUND RIDES, ARCHERY, VINTAGE &amp; CLASSIC VEHICLES, BIRDS OF PREY DISPLAY AND A MAIN ARENA WITH EVENTS THROUHOUT THE DAY INCLUDING SCURRY DRIVING.</p>		
POLICY STATEMENT:	<p>It is the stated policy of the Egham &amp; Thorpe Royal Agricultural &amp; Horticultural Association to protect all persons including volunteers, competitors, exhibitors, contractors and members of the public, from potential injury and damage to their health which might arise from activities involved with the Egham Royal Show. The Association will provide and maintain safe and healthy conditions, equipment and systems of work for all members, and provide such information, training and supervision as they need for this purpose. The Association will give a high level of commitment to health and safety and will comply with all statutory requirements.</p>		
RISK ASSESSMENT:	JULY 11th 2022	REVIEW DATE:	JULY 1st 2023
REVIEW ASSESSOR:			
SIGNED:			

## SHOWGROUND GENERAL DESCRIPTION

The Egham Royal Show is a two day open air Agricultural show, Horticulture marquee and Music Festival with Family Attractions and Children's activities. The showground will be set up the week before and taken down the week following the show dates.

The show is situated in an open green belt field which has rough ground. An exterior Heras security fence is erected with vehicle and pedestrian entrances. There are marked emergency exits and allocated emergency pathways as required.

The show has an expected attendance of 5,000 visitors over the course of two 8-hour days with an estimated peak attendance of 3,000 at any one time. Visitors are expected to be mainly adults and family groups.

The Show comprises:

Livestock at the show comprise of cattle, pigs and sheep. All livestock are held within secure pens under a marquee and showing rings. They also adhere to DEFRA regulations.

Fairground attractions, Family amusement show, Archery and Simulator ride.

The dog show comprises an open air ring with a program of dog competitions.

The main arena is used for a parade of the livestock section of the show and to display the programme of arena events as timetabled.

The main attractions are Motorbike Stunt teams as well as Scurry Driving and Falconry display, they are each responsible for adhering to the appropriate regulations, and will be allocated a secure area for when they are not in the main ring.

Display of models including miniature steam trains, fairground exhibits and working organ within a marquee, and a pond for exhibitors to demonstrate their model boats and yachts on.

Display area for Vintage & Classic Cars, Motorcycles and Historic Commercial vehicles, with parade slots within the main arena programme.

Horticulture marquee with a competitive display of produce and flowers that have been grown, Handcrafted items, Paintings, Drawings and Homemade Baked items. As well as a competitive display of Floral Arrangements.

Music festival with a stage for local musicians and singers to showcase their talent throughout both Show days.

Trade Shopping within Open trade spaces and Public Catering units.

Community marquee serving lunch for members of the association and invited guests.

## SHOWGROUND MANAGEMENT FOR THE EGHAM ROYAL SHOW

### **Site preparation, Build up and Break down:**

In the event of any major incident the association holds employees liability insurance, and ensures that all contractors coming onto the showground adhere to appropriate guidance and regulations in place and hold their own appropriate insurance.

#### Site Preparation:

The grass will be mowed by competent persons using their own personal mowing equipment.

#### Site Access and Security:

The Showground Manager will hold a record of contractors that have been arranged along with when they will be on site and for what purpose to minimise the risk of unauthorised entry to the showground.

There will be a security log book to sign in and out when accessing the ground so that should an incident occur all persons can be contacted by mobile phone to vacate the ground as required.

Entry and Exit will be via the vehicle entrance gate, the Gate is kept shut and locked when there are no key officials within close proximity to the Gate. During this time anyone requiring access can contact the Key Holder by Mobile.

#### Vehicle Movement:

Vehicles moving around on site should stay below 15 MPH, and use hazard indicators or orange beacons if fitted. The driver should remain vigilant at all times, particularly during the erection of the Haris fencing.

#### First Aid:

There should be an appointed person with at least basic First Aid knowledge present on site at all times. In the event that someone is injured the nominated first aider should assess and treat the injury. Depending on the severity will depend on if the injury can be dealt with from the available basic first aid kit or an ambulance needs to be called from a mobile phone to take the casualty to hospital.

In the event of a work related serious injury that requires hospital treatment or death this must be reported to RIDDOR within 7 days.

#### Infection control:

To minimise the spread of infectious disease Hand sanitising or Hand wash washing facilities will be located near the main gate so that volunteers and contractors accessing the ground can clean hands on arrival at the site, and before and after having food and drink.

#### Risk of Fire:

As the showground is grass, be aware of high heat in summer drying out the grass and increasing the risk of fire.

Maintain appropriate distance between vehicles, and ensure engine's are turned off when not being used.

Setup tap water supply on site, and have buckets filled with water in the event of a fire.

There should be a Foam or CO2 fire extinguisher available on site in case of vehicles and machinery fires.

#### Movement of machinery and Public safety:

Due to the field being open public ground, while the Heras fencing is being erected/removed around the area to be used for the showground signs should be displayed at the main points of access to the field (by gates and public walkways) to warn members of the public to be cautious as machinery (telehandlers in particular) is in operation so they can take adequate precautions to keep children and animals under control and safe.

The signs can be removed, except the one by the vehicle access Gate, once the heras fencing is erected, machinery will be used to bring equipment onto the showground and moved to the area where required within the heras fencing area.

Machinery used such as telehandlers, should be driven by or under instruction from an experienced competent person, the risk of use should be assessed to limit any potential incidents, particularly due to the nature of the ground conditions being uneven and potentially soft increasing the risk of tipping over particularly when lifting and moving heavy/awkward loads, be vigilant and cautious due to restricted visibility when manoeuvring to minimise risk and prevent injuring someone.

**Showground Build and Break down:**

Erection of fencing, care should be taken to avoid incidents that can cause injury. All panels should be well secured to prevent movement except where indicated for use as Gates.

Appropriate protective clothing (such as heavy shoes/boots & gloves) and precautions should be taken when handling, fencing panels, hurdles, metal stakes and wooden posts to knock into the ground firmly.

**Toilet facilities:**

There should be a portable toilet on site near the main entrance.

**Contractors:**

The Show Manager will record Contractors entering and exiting the showground to ensure they are authorised and expected, and direct them as required.

Contractors should have their own liability and employee insurance to carry out work being undertaken, comply with all legal requirements, fire procedures and safety regulations.

Contractors should carry out their own risk assessment based on the advised ground conditions to ensure that correct precautions can be undertaken, such as bringing heavy vehicles that could sink into the soft ground.

There are marquees which are erected by a contracted professional external company, all guy lines are blue and positioned so that they do not cause a trip hazard when entering and exiting marquees. Hazard tape must be tied around the securing pegs to minimise the risk of tripping over them.

Trade stand pitch sizes are allocated so that there is sufficient spacing to allow for a Gazebo to be erected and not encroach on neighbouring pitches. It is the Traders responsibility to ensure that guy lines do not prevent a hazard to members of the public that visit their trade stand and traders must hold their own liability insurance.

## **Show Weekend:**

In the event of any major incident the association holds public liability insurance, and ensures that all traders, exhibitors and competitors coming onto the showground adhere to appropriate guidance and regulations in place

Vintage, Classic & Historic vehicles should hold appropriate insurance to cover their vehicles.

Livestock, particularly cattle are required to hold appropriate insurance in the event that an animal gets out of control.

All Traders, Public caterers, demonstrators and attractions should hold suitable public liability insurance and complete individual risk assessment for their trade. Traders using electronic equipment being plugged into generators must ensure it has an up to date PAT sticker.

### Site Access and Security:

Access will be permitted onto the Showground via the Vehicle Gate for setting up on Friday 26<sup>th</sup> and outside of the official opening & closing times on Saturday 27<sup>th</sup> & Sunday 28<sup>th</sup> for those displaying a valid vehicle pass and exhibitor pass. No Vehicles will be allowed to move on the showground during the official opening & closing times, except in the case of an emergency or as directed.

Entry for the General Public will be on foot between the official opening & closing times on both show days via the appointed pedestrian gates.

There will be a copy of this document available and a security log book to sign in and out when accessing the ground outside of daytime hours (7pm until 7am) so that there is a record of movements should an incident occur overnight.

### Vehicle Movement:

Vehicle movement on the showground on show days is only permitted before and after the official opening & closing times of the show, vehicle's need to drive at 10 MPH or slower and have hazard indicators on, drivers to remain vigilant at all times.

### First Aid:

There will be a professional organisation contracted to provide adequate cover for the duration of the show days. In the event of a serious injury that is life changing such as a bang to the head or death this must be reported to RIDDOR within 7 days.

### Infection control:

To minimise the spread of infectious disease Hand sanitising or Hand washing facilities will be located around the showground i.e. main toilets and near the livestock areas for people to wash hands regularly particularly when using the toilet, before and after eating, drinking and touching livestock.

### Toilet Facilities:

There are toilets with disabled access as well as toilet units which are hooked up to generators and water with facilities for both males and females. Baby Change facilities are also available.

### Lost Children:

In the event that a child becomes separated from its parents, the child should be brought to the Show Office, where at least 2 show officials can look after them, at least one official holds a valid DBS certificate through the Updater service. An announcement should be made over the main PA system asking for the lost parents to come to the Show Office.

In the event that a parent becomes separated from a child, and the location of the child is unknown, a radio request to prevent any children leaving the showground should be given to the gates until the child is located, and announcements made over the PA systems asking the child to make themselves known to a Show Steward so they can be brought to the Show Office.

#### Showground Communication:

Communication between show officials will be through two-way radio and mobile phone.

Instructions for using the Radio, for example saying Over at the end of communication/message, and pressing and holding the button only when talking along with the channels allocated for use will be given on allocation of the radio. There is a list of emergency mobile numbers in the Show Office and will be given to Show officials & Stewards.

Communication to the public will be through the public address systems on the showground.

Verbal instructions will be used within the marquees and areas not covered by the Public address systems.

#### Weather Condition Precautions:

As the show is held on an open field, extreme weather conditions need to be taken into consideration.

During long periods of high heat the grass dries out, increasing the risk of Fire. Extra precautions should be taken regarding fire hazards such as disposing of Smokers materials and glass properly. As well as having extra buckets of water placed around the site near bins, marquees and livestock areas.

When there are long periods of heavy rainfall the ground may become very soft and muddy, so extra care and precautions need to be considered for both pedestrians and vehicles entering and exiting the Showground and Car Parks, and appropriate footwear should be worn.

High winds and Storms can pose a risk to marquees and any other vulnerable structures, guy lines and securing pegs should be constantly monitored and checked to ensure they are secure during/following a storm.

With winds reaching 25 to 30 mph the marquee doors should be kept closed, and have someone allowing people in and out of one or two doors only. When winds reach around 35 mph upwards the marquees should be evacuated and all doors secured, it may also be necessary to have the contractors on standby to take down the marquee if the need arises for safety.

Gazebos are not recommended to be erected with winds in excess of 20 mph, any gazebos erected should be taken down when winds start reaching 20mph.

Precautions should be taken during lightning storms due to risk of Fire if lightening hits a marquee or high structure.

Stockmen should take necessary precautions for livestock to avoid them getting loose or injured during high winds and storms.

Dog owners should ensure dogs are kept secure and under control at all times. Dogs should never be left unattended in vehicles. Water should be available for dogs to drink, especially in high heat.



## HEALTH AND SAFETY COMPLIANCE

Egham & Thorpe Royal Agricultural & Horticultural Association are required to comply with current Health and Safety regulations, therefore all persons using the Showground be they Trade Stands, Live Stock Exhibitors, Craftworkers, Caterers, Contractors (including their servants, employees or agents) or Committee members, Association members and Volunteers must comply with the provisions of the current Health and Safety at Work Act, and subsequent Regulations, at all times.

### Electrical Equipment and Generators

All electrical equipment must have been inspected and tested by a competent electrician within the last 24 months, and a certified PAT label affixed to it giving the date of the test and the name of the person who carried out the test. All electrical equipment should be installed and used in accordance with HSE Guidance Note PM32 "Safe use of portable electrical apparatus" and be connected to the supply through a RCD of 30mA sensitivity.

Generators must be declared when booking to attend the show, otherwise usage of them will not be permitted.

Fuel should be kept away from the Generator and other ignition sources, Generators should be turned off & cooled before re-fueling, never while hot or running.

Appropriate Fire extinguishers should be available nearby so that in the event of fire it can be distinguished quickly.

### Gas Appliances

All gas appliances must have been examined and tested by a competent person and labelled to indicate the examiner's name and date of inspection. The use of untested appliances on the Showground will not be permitted.

The storage, use and transport of Gas and LPG cylinders on the Showground must be in accordance with HSE Guidance Notes.

Appropriate Fire extinguishers should be available nearby so that in the event of fire it can be distinguished quickly.

### Vehicles and Appliances

All steam, pressure vehicles or lifting appliances must have undergone a recent inspection by a competent person and be labelled to indicate the date of inspection and the name of the person who inspected it. Steam boilers must hold a current boiler certificate and appropriate insurance.

The Show manager must be notified not later than two weeks before the Show of all machinery that will be in motion on your stand or other live mechanical or electrical demonstrations.

All equipment must be totally guarded with adequate warning signs, and demonstrations must be supervised by a competent person at all times.

Tractors, motor vehicles and other self-propelled implements must be immobilised when not in use. Machinery, plant and equipment must be adequately supported to prevent moving or tipping over, sharp edges must be protected and moving parts guarded. Hydraulic rams must be suitably propped with steel props if demonstrated in an extended position.

### Smoking

Smoking is not permitted in any marquee, in close proximity to straw, other combustible material or fuel supplies.

### Marquees

Any marquee erected should comply with current Fire Regulations, tent pegs well driven into the ground or identified to prevent tripping and injury - especially near entrances/exits. No post holes are to be bored or any other digging or excavation to take place. Appropriate Fire extinguishers should be available so that in the event of fire it can be distinguished quickly.

### Flag Poles and Signs

Flag poles and high signs must be adequately fixed to withstand wind and other stresses, and removed in the event of high winds reaching over 20mph. Stays should be identified with streamers as and where necessary.

### Fairground Rides

The "Code of Safe Practice at Fairs" must be observed where any fairground device or passenger carrying ride is operated, and the operators should hold appropriate insurance.

### Infection control:

To minimise the spread of infectious disease there will be Hand sanitiser or Hand wash stations located in key areas with appropriate signage to encourage people to regularly wash their hands, particularly after touching livestock and before eating & drinking. Also current Government guidelines will be adhered to.



## MAIN HAZARDS : GENERAL

Marquees:	Guy Ropes to be positioned away from doorways, Tent Pegs to have Hazard tape around them, Tables to be placed as firmly as possible, Gangways to be kept clear.
Vehicles on Showground:	Must Arrive and be parked up before the official show start time, Departure will be allowed after the official show close time. Minimised movement between official show start and show close will be for emergency vehicles ONLY, and those moving between the Display zone and Main Arena at the designated time slot.
Rubbish:	Provide adequate rubbish bins around showground, and ensure ALL are emptied between show days.
Infectious Diseases	Prevent the transmission of infectious diseases as far as is possible, by providing adequate hand sanitiser or hand wash facilities and signage. As well as following appropriate government guidelines.
Livestock:	Adhere to DEFRA regulations for Welfare of animals and humans, where appropriate take veterinary advice. Provide hand washing facilities for the public when touching animals.
Show Rings:	Ensure all stakes are firm and secure and rope is securely attached.

## MAIN HAZARDS : FIRE/ EXPLOSION

Smoking:	Fire Hazard, No smoking throughout ALL Marquees, around Livestock, Display rings, Attractions, Demonstrations and Trade Stands.
Sources of Ignition:	Cooking equipment, discarded cigarettes, faulty or misused electrical equipment, naked flames.
Sources of Fuel:	Flammable liquids & gasses, displays / stands, furniture and fittings, livestock feed and bedding, waste material, dry grass.
Sources of Oxygen:	Natural air flow, through temporary structures.

## GENERAL BUILD & BREAK DOWN RISK ASSESSMENT

### GENERAL ASSESSMENTS

HAZARD	RISK	LEVEL OF RISK	RISK REDUCTION
Rough, uneven ground	Tripping & Tipping	Low	Take care on the Showground, watch for pot holes, keep speeds low.
Vehicles on Showground	Injury of others Risk of Fire	Low	Do not exceed 10-15 MPH with hazard indicators or orange beacons (if fitted) on, be vigilant
Rubbish including Smoker's materials (showground)	Risk of Fire	Medium	Cut grass short. Provision of water buckets so cigarettes can be distinguished before being disposed, or to distinguish a fire.
Transmission of Infectious diseases	Risk of spreading infectious diseases	Medium	Provide Hand Sanitation/washing facilities and signs for cleaning hands
Movement of machinery, including Telehandlers	Injury of others due to restricted visibility Tipping over due to uneven ground Risk of Fire	Medium	Driven by or under instruction from an experienced and competent person. Display signs during fence erection/removal to warn members of the public about moving machinery.
Unauthorised Entry to the Showground	Unauthorised removal of equipment.	Low	Only expected authorised contractors and persons allowed on the Showground. Provision of Security for the duration of the Build, Show, and Break down
Hot weather drying out grass	Risk of Fire	Low	Buckets of water around as needed
Heavy rainfall, ground becoming soft, muddy & slippery	Risk of slipping, vehicles getting stuck		Extra caution, reduced vehicle access & movement on showground.
High Winds & storms	Risk of structures getting damaged or causing injury		Delay in erecting structures until safe/winds calm down
Contractors on site erecting Temporary Structures such as Marquees	Risk of Injury	Low	Covered under own Risk assessment and systems.  Guy lines secured Securing Pegs well driven into the ground, and positioned away from specified doorways.

## GENERAL SHOW DAYS RISK ASSESSMENT

### GENERAL ASSESSMENTS

HAZARD	PEOPLE AT RISK	LEVEL OF RISK	RISK REDUCTION
Rubbish including Smoker's materials (all areas, marquees)	Show volunteers, members of the public	High	Provide adequate bins for Rubbish Ensure bins are emptied Saturday eve or Sunday morning. Signs and provision of water buckets to distinguish cigarettes before disposing of. 'No smoking' in marquees Cut grass short.
Risk of spreading infectious diseases	Show volunteers, exhibitors/competitors, members of the public	Medium	Provide Hand Sanitation or washing facilities and signs for cleaning hands
Public Catering areas (food court areas, catering in member's marquee)	Show volunteers, members of the public	High	Provide bins for rubbish Ensure all traders comply with Fire, Health & Safety, Food Hygiene regulations.
Marquees (Beer tent, Community, Horticulture, Livestock, Models & Music Festival Marquees)	Show volunteers, exhibitors/competitors, members of the public	Medium	Ensure Guy ropes are positioned away from doorways, and hazard tape is placed around all tent pegs. Allow sufficient width gangways and Fire exits, ensure they are kept clear from rubbish, packing and other blockages. Ensure tables are placed as firmly as possible to avoid them tipping. Adhere to Fire and safety regulations.
Livestock (sheep, pig, cattle)	Show volunteers, exhibitors/competitors, members of the public	Low	Adhere to DEFRA regulations regarding movement of animals and hold relevant health documentation and identification. Provide Hand sanitation/wash areas and display signs for those touching animals to wash hands to prevent infection.
Public vehicles (Vehicles parked at owners risk)	Show volunteers, exhibitors/competitors, members of the public	Low	Public parking separate from main Show ground. Marshalls to direct vehicles to park with appropriate spacing and keep traffic moving to minimise traffic on main roads. CO2 extinguishers available via radio.
Authorised vehicles on show ground	Show volunteers, exhibitors/competitors, members of the public	Medium	Restrict movement of vehicles on showground during show opening hours. Use Hazard indicators and drive at less than 10 MPH when moving. Minimise vehicles on the show ground and park at a distance from marquees.
Site Security	Show volunteers, exhibitors/competitors, members of the public	Medium	Heras fencing erected around perimeter. Vehicle and ticket system for those entering the showground. Minimise amounts of cash on site, remove cash from public pay gates to a secure location. Use of card payments at gates. Ensure Show officials/Security hold Valid DBS certificates (through updater service)) in the event of looking after Lost Children.
Rowdy Behaviour(i.e. Aggressive or boisterous participants, consumption of excess alcohol) Injury from assaults	Show volunteers, exhibitors/competitors, members of the public	Low	Escort offender(s) to a quiet area, ensure they are supervised by staff and Police while on-showground

## SECTION RISK ASSESSMENTS

### Horticulture Marquee – Horticulture, Craft, Domestic, Floral Art

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Smoking – Risk of Fire	Show volunteers, exhibitors / competitors, members of the public	High	Safety notice/fire extinguishers No Smoking	
Tables – Risk of tipping	Show volunteers, exhibitors / competitors, members of the public	Low	Ensure tables are placed as firmly as possible to avoid them tipping.	
Blocked Gangways	Show volunteers, exhibitors / competitors, members of the public	Low	Allow sufficient width gangways and fire exits, and ensure they are kept clear from rubbish, packing and other blockages during staging by providing tables for unpacking exhibits. Ensure All Staging Tables are folded down and stored safely away from General public area after judging.	
Risk of spreading infectious diseases	Judges, Show volunteers, exhibitors / competitors	Medium	Confirm Judges and Entrants don't have any virus symptoms. Advise hands are washed regularly and food hygiene observed when prepping entries for Culinary classes.	

### Model Marquee

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Smoking – Risk of Fire	Show volunteers, exhibitors / competitors, members of the public	High	Safety notice/fire extinguishers No Smoking	
Tables – Risk of tipping	Show volunteers, exhibitors / competitors, members of the public	Low	Ensure tables are placed as firmly as possible to avoid them tipping.  After Judging use metal stakes (Ensure firm and secure in ground) and Orange rope (attached securely) to form a perimeter around tables so that they can't be tipped and exhibits can't be touched.	
Blocked Gangways	Show volunteers, exhibitors / competitors, members of the public	Low	Allow sufficient width gangways and fire exits, and ensure they are kept clear from rubbish, packing and other blockages.	
Paddling pool filled with water, risk of drowning	Show volunteers, exhibitors / competitors, members of the public	Low	Ensure adequately supervised at all times, never leave unattended. Ensure pool area is secure with yellow plastic net fencing overnight.	

### Livestock Marquees – Cattle, Pigs, Sheep

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Smoking – Risk of Fire	Show volunteers, exhibitors / competitors, members of the public	High	Safety notice/fire extinguishers No Smoking	
Bedding & Feed	Show volunteers, exhibitors / competitors, members of the public	Low	Ensure stored and used appropriately	
Risk of Infection	Show volunteers, exhibitors / competitors, members of the public, Other animals	Low	Hand Sanitation/washing facilities and signs to tell members of public to wash hands particularly before & after touching livestock.	
Welfare of Animals	Show volunteers, exhibitors / competitors, members of the public, Other animals	Low	Adhere to DEFRA Animal Movement regulations Ensure animals have appropriate approved documentation. Specifically: Pigs – eMAL as required Cattle – Movement Passport & TB clearance certificates as required Goats – AML1 Forms and be CAE negative  All Livestock to have adequate penning. Cattle to be Halter trained if being led to main arena for display Pigs to use a board and stick when displaying in main arena, Boars to have 2 adult handlers  Vet on call in case of emergencies.	

### Vehicles – Tractors, Steam engines, Vintage & Classic Cars, Motorcycles & Historic Commercial vehicles

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Rubbish	Show volunteers, exhibitors, members of the public	High	Provide adequate bins, and encourage everyone to use them.	
Smoking – Risk of Fire	Show volunteers, exhibitors, members of the public	High	Safety notice/fire extinguishers No Smoking	
Movement	Show volunteers, exhibitors, members of the public	Medium	When moving on showground for Arrival by 9am, Departure after 5:30pm and Display in Main Arena keep speed below 10 MPH and use hazard lights. Always remain vigilant.	
Spacing	Show volunteers, exhibitors, members of the public	Low	Allow adequate spacing between vehicles to adhere to fire and safety regulations	

### Dog Ring

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Rubbish	Show volunteers, competitors, members of the public	Medium	Provide adequate bins, and encourage everyone to use them.	
Smoking - Risk of Fire	Show volunteers, competitors, members of the public	High	Safety notice/water bucket No Smoking	
Display Rings	Show volunteers, competitors, members of the public	Low	Ensure all stakes are firm and secure and rope is securely attached  Warnings that only competitors allowed inside the rings	
Dogs	Show volunteers, competitors, members of the public	Low	Dogs should be on lead / under control of owner at ALL times. Pick up dog mess to minimise spread of disease.  Dogs should NEVER be left in vehicles unattended.	

### Trade Stands – Open pitches

Each Trader is responsible for managing their own risk while on the Showground

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Rubbish	Show volunteers, members of the public	Medium	Provide adequate bins, and encourage everyone to use them.	
Smoking – Risk of Fire	Show volunteers, members of the public	High	Safety notice/fire extinguishers No Smoking	
Packing materials	Show volunteers, members of the public	Low	Don't block pedestrian passageways Ensure boxes used for transporting stock are stored safely out of the way	
Vehicles  Fuel combustion  Gazebos forming stands	Show volunteers, Other Traders, members of the public	Medium	Each Trade Stand to perform individual Risk Assessments and conform to safety and Fire regulations	
Other Risks	Show volunteers, members of the public	Low	Hold own public liability insurance and identify and perform their own Risk Assessment	
Use of Generators, Electricity, Gas or other natural combustible material	Show volunteers, Other Traders, members of the public	Medium	Trade Stands to perform individual Risk Assessments and conform to safety and Fire regulations Equipment must have an up to date PAT sticker.	
Food Poisoning	Show volunteers, Other Traders, members of the public	Low	All food traders must be registered and have a Food hygiene rating. Adhere to Food Safety regulations.	

### Music Festival

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Smoking – Risk of Fire	Show volunteers, competitors, members of the public	High	Safety notice/fire extinguishers No Smoking	
Use of Generators and Electricity	Show volunteers, competitors, members of the public	Medium	Performers to undertake risk assessments and conform to safety and Fire regulations Equipment must have an up to date PAT sticker.	
Rubbish	Show volunteers, competitors, members of the public	Medium	Provide adequate bins, and encourage everyone to use them.	
Packing materials	Show volunteers, competitors, members of the public	Medium	Don't block passageways Ensure boxes used for transportation are stored safely out of the way	
Electric cables causing a trip hazard	Show volunteers, competitors, members of the public	Medium	Ensure cables are taped down to minimise risk of tripping	
Staging & Steps onto stage	Show volunteers, competitors,	Low	Ensure staging is erected correctly, and screwed down securely Ensure steps are secure and used appropriately.	

### Scurry Driving & Equestrian stunt Display

The contracted organisers of these displays are responsible for managing their own risk while on the Showground

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Rubbish	Show volunteers, participants, members of the public, Horses	Medium	Provide adequate bins, and encourage everyone to use them.	
Smoking – Risk of Fire	Show volunteers, participants, members of the public	High	Safety notice/fire extinguishers No Smoking	
Bedding & Feed	Show volunteers, participants, members of the public	Low	Ensure stored and used appropriately	
Horse Boxes	Show volunteers, participants, members of the public	Medium	Minimise movement during show hours Ensure adhere to safety & fire regulations	
Holding area & Compound	Show volunteers, participants, members of the public	Low	Ensure area and horses are kept secure.  Warnings that only participants allowed inside the holding area	
Movement of Horses on showground	Show volunteers, participants, members of the public	Low	Ensure animals are under full control of competitor	



### Motorbike stunt displays

The contracted organiser of these displays are responsible for managing their own risk while on the Showground

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Rubbish	Show volunteers, participants, members of the public	Medium	Provide adequate bins, and encourage everyone to use them.	
Smoking – Risk of Fire	Show volunteers, participants, members of the public	High	Safety notice/fire extinguishers No Smoking	
Movement vehicle(s) on showground	Show volunteers, participants, members of the public	Low	Keep movement between main ring and designated area to a minimum	
Fire (if used)  Pyrotechnics (if used)	Participants, members of the public	Medium	Fire circle must be in place. Fire extinguishers at hand Minimize field scorching/ash  Pyrotechnics fired in accordance with recommendations of UK Pyrotechnics Society and Fireworks Regulations Pyrotechnic products stored in locked fireproof box.	

### Bubble of Fun

The contracted organiser is responsible for managing their own risk while on the Showground

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Rubbish	Show volunteers, participants, members of the public	Medium	Provide adequate bins, and encourage everyone to use them.	
Smoking – Risk of Fire	Show volunteers, participants, members of the public	High	Safety notice/fire extinguishers No Smoking	
Paddling pool filled with water, risk of drowning	Show volunteers, exhibitors / competitors, members of the public	Low	Ensure adequately supervised at all times, never leave unattended. Ensure the pools are covered overnight.	
Use of Generators and Electricity	Show volunteers, competitors, members of the public	Medium	Provider to undertake risk assessment and conform to safety and Fire regulations Equipment must have an up to date PAT sticker.	

## Bouncy Play Inflatables

The contracted organiser is responsible for managing their own risk while on the Showground

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Smoking – Risk of Fire	Show volunteers, competitors, members of the public	High	Safety notice/fire extinguishers No Smoking	
Use of Generators and Electricity	Show volunteers, competitors, members of the public	Medium	Provider to undertake risk assessment and conform to safety and Fire regulations Equipment must have an up to date PAT sticker.	
Electric cables causing a trip hazard	Show volunteers, competitors, members of the public	Medium	Ensure cables are covered or are out of the way to minimise risk of tripping	
Rubbish	Show volunteers, competitors, members of the public	Medium	Provide adequate bins, and encourage everyone to use them.	
Inspection & Maintenance of equipment	Show volunteers, competitors, members of the public	Low	Ensure a numbered PIPA tag or an ADiPs declaration of compliance (DoC) is displayed to show complies with British Standard BS EN 14960.	
Windy conditions	Show volunteers, competitors, members of the public	Medium	Bouncy play inflatables should not be used in winds over 24mph, evacuate and deflate inflatables.	
Setting up	Show volunteers, competitors, members of the public	Low	Ensure safety guidance is followed to ensure the inflatables have at least 6 anchor points, and blowers fan blades are clear of debris & obstructions.	
Safe usage	Show volunteers, competitors, members of the public	Low	Ensure usage safety guidance is followed, adhere to correct number of users, safety matting in place, regular equipment & anchor checks	

## EMERGENCY PROCEDURES FOR ALL SECTIONS

The Association has emergency procedures in place, follow the required action to be taken in the event of an accident, fire, explosion or foot & mouth or other infection incident.

All show volunteers should familiarise themselves with the following procedures.

In the event of an emergency the following procedure applies:

- ENSURE YOUR OWN SAFETY AT ALL TIMES
- summon assistance
- inform the Main Show Manager / Fire Manager
- where possible act immediately to halt the source of the emergency if you are qualified to do so. If not please stay calm and wait for assistance.

### FIRE SAFETY

On discovering a fire, raise the alarm by shouting 'FIRE'. Use the nearest radio in your area to contact the Main Show Manager so that emergency services can be informed.

Only attempt to extinguish a fire where there is no risk of personal injury either from the fire, toxic gases and fumes produced or structural failure of the marquee. Ensure you always have a clear escape route at all times.

When attempting to extinguish a fire ensure you use the appropriate type of fire extinguisher. Fire extinguishers may be colour coded or have red bodies with coloured labels on them .

	Combustible materials e.g. wood, paper, straw, textiles etc	Flammable liquids e.g. Petrol/Diesel	Flammable gas e.g. Butane and Methane	Electrical equipment e.g. Generators, Fridges	Flammable metals e.g. Batteries
DRY POWDER (Blue)	Yes	Yes	Yes	Yes	Yes
WATER MIST (White)	Yes	Yes	Yes	Yes	
FOAM (Yellow)	Yes	Yes		Check some can	
CO2 (Black)		Yes		Yes	
WATER (Red)	Yes				

Directions for use of a fire extinguisher are shown on the extinguisher and Show Officials should have been shown how to use them.