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

Egham & Thorpe Royal Agricultural & Horticultural Association Showground Management, Safety and Risk Assessment for Egham Royal Show 2025 v2.1

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

Show Build: 16th to 22nd August.
Show Dates (open to the Public): 23rd and 24th August.
Show Break down: 25th to 30th August.

The show is run and organised by a management committee all of whom are volunteers, so this report is focused on the capacity of all volunteers.

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

The nature of the field is rough and uneven grassland, which is usually used to graze horses. Extreme weather conditions particularly heavy rainfall could affect the condition of the showground, the ground may become very soft and muddy, which will mean heavy vehicles may not be able to access the showground.

When arranging with external providers such as attractions, traders and contractors to setup or erect temporary structures such as marquees and deliver equipment to the site these risks should be identified to them along with any other specific relevant information, so that they are aware of the showground conditions and can assess the risks themselves to make appropriate arrangements to minimise any potential incidents occurring in accordance with the Health and Safety at Work Act 1974.

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ORGANISER DETAILS AND COMPLIANCE STATEMENT

EVENT ORGANISERS:	THE EGHAM & THORPE ROYAL AGRICULTURAL & HORTICULTURAL ASSOCIATION
EMAIL:	ShowSecretary@eghamroyalshow.org.uk
WEBSITE:	www.eghamroyalshow.org.uk
CHARITY NUMBER:	247399
EVENT ADDRESS:	CADDEY'S FIELD, WHITEHALL LANE, EGHAM, SURREY, TW20 9NW

DESCRIPTION OF EVENT:

A TWO DAY AGRICULTURAL & HORTICULTURAL OPEN AIR COUNTRY SHOW WITH LIVE MUSIC STAGE FOR LOCAL MUSICIANS AND SINGERS TO SHOWCASE THEIR TALENT.

THE SHOW INCLUDES MUSIC STAGE, LIVESTOCK, DOG SHOW, TRADE SHOPPING, HOME AND GARDEN COMPETITION MARQUEE, CHILDREN'S FAIRGROUND RIDES, ARCHERY, VINTAGE & CLASSIC VEHICLES, BIRDS OF PREY DISPLAY AND A MAIN ARENA WITH EVENTS THROUGHOUT THE DAY INCLUDING SCURRY DRIVING.

ON SATURDAY EVENING A BARN DANCE IS HELD ORGANISED BY THE EGHAM RESIDENTS' ASSOCIATION.

THE NATURE OF THE GROUND IS AN UNEVEN GRASS FIELD.

COMPLIANCE STATEMENT:

The Egham & Thorpe Royal Agricultural & Horticultural Association acknowledge we have a duty to comply with known statutory health, safety and fire precaution requirements, as far as is reasonably possible to minimise potential risks of injury and damage to persons on the showground, which might arise from activities involved with the Egham Royal Show in accordance with the Health and Safety at Work Act 1974 set out on the HSE website.

This document aims to provide the guidelines and necessary information such that show officials and volunteers can comply and be competent when carrying out their duties to maintain safe and healthy conditions, equipment and systems of work on the showground.

All individuals on the showground, including volunteers, competitors, exhibitors, external providers (attractions, traders, contractors) and members of the public are responsible for complying with the health, safety and fire precautions in place as indicated by signage or as directed.

External providers, contractors and traders are responsible for their statutory requirements and compliance with the Health and Safety at Work Act.

RISK ASSESSMENT: 22nd August 2025
REVIEW DATE: 26th April 2025
REVIEW ASSESSOR: SIGNED:

GENERAL SHOW DESCRIPTION

The Egham Royal Show is a two day open air Agricultural and Horticultural show with a live music stage, Family Attractions and Children's activities.
The Egham Residents' Association organise a barn dance on Saturday evening.
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 field which has rough ground. An exterior Heras security fence is erected with vehicle and pedestrian gates. There are emergency pathways, and the Heras fence panels can be removed for emergency access as required.

The show has an expected attendance of 5,000 visitors over the course of two 7½ 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:

A Livestock marquee with cattle, pigs and sheep. All livestock adhere to APHA (an agency of DEFRA) regulations and are held within secure pens and showing rings.

Fairground attractions, family amusements, battery powered mini-Go-Karts, Archery and a Simulator ride. All external providers are responsible for ensuring their compliance with the relevant regulations, including carrying out their own Risk Assessment and checks.

A dog show comprising an open air ring with a programme 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 team, Scurry Driving and Falconry display, they are each responsible for adhering to the appropriate regulations including carrying out their own Risk Assessment and will be allocated a secure area for when they are not in the main arena.

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

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

A Home and Garden Competition marquee with a competitive display of produce and flowers that have been grown, Handcrafted items, Homemade Baked items, and a competitive display of Floral Arrangements. There are also pitches for the display and sales of related Horticultural produce and items by Trade Exhibitors.

A Live Music stage for local musicians and singers to showcase their talent throughout both Show days.

Public Catering units and Trade Shopping within Open trade spaces. Traders are responsible for adhering to appropriate regulations including carrying out their own Risk Assessment.

A Community marquee serving food and drinks for members of the public, by an external provider who is responsible for adhering to appropriate regulations including carrying out their own Risk Assessment and checks.

MANAGEMENT SYSTEM

The association has Trustees, a President, Chairman, Vice-Chairman, Chief Executive Officer, Show Manager and committee which comprises Section heads that are responsible for the various areas of the Show and compliance with fire management, safety regulations and risk assessment as outlined in this document.

There are 4 key Showground areas:

SHOW GROUND SAFETY & MANAGEMENT: **Henry Doran & Dennis Brown**

- Responsible for the management and security of the showground, such that required paperwork (site booking form, association Public Liability Insurance, Risk Assessment and others as needed/requested in line with statutory requirements) is in place and circulated to relevant authorities and section heads / show officials.
- Arrange external providers, contractors, and sub-contractors to supply services and equipment on site. Check they are aware of their own legal requirements and responsibilities to comply with fire procedures, safety regulations and have their own risk assessment and relevant employer and public liability insurance, they should have the certificates with them to produce upon request if required.
- Deal with any general issues and complaints that may arise.
- In the event of an emergency responsible for the supply of site and location information and co-ordinating emergency response such as phoning emergency services as required.

GROUND CREW: **Henry Doran**

- Implementing Show Build and Break down, maintaining Showground safety as needed (such as provision of hazard tape in an emergency, providing general ground maintenance as needed).
- Provision of fire and safety signs and equipment around the show ground as needed, such as distribution of fire extinguishers, marquee safety signs, yellow foam protection tubes on guy lines, and hazard tape on tent pegs.
- Co-ordinating opening up emergency panels in the Heras fencing in an emergency and directing emergency services promptly to the required location.

TRADE STANDS: **Darren Kirkham**

- Responsible for the co-ordination of open air trade stands and Public Catering. All traders attending the Show are aware of their responsibilities to comply with all legal requirements including Food Hygiene regulations, fire and safety procedures by agreeing to the Traders terms and conditions.
- In the event of a fire direct traders on emergency fire evacuation procedures within the trade stand area(s).

MARQUEES: **Relevant section heads**

Livestock: James Doran, Home and Garden: Susan Murray, Dogs & Models: Jackie Cashen, Music: Dennis Brown

- In the event of a fire direct everyone to evacuate the marquee and immediate area
- Inform Showground manager, utilise stewards / officials to cordon off the marquee area and prevent access except to fire officials.
- Co-ordinate emergency fire procedures within the marquee area if safe to do so.

SECTION HEADS:

AREA OF RESPONSIBILITY	**NAME**	**COMMUNICATION METHOD**
Ground services	Ground Crew	Radio
Gate control		Radio
Main ring	Paul Turney	Radio
Community marquee		Mobile number held in Show Office
Dog Show	Jackie Cashen	Mobile number held in Show Office
Live Music Stage	Dennis Brown	Mobile number held in Show Office
Trade stands	Darren Kirkham	Mobile number held in Show Office
Home & Garden competition marquee	Susan Murray	Mobile number held in Show Office
Livestock marquee	James Doran	Mobile number held in Show Office
Model marquee	Jackie Cashen	Mobile number held in Show Office
Classic & Vintage vehicles	Douglas Newton	Mobile number held in Show Office
Treasurer		Radio
Showground Management & Security	Henry Doran	Radio
Car Parking	Surrey 4 x 4	Radio
Fire, Health & Safety	Dennis Brown & Susan Murray	Radio
Barn Dance	Egham Residents Association	Mobile number held in Show Office

SHOWGROUND MANAGEMENT FOR THE EGHAM ROYAL SHOW

Site preparation, Build up and Break down:

The association holds employee's liability insurance to cover Show officials and volunteers in the event of any major incident. All external providers and contractors coming onto the showground should hold their own appropriate insurance and are responsible for adhering to the appropriate guidance and regulations including carrying out their own Risk Assessment and checks.

Site Preparation:

The grass will be mowed by a responsible and qualified contractor. Arrangements will be made if necessary for removing any evidence of Ragwort plants, as this is poisonous to animals. As well as dealing with any other agreed and identified issues, such as clearing broken tree debris or fixing/removing fencing.

Site Access and Security:

The Showground Manager or nominated site security person(s) will seek to manage access for expected external providers, contractors and site visitors that are accessing the ground to minimise the risk of unauthorised entry to the showground.

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 adhere to safety guidance i.e., stay below 15 MPH, and use hazard indicators or orange beacons if fitted. Drivers should remain vigilant at all times, particularly during the erection of the Heras fencing. Maintain a minimum of 2m from marquees or other temporary structures or other sources of fuel and highly flammable areas and allow 1m space between stopped/parked vehicles. Engines are recommended to be turned off when not being used.
Fire extinguishers will be located on site in case of emergency.

First Aid:

There should be at least one competent person with at least basic First Aid knowledge and a basic first aid kit present on site at all times. In the event that someone is injured they should be competently assessed and where possible the injury treated depending on the severity, or the injured person should be taken to hospital, or an ambulance called as required.
In the event of a serious injury that requires hospital treatment or death this must be reported to RIDDOR within 7 days. Any instances involving hazardous substances, such as chemicals, should be reported accordingly.

Infection control:

To minimise the spread of infectious disease hand 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.
Government health and safety guidelines and regulations for infectious disease control currently in place will be complied with.

Water Supply:
The supply of water to the site is via a mains fed point provided by Affinity Water following the BS 8580 code of practice, so the quality is safe for use. All pipes & fittings used to pipe the water around the showground are Polyethylene (MDPE) with the appropriate tamper proof fittings required and setup by an appropriately certified plumber. All pipework is flushed through, appropriately disinfected and protected against absorbing heat from the sun, to minimise the risk of Legionella infection.
The water supply is monitored throughout the duration of usage, particularly in warm weather when the water temperature can reach 20-45°C, should the temperature be above 20°C then it will be run through until it is running cold.
We advise all water used as potable is boiled by vendors and drinking water provided to visitors and staff is provided as bottled to ensure total safety.
Water bowsers are washed, disinfected ready for use to hold water for Livestock usage, regularly monitored and refilled to minimise bacteria formation.

Risk of Fire:
As the showground is grass, there is a need to be aware of high heat in summer drying out the grass and increasing the risk of fire.
Maintain appropriate distance of 1m between vehicles and 2m from temporary structures or other sources of fuel and highly flammable areas. Engines are recommended to be turned off when not being used. There will be a Foam or CO2 fire extinguisher available on site in case of vehicle and machinery fires.
Water supply tap setup on site, and buckets are available to be filled with water/sand in the event of a fire. Emergency services to be called by the Showground Manager, or an appropriate deputy.

Electricity and Lighting supply:
Supply of electricity and lighting for the Show office & marquees will be setup by a competent electrician; the power cables will be laid so that they are not causing any obstruction to marquee doorways and are covered for protection where they cross over main pathway routes.
The generators supplying the feeds will be located in a secure area using Heras fencing panels with no public access. There will be a Foam or CO2 fire extinguisher available on site in case of fire.

Movement of machinery and public safety:
During site build and breakdown of the showground, signage should be displayed at the main point of access to the field (by vehicle gate) to warn site visitors machinery (telehandlers in particular) are in operation, so they can then take adequate precautions to keep themselves safe and keep any accompanying children or dogs under control and supervised at all times.

Machinery will be used to erect the Heras fencing, bring equipment onto the showground and move equipment to the area where required within the Heras fencing area.

Machinery used such as telehandlers, will 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.

Personal Protective Equipment:
When handling and erecting the Heras fencing, hurdles and other showground equipment appropriate protection should be warn, such as sturdy gardening gloves. Due to the nature of the ground, it is advised to wear suitable sturdy footwear such as walking shoes or boots.

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, with hand washing facilities. Chemicals used for cleaning and maintaining the toilet should be stored somewhere separately and used in line with the recommendations on the packaging.

Contractors:
The Show Manager will manage Contractors entering and exiting the showground, to check they are authorised and expected, as well as to direct them as required.

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

Contractors should carry out their own risk assessment based on the advised ground conditions, and are responsible for undertaking appropriate precautions, such as not bringing heavy vehicles that could sink into 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, doorway guy lines to have yellow foam protection tubes on. 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 make sure 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:

The association holds public liability insurance to cover their liability in the event of any major incident, and advises that all external providers, contractors, traders, exhibitors and competitors coming onto the showground hold appropriate insurance and adhere to the appropriate guidance and regulations for their activities including carrying out their own Risk Assessment.

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, attractions and other external providers should hold suitable public liability insurance and complete individual risk assessment for their trade. It is recommended that traders using electronic equipment being plugged into generators should have a PAT sticker dated within 24 months.

There will be a copy of this Site Management & Risk assessment document available in the Show Office.

Site Access and Security:

Access will be permitted onto the Showground via the Vehicle Gate for setting up on Friday 22nd and outside of the official opening & closing times on Saturday 23rd & Sunday 24th for authorised vehicles with valid passes and pedestrians with wrist bands.
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 and pedestrians with wrist bands will be on foot between the official opening & closing times on both show days via the appointed pedestrian gates.

Vehicle Movement:

Movement of vehicles on the showground over show days is only permitted before and after the official opening & closing times of the show and should be kept to a minimum.
Vehicles moving around on site should adhere to safety guidance i.e., stay below 15 MPH, and use hazard indicators or orange beacons if fitted. Drivers should remain vigilant at all times.
Maintain a minimum of 2m from marquees, other temporary structures or other sources of fuel and highly flammable areas and allow 1m space between stopped/parked vehicles.

Fire extinguishers will be located on site in case of emergency.

Traffic control system and marshals will be in place to direct members of the public arriving by vehicle for the Show to the designated public car parking area and maintain traffic flow so that traffic build up on the main road is minimised.

Electricity and Lighting supply:

Lighting should be turned off and equipment unplugged when not required or in use, particularly when leaving the marquee or show office at the end of the day, so that nothing is left on unattended, particularly overnight.
Appropriate fire extinguishers will be located within the show office and marquees.
The generator compound should be regularly checked to ensure it remains secure with no public access.

First Aid:
There will be a professional organisation contracted to provide adequate cover for the duration of the show days.
Any reports of bodily fluid spillage, such as vomit, should be cleaned up as soon as possible.
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. Any instances involving hazardous substances, such as chemicals, should be reported accordingly.

Infection control:
To minimise the spread of infectious disease appropriate facilities will be located around the showground i.e., hand washing in main toilets and hand sanitising stations near the livestock area for people to clean hands regularly particularly when using the toilet, before and after eating, drinking and touching livestock. The temperature of any potable water provided around the site will be monitored and run cold if it gets warm to minimise the risk of Legionella infection. We advise all water used as potable is boiled by vendors and drinking water provided to visitors and staff is provided as bottled to ensure total safety.
Containers with fresh water provided for livestock and dogs should be monitored and refilled to minimise bacteria formation.
To minimise the risk of E. Coli bacteria infection livestock should be penned as close to the main ring as possible so that the distance to travel is minimised.
Government health and safety guidelines and regulations for infectious disease control currently in place will be complied with.

Water Supply:
The water supply will be monitored & checked throughout the duration of usage, particularly in warm weather when the water temperature can reach 20-45°C, should the water be reported as running hot then it will be run through until it is running cold.

Toilet Facilities:
There are toilets with disabled access as well as toilet units which are hooked up to generators and water supply with hand washing facilities for both males and females, as well as baby change facilities available. Chemicals used for cleaning and maintaining the toilets should be stored somewhere separately away from members of the general public and used in line with the recommendations on the packaging. Any reports of bodily fluid spillage will be cleaned up as soon as possible.

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 will be given on collection of the radio.
List of emergency contacts and show official mobile numbers will be held in the Show Office.

Communication to the public will be through public address systems situated at the Live Music Stage and Main Arena.
Verbal instructions will be used within the marquees and areas not covered by the Public Address systems.

Lost Children/Person: -
In the event that a child/vulnerable person becomes separated from its parents/carers, they will be bought to the Show Office, to safeguard the child/vulnerable person and the Association at least 2 show officials will look after them, at least one official should hold a valid DBS certificate that is on the updater service or has been checked within the last 36 months, (DBS copies to be held in the Show Office). The procedures in the appendix 1 (page 34) for a found child/vulnerable person should be followed, and details taken using the appropriate form.

In the event that a parent/carer becomes separated from a child/vulnerable person, and the location of the child/vulnerable person is unknown, the procedures in the appendix 1 (page 34) for a lost child/vulnerable person should be followed, and details taken using the appropriate form.

Weather Condition Precautions:
As the show is an outdoor event 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 will be taken regarding fire hazards such as disposing of smoker's materials and glass properly. As well as having extra buckets of fresh water/sand placed around the site near bins, marquees, and livestock areas. The temperature of the water supply will be monitored and if above 20°C the water will be run until cold.

The water pipes are protected against absorbing heat from the sun.

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

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

Stockmen should take necessary precautions for livestock, during high heat ensure water is available and regularly checked for livestock to drink. During high winds and storms ensure livestock are secure to avoid them getting loose or injured.

Dog owners should keep dogs 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. Water bowls should be checked and changed regularly.

HEALTH AND SAFETY COMPLIANCE

Egham & Thorpe Royal Agricultural & Horticultural Association comply with current Health and Safety regulations as far as is reasonably possible, therefore all persons using the Showground be they Trade Stands, Livestock Exhibitors, Craftworkers, Caterers, Contractors (including their staff, employees or agents) or Committee members, Association members and Volunteers will seek to comply with the provisions of the current Health and Safety at Work Act, and subsequent Regulations, at all times.

Electrical Equipment and Generators

The Association recommends electrical equipment should be inspected and tested by a competent electrician, and a certified PAT label affixed giving the date of the test, ideally within the last 24 months, and the name of the person who carried out the test, should be setup 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 extinguished quickly.

Gas Appliances

All gas appliances should have been examined and tested by a competent person and labelled to indicate the examiner's name and date of inspection. The storage, use and transport of Calor 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 extinguished 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 a stand or any other live mechanical or electrical demonstrations.

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.

Vehicles should maintain a minimum of 2m from marquees, other temporary structures or other sources of fuel and highly flammable areas and allow 1m space between stopped/parked vehicles.

Fairground Rides

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

Smoking

Smoking is not permitted in any marquee, in close proximity to straw, other combustible material or fuel supplies, appropriate signage is displayed around these areas. There is also signage on the bins to fully extinguish cigarettes before discarding. In severe hot weather buckets of sand/water will be placed near bins & marquees to extinguish cigarettes.

Marquees

The marquee suppliers to the show are responsible for ensuring any marquee erected should comply with current Fire Regulations, tent pegs are well driven into the ground and identified with hazard tape to prevent tripping and injury especially near entrances/exits. No postholes are to be bored or any other digging or excavation to take place. Guy ropes should be blue and positioned so that they do not cause a trip hazard when entering and exiting marquees with yellow foam protection tubes attached to the guy ropes either side of the entry/exit doorways.
Appropriate Fire extinguishers will be available so that in the event of fire it can be extinguished quickly. Appropriate safety signage should be displayed.

Infection control:

To minimise the spread of infectious disease appropriate facilities will be located around the showground i.e., hand washing in main toilets and hand sanitising stations near the livestock area for people to clean hands regularly particularly when using the toilet, before and after eating, drinking and touching livestock. The temperature of any potable water provided around the site will be monitored and run cold if it gets warm to minimise the risk of Legionella infection. We advise all water used as potable is boiled by vendors and drinking water provided to visitors and staff is provided as bottled to ensure total safety.
Containers with fresh water provided for livestock and dogs should be monitored and refilled to minimise bacteria formation.
To minimise the risk of E. Coli bacteria infection livestock should be penned as close to the main ring as possible so that the distance to travel is minimised.
Government health and safety guidelines and regulations for infectious disease control currently in place will be complied with.

Control Of Substances Hazardous to Health (COSHH):

Chemicals used for cleaning and maintaining the toilets should be stored somewhere separately away from members of the general public and used in line with the recommendations on the packaging. Any reports of bodily fluid spillage will be cleaned up as soon as possible. Traders, particularly food traders, are responsible for their own compliance.

Water Supply:

The supply of water to the site is via a mains fed point provided by Affinity Water following the BS 8580 code of practice, so the quality is safe for use. All pipes & fittings used to pipe the water around the showground are Polyethylene (MDPE) with the appropriate tamper proof fittings required and setup by an appropriately certified plumber. All pipework is flushed through, appropriately disinfected and protected against absorbing heat from the sun, , to minimise the risk of Legionella infection.
The water supply is monitored throughout the duration of usage, particularly in warm weather when the water temperature can reach 20-45°C, should the temperature be above 20°C then it will be run through until it is running cold.
We advise all water used as potable is boiled by vendors and drinking water provided to visitors and staff is provided as bottled to ensure total safety.
Water bowsers are washed, disinfected ready for use to hold water for Livestock usage, regularly monitored and refilled to minimise bacteria formation.

The model marquee boat pool water will have signs displayed to indicate it is unsafe to drink or enter the water.

MAIN HAZARDS : GENERAL

Marquees:	Guy Ropes to be positioned away from doorways and have yellow foam protection tubes on, 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. Vehicles should adhere to safety guidance when manoeuvring. 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. Vehicles should observe appropriate distances when stopped/parked.
Rubbish:	Provide adequate rubbish bins around the showground, check and remove any that become full between show days, so that they aren't overflowing.
Infectious Diseases	Prevent the transmission of infectious diseases as far as is possible, by following appropriate precautions, providing adequate hand sanitiser (near livestock) or hand wash (in toilets) facilities and signage. Comply with government health & safety guidelines to prevent the spread of infectious diseases currently in place.
Water	Standing water for the model marquee boat pool will have signs displayed to indicate it is unsafe to drink or enter the water. Water bowsers used to hold fresh water for Livestock are washed and disinfected to minimise risk of spreading bacteria, including Legionella, they will be regularly monitored and refilled to minimise bacteria formation. The supply of water to the site is via a mains fed point provided by Affinity Water following the BS 8580 code of practice, so the quality is safe for use. All pipes & fittings used to pipe the water around the showground are Polyethylene (MDPE) with the appropriate tamper proof fittings required and setup by an appropriately certified plumber. All pipework is flushed through, appropriately disinfected and protected against absorbing heat from the sun, , to minimise the risk of Legionella infection. The water supply is monitored throughout the duration of usage, particularly in warm weather when the water temperature can reach 20-45°C, should the temperature be above 20°C then it will be run through until it is running cold. We advise all water used as potable is boiled by vendors and drinking water provided to visitors and staff is provided as bottled to ensure total safety.
Livestock:	Adhere to APHA (an agency of 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:	All hurdles and stakes must be firm and secure, and rope securely attached.

MAIN HAZARDS : FIRE/ EXPLOSION

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

The Association has a detailed Showground Safety strategy, Fire Safety System and Emergency Action plan for the safety of Association members, volunteers, competitors, exhibitors, traders, contractors, and members of the public. These are held on site in the Show office, Show Officials are made aware of these.
Each section head is responsible for checking their section complies with these at the show.

SHOWGROUND SAFETY STRATEGY

1. A **management system** will be put into place including officials with overall responsibility for the consideration and implementation of safety procedures, and a series of Show Officials overseeing their specific areas of the event.

   The Association recommends that Show Officials have knowledge of the area for which they are responsible. Information on any firefighting equipment, safety requirements and escape plans will be given on an individual level as required.

2. A **site plan** will be available showing the position of all temporary structures with exit routes and assembly points.

3. A **risk assessment** will be completed looking at all areas of the event.
   The Association recommends that each section implements a risk assessment for their area.

4. A **Fire Emergency plan** will be held in the Show office and made available to all SHOW OFFICIALS AND PERSONS IN CHARGE OF AREAS at the event.

5. There will be a **Fire safety strategy debrief** immediately after the 'close down' of the show and during the month prior to the show's commencement the following year.

EMERGENCY CONTACTS

SECTION	NAME	CONTACT
First Aid	St John Ambulance	Radio
Hospital	Ashford, TW15 3AA	01784 884488
	St Peters Chertsey, KT16 0PZ	01932 872000
Vet on site		Mobile held by Livestock officer
Toilets		Mobile held in Show Office
Marquees		Mobile held in Show Office
Gate		Radio
Security	Henry Doran	Radio
Police	VO on site	101/999
Fire Brigade	Dave Warren	Via Show Office
Electricity/ground	Ground Crew	Radio

FIRE SAFETY SYSTEMS

MEANS OF WARNING
Communication between show officials will be through two-way radio and mobile phone.
Communication to the public will be through public address systems situated at the LIVE MUSIC STAGE and MAIN ARENA.
Verbal warnings will be used within the marquees, and areas not covered by the public address system.

MEANS OF ESCAPE/ ESCAPE ROUTES
As all buildings are temporary there are no 'protected' routes. Space between marquees to be minimum 6m to allow easy access for escape and emergency services. Any Heras security fencing panels can be opened for emergency use as required.
The main vehicle gate to the site will be kept clear and Keep Clear signage & no car parking signs displayed accordingly.
Show Officials will make regular checks to keep all exits clear.

SIGNS AND NOTICES
All marquees have regulatory exit, no smoking signs and signs indicating firefighting equipment location.
All bins to have signs to inform public that cigarettes should be extinguished before being disposed of.

SMALL FIRES
In the case of a small fire in one area of the ground, hazard warning tape will be used to cordon off the area with marshals to direct the public away from the area. If near the Livestock marquee the animals will be lead in harness to the main arena.

FIRE FIGHTING EQUIPMENT
Provision of Fire extinguishers will be located in marquees and high-risk areas. Water will also be available through bowsers sited near livestock. There will be a dedicated public catering area to minimise the risk of fire.

SITE SAFETY
A check will be made that all generators, fuel and electricity supplies are separate and inaccessible to the general public.

WATER SUPPLIES
A suitable statutory hydrant is located in Whitehall Lane. The model marquee pool water can be utilised if required.

CONTROL OF IGNITION SOURCES
No naked flame or radiant heaters to be used within the marquees. The use of other naked flames, such as candles, within the marquees is strictly forbidden.
There is a No Smoking policy in place in all inside areas of the Show, appropriate signs are displayed. During hot weather buckets of water/sand will be placed near bins and marquee doorways to extinguish cigarettes.
Cooking and catering equipment is provided by approved caterers only, and they implement their own fire procedures and equipment such as Fire Blankets & Extinguishers as required.
Portable electrical appliances and gas appliances to be used at the show (mainly by caterers / traders) are recommended to have been inspected and tested prior to attending.
Vehicles to be parked away from fuel and ignition sources where possible. In the event of a burning vehicle the area should be evacuated and cordoned off while the burning vehicle is kept under control to reduce risk of spreading to other areas until fully extinguished.

CONTROL OF FUEL SOURCES

The main Marquees to be fire retardant and stocks of flammable material to be kept to a minimum.
During set up the grass will be cut to minimise the risk of fire.
Litter bins will be provided for the public and for excess waste. Bins will be supplied and emptied by Suez. Regular checks will be made of the show ground to keep litter to a minimum.

GENERAL

Entrances and exits to / from the marquees will be a minimum of 6ft (1.8m) wide. Fire exits will be sufficient within each marquee such that they can be reached within a distance of no more than 18m from any point. Show officials will check that fire exits remain free from obstruction at all times, remain vigilant for any signs of fire and ensure that there is assistance available in the event of an unexpected emergency situation.

GENERAL BUILD & BREAK DOWN RISK ASSESSMENT

GENERAL ASSESSMENTS

HAZARD	PEOPLE AT RISK	LEVEL OF RISK	RISK REDUCTION
Rough, uneven ground Tripping & Tipping	Show volunteers, contractors	Low	Take care on the Showground, watch for potholes, keep speeds low.
Vehicles on Showground Injury of others Risk of Fire	Show volunteers, contractors	Low	Adhere to showground speed limit and safety information i.e., hazard indicators or orange beacons (if fitted) on, be vigilant. Vehicles should observe appropriate distances from sources of fuel when stopped/parked.
Rubbish including Smoker's materials (showground) Risk of Fire	Show volunteers, contractors	Medium	Provision of rubbish bins. Cut grass short, provision of sand/water buckets to extinguish cigarettes before being disposed of in extreme heat.
Risk of spreading infectious diseases	Show volunteers, exhibitors/competitors, contractors	Medium	Provide hand sanitation near livestock & hand washing facilities in toilets along with signs for cleaning hands. Comply with animal gathering procedures. Comply with Government guidelines and regulations for infectious disease control.
Risk of legionnaires disease Water supply Bowsers Standing water	Show volunteers, exhibitors/competitors, contractors	Medium	Supply of mains fed water provided by Affinity Water following the BS 8580 code of practice, so the quality is safe for use. Pipes & fittings flushed through and disinfected to minimise the risk of Legionella infection. Pipes protected where possible against absorbing heat from the sun, Regular checks on the water temperature. Should the water be warm then it will be run until it is cold. We advise all water used as potable is boiled by vendors and drinking water provided to visitors and staff is provided as bottled to ensure total safety. Bowsers washed out and disinfected ready to hold water for Livestock usage. Boat pool filled with water, with signage saying not to enter or drink.
COSHH Hazardous substances	Show volunteers, exhibitors/competitors, contractors	Low	Toilet chemicals stored securely & used as recommended. Any bodily fluid spillage cleaned up as soon as possible.
Movement of machinery, including Telehandlers, Injury of others due to restricted visibility Tipping over due to uneven ground Risk of Fire	Show volunteers, exhibitors/competitors, contractors	Medium	Driven by or under instruction from an experienced and competent person. Volunteers on showground to be vigilant of moving machinery during erection/removal of fencing.
Unauthorised Entry to the Showground & Unauthorised removal of equipment.	Show volunteers, exhibitors/competitors, contractors	Low	Only expected authorised contractors and persons allowed on the Showground. Provision of Security for the duration of the Build, Show, and Break down
Fire risk, Hot weather drying out grass. Heavy rainfall, ground becoming soft, muddy & slippery, vehicles getting stuck. High Winds & storms risk of structures getting damaged or causing injury	Show volunteers, exhibitors/competitors, contractors	Low	Provide buckets of sand/water as needed in extreme heat. Extra caution, reduced vehicle access & movement on showground. Delay in erecting structures until safe/winds calm down.

Contractors on site erecting Temporary Structures such as Marquees, risk of Injury	Show volunteers, exhibitors/competitors, contractors	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. Signs and provision of sand/water buckets to extinguish cigarettes before being disposed in extreme hot weather. 'No smoking' in marquees and key areas.
Risk of spreading infectious diseases	Show volunteers, exhibitors/competitors, members of the public	Medium	Provide hand sanitation near livestock & hand washing facilities in toilets along with signs for cleaning hands. Comply with animal gathering procedures. Comply with Government guidelines and regulations for infectious disease control.
Risk of legionnaires disease Water supply Bowsers Standing water	Show volunteers, exhibitors/competitors, members of the public	Low	Monitor the water supply temperature, check pipes are protected where possible against absorbing heat from the sun, should the water be warm then it will be run until it is cold. We advise all water used as potable is boiled by vendors and drinking water provided to visitors and staff is provided as bottled to ensure total safety. Bowsers filled with fresh water for Livestock usage, regularly checked and refilled. Boat pool filled with water, with signage saying not to enter or drink.
COSHH, Hazardous substances	Show volunteers, exhibitors/competitors, members of the public	Low	Toilet chemicals stored securely away from general public & used as recommended. Any bodily fluid spillage cleaned up as soon as possible.
Public Catering areas (Food area, catering in community marquee)	Show volunteers, members of the public	High	Provide bins for rubbish. All traders should comply with Fire, Health & Safety, Food Hygiene regulations and certification to at least level 3.
Marquees (Community, Home & Garden, Livestock, Models & Live Music Stage Marquees)	Show volunteers, exhibitors/competitors, members of the public	Medium	Guy ropes are positioned away from doorways with yellow tubes on, and hazard tape is placed around all tent pegs. Allow sufficient width gangways and Fire exits, keep clear from rubbish, packing and other blockages. Place tables 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 APHA (an agency of DEFRA) regulations regarding movement of animals and hold relevant health documentation and identification. Provide hand sanitation areas and display signs for those touching animals to clean hands to prevent infection.
Public vehicles – risk of fire (Vehicles parked at owners' risk)	Show volunteers, exhibitors/competitors, members of the public	Low	Public parking separate from main Show ground. Traffic system and Marshalls in place 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 – risk of injury to others Risk of fire	Show volunteers, exhibitors/competitors, members of the public	Medium	Restrict movement of vehicles on showground during show opening hours. Adhere to showground speed limit and safety information i.e., hazard indicators or orange beacons (if fitted) on, be vigilant. Minimise vehicles on the show ground and observe appropriate distances from sources of fuel when stopped/parked. Fire extinguishers located nearby.
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.
Safeguarding	Show volunteers, vulnerable members of the public	Low	List of Show officials/Security that hold Valid DBS certificates (through updater service or issued within the last 36 months)) in the event of looking after Lost Children. Parents are ultimately responsible for supervising their children on the Showground, particularly when undertaking rides and activities.
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, where they are supervised by staff and Police while on-showground

SECTION RISK ASSESSMENTS

Show Office

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Smoking – Risk of Fire	Show volunteers, members of the public	High	No Smoking, appropriate signage displayed. Fire extinguishers / water or sand buckets located nearby in extreme heat.	
Blocked Gangways	Show volunteers	Low	Gangways to be kept clear from rubbish, packing and other blockages	
Electric supply & Lighting – Risk of Fire	Show volunteers, members of the public	High	Setup/connected by a competent electrician. Unplug equipment when not in use and turn lights off when leaving. Fire extinguishers located nearby.	
Vehicles on Showground - Injury of others Risk of Fire	Show volunteers, members of the public	Low	Adhere to showground speed limit and safety information i.e., hazard indicators or orange beacons (if fitted) on, be vigilant. Minimise vehicles on the show ground and observe appropriate distances from sources of fuel when stopped/parked. Fire extinguishers located nearby.	
Safeguarding	Show volunteers, vulnerable members of the public	Low	List of Show officials/Security that hold Valid DBS certificates (through updater service or issued within the last 36 months)) in the event of looking after Lost Children.	

Home and Garden Competition 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	No Smoking, appropriate signage displayed. Fire extinguishers / water or sand buckets located nearby in extreme heat.	
Tables – Risk of tipping	Show volunteers, exhibitors/competitors, members of the public	Low	Place tables as firmly as possible to avoid them tipping. After Judging use stakes (should be firm and secure in ground) and rope (attached securely) to form a perimeter around tables & exhibits.	
Blocked Gangways	Show volunteers, exhibitors/competitors, members of the public	Low	Allow sufficient width gangways and fire exits, and keep clear from rubbish, packing and other blockages during staging by providing tables for unpacking exhibits. All Staging Tables are folded down and stored safely away from General public area after judging.	
Risk of spreading infectious diseases	Show volunteers, exhibitors/competitors, Judges	Medium	Notify and expect Judges and Entrants to not attend with any viral symptoms (Flu, cold, chicken pox, measles etc). Advise hands are washed regularly and food hygiene observed when prepping entries for culinary classes. Comply with Government guidelines and regulations for infectious disease control.	
Electric supply & Lighting – Risk of Fire	Show volunteers, exhibitors/competitors, members of the public	High	Setup by a competent electrician. Equipment should be unplugged when not in use and lights turned off when leaving the marquee. Fire extinguishers located nearby.	
Vehicles on Showground - Injury of others Risk of Fire	Show volunteers, exhibitors/competitors, members of the public	Low	Adhere to showground speed limit and safety information i.e., hazard indicators or orange beacons (if fitted) on, be vigilant. Minimise vehicles on the show ground, where possible use the allocated compound and observe appropriate distances from sources of fuel when stopped/parked. Fire extinguishers located nearby.	
Safeguarding	Show volunteers, vulnerable members of the public	Low	Parents are ultimately responsible for supervising their children on the Showground, particularly when bringing & collecting entries & any prizes.	

Community Marquee

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Smoking – Risk of Fire	Show volunteers, Bar staff, participants, members of the public	High	No Smoking, appropriate signage displayed. Fire extinguishers / water or sand buckets located nearby	
Tables, Bar & equipment – Risk of tipping	Show volunteers, Bar staff, participants, members of the public	Low	Place tables, bar & equipment as firmly as possible to avoid them tipping.	
Rubbish	Show volunteers, Bar staff, participants, members of the public	Medium	Provide adequate bins and encourage everyone to use them.	
Blocked Gangways	Show volunteers, Bar staff, participants, members of the public	Low	Allow sufficient width gangways and fire exits, and keep clear from rubbish, packing and other blockages	
Electric supply & Lighting – Risk of Fire	Show volunteers, Bar staff, participants, members of the public	High	Setup by a competent electrician. Equipment should be unplugged when not in use and lights turned off when leaving the marquee. Fire extinguishers located nearby.	
Food Poisoning	Show volunteers, Bar staff, participants	Low	Adhere to Food Safety regulations, must be registered and have a Food hygiene rating to at least level 3.	
Risk of legionnaires disease	Show volunteers, Bar staff, participants, members of the public	Low	We advise all water used as potable is boiled by vendors and drinking water provided to visitors and staff is provided as bottled to ensure total safety. Bar manager to assess own risk and is responsible for taking precautions.	
COSHH	Show volunteers, Bar staff, participants, members of the public	Low	Assess own risk and responsible for taking own precautions.	
Vehicles on Showground - Injury of others Risk of Fire	Show volunteers, Bar staff, participants, members of the public	Low	Adhere to showground speed limit and safety information i.e., hazard indicators or orange beacons (if fitted) on, be vigilant. Minimise vehicles on the show ground and observe appropriate distances from sources of fuel when stopped/parked. Fire extinguishers located nearby.	

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	No Smoking, appropriate signage displayed. Fire extinguishers / water or sand buckets located nearby in extreme heat	
Risk of legionnaires disease	Show volunteers, competitors, animals, members of the public	Low	Bowls with fresh water for dogs to drink should be checked & refreshed regularly.	
Display Rings	Show volunteers, competitors, members of the public	Low	All stakes should be firm and secure, and rope 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.	

Model Marquee

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Smoking – Risk of Fire	Show volunteers, exhibitors, members of the public	High	No Smoking, appropriate signage displayed. Fire extinguishers / water or sand buckets located nearby in extreme heat.	
Tables – Risk of tipping	Show volunteers, exhibitors, members of the public	Low	Place tables as firmly as possible to avoid them tipping.	
Blocked Gangways	Show volunteers, exhibitors, members of the public	Low	Allow sufficient width gangways and fire exits, and keep clear from rubbish, packing and other blockages.	
Boat pool filled with water, risk of drowning. Risk of legionnaires disease	Show volunteers, exhibitors, members of the public	Low	Adequate signage stating unsafe to enter or drink water.	
Electric supply & Lighting – Risk of Fire	Show volunteers, exhibitors, members of the public	High	Setup by a competent electrician. Equipment should be unplugged when not in use and lights turned off when leaving the marquee. Fire extinguishers located nearby.	
Vehicles on Showground - Injury of others Risk of Fire	Show volunteers, exhibitors, members of the public	Low	Adhere to showground speed limit and safety information i.e., hazard indicators or orange beacons (if fitted) on, be vigilant. Minimise vehicles on the show ground, use the compound for vehicle parking and observe appropriate distances from sources of fuel when stopped/parked. Fire extinguishers located nearby.	

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	No Smoking, appropriate signage displayed. Fire extinguishers / water or sand buckets located nearby in extreme heat	
Bedding & Feed	Show volunteers, exhibitors/competitors, members of the public	Low	Stored and used appropriately	
Risk of Infection	Show volunteers, exhibitors/competitors, members of the public, other animals	Low	Provide hand sanitation near livestock & hand washing facilities in toilets along with signs to tell members of public to clean hands particularly before & after touching livestock. Comply with animal gathering procedures. Comply with Government guidelines and regulations for infectious disease control.	
Risk of legionnaires disease	Show volunteers, exhibitors/competitors, members of the public, animals	Low	Water bowsers must be washed and disinfected ready for use to hold water for Livestock usage. Regularly monitored and refilled to minimise bacteria formation.	
Welfare of Animals	Show volunteers, exhibitors/competitors, members of the public, Other animals	Low	Adhere to APHA (an agency of DEFRA) Animal Movement regulations. Animals to 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.	
Electric supply & Lighting – Risk of Fire	Show volunteers, exhibitors/competitors, members of the public	High	Setup by a competent electrician. Unplug equipment and lights when not in use. Fire extinguishers located nearby.	
Vehicles on Showground - Injury of others Risk of Fire	Show volunteers, exhibitors/competitors, members of the public	Low	Adhere to showground speed limit and safety information i.e., hazard indicators or orange beacons (if fitted) on, be vigilant. Observe appropriate distances from sources of fuel when stopped/parked. Fire extinguishers located nearby.	

Live Music Stage

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Smoking – Risk of Fire	Show volunteers, participants, members of the public	High	No Smoking, appropriate signage displayed. Fire extinguishers / water or sand buckets located nearby in extreme heat	
Use of Generators and Electricity	Show volunteers, participants, members of the public	Medium	Performers to undertake risk assessments and conform to safety and Fire regulations. Equipment is recommended to have an up to date (last 24 months) PAT sticker.	
Rubbish	Show volunteers, participants, members of the public	Medium	Provide adequate bins and encourage everyone to use them.	
Packing materials	Show volunteers, participants, members of the public	Medium	Passageways not blocked; boxes used for transportation should be stored safely out of the way	
Electric cables causing a trip hazard	Show volunteers, participants, members of the public	Medium	Cables should be taped down to minimise risk of tripping	
Staging & Steps onto stage	Show volunteers, participants	Low	Staging should be erected correctly and screwed down securely. Steps should be secure and used appropriately.	

Simulator

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Smoking – Risk of Fire	Show volunteers, participants, members of the public	High	No Smoking, appropriate signage displayed. Fire extinguishers / water or sand buckets located nearby in extreme heat.	
Use of Generators and Electricity	Show volunteers, participants, members of the public	Medium	Power supply should conform to safety and Fire regulations. Equipment is recommended to have an up to date PAT sticker.	
Electric cables causing a trip hazard	Show volunteers, participants, members of the public	Medium	Cables should be covered or out of the way to minimise risk of tripping	
Rubbish	Show volunteers, participants, members of the public	Medium	Provide adequate bins and encourage everyone to use them.	
Inspection & Maintenance of equipment	Show volunteers, participants, members of the public	Low	Appropriate regulations should be adhered to for safety of the equipment, and all compliance certification is up to date.	
Setting up	Show volunteers, participants, members of the public	Low	Follow safety guidance to setup the equipment correctly.	
Safe usage	Show volunteers, participants, members of the public	Low	Usage safety guidance should be followed, adhere to correct number of users, regular equipment checks	
Safeguarding	Show volunteers, vulnerable participants	Low	Parents are ultimately responsible for supervising their children on the Showground, particularly when undertaking rides and activities.	

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	No Smoking, appropriate signage displayed. Fire extinguishers / water or sand buckets located nearby in extreme heat.	
Movement on showground- Injury of others	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 adhere to showground speed limit and safety information i.e., hazard indicators or orange beacons (if fitted) on, be vigilant.	
Parking - Risk of fire	Show volunteers, exhibitors, members of the public	Low	Observe appropriate distances from sources of fuel when stopped/parked. Fire extinguishers located nearby.	

External Attractions and Displays

The organisers of external attractions and displays are responsible for managing their own risk assessment and insurance in accordance with the health & safety at work act.
Below are summarised key risks that both the Association and the external organiser should take into consideration.

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Risk of Fire	Organisation staff, members of the public	High	No Smoking, especially around gazebos. Water or sand buckets located near bins in extreme heat.	
Rubbish	Organisation staff, members of the public	Medium	Provide adequate bins and encourage everyone to use them.	
Other Risks	Organisation staff, members of the public	Low	External attractions and Displays should perform individual Risk Assessments, conform to appropriate operational, safety and Fire regulations, and hold own public liability insurance.	
Risk of legionnaires disease	Organisation staff, participants, members of the public	Low	We advise all water used as potable is boiled by vendors and drinking water provided to visitors and staff is provided as bottled to ensure total safety. For the supply of any water, temperature monitored to minimise risk of infection.	
COSHH	Organisation staff, participants, members of the public	Low	Assess own risk and responsible for taking own precautions.	
Use of Generators and Electricity	Organisation staff, participants, members of the public	Medium	Provider to undertake risk assessment and conform to safety and Fire regulations. Equipment is recommended to have an up to date (last 24 months) PAT sticker.	
Fuel	Organisation staff, participants, members of the public	Medium	Fuel supplies to be kept in containers as regulated, away from combustible materials.	
Safeguarding	Organisation staff, vulnerable members of the public	Low	Parents are ultimately responsible for supervising their children on the Showground, particularly when undertaking rides and activities.	

Vehicles Fuel combustion	Organisation staff, participants, members of the public	Medium	Adhere to showground speed limit and safety information. Observe appropriate distances from sources of fuel when stopped/parked.	

Trade Stands – Open pitches

Each Trader is responsible for managing their own risk and insurance in accordance with the Health & Safety at Work Act 1974. Below are summarised key risks that both the Association and the Traders should take into consideration.

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Rubbish	Traders, members of the public	Medium	Provide adequate bins and encourage everyone to use them.	
Smoking – Risk of Fire	Traders, members of the public	High	No Smoking, especially around gazebos. Water or sand buckets located near bins in extreme heat.	
Vehicles Fuel combustion	Show volunteers, Traders, members of the public	Medium	Adhere to showground speed limit and safety information. Observe appropriate distances from sources of fuel when stopped/parked. Fire extinguishers located nearby.	
Gazebos forming stands	Traders, members of the public	Low	Erect without encroaching on neighbouring pitches and guy lines do not cause a hazard.	
Other Risks	Traders, members of the public	Low	Each Trade Stand to perform individual Risk Assessments, conform to safety and Fire regulations, and hold own public liability insurance.	
Food Poisoning	Show volunteers, Traders, members of the public	Low	All food traders must be registered and have a Food hygiene rating to at least level 3. Adhere to Food Safety regulations.	
Risk of legionnaires disease	Show volunteers, Traders, members of the public	Low	Supply of potable water on site, Traders to assess own risk and are responsible for taking appropriate precautions, such as boiling water before use. We advise all water used as drinking water to visitors and staff is provided as bottled to ensure total safety.	
COSHH	Show volunteers, Traders, members of the public	Low	Assess own risk and responsible for taking own precautions.	
Use of Generators, Electricity, Gas or other natural combustible material	Show volunteers, Traders, members of the public	Medium	Assess own risk and conform to safety and Fire regulations. Equipment is recommended to have an up to date (last 24 months) PAT sticker.	
Fuel	Traders, members of the public	Medium	Fuel supplies to be kept in containers as regulated, away from combustible materials.	

FIRE RISK ASSESSMENT

GENERAL ASSESSMENTS

HAZARD	PEOPLE AT RISK	LEVEL OF RISK	RISK REDUCTION
Smoker's materials (All areas, marquees)	Show officials, Organisation staff, members of the public	High	'No smoking' in marquees Cut grass short. Buckets of water/sand to extinguish cigarettes in extreme heat.
Cooking, catering Materials (Public catering area, catering in community marquee)	Show officials, Organisation staff, members of the public	High	Check that all traders comply with regulations and have proper fire risk strategies and provision of firefighting equipment. Make sure all flammable liquids are properly stored away from heat.
Electricity supply Home & Garden, Livestock & community marquees, & Show office,)	Show officials, Organisation staff, members of the public	high	Electrical supply provided by registered Qualified electrician. Equipment is recommended to have an up to date (last 24 months) PAT sticker. Provision of fire extinguishers.
Generators (Commentary box/PA Systems, Main generator in secure area, fairground attractions, Public Caterers, Traders, Toilets)	Show officials, Organisation staff, members of the public	high	Generators to be placed away from general public and fenced in. Fuel supplies to be kept in containers as regulated. Officials to check regularly. Adequate provision of firefighting equipment
Livestock bedding (Sheep, pigs, cattle)	Show officials, competitors, members of the public	medium	Adequate provision of firefighting equipment within the areas and officials are aware of the location of extinguishers
Livestock food	Show officials, Organisation staff, competitors, members of the public	medium	Adequate provision of firefighting equipment within the areas and officials are aware of the location of extinguishers
Displays & stands. (Outside trade stands)	Show officials, Traders, members of the public	low	Traders to provide adequate equipment as required.
Marquees	Show officials, participants, members of the public	low	Marquees comply with fire safety regulations. Make sure adequate space for fire services. Adequate provision of firefighting equipment within the marquees and officials are aware of the location of extinguishers
Packaging materials, litter, and waste (all areas)	Show officials, Organisation staff, members of the public	low	Provide adequate bins for waste disposal, replace any full bins. Regular check of site for litter.

Deliberate arson (All areas)	Show officials, Organisation staff, members of the public	low	Minimise areas where someone could hide. Provide security and adequate exterior fencing. Keep rubbish bins away from marquees, minimum 2m distance.
Public vehicles	Show officials, Organisation staff, members of the public	medium	Public parking separate from main Show ground. Water bowsers and CO2 extinguishers available.
Authorised vehicles on show ground	Show officials, Traders, Organisation staff, members of the public	medium	Keep vehicles on the show ground to a minimum. Observe appropriate distances between marquees, fuel sources and other vehicles when stopped/parked.
Classic vehicles	Show officials, exhibitors, members of the public	high	Keep distance between classic cars and other flammable areas. No smoking near vehicle signs. Fire extinguishers available.
Stunt motorcycles	Show officials, Organisation staff, participants, members of the public	high	Keep distance between motorcycles and other flammable areas. No smoking near vehicle signs. Fire extinguishers available. Fuel supplies to be kept in containers as regulated.
Trade vehicles form part of stand	Show officials, traders, Organisation staff, members of the public	medium	Keep distance between vehicles and other flammable ~~areas~~ fuel sources.
Go Karts	Show officials, Organisation staff, participants, members of the public	medium	See Risk Assessment provided by external organisation

For a full list of Fire Extinguishers and their locations please go to Appendix 2 on page 41.

HIGH RISK ASSESSMENT

POWER SUPPLIES – HIGH RISK

POWER	AREA	HAZARDS	RISK REDUCTION	CHECKED/DATE
Toilet generator	Next to main toilet block	Risk of fire	No access by public to generator area Adequate provision of firefighting equipment	
Main Generator providing electricity & lighting	By Show office	Risk of fire	Secure area, no public access Adequate fire risk strategy in place and provision of firefighting equipment	
Diesel storage point	Ground site	Risk of fire	Enclosed bowser, Secure area, no public access	
PA generators	Commentary boxes	Risk of fire	No access by public	
Fairground Rides	By Main ring	Risk of fire	Check certificates and adhere to safety checks. Adequate fire risk strategy in place and provision of firefighting equipment	
Outside Traders using Generators	Trade stand areas	Risk of fire	Adequate fire risk strategy in place and provision of firefighting equipment	
Food Catering vans with generator/gas supplies	Food Catering area	Risk of fire Food poisoning	Ensure certification to at least level 3, safety and fire risk strategy in place and adequate provision of firefighting equipment and roped distance from vehicles.	
Ice Cream vans	Specified locations	Fuel combustion. Risk of fire Food poisoning	Ensure certification to at least level 3, safety and fire risk strategy in place and adequate provision of firefighting equipment	

OTHER HIGH RISK AREAS

Section	AREA	HAZARDS	RISK REDUCTION	CHECKED/DATE
Classic Cars and Vintage vehicles	Near Entry gate	Fuel combustion. Smoking	Check adequate/correct fire extinguishers and spacing of cars. No Smoking near Cars	
Stunt motorcycles	Near Main ring	Fuel combustion. Smoking	Check adequate/correct fire extinguishers and spacing of bikes. No smoking near Bikes	
Outside Traders with Vehicles/Gazebos forming stand	Trade Stand areas	Fuel combustion. Packing materials Smoking	Check adequate/correct fire extinguishers and spacing of vehicles. No smoking near Trade stands	
Go Karts	Specified location	Risk of fire	Conform to safety and Fire regulations. Fuel supplies to be kept in containers as regulated, away from combustible materials.	

MARQUEES

Section	AREA	HAZARDS	RISK REDUCTION	CHECKED/DATE
Livestock	Near Main ring	Bedding & Feed Smoking Electricity & Lighting	Safety notice/fire extinguisher No Smoking signage	
Home & Garden	Home & Garden Competition marquee	Smoking Electricity & Lighting	Safety notice/fire extinguishers No Smoking signage Lights & Equipment turned off when not used	
Dog Secretary	Dog rings	Smoking	Safety notice/fire extinguisher No Smoking signage	
Live Music Stage		Smoking Electricity & Lighting	Safety notice/fire extinguisher No Smoking signage Lights & Equipment turned off when not used	
Community	Near Main ring	Smoking Electricity & Lighting	Safety notice/fire extinguishers No Smoking signage Lights & Equipment turned off when not used	
Models	Model marquee	Smoking Electricity & Lighting	Safety notice/fire extinguishers No Smoking signage Lights & Equipment turned off when not used	

EMERGENCY PROCEDURES FOR ALL SECTIONS

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

All show volunteers should be aware of potential hazards and take necessary precautions to reduce the risk of fire, they should also familiarise themselves with the following procedures so they are clear on the correct course of action should a fire or other emergency start:

In the event of an emergency the following procedure is recommended:

- 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 competent to do so. If not please stay calm and wait for assistance, unless there is immediate danger in which case calmly evacuate the area.

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 assistance or emergency services can be summoned as needed.

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				

Article 13(3) of the RRFSO Regulatory Reform Fire Safety Order measures for firefighting states there must be fire safety equipment and procedures in place for competent persons to implement, when assessing whether to put out a fire you should put your own safety first.

Fire extinguishers must have the instructions for use on them, such that any competent person can pick one up & follow the instructions to use it.

These you tube videos show how to use the different fire extinguishers to extinguish a fire:

Water fire extinguisher - https://www.youtube.com/watch?v=uKGuhiDYdmo
Foam fire extinguisher - https://www.youtube.com/watch?v=PU6RUNKeHxM
Dry Powder extinguisher - https://www.youtube.com/watch?v=WdGk80oFUUA
Carbon Dioxide extinguisher - https://www.youtube.com/watch?v=DBnL1yskMvY

IN CASE OF FIRE – EMERGENCY PLAN

MARQUEE FIRE

1. Vocally make the public aware of the fire and ask them to leave quickly, quietly & orderly through the exit/exits.
2. Attempt to extinguish the fire with relevant fire extinguisher or water/sand bucket as provided.
3. Radio the Main Show Manager (Henry Doran) and the Show Fire Manager and ask that the fire services be contacted if unable to completely extinguish quickly.
   Continue to try and keep the fire under control, if safe to do so, to avoid it spreading.
4. Make sure that all members of the public have evacuated the marquee. Livestock Competitors/Exhibitors to lead animals out of marquee to the main arena.
5. Radio ground services to provide warning tape/stakes or other appropriate means for cordoning off the area from general public access.

MARQUEE/ AREA EVACUATION

Should a small fire break out Show Officials present should immediately contact the Main Show Manager.

If the fire service is not present on the ground, and attendance is needed, the Main Show Manager should phone emergency services and give details of the fire including directions to the nearest vehicle access point. The gate will be informed via two-way radio so that the fire services are directed clearly, quickly, and simply.

The public should be asked to evacuate the area or marquee, and local firefighting equipment (fire extinguisher or water bowser or sand/water bucket) should be used by a competent Show Official.

Access to the area for the general public should be blocked off using hazard warning tape or other appropriate means.

For fires in or around the Livestock marquee animals should be led by their owners to the main arena until the situation has been brought under control.

OUTSIDE FIRE

1. Contact the Main Show Manager immediately through two-way radio. The general public will be made aware of the fire through the public address systems situated in the Main Arena and Live Music Stage.
2. Vocally ask the public to clear the area. Ground services to supply warning tape as required.
3. Fire services to be informed by Main Show manager or Show Fire Manager, if the fire cannot be controlled through fire extinguishers and water bowsers emergency services should be called.

VEHICLE FIRE

Should a vehicle catch on fire, where possible establish a cordon, evacuate the area around the vehicle and call emergency services to control the fire. Electric and Hybrid vehicles are unable to be extinguished quickly (within an hour) and need to be left to burn out for 3 to 5 hours, if possible and safe to do so vehicles may be towed, at the owner's risk, to an area where the fire can be controlled while the vehicle burns out.

SHOWGROUND EVACUATION

Due to there not being anywhere to fully evacuate the whole showground, preventative precautions are in place to minimise the risk of fires starting.

In the event a fire does start, show officials are equipped to respond quickly to extinguish the fire in their area and take action to prevent from spreading across the Showground.

Emergency services are on standby and can be summoned if required, Ground crew to Co-ordinate opening up emergency panels in the Heras fencing and direct emergency services promptly to the required location.

Appendix 1

Lost, Missing or Found child/vulnerable person procedures.

General Briefing Information For Stewards / Show officials.

Lost or missing child/vulnerable person.

In the event that a child/vulnerable person is lost/missing as they have become separated from their parent / guardian / carer AND a report of this has been received Show officials should:

1. Take details of the name and age of the missing person, as well as a description of them, the description should include details of the clothing they are wearing (such as colour and items i.e., pink coat, purple trousers, or yellow dress) and any easily identifying features.
2. Identify the time and location that the missing person was last seen.
3. Identify, if possible, any particular issues, concerns or difficulties specific to the lost / missing person, and record on the form.
4. Once details have been taken, the Show official should ensure that the Show office is advised of the lost or missing person. Convey the details taken to the Show office so they can be record on the appropriate form.
5. Remain at the location where the missing person was last seen for a short period of time, e.g. 5 or 10 minutes, or return there, if possible, with the informant in case the lost or missing person is recognised or recognises their parent / guardian / carer.
6. The informant should remain with the show official or go/be taken to the Show office, or if this isn't possible, then a current mobile phone number should be taken and recorded on the form.
7. If the informant doesn't remain with a Show official, the informant should be asked to update any Show official if they find the missing person.

On receiving information regarding a missing person, the Show Office will:

8. Advise the Show manager.
9. Advise all Show officials to ensure they are proactive in looking for the individual, especially in the area in which they were last seen.
10. Use the appropriate form to record the details of the incident, which will then also be used to note any actions and decisions made.
11. (if appropriate) ask the Show manager to instruct an announcement at the event emphasising the identification of Show officials in case visitors to the event need help or have become separated from their friends or family. For example, "our Show officials are wearing red t-shirts with Egham Show written on and are happy to help should anyone needing any assistance".
12. Decide whether or not it is appropriate to contact the VO if on site or the Police at this stage if there are specific issues, concerns or difficulties relating to an individual. This may include where a child or vulnerable person remains lost for more than is deemed a safe period of time relative to the particular issues.

NB: As it is considered not good practice there will be no announcements requesting the child/vulnerable person or their relative or carer attend a particular point on the showground made over the Tanoy as this merely identifies to people that there is a lost or missing person.

ERS will have a specific Show WhatsApp group that all the show officials and Stewards will use for communications relating to such incidents.

Found Child/vulnerable person.

In the event a child/vulnerable person has been found as they have become separated from their parent / guardian / carer **AND** has been brought to, or found by a Show official:

1. The Show official should ask the name of the found person, and pass this information, along with a description of them, and their clothing to the Show Office. If it is not possible to ascertain the name, age or other description from the person (due to age, language or other communication difficulties) the Show official should give an estimate.
2. If possible, use the Show WhatsApp group to send a photo of the found person to the other Show officials and the Show office.
3. Ascertain the time and location that the found person last saw their friends or family.
4. Identify any particular issues, concerns or difficulties specific to the found person, or the family / friends /group from whom they have become separated.
5. Once details have been taken, the Show official should ensure that the Show office is advised of the found person. Convey the details taken to the Show office so they can be record on the appropriate form.
6. The Show official should, if possible, remain in the area with the child/vulnerable person for a short period of time, e.g., 5 or 10 minutes. Most people who have become separated from their family or friends do not wander far from the area in which they realised that they have become separated.
7. Once the period of time has elapsed, the Show official(s) should advise the Show office and ensure the child/vulnerable person is taken safely to the Show office.

In general, it will be appropriate for two Show officials to accompany the child/vulnerable person to the Show office, however there maybe circumstances when this is not possible. It will be the decision of the Show office as to how the child/vulnerable person **and** the Show official(s) are safeguarded in this instance.

Other options available may include the support of the first aid provider, or allowing one Show official to accompany the person and ensuring they remain in the main public areas, or remaining in the location for a longer period of time until a second Show official is available. Whatever solution/decision is used should be recorded on the appropriate form along with the reasons for the decision.

8. (if appropriate) Ask the Show manager to instruct an announcement at the event emphasising the identification of Show officials in case visitors to the event need help or have become separated from their friends or family. For example, "our Show officials are wearing red t-shirts with Egham Show written on and are happy to help should anyone need any assistance".
9. The Show Manager will decide when sufficient time has passed for the parent / carer to have been found, and whether or not it is appropriate to contact the VO if on site or the Police. The decision in contacting of the Police will take into account if there are specific issues, concerns or difficulties relating to the individual.

The Show office is the designated Safe Area, and is an area separate from all other event activities, where the child or vulnerable person may remain. The area should be quiet so as to accommodate people with health issues and should not be identifiable or signposted to the public.

10. Children under the age of 14 years will be kept at the Safe Area until collected by a parent, guardian or responsible adult. A responsible adult is one over the age of 18 years who the lost child or vulnerable person is comfortable with, and who demonstrates responsibility for the person/child and is not considered to pose an obvious threat to the person/child.

11. Children over the age of 14 years will be free to leave or remain at the Safe Area if they wish.

General Information show officials need to be aware of on finding a child / vulnerable person.

1. The found child/vulnerable person collection point will be the Show office.
2. Show officials should not instruct parents / guardians / carers to attend the show office, but instead instruct them to attend the Information Point situated at the control point for the arena.
3. To ensure the safeguarding aspect of children/vulnerable people, if a PA announcement is to be made, NEVER identify that a lost/missing person has been found or refer to the person specifically or include names, personal details or description. ERS will have a specific Show WhatsApp group that all the show officials and stewards will use for communications relating to such incidents.
4. Circulate descriptions to all Show officials, using the Show WhatsApp group where possible.
5. (If possible) keep all Show officials, agencies or friends and family involved in an incident with progress, updated, especially when the person is found and safely returned to their parent / guardian / carer.
6. Found persons should NOT normally be left in the sole care of a single person (there should be a minimum of two persons). Show officials are available who have been DBS (Disclosure and Barring Service) checked.
7. Show officials should seek advice from the Show Office if the found person has been out in the cold, wet, heat or sun for some time as they may need to be checked over by the first aiders/emergency services.
8. (If possible) the Show official should do their best to keep the found person out of view of the public to prevent any unauthorised persons being able to get a description of them.
9. Before returning the found person, the Show official should check the identity (ID – Driving licence/bank card etc) of the collecting person(s) and make a note of the ID on the form. The collecting parent's or guardian's signature should be obtained on the "found person" report form.
10. If the found person is reluctant to leave with a collecting parent / guardian / carer, ALWAYS inform the Show office/Show manager. The Show office/Show manager should then decide if it is necessary to contact the VO if onsite or the police.
11. Once the found person has been safely collected, inform all parties who have been involved. This can be a message on the Show WhatsApp group if appropriate.
12. All parts of the "found person" form should be completed including the time that the found person arrives and leaves the collection point/Show office.
13. Show officials must log the incident and all updates, including times on the appropriate form.

Lost or Missing Child/Vulnerable Person Report

To be completed in the event of a child/vulnerable person being reported as lost or missing by a parent/guardian or member of the public.

Event:	Egham Royal Show 2025			
Date:	/ /	Time Reported:		
Completed by: *(name)*		Signature:		
About the missing person				
First Name:		Last Name:		
Age:	Date of Birth:	/ /		
Gender:	Male ❑	Female ❑	Other ❑	Not known ❑
Hair colour:				
Length or style of hair: *(e.g. long hair in pony tail, crew cut)*				
Do they wear glasses?	Yes ❑	No ❑		
Clothes: Be specific such as colour and items i.e., pink coat, purple trousers, yellow dress				
Footwear:				
Any distinctive features:				
Additional information: e.g. • medical conditions, • level of knowledge of venue or local area • mobile phone				
Time last seen:				
Location last seen:				
Who were they with? *If applicable*				
Last seen by: *(name)*				
Details of person reporting the child/vulnerable person as missing				
First Name:		Last Name:		
Phone number:		*Email address:*		
Home address:				
Relationship to missing person:				

Only complete if the missing person is a child AND the person reporting is **not** the parent or guardian.	Parent's / guardian's first name:
	Parent's / guardian's last name:
	Home address:
	Email address:
	Phone number:
Further information:	

Action taken	**Yes**	**Time**	**Details**
Description circulated:			
Show manager/Safety Officer notified:			
Informed all Show officials:			
General PA announcement:			
Informed Police:			
Case handed over to Police:			

To be completed when the person who was reported as missing has been found:
Time found:
Where found:
Found by: (if applicable)
Time returned to parent/guardian:
Name of whom the found person was returned to:
Relationship to the person who has been found:
ID Details:
Name of Show official involved:

Found Child/Vulnerable Person Report

To be completed in the event that a child/vulnerable person is found by a Show official or member of the general public.

DO NOT UNDER ANY CIRCUMSTANCES GIVE INFORMATION OUT OVER THE PA SYSTEM				
Event:	Egham Royal Show 2025			
Date:	/ /	Time Reported:		
Completed by: *(name)*	Signature:			
About the person who has been found				
First Name:				
Last Name:				
Age:	Date of Birth:	/ /		
Gender:	Male ❑	Female ❑	Other ❑	Not known ❑
Hair colour:				
Length or style of hair: *(e.g. long hair in pony tail, crew cut)*				
Are they wearing glasses?	Yes ❑	No ❑		
Description of clothing: Be specific such as colour and items i.e., pink coat, purple trousers, yellow dress				
Description of footwear:				
Any distinctive features:				
What possessions do they have with them? e.g., toy, purse/wallet, mobile phone?				
Details of where and when the child/vulnerable person was found				
Where found?				
Time found:				
Time brought to Show office:				
Details of who the child/vulnerable person was found by				
First Name:				
Last Name:				
Phone number:				
Email address:				

Address:			
Other information:			
Details of whom the found child/vulnerable person was at the event with			
Name(s) of whom they were with:			
Relationship to that person(s):			
Phone number: if known			
Address: if known			
How many people were in their group?			
Where did the found person last see them?			
When did the found person last see them?			
How did they travel to the event? For example, walked, by car			
Action taken	**Yes**	**Time**	**Details**
Description circulated:			
Event Safety Officer notified:			
Informed all staff:			
General PA announcement:			
Informed Police:			
Person handed over to Police:			
To be completed when the child/vulnerable person is collected by a responsible person			
Time collected:			
Where collected from:			
Details of the responsible person that the child/vulnerable adult was returned to:	First name:		
	Last name:		
Relationship to the child/vulnerable person who was found:			
Signature of the responsible person who is collecting the found child/vulnerable person:			
ID Details:			

Appendix 2

Fire Extinguisher Distribution

Location	Type of Extinguisher
Show Office (Generator)	1 x CO2 1 x Powder
Car Park officials base or Main Pedestrian gate from Car Park	1 x CO2 1 x Powder
Community Marquee	1 x Foam 1 x Powder 1 x Water mist
Livestock Marquee	1 x Foam 1 x Powder
Home & Garden Competition Marquee	1 x Powder 1 x Water mist
Model Marquee	1 x Foam 1 x Powder
Classic Cars base	1 x CO2 1 x Powder
Main Ring	1 x CO2 1 x Powder
Music stage	1 x Powder 1 x Foam
Dog Marquee	1 x Powder

CO2 x 4
Foam x 4
Powder x 10
Water mist x 2

Total 20 Extinguishers

Appendix 3

Incident Report Form

This form is to be used in the event of any incident such as a fire, security issue or other significant event so that there is a record that can be referenced when required afterwards, in accordance to maintaining the health & safety of the showground and general public.

Event:	Egham Royal Show 2025		
Date:	/ /	Time Reported:	
Completed by: *(name)*		Signature:	
Type of Incident:	Fire / Security issue / Other Event:		
Description of the Incident: Please give as much details as possible, use space overleaf if required, provide names and contact details for all persons involved.			
Measures taken to resolve the Incident:			
Outcome of the Incident:			
Follow up on Incident comments and notes:			

Appendix 4

Questions and Answers from the SAG Meeting 16th of May 2025

The questions at the meeting are shown below in blue, and our responses are in black.

1. The Showground Management, Safety and Risk Assessment (SMRA) does not indicate who is in Event Control and or the Showground Manager since there is no hierarchy or structure chart within the document. Please can this be clarified
    - Henry Doran (James Doran's son) is in control, supported by Chair (James Doran) & CEO (Dennis Brown)
    - The management committee is in charge of organising the show. During the day, the Showground Manager (Henry Doran) is in charge. He would announce the decision for show stop, but it is a management decision as to what happens.
    - The event control room is in the Treasurer's vehicle, which has a lockable office. It will be parked in the top left.
    - The comms control centre is the main PA caravan on the arena boundary

2. Vehicle Movement (page 9) shows "Traffic control system and marshals will be in place to direct members of the public arriving by vehicle for the Show to the designated public car parking area and maintain traffic flow so that traffic build up on the main road is minimised".
    i. Who are the traffic marshals Surrey 4×4, who will be wearing hi vis and carrying radios.
    ii. What is the traffic control system? Drive off of the road and into the site ASAP. The road will not be blocked; you can still get past. There are very few vehicles going down that road.
    iii. Where is the designated public car parking area (site map to be provided) In a field behind the main field. Surrey 4x4 will have radios and can direct people to parking spaces
    iv. What steps are in place to maintain traffic flow so that traffic build up on the main road is minimised since, in 2024, we noticed considerable queues outside this event venue. Traffic comes in from the main road and onto a slip road, and traffic can queue there, not on the road. There will be signage on the side of the road pointing where to go, then it's a right turn into the site. Signage will be on the pavement; it will be obvious to drivers where to go. Nobody will be on the road stopping or directing traffic.
    v. What steps or measures are in place to ensure that no vehicle associated with this event will transfer mud from any showground or fields onto the highway There will be tracking so cars shouldn't get muddy. They have to drive over the tracking so by the time they get to the road, there would be no mud left on their tyres.
3. The SMRA is somewhat of a generic document which does not specify who specifically will be carrying out any particular role, such as who has Show stop responsibility, who will be calling the emergency services etc. Can this be taken onboard by the event organisers please? Dennis Brown will add the structure of roles to the event plan of future shows.
4. There is no site map. As explained above, it is based on last year's but not finalised. No major changes. It will be provided nearer the Show date.
5. We do not know where Event Control is or who will be staffing such. The event control room is in the Treasurer's vehicle, which has a lockable office. It will be parked in the top left.