Showground Management, Health, Safety and Risk Assessment Guide

Version 3 – Last Reviewed 30 May 2026

Event Management Plan

Event Title: Egham Royal Show
Organised by: The Egham & Thorpe Royal Agricultural & Horticultural Association Management Committee all of whom are volunteers.
Registered Charity Number: 247399
Event Location: Caddey's Field, Whitehall Lane, Egham, Surrey, TW20 9NW
Show Build Dates: 22nd to 28th August 2026
Event Dates (Public Opening): Saturday 29th & Sunday 30th August 2026
Show Breakdown Dates: 31st August to 5th September 2026
Anticipated Attendance: 5,000 visitors over two 7 ½ hour days.
Estimated peak attendance of around 2,500 people at any one time. Visitors are expected to be mainly members of the public that are adults and family groups who live either locally or in the surrounding areas.

Event Website: www.eghamroyalshow.org.uk

Prepared by: Health & Safety Advisor, Susan.Murray@eghamroyalshow.org.uk

Contact for Queries: CEO, Dennis.Brown@eghamroyalshow.org.uk

REVIEW DATE: April 2026

Approved by: The management Committee, Egham & Thorpe Royal Agricultural & Horticultural Association

REVIEWED & AGREED by: Dennis Brown, CEO SIGNED: _____

Date: _____

Next Scheduled Review: September committee meeting 2026

Emergency escalation & Key Contacts

This is a list of the key Show contacts, see section 7 for the full list of services emergency contacts.

Role	Name	Contact	Purpose
Show manager / CEO	Dennis Brown	Dennis.brown@eghamroyalshow.org.uk ERS Whatsapp group	Overall responsibility
Showground manager	Henry Doran	Henry.doran@eghamroyalshow.org.uk ERS Whatsapp group	Managing the Show build & breakdown
H&S Advisor	Susan Murray	Susan.murray@eghamroyalshow.org.uk ERS Whatsapp group	Advise on Health & Safety on the Showground
Emergency Safety officer	Via Dennis Brown or Henry Doran	Radio	Emergency, Fire & Evacuation lead
Fire officer liaison	Via Dennis Brown	SAG	External agency contact
First aid provider	St. John's Ambulance	Radio Or Via Dennis Brown	Medical response
Biosecurity	James Doran	James.doran@eghamroyalshow.org.uk ERS Whatsapp group	Animal welfare
Vet on call	Via James Doran	Radio	Animal welfare
Police liaison	Via Dennis Brown	SAG	External agency contact
Local authority liaison	Via Dennis Brown	SAG	External agency contact
Car Parking	Surrey 4x4	Radio Or Via Henry Doran or Dennis Brown	Managing vehicle parking for the visiting public Assist as Stewards as required.
Gate Manager	TBC	Radio Or Via Mary Wildsmith	Managing volunteers to ensure public entry pay gates are manned and deal with any issues, as well as insuring minimum required cash held.
Security	TBC	Via Henry Doran	Patrol and ensure Showground is secure overnight.

All Section heads and committee members mobile numbers available in the ERS whatsapp group.

Document Control

Distribution List

Health & Safety Advisor, Association Chief Executive Officer, Showground Manager, Section Heads, Committee Members, Runnymede Borough Council, Safety Advisory Group, Contractors, Volunteers, Members of the public via the website.

Version History

Version 2026-01: Initial review of document by SM dated February 2026
Version 2026-02: Revised review of document by SM dated April 2026 – addition of paragraph numbering, plus headings highlighted yellow: 1.8 Show stop procedure, Under Section 6 Unattended Belongings & Bomb threats
Version 2026-03: Added Appendix 6 – Section checklists paperwork and H&S Equipment checklists, along with checking and adding the cross references.

Purpose and scope of this document

This document defines how risks to the public, volunteers, contractors, and exhibitors are identified, assessed, and sets out the management systems, responsibilities, and control measures adopted by The Egham & Thorpe Royal Agricultural & Horticultural Association, to ensure the safe planning, build-up, operation and breakdown of the Egham Royal Show.

This document applies to all persons entering and carrying out activities on the showground during the event period including the build and breakdown periods, it should be used as a reference for 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.

The content should be reviewed annually or following any significant incident, change in event layout, or regulatory update.

Document Confidentiality:

Internal event safety management document, Public can view on our website

Document Validity Statement:

This document is valid for the 2026 event period only (22 August – 5 September 2026) and should be reviewed following the 2026 event prior to the 2027 event.

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Section 1: Event Overview & Organisational Structure

1.1 - Event Description

Egham Royal Show is a two-day Agricultural and Horticultural open air family country show, with animals including livestock & birds of prey, live music, competitions for the public, children's fairground rides, and main arena displays throughout the day including scurry driving.

Saturday evening Egham Residents Association organise a barn dance held in the community marquee.

The Show comprises of:

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. Liaise with main arena for a parade of livestock as timetabled.

Fairground attractions & family amusements which include 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 statutory checks.

Dog show which comprises an open-air ring with a programme of dog competitions.

Main Arena with timetabled acts/events displayed through the day, comprising main attractions which include Scurry Driving and Falconry display. These external displays are each responsible for adhering to appropriate regulations including their own risk assessments, they are also allocated a secure area for when they are not inside the main arena.

Model Marquee with displays by exhibitors from model clubs including miniature steam trains, fairground exhibits and a working organ, there is also a pond for exhibitors to demonstrate their model boats and yachts on.

Vintage & Classic Vehicles within designated display area including Cars, Motorcycles and Historic Commercial vehicles, with main arena slots for a parade of vehicles as timetabled.

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.

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 obtaining appropriate TENs license and having a Challenge 21 or 25 scheme for the sale of alcohol and displaying the appropriate signage, as well as carrying out their own Risk Assessment and all other statutory requirements.

Community marquee serving food and drinks for members of the public, by an external provider who is responsible for adhering to appropriate regulations including food hygiene regulations, carrying out their own Risk Assessment and statutory checks. As well as obtaining the appropriate TENs license and having a Challenge 21 or 25 scheme with appropriate signage for the sale of alcohol over the Show weekend and for the Barn Dance.

1.2 - Showground Description

Caddey's Field, Whitehall Lane, Egham, Surrey, TW20 9NW
The site is a secure 19 acres greenbelt open field managed by Runnymede Borough Council, which has a tenant grazier.
The ground is rough and uneven, and there are no public rights of way or normal public access to the field.
The grazier is responsible for moving and securing the horses for the duration of the Show period, as well as managing the removal of the ragwort and horse droppings from the site.
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.

1.3 - Management and Chain of command hierarchy

Chief Executive Officer - Dennis Brown
Has overall responsibility and makes any final decisions required.

Board of Trustees
Oversee the running of the Association and report activities to the charity commission as required.

- **Nicholas Jamison**
- **Mary Wildsmith** — Also sits on Committee as: Treasurer & Volunteer Manager
- **James Doran** — Also sits on Committee as: Livestock Manager
- **Douglas Newton** — Also sits on Committee as: Classic & Vintage Vehicle Manager

President - Ralph Perkins
Who oversees the committee and reports the association activities to the trustees.

Chair of Committee – James Doran
Runs the committee meetings

Vicechair of Committee – Dennis Brown
In absence of Chair runs the committee meetings.
Also Live Music Manager

Committee Members
Responsible for the organising and running of the various areas of the Show and ensure compliance.

- **Henry Doran** — Showground Manager & Security
- **Jackie Cashen** — Secretary; Model Marquee & Dog Show Manager
- **Susan Murray** — HGC Manager; Health & Safety Advisor
- **Victoria Murray** — Digital Manager & Marketing
- **Darren Kirkham** — Trade Stand Manager
- **Joshua Forster** — Main Ring Manager
- **TBC** — Gatte Manager
- **Amanda Graham**

Showground volunteers
Who report to the section they are allocated to help over the Show period.
Names vary from year to year

- **Ground Crew**
- **Gate volunteers**
- **Section Stewards**

1.4 - 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. Inform them so they are aware of their own legal requirements and responsibilities to comply with fire/emergency 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.

GATE MANAGEMENT: **TBC**

- Responsible for organising and managing volunteers to man the 2 showground entrance pay gates, and the vehicle access gate by the Classic vehicles section.
- Providing an induction for volunteers of the ticket and sales system used on the pay gates.
- Co-ordinating gate takings with the treasurer.
- Liaise with Showground manager and Gate volunteers to steward gates in the event of an emergency or evacuation

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.
- Traders selling alcohol on the showground must have obtained the appropriate TENs license and have a Challenge 21 or 25 scheme with appropriate signage displayed.
- 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 Cushen, Music: Dennis Brown
The Community marquee has an appointed steward

- 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.

1.5 - Showground Communication

Communication between show officials will be through:

Two-way radio
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.

Mobile phone
List of emergency contacts and show official mobile numbers will be held in the Show Office.

ERS Management WhatsApp group
For messages and sharing communication regarding the organising and running of the Show.

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.

1.6 - Inspections, Incident reporting and Improvement process

Inspections:

Due to this being an Annual temporary event the requirements for inspections are met through the following processes:
When temporary structures are erected, they are checked for stability by the external company to ensure they are safe and meet the required regulations and compliance for the duration of the Show weekend.
Contractors providing services such as radios, public address system, toilet units and lighting etc. are responsible for undertaking all appropriate checks as required to ensure compliance for the duration of the show weekend.

The CEO (Dennis Brown), Showground manager (Henry Doran) and Health & Safety advisor (Susan Murray) undertake a showground inspection and carry out a general risk assessment. This typically takes place on the Friday of the show weekend prior to the event opening to the public and is to ensure that any identified potential hazards and safety precautions that need dealing with are resolved and dealt with such that the showground is as compliant as possible.

Section heads manage risk as follows:

Site circulation and movement control

When Vehicles (such as Contractors, Officials and Volunteers etc) are arriving, moving and leaving the respective Section head has provided the relevant information regarding Showground movement (Speed limit, use of hazards, restriction times etc) and appropriate vehicle pass.
When Moving the arena acts (Main act, Vehicles, Livestock, Scurry driving etc) between their allocated showground location and the main arena the stewards do the required due diligence checks such as ensuring movement pathways are clear and temporarily blocked from access by members of the public. Appropriate safety precautions are undertaken such as stewards marshalling vehicles, animals kept under control by the owners, and any equipment moved following appropriate safety measures.

Marquee pathways kept clear

Officials and stewards within the marquees to ensure pathways are kept clear during setting up, exhibitors staging exhibits, and throughout the weekend of the Show such that there are no tripping hazards.

Incident Reporting:

In the event that any safety issues arise this should be reported to the Showground manager, who will assess the issue and get a member of the ground crew to resolve as required or escalate to the CEO to deal with as appropriate.
The Appendix 4 - Incident Report Form on page 53 should also be completed with as much information and detail as possible, if appropriate photos should also be taken. The incident forms should be reviewed at the post show meeting and when revising this document for the following show.

1.7 - Improvement Process

At the post show September committee meeting procedures are reviewed, along with any incident reports, what went well and areas of concern. Suggestions for improvements are discussed such that procedures can be updated or put into place for implementation at the following year's Show.

1.8 - Show Stop

Prior to Show period

The committee meet on a monthly basis to discuss preparations for the forthcoming show, should there be any concerns raised that could affect the Show from going ahead such as but not limited to:

- Potential financial issues
- Animal health outbreak such as foot and mouth disease
- Public health outbreak like the Pandemic
- Police concern regarding threat to life or animal and human wellbeing following receiving an activist, bomb or terrorist threat

The committee will review the implications of the show taking place, discuss any possible contingencies, government guidelines issued or police advice and make a decision based on the information available.

Should the committee decide that the show would not be able to take place all stake holders (members, volunteers, traders, exhibitors) will be informed via email, and members of the public will be informed through a notice on the website and social media.

During Show period

The Main Show manager will take advice from emergency services following assessing the emergency situation and the threat to life, to make any necessary decisions such as closing the Show early if required.
Commencement of evacuation using the local area & marquee procedures will be undertaken to clear the showground, Haris fencing panels will be opened as needed/required for crowd control and ease of emergency access.

Section 2: Legal Compliance & Policy statements

2.1 - Insurance and Public Liability

The Association holds appropriate insurance and public liability cover for Show officials, volunteers and members of the public in the event of any major incident in connection to their visit, roles and responsibilities for the Egham Royal Show whilst on the showground.

All external providers and contractors, traders and exhibitors 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.

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.

2.2 - Fire, Health & Safety policy 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 compliance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and associated legislation, regulations and guidance, set out on the HSE website and the HSE Purple Guide.

All individuals on the showground, including volunteers, competitors, exhibitors, external providers (attractions, traders, contractors, including their staff employees or agents) 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, including carrying out their own statutory checks and risk assessments.

2.3 - Environmental Compliance

The Egham & Thorpe Royal Agricultural & Horticultural Association acknowledge their responsibility to the environment, implementing procedures such that the local waste management company provide sufficient recycling bins alongside the rubbish bins.

2.4 – Terrorism Act 2025 – also known as Martyns Law

Currently no legal requirement, however show officials and volunteers to be aware of anyone acting suspicious and take precautions on discovering any unattended belongings, or persons causing deliberate harm or arson, call for backup from the local police if required.
Only allow vehicle access to the showground for expected infrastructure and vehicles displaying a valid vehicle pass.

2.5 - Safeguarding Policy & Compliance

The ERS acknowledge a collective responsibility to create a safe culture, such that no one involved in our Show should ever experience abuse, harm, neglect, or exploitation.
Any concerns that are drawn to our attention will be appropriately dealt with and reported as deemed necessary by the safeguarding lead person.

While the ERS committee request that volunteers are aged 18 and over, any under 18's on the Showground must be under their own parents' or guardians' supervision.
As reasonably as possible measures will be taken such that any under 18's or vulnerable persons are not put into a position where they are separated from their parent, guardian or responsible person.

A Child is anyone under 17 years old.
A Vulnerable person is any individual aged 17+ who may be experiencing or is at risk of abuse and cannot protect themselves.

Found unaccompanied young Children/Vulnerable Person

In the event that a child/vulnerable person becomes separated from its parents/guardians / 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 for a Found Child/vulnerable person on page 45 should be followed, and details taken using the appropriate form.

Lost Children/Person

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 for a Lost or missing child/vulnerable person on page 44 should be followed, and details taken using the appropriate form.

Section 3: Site and Event operations management

3.1 - Site Preparation

Arrangements will be made to liaise for the grass to be mowed by a responsible and qualified contractor.
Arrangements will be made with the grazier to move and secure the horses for the duration of the Show period, as well as the removing of horse droppings, any evidence of Ragwort plants as this is poisonous to animals, and deal with any other agreed and identified issues, such as clearing broken tree debris or fixing/removing fencing.
Any large or deep holes that are identified should be filled in, or if unable to be filled should be safely covered over or cordoned off from being accessible.

3.2 - Site Access and Security

During the show build and break down the Showground manager or appointed responsible deputy will stay on site overnight in a caravan, the Showground gates will be kept locked as no access is expected.

During the Show weekend (Friday to Sunday) there will be 3 professional security officers that hold SIA licences on duty overnight from 6pm until 9am. It is reasonably expected that some traders, exhibitors or other official persons may wish to leave and re-enter the site, therefore access will be permitted to anyone with a valid entry pass. A record of vehicles leaving and re-entering should be kept.

Show build/break-down access during the day

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 should be 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.

Show Weekend access during the day

Access will be permitted onto the Showground via the Vehicle Gate for setting up on the Friday and outside of the official opening & closing times on the Saturday & Sunday 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.

Encampment prevention

In the event that any unauthorised vehicles arrive in Whitehall Lane, the main gate to the showground will be closed and locked, and the Showground Manager notified immediately. An incident report will be created noting as much information as is safe to gather, specifically date and time, quantity and type of vehicles, descriptions of individuals present, entry points used and any damage or obstructions. Photos to be taken from a safe distance, where possible.

Within 2 hours assess immediate risk e.g. safety or criminal concern, fire, aggression, damage and determine the size and nature of the encampment. Ensure safety first, no direct confrontation, maintain distance and observe. If there is aggression or illegal activity contact the police. Notify the local council liaison officer as soon as is practically possible. Do NOT Engage or Confront individuals unless authorised and trained to do so, ONLY trained, authorised staff such as council liaison officers or police should approach the encampment to issue verbal/written requests to leave and provide written notice of intention to seek removal with timeframes in line with council policy.
Escalate the situation by notifying the council's Legal or Traveller Liason team depending on protocols in place, determine legal response Common Law eviction, Local Authority eviction powers under section 77/78 of the criminal justice & public order act 1994), Police support if required under section 61 for criminal damage, intimidation etc.

3.3 - Vehicle Movement

All vehicles that are on the Showground (Officials, contractors, traders, exhibitors, any others) MUST follow the vehicle safety guidance, these instructions must be given to them along with their valid vehicle access pass and any access instructions.

Vehicles moving around on site should adhere to safety guidance:

- Stay below 15 MPH
- Use hazard indicators or orange beacons if fitted
- Drivers should remain vigilant at all times, particularly during the erection of the Heras fencing

Movement of vehicles on the showground over show days is only permitted before and after the official opening & closing times of the show. Any movement during show opening times should be kept to a minimum and a marshal should escort the vehicle.

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.

3.4 - Traffic Management

During the show weekend, a traffic control system and Surrey 4x4 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 Whitehall Lane is minimised.

Surrey 4x4 traffic marshals all wear hi-visibility tabards and have radios for communications.

Pedestrians can safely walk along Whitehall Lane on the paved footpath from the Main Road junction with Stroude Road and Manorcrofts road to the Pedestrians pay gate by the allotments.



Emergency Services egress:
Show Officials and Surrey 4x4 will act as marshals accordingly to direct them quickly and efficiently to the required location in the event that emergency services are called to the showground.
Access will be via Whitehall Lane, which has no waiting restrictions in place for the weekend, Friday to Sunday, of the Show.

There is a two way system in operation between the entry Gate and the designated public car park area such that traffic can be held to allow emergency vehicles to enter the Showground via the vehicle gate, or at a designated open panel should that be the quickest route to get to the required location.

There are designated emergency paths around the showground.

Breakdown Protocol:
Surrey 4x4 are on site and the traffic marshals will safely manage any vehicles that breakdown to maintain traffic flow and keep traffic congestion to a minimum.

3.5 - Infrastructure

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 precautions should be taken when handling, fencing panels, hurdles, metal stakes and wooden posts to knock into the ground firmly.

3.6 - Personal Protective Equipment

When handling and erecting the Heras fencing, hurdles and other showground equipment appropriate protective clothing 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.

3.7 - Contractors

The Showground 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 see Appendix 5 – Specific Showground Risk Advice on page 54, and are responsible for undertaking appropriate precautions, such as not bringing heavy vehicles that could sink into soft ground during bad weather conditions.

Working at heights at Manual handling
Everybody coming onto the showground must comply with the provisions of the current Health and Safety at Work Act, and subsequent Regulations, at all times. These include taking appropriate safety measures when working at height and for manual handling. Tele handles are available on site to assist with any lifting and moving of any required equipment safely.
Contractors and Traders should have their own policies in place that they adhere to when undertaking such activities.

3.8 - Trade Stands

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 present a hazard to members of the public that visit their trade stand, traders must hold their own liability insurance and adhere to relevant legal regulations, food hygiene and legislation as applicable.
Traders agree to the Traders Terms and Conditions which outlines their specific requirements detailed in this document as part of the trade stand booking process.

3.9 - Marquees

The 6 main marquees are hired and erected using a contracted professional external company, who are responsible for ensuring the marquee materials are compliant with current Safety and Fire Regulations, as well as complying with appropriate Health, Safety and legal regulations to ensure all marquees are erected safely.
Guy ropes should be blue, well secured and positioned so that they do not cause a trip hazard when entering and exiting marquees.
Tent pegs should be positioned such that they aren't in doorways and are well driven into the ground.
No postholes are to be bored or any other digging or excavation to take place.

Tent pegs should be identified with hazard tape to prevent tripping and injury especially near entrances/exits.
Yellow foam protection tubes should be attached to the guy ropes either side of marquee 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.

3.10 - Electricity and Lighting supply

Supply of electricity and lighting for the Show office & marquees will be setup by a contracted 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 diesel generators supplying the feeds will be located in a secure area using Heras fencing panels with no public access. The fuel for the generator will be located in a separate secure location.
There will be a Foam or CO2 fire extinguisher available on site in case of fire.

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.
The Livestock marquee lights are switched on overnight as the stockmen are around.
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.

3.11 - Toilet facilities

<u>During show build and break down:</u>
There should be a portable toilet on site, with hand washing facilities.
Chemicals used for cleaning and maintaining the toilets should be stored away securely such that members of the general public can't access them and must be used in line with the recommendations on the packaging.

During the show weekend across the showground there are:

- 1 Toilet unit with 4 cubicles for use by exhibitors and show volunteers located by the vehicle gate / model marquee compound.
- 2 wide Portable toilets with disabled access
- 3 main Toilet units, each with 4 cubicles for males and 4 cubicles for females which are hooked up to the showground diesel generators and water supply to provide flushing and hand washing facilities.
- Baby change facilities are available in 1 cubicle of each of the main units

Based on one female toilet per 100 attendees, one male toilet per 500 attendees and an estimated peak attendance of 2500 at any one time, assuming ratio of 50/50 males to females a total of 12 female and 12 male toilets are adequate.

Facilities are maintained throughout the weekend as required by the contracted service company that supply the units. Chemicals used for cleaning and maintaining the toilet units are located within a locked area and used by the service company in accordance to their procedures.

Any reports of bodily fluid spillage will be cleaned up as soon as possible.
Any reports of blockages or issues are dealt with such that the facilities are maintained at a functioning level for the duration of the Show period.

3.12 - Movement of machinery and public safety

Machinery used such as telehandlers, will be driven by or under instruction from an experienced competent person and will be used to:

- Erect the Heras fencing
- Bring equipment onto the showground
- Move equipment to the area where required within the Heras fencing area

The risk of use for machinery should be continuously 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.
When manoeuvring always be vigilant and cautious due to restricted visibility to minimise risk and prevent injuring someone.
When reversing vehicles and machinery, movements should be overseen and directed by a banksman wearing a hi-vis vest or jacket. Large vehicles, such as those used by contractors, livestock, horses, traders, vintage vehicles or attractions should have their own suitable banksman when attending the showground.

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 that all persons on the showground can take adequate precautions to keep themselves safe and keep any accompanying children or dogs under control and supervised at all times.

3.13 - First Aid

Where possible the injury should be treated depending on the severity, or the injured person should be taken to hospital, or an ambulance called as required.

During the Show build and breakdown days

For the duration that Show officials, Volunteers, Contractors etc are on the showground there should always be present:

- At least one competent person who has completed at least an Emergency First Aid at Work qualification
- A basic first aid kit containing:
  - disposable non latex gloves
  - antiseptic wipes
  - waterproof sterile plasters in an assortment of sizes
  - non adhesive sterile wound dressings
  - adhesive tape
  - tweezers

All incidents and injuries should be competently assessed, dealt with and recorded using the Appendix 4 - Incident Report Form on page 53 then passed to the Show manager.

During the show weekend

There will be a professional organisation contracted to provide adequate cover with a minimum of 3 qualified persons for the duration of the show days.
Any incidents and injuries that require medical cover are recorded and a report passed over to the Show manager at the end of the show weekend.

Should an ambulance be required this will be arranged by the lead first aider and the Show manager.

In the event of serious or life threatening injuries:

The following must be reported to RIDDOR within 7 days:

- Any serious life threatening or life changing injury that requires hospital treatment or results in death
- Any work related accident that results in injury of a type that is reportable
- Accidents to members of the public that result in an injury where the person is taken directly from the scene to hospital for treatment of that injury

3.14 - Spillages

Any reports of bodily fluid spillage, such as vomit, should be cleaned up as soon as possible.
Any instances involving hazardous substances, such as chemicals, should be recorded on an incident form and reported to the appropriate authorities accordingly.

3.15 - Water Supply

The nearest water hydrant is located in Whitehall Lane within 100m of the Showground, permission to utilise this for water usage during the Show period is obtained.

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.

Polyethylene (MDPE) pipes are used with the appropriate tamper proof fittings as required to get the water to the required areas around the showground. Pipework is setup by an appropriately competent plumber, flushed through, appropriately disinfected and protected against absorbing heat from the sun, to minimise the risk of Legionella infection. For more detailed information see 4.2 - Water Safety and Legionella Management on page 20.

There is a vintage fire engine on the showground, which fills up using the water hydrant, and is utilised to fill up the model's marquee boat pond and the water bowsers.

3.16 - Dogs on site

Dogs on the showground must be kept secured on short leads and under control, not causing a nuisance or distress to others. Dogs owners must pick up their dogs poo. Dogs should never be left unattended in vehicles. Signage will be displayed around the dog show area and at the showground entrance gates.
This advice is also mentioned on our website.
Owners must take care when walking around livestock, as per the signage displayed.
Water should be available for dogs to drink, especially in high heat, water bowls should be regularly checked and the water changed/refreshed with potable drinking water.

3.17 - Crowd Control

Crowd control strategies are in place to ensure safety and smooth operation of the showground, these include Heras fencing around the show ground with controlled pedestrian and vehicle gates only allowing those with wrist bands, official badges and vehicle passes to enter.
The section heads within the marquees are responsible for doing their best to ensure congestion does not become an issue.
There are wide pathways around the showground to help prevent any congestion. As it is such a large open space even with 2500 people you have no sense of a crowd in any area.

In the event that the showground needs to be evacuated, Heras fencing panels can be opened up to allow exit and prevent crowd crushing.

Crowd disturbance

Should an incident be reported on the radio of a crowd disturbance, the source should be identified such as antisocial behaviour or fights as well as the cause such as over intoxication or a disagreement etc.

Implement robust measures to isolate the incident, engage Surrey police on site for assistance if required, utilise volunteer stewards to disburse crowds and stop onlookers from gathering.
Reach a resolution between the parties involved in the incident, this could be removal from the showground to prevent further conflicts and incidents.

Take witness statements, and write up an incident form providing as much detailed information as possible regarding the incident and resolution reached

3.18 - Main Arena Safety

There are 1m high interlocking metal crowd barriers forming the parameter of the main ring, and then a 1m distance is marked by a rope around the parameter with signage stating public not to cross, this is for crowd safety should one of the scurry competitors hit the metal crowd barriers.
Access into and out of the main arena is controlled by the Main Arena Manager and stewards.

Section 4: Environmental & public health management

4.1 - Infection control

To minimise the spread of infectious disease appropriate facilities will be located on the showground:

- Hand washing facilities will be located near the main gate for volunteers and contractors to clean their hands on arrival at the site, and when having food and drink, particularly during show build/break down.
- Hand sanitising stations and signage located near the livestock area for people to clean hands after touching livestock.
- Hand washing facilities and signage in main toilet units.
- Food traders to provide own hand washing facilities with hot/warm water, liquid soap and drying facilities for their staff within their catering units in compliance with food hygiene standards.

Containers such as dog bowls and bowsers containing fresh water 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 across the showground is minimised.

Government health and safety guidelines and regulations for infectious disease control currently in place will be complied with.

4.2 - Water Safety and Legionella Management

For information regarding the supply of water to the site see 3.15 - Water Supply on on page 18
Water bowsers are washed out and disinfected ready for use to hold water for Livestock usage and are regularly monitored and refilled to minimise bacteria formation.

Vendors are advised that all water to be used as potable should be boiled and that bottled water should be provided to members of the public, volunteers and staff for drinking to ensure safety.
Signage is displayed at each supply tap to advise the water should be boiled and is not suitable for drinking.
The model marquee boat pool water will have signs displayed to indicate it is unsafe to drink or enter the water.

The water supply is monitored & checked throughout the whole duration of usage during set up, break down and the show weekend, particularly in warm weather when the water temperature can reach 20-45oC, should the water be reported as running hot then it will be run through until it is running cold.

4.3 - Waste and recycling systems

Waste and Recycling Bins will be supplied and emptied by Suez for members of the public and everyone on the Showground to dispose of Rubbish. Regular checks will be made of the show ground to keep litter to a minimum.
There is 1 Large skip with an open side located behind the Livestock marquee to use for discarding animal bedding and waste products.

4.4 – Smoking and Vaping

Smoking and Vaping are 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 should be placed near bins & marquees to extinguish cigarettes.

4.5 - 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.

The ground can become very dusty, therefore water is sprayed periodically to try and reduce the amount being displaced into the air causing a hazard.

Stockmen should take necessary precautions during high heat to ensure water is available and regularly checked for livestock to drink.

During 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

Strong winds 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 and high winds.

When windy conditions are present or forecasted an anemometer will be used to measure and monitor the wind speeds on the showground and issue any safety precautions as required.

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.

Gazebos are not recommended to be erected with winds in excess of 20 mph.

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 during high winds and storms and ensure livestock are secure to avoid them getting loose or injured.

Section 5: Hazard & High Risk Compliance

Section heads should provide a list to the CEO / Health & Safety advisor of all Traders, Exhibitors (Livestock, Models etc), Craftworkers, Caterers, Contractors (including their staff, employees or agents), Committee members, Association members and Volunteers that are wanting to use electrical equipment, diesel generators and gas appliances on the showground. As well as providing them with the following details to ensure compliance.

5.1 - Electrical Equipment and Generators

Electrical equipment used on the showground remains the responsibility of the owner, should be suitable and compliant with all statutory regulations. The Association recommends the following:

- 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.
- Visually checked prior to each use for signs of damage.
- Should be setup and used in accordance with HSE Guidance Note PM32 "Safe use of portable electrical apparatus".
- Be connected to the supply through a RCD of 30mA sensitivity.
- Should be suitable for outdoor use with a sufficient IP rating in accordance with British Standard BS EN 60529 for example an IP67 rating means the device is dust-tight and can withstand immersion in water.

Generators must be diesel and declared when booking to attend the show, otherwise usage of them will not be permitted on the showground.
Fuel should be kept securely 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.

5.2 - 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. All LPG Gas appliances must have a valid Gas Safety Certificate (dated less than 12months old).
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.

5.3 - Other motorised Appliances and Machinery

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.

5.4 - Fairground Rides

The "Code of Safe Practice at Fairs" must be observed where any inflatable equipment, fairground device or passenger carrying ride is operated, all rides and equipment provided must have ADIPS certificates and should be inspected to ensure securely anchored and for safety before use.
The external operators should hold appropriate insurance and be suitably trained to supervise the safe running of the attractions they provide.

Parents are responsible for supervising their child(ren) during rides and activities.

5.5 - Control Of Substances Hazardous to Health (COSHH)

Chemicals for cleaning portable cubicle toilets, disinfecting pipework and bowsers, should be stored securely in a cupboard within the show office and used in line with the recommendations on the packaging. COSHH safety data sheets for each substance and assessment will be held in the Show Office.
Any instances of accidents involving such hazardous substances, must be reported accordingly.

Chemicals used for cleaning and maintaining the main toilet units should be stored somewhere separately, ideally locked, away from members of the general public and used in line with the recommendations on the packaging. Any reports of bodily fluid spillage should be cleaned up as soon as possible.

Traders, particularly food traders, are responsible for their own compliance.

Section 6: Emergency Management Systems & Safety Strategy

The Association has a Showground Safety strategy, Emergency procedures and Evacuation 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, and 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. The following **management system** is in place for the implementation of safety procedures on the Showground:
   - Main Show Manager (Dennis Brown) has overall responsibility for implementation of safety procedures
   - Showground Manager (Henry Doran) supporting and deputising for the Main Show Manager
   - Section Show Officials overseeing their specific areas of the event
   - Volunteer Stewards supporting as required
2. The Association recommends that Show Officials have knowledge of the area for which they are responsible and familiarise themselves with the relevant information on any firefighting equipment, safety requirements and evacuation procedures as required.
3. A **site plan** will be available showing the position of all temporary structures with exit routes.
4. The **risk assessments** will be completed looking at all areas of the event.
   The Association recommends that each section head is familiar with the risk assessment for their area.
5. The **Emergency, Fire & Evacuation plan** will be held in the Show office and made available to all SHOW OFFICIALS AND PERSONS IN CHARGE OF AREAS at the event.
6. There will be an **Emergency & Fire safety strategy debrief** at the committee meeting following the show and prior to the show's commencement the following year.

SERVICES 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

EMERGENCY & FIRE SAFETY MANAGEMENT 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 structures 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 or vaping 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 and stakes will be used to cordon off the area with stewards 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.

WATER POINTS / AVAILABILITY
A suitable statutory water hydrant is located in Whitehall Lane within 100m of the Showground. The model marquee pool water can be utilised if required.
There are also water bowsers on the showground that can be utilised as needed.

GENERATOR COMPOUND SAFETY
A check will be made that all generators, fuel and electricity supplies hired or purchased by the ERS Association for use on the showground are diesel, appropriately stored separately and are inaccessible to the general public.

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 or Vaping 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.

CONTROL OF OXYGEN SOURCES

- Close Marquee doors / gazabo sides to reduce natural air flow through temporary structures.
- Provision of fire fighting equipment such as extinguishers and buckets of sand/water.

MARQUEE ACCESS

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.

UNATTENDED BELONGINGS

When encountering belongings that have been left unattended assess the risk to identify if the item is suspicious or just lost property.

Do Not Touch: Never move, open, or shake an unattended item, use the 4Cs protocol:

Confirm suspicion – Using the **HOT** protocol, is the item **H**idden? Is it **O**bviously suspicious or out of place? Is it **T**ypical for the location or accompanied by suspicious behavior?

Clear the area – Should the item meet the HOT protocol, evacuate the area immediately too a minimum 100m distance.

Communicate - Radio for the Show manager who will call and coordinate the police as necessary.

Control access – Tape off the area and utilise stewards to prevent access except for authorised personal to the evacuated area

If the Item does not meet the "HOT" criteria and is therefore NOT Suspicious, it should be treated as lost property and taken to the Show office.

BOMB THREATS

Upon receiving a bomb threat, remain calm, Immediately alert the Show Manager so the authorities (999) can be contacted and the threat reported, regardless of how implausible it seems.
Document details like time, device location, type, any identifiable voice features and any background noises.
Search the specific area(s), ideally in pairs, avoid the use of radios or phones within 25m of the suspected item area.
If instructed by police or if a suspicious package is found follow the evacuation plan for the alerted area.

For Telephone threats - keep the caller on the line for as long as possible, and record exact words. Alert others: If possible, record the conversation and Signal a colleague to listen in, call the Show manager who will contact 999.
Document the call using an incident form.
Record details: Ask where the bomb is, when it will explode, what it looks like, and why. Note the caller's voice (if able to identify: gender, accent, age) and background sounds.

For Written or Electronic Threats (Email/Social Media) - Do not delete: Retain the message, email, or post.
Do not reply/forward: Do not interact with the sender. Take screenshots: Capture the message, sender ID, and time.
Alert the Show manager who will contact the police on 999 to report the threat. Record details on incident form.

Section 7: Risk Assessment Framework

FIRE RISK ASSESSMENT

HAZARD	PEOPLE AT RISK	LEVEL OF RISK	RISK REDUCTION
Smoker's materials (All areas, marquees)	Show officials, Contractors, Volunteers, Members of public	High	Ref section: 4.4 – Smoking and Vaping 'No smoking or vaping' signage Grass has been cut short. Buckets of water/sand to extinguish cigarettes in extreme heat.
Cooking, catering Materials (Public catering area, catering in community marquee)	Show officials, Volunteers, Exhibitors, Members of public	High	Ref section: 3.8 - Trade Stands As agreed in Traders terms and conditions comply with regulations for having appropriate fire risk strategies and provision of firefighting equipment as well as ensuring all flammable liquids are properly stored away from heat.
Electricity supply Home & Garden, Livestock & community marquees, & Show office,)	Show officials, Contractors, Volunteers, Participants, Members of public	high	Ref section: 3.10 - Electricity and Lighting supply Electrical supply provided by registered Qualified electrician. Equipment 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, Contractors, Volunteers, Participants, Members of public	high	Ref section: 5.1 - Electrical Equipment and Generators Generators to be diesel, located away from direct access by general public and fenced in securely. Fuel supplies to be kept in appropriate containers as regulated. Provision of firefighting equipment
Displays & stands. (Outside trade stands)	Show officials, Volunteers, Exhibitors, Members of public	low	Ref section: 3.8 - Trade Stands Traders to comply to regulations as agreed in Traders terms and conditions
Trade vehicles forming part of stand	Show officials, Volunteers, Exhibitors, Members of public	medium	Ref section 3.8 - Trade Stands and Traders T&C's As agreed in Traders terms and conditions comply with maintaining distance between vehicles and other flammable fuel sources.
Packaging materials, litter, and waste (all areas)	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	low	Ref section: 4.3 - Waste and recycling systems Arrange adequate provision and emptying of bins for waste disposal around showground.

Deliberate arson (All areas)	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	low	Ref section: 2.4 – Terrorism Act 2025 – also known as Martyns Law Avoid or minimise having areas where someone could hide. Provide security / gate personnel and erect adequate secure exterior fencing. Only allow authorised vehicles on site. Locate rubbish bins away from marquees, minimum 2m distance.
Public vehicles	Show officials, Volunteers, Members of public	medium	Ref section: 3.4 - Traffic Management Separate area for public parking, not on main Show ground. Water bowsers and CO2 extinguishers available.
Authorised vehicles on show ground	Show officials, Contractors, Volunteers, Members of public	medium	Ref section: 3.3 - Vehicle Movement Only authorised vehicles allowed on the show ground. Section paperwork sent and Signage on gate advising showground safety regulations, such as speed limit, parking constraints etc.
Classic vehicles	Show officials, Volunteers, Exhibitors, Members of public	high	Ref section: 3.3 - Vehicle Movement Section paperwork sent advising to observe appropriate distance between classic vehicles and other flammable sources. Signage stating "No smoking or vaping" near vehicles Fire extinguishers available.

For a full list of Fire Extinguishers and their locations please see Appendix 2 - Fire Extinguisher Distribution on page 51.

HIGH RISK ASSESSMENT

POWER SUPPLIES – HIGH RISK

POWER	PEOPLE AT RISK	HAZARDS	RISK REDUCTION
Main Generator(s) providing electricity & lighting	Show officials, Contractors, Volunteers, Participants, Members of public	Risk of fire	Ref section: 3.10 - Electricity and Lighting supply and 5.1 - Electrical Equipment and Generators Area secured to prevent access by public to generator, no public access signage. Provision of firefighting equipment and signage.
Diesel storage point	Show officials, Contractors, Volunteers,	Risk of fire	Ref section: 5.1 - Electrical Equipment and Generators Stored in a secure area, separate to the generator and away from public access.
Fairground Rides	Show officials, Volunteers, Participants, Members of public	Risk of fire	Ref section: 5.4 - Fairground Rides Confirm hold appropriate safety certificates, insurance and risk assessments. Provision of own firefighting equipment.
Go-Karts	Show officials, Volunteers, Participants, Members of public	Risk of fire	Ref section: 5.1 - Electrical Equipment and Generators Confirm hold appropriate safety certificates for battery operated karts, insurance and risk assessments. Equipment recommended to have an up to date (last 24 months) PAT sticker. Provision of own firefighting equipment.
Outside Traders using Generators	Show officials, Volunteers, Exhibitors, Members of public	Risk of fire	Ref section 3.8 - Trade Stands and Traders T&C's Agree to T&C's As agreed in Traders terms and conditions have own fire risk strategy in place, have provision of firefighting equipment and generator area to be secure with no public access.
Food Catering vans with generator/gas supplies	Show officials, Volunteers, Exhibitors, Competitors, Members of public	Risk of fire Food poisoning	Ref section 3.8 - Trade Stands and Traders T&C's As agreed in Traders terms and conditions have own safety and fire risk strategy in place, have adequate provision of firefighting equipment and generator area to be secure with no public access. Also hold at least level 3 food hygiene certification, adhere to food hygiene regulations such as provision of staff hand washing facilities, as well as food preparation and handling.
Ice Cream vans	Show officials, Volunteers, Exhibitors, Competitors, Members of public	Fuel combustion. Risk of fire Food poisoning	Ref section 3.8 - Trade Stands and Traders T&C's As agreed in Traders terms and conditions have own safety and fire risk strategy in place and have adequate provision of firefighting equipment. Also hold at least level 3 food hygiene certification, adhere to food hygiene regulations such as provision of staff hand washing facilities, as well as food preparation and handling.

MARQUEES

Section	PEOPLE AT RISK	HAZARDS	RISK REDUCTION
All Marquees	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	Risk of collapse Risk of fire	Ref section: 3.9 - Marquees and 4.5 - Weather Condition Precautions Marquees supplied by contractor should comply with fire safety regulations and be erected securely. Not to be erected if wind speed is above 30-35mph Marquees adequately spaced for emergency services access. Provision of safety signage and firefighting equipment.
Livestock Marquee	Show officials, Contractors, Volunteers, Competitors, Members of public	Bedding & Feed Smoking or Vaping Electricity & Lighting Legionella risk	Ref section 3.9 - Marquees, 3.10 - Electricity and Lighting supply, 4.2 - Water Safety and Legionella Management and 4.4 – Smoking and Vaping Provision of fire extinguishers and signage No Smoking or Vaping signage Emergency exit signage No public access signage for vehicle compound Water should be boiled before use signage on water bowsers and tap.
Home & Garden Competition marquee	Show officials, Contractors, Volunteers, Exhibitors, Members of public	Smoking or Vaping Electricity & Lighting Legionella risk	Ref section 3.9 - Marquees, 3.10 - Electricity and Lighting supply, 4.2 - Water Safety and Legionella Management and 4.4 – Smoking and Vaping Provision of fire extinguishers and signage No Smoking or Vaping signage Emergency exit signage No public access signage for vehicle compound Lights & Equipment turned off when not used sign Water should be boiled before use signage on water bowser.
Dog Secretary Marquee	Show officials, Volunteers, Participants, Members of public	Smoking or Vaping Electricity & Lighting	Ref section 3.9 - Marquees, 3.10 - Electricity and Lighting supply and 4.4 – Smoking and Vaping Provision of fire extinguishers and signage No Smoking or Vaping signage
Live Music Stage	Show officials, Contractors, Volunteers, Participants, Members of public	Smoking or Vaping Electricity & Lighting	Ref section 3.9 - Marquees, 3.10 - Electricity and Lighting supply and 4.4 – Smoking and Vaping Provision of fire extinguishers and signage No Smoking or Vaping signage Emergency exit signage No public access signage for rear of marquee Lights & Equipment turned off when not used
Community Marquee	Show officials, Contractors, Volunteers, Members of public	Smoking or Vaping Electricity & Lighting	Ref section 3.9 - Marquees, 3.10 - Electricity and Lighting supply and 4.4 – Smoking and Vaping Provision of fire extinguishers and signage No Smoking or Vaping signage Emergency exit signage Lights & Equipment turned off when not used sign

Model marquee	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	Smoking or Vaping Electricity & Lighting Legionella risk	Ref section 3.9 - Marquees, 3.10 - Electricity and Lighting supply, 4.2 - Water Safety and Legionella Management and 4.4 – Smoking and Vaping Provision of fire extinguishers and signage No Smoking or Vaping signage Emergency exit signage No public access signage for vehicle compound Lights & Equipment turned off when not used sign Water should be boiled before use signage on water tap. Boat pond signage do not enter or drink water.
First Aid marquee	Show officials, Contractors, Volunteers, Members of public	Smoking or Vaping	Ref section 3.9 - Marquees, 3.13 - First Aid and 4.4 – Smoking and Vaping Provision of fire extinguishers and signage No Smoking or Vaping signage
Pedestrian Entry marquees x2	Show officials, Contractors, Members of public	Smoking or Vaping	Ref section 3.9 - Marquees and 4.4 – Smoking and Vaping No Smoking or Vaping signage

Section 8 Risk Assessment

GENERAL SHOWGROUND RISK ASSESSMENT

HAZARD	PEOPLE AT RISK	LEVEL OF RISK	RISK REDUCTION	Checked
Ground Condition Rough, uneven ground Tripping & Tipping Dry ground causing Dust Wet ground causing mud Risk of Toxic poisoning	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public Animals, Livestock	Low Medium	Ref section 3.1 - Site Preparation Any large or deep holes are identified and filled in, covered or cordoned off from access. Section paperwork & website advises "Take care on the Showground, watch for potholes and wear sensible shoes" Dry ground condition sprayed with water Tracking mats down to prevent vehicles getting stuck in muddy conditions when entering and leaving the showground. Ragwort & Horse droppings to be adequately removed from the showground	
Fire risk from 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 officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	Low	Ref section 4.5 - Weather Condition Precautions Provide buckets of sand/water as needed in extreme heat. When ground is muddy marshals to advise extra caution, officials to reduce vehicle access & movement on showground as appropriate. Delay in erecting structures until safe/winds calm down are below 25mph.	
Site Security Risk of theft	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	Medium	Ref section 3.2 - Site Access and Security Heras fencing securely erected around perimeter. Vehicle pass and ticket system in place for everyone entering the showground. Minimise amounts of cash on site, remove cash from public pay gates and raffle sales team to a secure location. Use of card payments where possible.	
Movement of machinery, including Telehandlers Injury of others due to restricted visibility Tipping over due to uneven ground Risk of Fire	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	Medium	Ref section 3.12 - Movement of machinery and public safety Driven by a competent person. Signage near showground access gate to advise everyone on showground to be vigilant of moving machinery especially during show close, site build & breakdown Use of banks person when reversing machinery or when ground is particularly uneven. Always ensure machinery is left locked and securely parked, such that it can't tip, is away from fire sources, and movement is minimised during show opening hours.	

Contractors on site erecting Temporary Structures such as Marquees, and installing lighting etc. Risk of Injury	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	Low	Ref section 3.7 - Contractors Confirm have own Risk assessment and systems in place, as well as Employers and Public Liability Insurance Appendix 5 – Specific Showground Risk Advice shared prior to Show period by email	
Unauthorised Entry to the Showground Unauthorised removal of equipment.	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	Low	Ref section 3.2 - Site Access and Security Provision of Security for the duration of the Build, Show, and Break down to check & only allow expected authorised contractors and persons as per authorised vehicle system on to the Showground.	
Authorised Vehicles moving on Showground Injury of others Risk of Fire (Vehicles parked at owners' risk) Public vehicles Injury of others Risk of Fire (Vehicles parked at owners' risk)	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	Low	Ref section 3.2 - Site Access and Security and 3.3 - Vehicle Movement Red line sprayed on ground behind marquees to indicate fire safety distance Signage by vehicle access gate(s), Section paperwork & website advises: Showground speed limit of 15mph Take care driving on Showground, be vigilant. Use hazard indicators or orange beacons (if fitted) Vehicles should observe appropriate distances from fire sources when stopped/parked. Restricted movement of vehicles on showground during show opening hours. Vehicle gate volunteers briefed and Signage displayed to advise that only authorised vehicles displaying an "Internal" vehicle pass are allowed entry to the showground. Fire extinguishers located near Surrey 4x4 base & Show office. 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 congestion on main roads.	
Marquees (Community, Home & Garden, Livestock, Models & Live Music Stage Marquees) Tripping hazard Tipping hazard Risk of Fire	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	Medium	Ref section 3.9 - Marquees 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. Signage to identify. Place tables as firmly as possible to avoid them tipping. Provision of fire extinguishers and safety signage (fire extinguisher point, no smoking or vaping, fire exit)	

Electric supply & Lighting Risk of Fire	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	High	Ref section 3.10 - Electricity and Lighting supply Setup/connected by a competent electrician. Signage advising that equipment is unplugged and lights are turned off when not in use. Fire extinguishers & signage located nearby.	
No Smoking on Showground Risk of Fire	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	Medium	Ref section: 4.4 – Smoking and Vaping Grass cut short In extreme heat: Signage & provision of sand/water buckets to extinguish cigarettes before being disposed of. 'No smoking or vaping' Signage in key areas: Marques, Show Office, Main show Generator, Around Main arena Around Dog rings & Music area Website advises smoking and vaping are discouraged on the showground.	
Rubbish on Showground Risk of Fire	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	Medium	Ref section 4.3 - Waste and recycling systems Arrange adequate provision and emptying of rubbish bins for waste disposal around showground. Volunteers informed to pick up any rubbish seen and put in provided rubbish bins Website advises public to help keep showground litter free by putting rubbish in bins.	
Water supply Risk of legionnaires disease Standing water Bowsers	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public Animals, Livestock	Low	Ref section 3.15 - Water Supply and 4.2 - Water Safety and Legionella Management Mains fed water supplied by Affinity Water Pipes & fittings flushed through and disinfected in line with BS 8580 code of practice to minimise the risk of Legionella infection. Pipes protected where possible against absorbing heat from the sun. Signage on taps to advise not suitable to drink, should be boiled first. Section paperwork to advise water used from onsite taps should be boiled by vendors to ensure it is potable. Bottled drinking water provided for volunteers, and available for members of the public to purchase to ensure safety. Boat pool filled with water, with signage saying not to enter or drink. Bowsers washed out and disinfected ready to hold water for Livestock usage. Bowsers filled with fresh water for Livestock usage, regularly checked and refilled.	

Risk of spreading infectious diseases	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	Medium	Ref section 4.1 - Infection control Comply with animal gathering procedures. Provision of hand sanitation near livestock Signage for cleaning hands. Hand washing facilities in toilets Comply with any current Government guidelines and regulations for infectious disease control.	
COSHH Hazardous substances	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	Low	Ref section 5.5 - Control Of Substances Hazardous to Health (COSHH) and 3.14 - Spillages Toilet chemicals stored as per packaging and securely away from general public & used as recommended on packaging. Any bodily fluid spillage cleaned up as soon as possible.	
Toilets	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	Low	Ref section 3.11 - Toilet facilities and 3.14 - Spillages Suitable provision of toilet cubicles for anticipated visitors to the showground. Provision of water supply for flushing and cleaning toilets. Provision of electricity for facilities pumps and for lighting cubicles at night for use by those staying on site. Maintenance team on site to deal with any spillages, blockages or other issues.	
Safeguarding Children and vulnerable persons becoming separated from their parents / carers	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	Low	Ref section 2.5 - Safeguarding Policy & Compliance and Appendix 1 - Lost, Missing or Found child/vulnerable person procedures. 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. Website advises: Parents are ultimately responsible for supervising their children on the Showground, particularly when undertaking rides and activities. Signage displayed in key areas: pedestrian gates, marquees, near dog rings and main arena Volunteers informed of Compliance procedures	
Dogs	Show officials, Volunteers, Dogs, Members of public	Low	Ref section 3.16 - Dogs on site Signage in car parks and by gates advising: - Dogs should be on lead and under control of owner at ALL times. - Owners should pick up dog mess to minimise spread of disease. - Dogs should NEVER be left in vehicles unattended.	
Rowdy Behaviour(i.e., Aggressive or boisterous participants, consumption of excess alcohol) Injury from assaults	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public	Low	Ref section 3.17 - Crowd Control Provision of an area for offender(s) to be escorted to where they can be supervised by staff and Police while on showground	

SECTION RISK ASSESSMENTS

The above General risk assessment applies to all sections in addition to the following specific risks identified.

Show Office

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Unattended lost property	Show officials, Volunteers,	Low	Specific officers hold the office door key Door kept locked when not in use Log of property reported as lost or found and details when owner located.	

Community Marquee

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Risk of Tables, Bar & equipment tipping	Bar staff, Show officials, Volunteers, Members of the public	Low	Contractor to ensure their tables, bar & equipment are firmly positioned to avoid them tipping.	
Food Poisoning	Bar staff, Show officials, Volunteers, Members of the public	Low	Ref section 3.8 - Trade Stands Contractor should comply with Fire, Health & Safety, Food Hygiene regulations and certification to at least level 3. Contractor to provide staff hand washing facilities.	
Sale and Consumption of Alcohol on Showground	Bar staff, Show officials, Volunteers, Members of public	Low	Contractor has obtained appropriate TENs licence and has a Challenge 21 or 25 scheme with appropriate signage displayed.	
Risk of legionnaires disease	Bar staff, Show officials, Volunteers, Members of the public	Low	Bar manager to assess own risk and is responsible for taking precautions. Advise contractor all water used as potable must be boiled. Drinking water provided to visitors and staff should be bottled to ensure safety.	

Main Ring

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Display Ring	Show officials, Volunteers, Exhibitors, Members of public	Low	Ref section 3.18 - Main Arena Safety Ensure metal crowd barriers are securely interlocked. Ensure all supporting stakes are secured firmly in the ground and rope securely attached. Warning signage to state only authorised personnel allowed inside the ring	
Movement of attractions (Main act, Vehicles, Livestock, Scurry driving etc) between main ring and showground location	Show officials, Volunteers, Animals Exhibitors, Members of public	Low	Ref section 3.18 - Main Arena Safety Provide Volunteers with Stewarding guidance to ensure due diligence checks and appropriate safety measures are carried out when marshalling vehicles, animals under control of owners, and any equipment movements.	
Location of attractions	Show officials, Volunteers, Animals Exhibitors, Members of public	Low	Ensure Main ring attractions are located for easy access to the main ring with minimal distance to travel between showground location and main ring entry point.	

Live Music Stage

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Use of Generators and Electricity	Show officials, Volunteers, Participants Members of public	Medium	Paperwork sent to performers to advise they undertake risk assessments and conform to safety and Fire regulations. Equipment is recommended to have an up to date (last 24 months) PAT sticker.	
Packing materials	Show officials, Volunteers, Participants Members of public	Medium	Passageways kept clear Boxes used for transportation of equipment are stored safely out of the way.	
Electric cables causing a trip hazard	Show officials, Volunteers, Participants Members of public	Medium	Cables taped down to minimise risk of tripping	
Staging & Steps onto stage	Show officials, Volunteers, Participants Members of public	Low	Staging erected correctly and screwed down securely. Steps secured ready for use.	

Home and Garden Competition Marquee – Horticulture, Craft, Domestic, Floral Art

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Risk of Tables tipping Maintain pathways risk of tripping	Show officials, Volunteers, Exhibitors, Competitors, Judges, Members of public	Low	Place tables as firmly as possible to avoid tipping. Tables provided during staging and Judging removed and stored safely behind the marquee prior to opening to the public. After Judging stakes are firmly secured in the ground and rope attached securely to form a perimeter around tables & exhibits. Signage to state "Do not touch exhibits"	
Risk of spreading infectious diseases	Show officials, Volunteers, Competitors, Judges, Members of public	Medium	Section paperwork advises Judges and schedule advises Entrants to not attend or make exhibits with any viral symptoms (Flu, cold, chicken pox, measles etc). Schedule also advises entrants to observe good hand hygiene by washing regularly and food hygiene when prepping entries for adult and Junior culinary classes.	
Vehicles using compound Injury of others Risk of Fire	Show officials, Volunteers, Exhibitors, Competitors, Judges, Members of public	Low	Paperwork sent and sign on compound gate to advise regarding showground speed limit and safety information i.e., hazard indicators or orange beacons (if fitted) on, be vigilant. As well as to use the allocated compound and observe appropriate distances from sources of fuel when stopped/parked. Fire extinguishers located nearby.	
Safeguarding of exhibitors	Show officials, Volunteers, Exhibitors, Competitors, Members of public	Low	Signage advising Parents are responsible for supervising their children on the Showground, particularly when bringing & collecting entries & any prizes.	

Dog Ring

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Risk of Tables tipping	Show officials, Volunteers, Exhibitors, Members of public	Low	Place tables as firmly as possible to avoid them tipping.	
Risk of legionnaires disease	Show officials, Volunteers, Animals Competitors, Members of public	Low	Check & refresh bowls with fresh potable drinking water for dogs to drink regularly.	
Display Rings	Show officials, Volunteers, Competitors, Members of public	Low	Ensure metal crowd barriers are securely interlocked. Ensure all supporting stakes are secured firmly in the ground and rope / plastic netting securely attached. Warning signage to state only competitors allowed inside the rings	
Dogs Specifically, those partaking in the rings	Show officials, Volunteers, Competitors, Dogs, Members of public	Low	Ref section 3.16 - Dogs on site Signage in area advising: - Dogs should be on lead and under control as advised. - Dogs should be under control of owner at ALL times. - Owners should 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
Risk of Tables tipping	Show officials, Volunteers, Exhibitors, Members of public	Low	Place tables as firmly as possible to avoid them tipping.	
Boat pool filled with water, risk of drowning. Risk of legionnaires disease	Show officials, Volunteers, Exhibitors, Members of public	Low	Adequate signage stating unsafe to enter or drink water.	
Vehicles using compound Injury of others Risk of Fire	Show officials, Volunteers, Exhibitors, Members of public	Low	Paperwork provided to advise 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
Bedding & Feed	Show officials, Volunteers, Competitors, Members of public	Low	Stored and used appropriately	
Risk of Infection	Show officials, Contractors, Volunteers, Exhibitors, Competitors, Members of public other animals	Low	Provide hand sanitation near livestock & hand washing facilities in toilets, display signs to advise members of public to clean hands particularly before & after touching livestock to prevent infection.. Comply with animal gathering procedures. Comply with Government guidelines and regulations for infectious disease control.	
Risk of legionnaires disease	Show officials, Volunteers, Competitors, Members of 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 (Sheep, pig, cattle) Animal movement Risk of Infection	Show officials, Volunteers, Competitors, Members of public Other animals	Low	Ref section 4.1 - Infection control Adhere to APHA (an agency of DEFRA) Animal Movement regulations. Animals to have relevant approved health documentation and identification. Specifically: Pigs – eMAL as required. Cattle – Movement Passport & TB clearance certificates as required. Goats – AML1 Forms and be CAE negative. All Livestock to have adequate penning. Cattle to be Halter trained if being led to main arena for display. Pigs to use a board and stick when displaying in main arena, Boars to have 2 adult handlers. Vet on call in case of emergencies.	
Vehicles using compound Injury of others Risk of Fire	Show officials, Volunteers, Competitors, Members of public	Low	Paperwork provided to advise 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.	

Simulator

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Use of Generators and Electricity	Show officials, Contractors, Volunteers, Participants Members of public	Medium	Contractor to ensure power supply conforms to safety and Fire regulations. Equipment is recommended to have an up to date PAT sticker.	
Electric cables causing a trip hazard	Show officials, Contractors, Volunteers, Participants Members of public	Medium	Cables should be covered or out of the way to minimise risk of tripping	
Inspection & Maintenance of equipment	Show officials, Contractors, Volunteers, Participants Members of public	Low	Appropriate regulations should be adhered to for safety of the equipment, and all compliance certification is up to date.	
Setting up	Show officials, Contractors, Volunteers, Participants Members of public	Low	Follow safety guidance to setup the equipment correctly.	
Safe usage	Show officials, Contractors, Volunteers, Participants Members of public	Low	Usage safety guidance should be followed, adhere to correct number of users, regular equipment checks	

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
Other Risks	Show officials, Contractors, Volunteers, Participants, Members of public	Low	External attractions and Displays should provide individual Risk Assessments, conform to appropriate operational, safety and Fire regulations, and hold own public liability insurance.	
Use of Generators and Electricity supply from main showground generators	Show officials, Contractors, Volunteers, Participants, Members of public	Medium	Confirm as agreed in T&C's have appropriate risk assessment, own safety and Fire regulations in place and have provision of firefighting equipment. Generators to be diesel and located away from direct access from general public. Sign with socket provided to advise Equipment is recommended to have an up to date (last 24 months) PAT sticker.	
Fuel	Show officials, Contractors, Volunteers, Participants, Members of public	Medium	Confirm as agreed in T&C's Fuel supplies to be kept in containers as regulated, securely away from the generator and other combustible materials.	

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

Hazard	People at risk	Level of risk	RISK REDUCTION	CHECKED/DATE
Movement on showground within designated area Injury of others	Show officials, Volunteers, Exhibitors, Members of public	Medium	Paperwork sent and website advises regarding showground access times, speed limit and safety information i.e., hazard indicators or orange beacons (if fitted) on, be vigilant.	
Parking - Risk of fire	Show officials, Volunteers, Exhibitors, Members of public	Low	Paperwork sent and website advises to observe appropriate distances from sources of fuel when stopped/parked. Fire extinguishers located nearby.	

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
Gazebos forming stands	Show officials, Volunteers, Traders, Members of public	Low	As agreed in Traders T&C's the erection should not encroach on neighbouring pitches, and the guy lines should be secure and not cause a hazard.	
Other Risks	Show officials, Volunteers, Traders, Members of public	Low	Ref section 3.8 - Trade Stands Each Trade Stand and Public Caterer to provide their individual Risk Assessments, conform to safety and Fire regulations, and hold own public liability insurance as agreed in trader T&C's on booking.	
Public Catering areas (Food area, catering in community marquee) Food Poisoning	Show officials, Volunteers, Traders, Members of public	Medium	Ref section 3.8 - Trade Stands Provision of adequate bins for rubbish. All food traders must be registered with a local authority and have a Food hygiene rating to at least level 3. Comply to Food Safety regulations and provide relevant certification	
Sale and Consumption of Alcohol on Showground	Show officials, Volunteers, Traders, Members of public	Low	Trader has obtained appropriate TENs licence and has a Challenge 21 or 25 scheme with appropriate signage displayed.	
Use of Generators, Electricity, Gas or other natural combustible material	Show officials, Volunteers, Traders, Members of public	Medium	Ref section: Section 5: Hazard & High Risk Compliance As agreed in T&C's have appropriate risk assessment, own safety and Fire regulations in place and have provision of firefighting equipment. Generators to be diesel and located away from direct access from general public. Equipment is recommended to have an up to date (last 24 months) PAT sticker.	
Fuel	Show officials, Volunteers, Traders, Members of public	Medium	As agreed in T&C's Fuel supplies to be kept in containers as regulated, securely away from the generator and other combustible materials.	

Section 9: Contingency Procedures:

CONTENGENCY & 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, unattended items, 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, accidents and other incidents 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 EMERGENCY OR FIRE – EVACUATION PLAN

In the event of a Fire, bomb scare, act of terrorism, ground becomes boggy or other emergency such that a marquee, specific area or whole showground needs to be evacuated please follow these procedures:

MARQUEE EVACUATION

1. Vocally make the public aware of the need to evacuate, ask them to leave quickly, quietly & orderly through the nearest exit/exits.
3. Radio the Main Show Manager (Dennis Brown) and the Showground Manager (Henry Doran) and ask that the relevant services, Fire or Police, be contacted as required.
   Where possible and safe to do so try and keep the fire or cause or emergency under control, to avoid it spreading.
5. Radio ground services to provide stewards, warning tape/stakes or other appropriate means for cordoning off the area/exits from general public access.
4. Make sure that all members of the public have evacuated the marquee.
   Livestock Owners to lead animals out of marquee to the main arena until the situation is brought under control.
   Stewards on exits to prevent public from re-entering until safe to do so.

OUTSIDE AREA EVACUATION

1. Should an emergency situation or small fire break out Show Officials/stewards present should immediately contact the Main Show Manager (Dennis Brown) or Showground Manager (Henry Doran) via two-way radio.
2. The general public will be made aware of the need to evacuate the area through the public address systems situated in the Main Arena and Live Music Stage, as well as vocally.
3. Request Ground services to supply stakes, hazard warning tape, stewards or other appropriate means as required to secure and block off the area from public access.
4. If the appropriate service is not present on the ground, and attendance is needed, the Main Show Manager should phone emergency services and give details of the emergency/fire including directions to the nearest vehicle access point. The gate will be informed via two-way radio so that the emergency services are directed clearly, quickly, and simply.
5. Where possible and safe to do so local firefighting equipment (fire extinguisher or water bowser or sand/water bucket) should be used by a competent Show Official.

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 or locally contain the risk of fire or other emergency situation to reduce the need to fully evacuate.

In the event of a fire or other emergency the Main Show manager should be contacted, and the local area or marquee evacuation procedures undertaken. Competent officials should respond quickly to extinguish the fire in their area and if safe to do so should take any action to prevent 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.

The Main Show manager will take advice from emergency services following assessing the emergency situation and the threat to life, to make any necessary decisions such as closing the Show early if required.

Section 10: Appendices

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.

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

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 2026			
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 2026			
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 or Foam
Livestock Marquee	1 x Foam 1 x Powder
Home & Garden Competition Marquee	1 x Powder 1 x Water mist or Foam
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 (or if unavailable then Foam)

Total 20 Extinguishers

Appendix 3 – Showground Signage

	Main Vehicle Gate	Pedestrian Gates	Compound Gates	Generators	Marques	Show Office	Livestock bedding	Electric Socket points	Water Tap points	Water bowsers	Classic Vehicle Area	Music area	Dog rings	Main Arena
No Public Access Authorised personal only	2		3	2 x 2 = 4	2 (HGC + Livestock)	1								4
Authorised Vehicle Access Only Please display valid vehicle pass at all times, keep speed below 15mph, use hazards, observe parking distances	2		3								2 (parking distances)			
Caution Vehicles moving on site keep children & dogs under control	2		3											
No Smoking or Vaping Signage	2	2	3	2 x 2 = 4	2 x 10 = 20	1	2				4	6	8	10
Boil before use Not Drinking water									8	3				
Fire Extinguisher point	1	1		2	8	1	1							
Emergency Exit	1	2	3		16									
Please do NOT go beyond the rope Please Do NOT lift children over the barriers														10
Competitors only allowed in the rings													4	2
Vehicles left at owners risk	1	4 (2 by Show entry, 2 in Car park)												
Please supervise your own children	1	4 (2 by Show entry, 2 in Car park)			8								4	4
Unplug equipment and turn off lights when not in use.					5			4						
Equipment plugged in is recommended to have a PAT sticker dated within the last 12 months.					5			4						
Do not enter or drink the water in the pond					2 (boat pond)									
Wash hands after touching livestock					2 (livestock area)									
Dogs to be kept on leads and under control, Pick up your dogs mess Never leave dogs in vehicles unattended.	1	4 (2 by Show entry, 2 in Car park)	3										8	4
Challenge 21 Displayed for Raffle ticket sales					2 (community & HGC)	2 (Raffle sales team)								

Appendix 4 - 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 2026		
Date:	/ /	Time Incident 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:			
If Incident reported to RIDDOR or other required Authority: Date Reported: Time Reported: Method: Phone / Email Comments/Notes:			

Appendix 5 – Specific Showground Risk Advice

When arranging traders, attractions, exhibitors, volunteers and contractors to erect temporary structures such as marquees and deliver equipment to site, the Showground/Trader T&C's should be drawn to their attention along with identifying the following risks to them so that they are aware of and take into consideration the showground conditions when making their risk assessments and appropriate arrangements so as to minimise any potential incidents occurring, specifically when working at height or bringing heavy loads onto the site and loading/unloading using a telescopic lifting arm/fork lift/hi-ab.

The nature of the field is rough and uneven grassland.

Consideration of adverse weather conditions:

- Heavy Rain fall, could affect the condition of the showground, due to being a field the ground may become very soft and muddy, which will mean heavy vehicles are not able to access the showground. Adequate precautions will be taken to minimise mud transferring onto the roadway.
- High Heat causing very dry conditions of the field, presents an increased risk of fire and dust.
- Strong Winds, extra caution should be taken for vulnerable structures, ensuring securing pegs are checked and monitored, or taken down as required.

Caution should be maintained when using machinery on the showground, especially when:

- Lifting and moving heavy/awkward loads, due to risk of tipping.
- Reversing vehicles and machinery, a banksman wearing a hi-vis vest or jacket should oversea manoeuvres.
- Manoeuvring always be vigilant and cautious due to restricted visibility.

Appendix 6 – Section Paperwork and H&S Equipment Checklist

These checklists are the essential items, documents, and resources that should be available within your section during the event. This allows the event organisers and any other officials such as Safety Advisory Group (SAG) members to verify that key materials are present and accessible.

Show Office / CEO (Event Organiser) Checklist

Resource	Check (✓)
Event Management Plan (EMP) (This document) Risk Assessments - (Section 8 - pages 32 to 41 of this document)	
All legal documentation such as forms relating to the use of the land and any other permissions that are required. Ref: Section 1: Event Overview & Organisational Structure and Section 2: Legal Compliance & Policy statements	
Insurance Certificates (Public Liability, Employers Liability & Event Liability) Ref: Section 2.1 - Insurance and Public Liability	
Licenses - Hydrant License (Ref Section 3.15 - Water Supply) - Music PRS License for playing live music at the event - Lottery License for selling raffle tickets before and at the event Security Officers SIA numbers (Ref Section 3.2 - Site Access and Security)	
List of Trade stands using Generators and Gas appliances, and those that have motorised appliances and machinery. Ref: Section 5: Hazard & High Risk Compliance	
List of Attractions using Generators and Gas appliances, and those that have motorised appliances and machinery. Ref: Section 5: Hazard & High Risk Compliance	
Showground Map showing the position of all temporary structures with Emergency exit routes Signage locations (Ref section Appendix 3 – Showground Signage)	
Emergency Plans (Fire Plan, Evacuation Procedures, Medical Procedures) Ready for in the event of an emergency, the CEO (Event Organiser) can utilise to co-ordinate emergency response, phone emergency services and supply the site and location information as needed. (Section 3.13, 6 and 9 of this document)	
Show stop procedures Ready for the CEO (Event Organiser) to utilise as required. Ref: Section 1.8 - Show Stop	
Contact List for Key Personnel: Event Manager, Safety Officer, Security, First Aid, Contractors (Marquees, Toilets) - (Page 2 and 24 of this document) List of Section heads and Committee – see ERS whatsapp group	
First Aid and Incident Reporting Log (accidents, medical cases, safety incidents) Ref section 3.13 - First Aid	
Lost Children / Welfare Records (forms, safeguarding documentation) Ref section 2.5 - Safeguarding Policy & Compliance and Appendix 1 - Lost, Missing or Found child/vulnerable person procedures. List of Committee members who hold a DBS certificate, and copy of the certificate	
Incident log Sheets (to record operational matters during the event) Ref section Appendix 4 - Incident Report Form	
Mobile phone for ERS whatsapp group messaging Radio for Showground communication Ref section 1.5 - Showground Communication	
Fire Extinguishers (Ref Appendix 2 - Fire Extinguisher Distribution) CO2 for use in Public car park area Powder for use on Generator/Electrical fire	

Showground Manager Checklist

Resource	Check (✓)
Event Management Plan (EMP) (This document) For overseeing infrastructure and safe implementation of Show Build and Break down as referenced in this document. Ref: 3.5 - Infrastructure and 3.6 - Personal Protective Equipment Maintain Showground safety as needed (such as provision of hazard tape in an emergency, providing general ground maintenance as needed).	
Showground Map Showground Layout showing the position of all temporary structures with Emergency exit routes indicated	
Emergency Plans (Fire Plan, Evacuation Procedures, Medical Procedures) Ready for liaising with CEO (Event Organiser) in the event of an emergency or evacuation and co-ordinating opening up emergency panels in the Heras fencing as required and directing emergency services promptly to the required location. (Section 3.13, 6 and 9 of this document)	
Contact List for Key Personnel: Event Manager, Safety Officer, Security, First Aid, Contractors (Marquees, Toilets) - (Page 2 and 24 of this document) List of Section heads and Committee – see ERS whatsapp group	
For each external contractor providing services and equipment to the Show: Confirmation they are aware of their own legal requirements and responsibilities for complying with fire/emergency procedures, safety regulations. Hold relevant employer insurance and Public Liability Insurance Have their own Risk Assessment Document, if possible, to provide a copy Contractors should have any certificates with them to produce upon request if required. Ref section 3.7 - Contractors	
List of Contractors attending the showground, when expected, and contact details Ref: 3.2 - Site Access and Security	
List of Volunteers and when expected on the showground, area helping with setting up Oversee any volunteers helping with implementation of Show Build and Break down. Ref: 3.2 - Site Access and Security	
Mobile phone for ERS whatsapp group messaging Radio for Showground communication Ref section 1.5 - Showground Communication	
List of Fire Extinguishers (Ref Appendix 2 - Fire Extinguisher Distribution) Signage locations (Ref section Appendix 3 – Showground Signage) Co-ordinate distribution of fire and safety signs and equipment around the show ground, such as fire extinguishers, marquee safety signs, yellow foam protection tubes on guy lines, and hazard tape on tent pegs.	

Surrey 4x4 Checklist

Resource	Check (✓)
Contact List for Key Personnel: Event Manager, Safety Officer, Security, First Aid- (Page 2 of this document)	
Showground Map showing position of temporary structures and Emergency exit routes	
Traffic Management plan. Ref: Section 3.3 - Vehicle Movement and 3.4 - Traffic Management	
Emergency Plans (Fire Plan, Evacuation Procedures, Medical Procedures) for liaising and stewarding in the event of an emergency or evacuation. (Section 3.13, 6 and 9 of this document)	
Incident log Sheets (to record any concerns during period of coverage, hand completed forms to Show Office / CEO) Ref section Appendix 4 - Incident Report Form	
Radio for Showground communication Ref section 1.5 - Showground Communication	

Security Team Checklist

Resource	Check (✓)
Contact List for Key Personnel: Event Manager, Safety Officer, Security, First Aid- (Page 2 of this document)	
List of committee members staying on the showground List of Model exhibitors staying in the Model Marquee compound List of anyone staying in the HGC Marquee compound List of Stockmen staying in the Livestock Marquee compound List of any Traders or Attractions staying on site overnight Ref: 3.2 - Site Access and Security	
Showground Map Layout showing the position of all traders and attractions, as well as the position of temporary structures and Emergency exit routes	
Traffic Management plan. Ref: Section 3.3 - Vehicle Movement and 3.4 - Traffic Management	
Emergency Plans (Fire Plan, Evacuation Procedures, Medical Procedures) for liaising and stewarding in the event of an emergency or evacuation. (Section 3.13, 6 and 9 of this document)	
Incident log Sheets (to record any concerns during period of coverage, hand completed forms to Show Office / CEO) Ref section Appendix 4 - Incident Report Form	
Radio for Showground communication Ref section 1.5 - Showground Communication	

Gate Manager Checklist

Resource	Check (✓)
Event Management Plan (EMP) (This document for referencing the appropriate health & safety aspects for section) Risk Assessment for Section - (Section 8 - pages 32 to 41 of this document)	
Emergency Plans (Fire Plan, Evacuation Procedures, Medical Procedures) for liaising with gate volunteers to steward in the event of an emergency or evacuation. (Section 3.13, 6 and 9 of this document)	
Contact List for Key Personnel: Event Manager, Safety Officer, Security, First Aid- (Page 2 of this document) List of Section heads and Committee – see ERS whatsapp group	
Showground Map showing position of temporary structures and Emergency exit routes	
Signage for section (Ref section Appendix 3 – Showground Signage) Ensure section signage has been displayed.	
Timetable and List of volunteers with contact details for managing and ensuring the vehicle access gate and 2 pedestrian pay gates are manned throughout the duration the show is open. Ref: 3.2 - Site Access and Security	
Information / Induction sheet for Gate volunteers on how to use ticket and sales system equipment (sum up machine and ticket scanners) as well as details regarding showground entry (wristbands, member badges etc.) Ref: 3.2 - Site Access and Security	
Daily Log Sheets / Incident log Sheets (to record any operational incidents during the event, hand completed forms to Show Office / CEO) Ref section Appendix 4 - Incident Report Form	
Mobile phone for ERS whatsapp group messaging Radio for Showground communication Ref section 1.5 - Showground Communication	
Fire Extinguishers (Ref Appendix 2 - Fire Extinguisher Distribution) Located in marquee for pedestrian gate from main public car park CO2 for use in Public car park area Powder for use on Generator/Electrical fire	

Trade Stand Manager Checklist

Resource	Check (✓)
Event Management Plan (EMP) (This document for referencing the appropriate health & safety aspects for section) Risk Assessment for Section - (Section 8 - pages 32 to 41 of this document)	
For each trader: Copy of Traders Public Liability Insurance Certificate Copy of Traders Risk Assessment Document and Confirmation of agreement of Trader T&C's Ref: Trader terms & conditions and Section 3.8 - Trade Stands	
For each Food and Public Catering Trader: Copy of Traders Public Liability Insurance Certificate Copy of Traders Risk Assessment Document and Confirmation of agreement of Trader T&C's Copy of Traders Food Hygiene certification, minimum L3 business rating Ref: Trader terms & conditions and Section 3.8 - Trade Stands	
List of Traders selling alcohol on the Showground Copy of TENs license, confirmation of Challenge 21 or 25 scheme	
List of Trade stands using Generators and Gas appliances, and those that have motorised appliances and machinery. Ref: Section 5: Hazard & High Risk Compliance	
List of Trade stands attending the show along with their contact details List of Traders staying on site overnight Ref: 3.2 - Site Access and Security	
Emergency Plans (Fire Plan, Evacuation Procedures, Medical Procedures) for liaising with traders in the event of an emergency or evacuation. (Section 3.13, 6 and 9 of this document)	
Showground Map showing the position of all traders	
Signage for section (Ref section Appendix 3 – Showground Signage) Ensure section signage has been displayed.	
Mobile phone for ERS whatsapp group messaging Radio for Showground communication Ref section 1.5 - Showground Communication	

External Attractions Section Checklist

Resource	Check (✓)
Event Management Plan (EMP) (This document for referencing the appropriate health & safety aspects for section) Risk Assessment for Section - (Section 8 - pages 32 to 41 of this document)	
For each attraction: Copy of Attractions Public Liability Insurance Certificate Copy of Attractions Risk Assessment Document Copy of any other relevant health & safety documentation (ADIPS, Test certificates etc) Ref: Trader terms & conditions, Section 3.8 - Trade Stands and 5.4 - Fairground Rides	
List of Attractions attending the show along with their contact details List of Attractions staying on site overnight Ref: 3.2 - Site Access and Security	
List of Attractions using Generators and Gas appliances, and those that have motorised appliances and machinery. Ref: Section 5: Hazard & High Risk Compliance	
Emergency Plans (Fire Plan, Evacuation Procedures, Medical Procedures) shared with attraction, in the event of a fire evacuate the immediate area safely. (Section 3.13, 6 and 9 of this document)	
Contact List for Key Personnel: Event Manager, Safety Officer, Security, First Aid- (Page 2 of this document) List of Section heads and Committee – see ERS whatsapp group	
Showground Map, showing the position of all External Attractions	
Mobile phone for ERS whatsapp group messaging Radio for Showground communication Ref section 1.5 - Showground Communication	

Dog Section Checklist

Resource	Check (✓)
Event Management Plan (EMP) (This document for referencing the appropriate health & safety aspects for section) Risk Assessment for Section - (Section 8 - pages 32 to 41 of this document)	
Emergency Plans (Fire Plan, Evacuation Procedures, Medical Procedures) for liaising to evacuate the marquee and immediate area. Implement fire procedures if safe to do so. Inform Showground manager, utilise stewards / officials to cordon off the marquee area and prevent access except to fire officials. (Section 3.13, 6 and 9 of this document)	
Contact List for Key Personnel: Event Manager, Safety Officer, Security, First Aid- (Page 2 of this document) List of Section heads and Committee – see ERS whatsapp group	
Showground Map showing position of section, temporary structures and Emergency exit routes	
Signage for section (Ref section Appendix 3 – Showground Signage) Ensure section signage has been displayed, as well as any other safety precautions for section such as hazard tape around marquee pegs.	
Daily Log Sheets / Incident log Sheets (to record any operational incidents during the event, hand completed forms to Show Office / CEO) Ref section Appendix 4 - Incident Report Form	
Mobile phone for ERS whatsapp group messaging Radio for Showground communication Ref section 1.5 - Showground Communication	
Fire Extinguishers (Ref Appendix 2 - Fire Extinguisher Distribution) Powder for use on an Electrical fire	

Model Marquee & HGC Marquee Section Checklist

Resource	Check (✓)
Event Management Plan (EMP) (This document for referencing the appropriate health & safety aspects for section) Risk Assessment for Section - (Section 8 - pages 32 to 41 of this document)	
Emergency Plans (Fire Plan, Evacuation Procedures, Medical Procedures) for liaising to evacuate the marquee and immediate area. Implement fire procedures if safe to do so. Inform Showground manager, utilise stewards / officials to cordon off the marquee area and prevent access except to fire officials. (Section 3.13, 6 and 9 of this document)	
Contact List for Key Personnel: Event Manager, Safety Officer, Security, First Aid- (Page 2 of this document) List of Section heads and Committee – see ERS whatsapp group	
Showground Map showing position of section, temporary structures and Emergency exit routes	
Signage for section (Ref section Appendix 3 – Showground Signage) Ensure section signage has been displayed, as well as any other safety precautions for section such as hazard tape around marquee pegs and yellow tubes on door guy lines.	
Daily Log Sheets / Incident log Sheets (to record any operational incidents during the event, hand completed forms to Show Office / CEO) Ref section Appendix 4 - Incident Report Form	
Mobile phone for ERS whatsapp group messaging Radio for Showground communication Ref section 1.5 - Showground Communication	
Fire Extinguishers (Ref Appendix 2 - Fire Extinguisher Distribution) Foam for use on a combustible material fire Powder for use on an Electrical fire	

Livestock Section Checklist

Resource	Check (✓)
Event Management Plan (EMP) (This document for referencing the appropriate health & safety aspects for section) Risk Assessment for Section - (Section 8 - pages 32 to 41 of this document)	
Animal Gathering licence	
All legal documentation such as relevant animal passports, animal movement documents etc that are required.	
Emergency Plans (Fire Plan, Evacuation Procedures, Medical Procedures) for liaising to evacuate the marquee and immediate area. Implement fire procedures if safe to do so. Inform Showground manager, utilise stewards / officials to cordon off the marquee area and prevent access except to fire officials. (Section 3.13, 6 and 9 of this document)	
Contact List for Key Personnel: Event Manager, Safety Officer, Security, First Aid- (Page 2 of this document) List of Section heads and Committee – see ERS whatsapp group	
Showground Map showing position of section, temporary structures and Emergency exit routes	
Signage for section (Ref section Appendix 3 – Showground Signage) Ensure section signage has been displayed, as well as any other safety precautions for section such as hazard tape around marquee pegs and yellow tubes on door guy lines.	
Daily Log Sheets / Incident log Sheets (to record any operational incidents during the event, hand completed forms to Show Office / CEO) Ref section Appendix 4 - Incident Report Form	
Mobile phone for ERS whatsapp group messaging Radio for Showground communication Ref section 1.5 - Showground Communication	
Fire Extinguishers (Ref Appendix 2 - Fire Extinguisher Distribution) Foam for use on a combustible material fire Powder for use on an Electrical fire	

Classic Vehicle Section Checklist

Resource	Check (✓)
Event Management Plan (EMP) (This document for referencing the appropriate health & safety aspects for section) Risk Assessment for Section - (Section 8 - pages 32 to 41 of this document)	
All legal documentation such as relevant vehicle documents etc that are required.	
Emergency Plans (Fire Plan, Evacuation Procedures, Medical Procedures) for liaising to evacuate the immediate area. Implement fire procedures if safe to do so. Inform Showground manager, utilise stewards / officials to cordon off the marquee area and prevent access except to fire officials. (Section 3.13, 6 and 9 of this document)	
Contact List for Key Personnel: Event Manager, Safety Officer, Security, First Aid- (Page 2 of this document) List of Section heads and Committee – see ERS whatsapp group	
Showground Map showing position of section, temporary structures and Emergency exit routes	
Signage for section (Ref section Appendix 3 – Showground Signage) Ensure section signage has been displayed.	
Daily Log Sheets / Incident log Sheets (to record any operational incidents during the event, hand completed forms to Show Office / CEO) Ref section Appendix 4 - Incident Report Form	
Mobile phone for ERS whatsapp group messaging Radio for Showground communication Ref section 1.5 - Showground Communication	
Fire Extinguishers (Ref Appendix 2 - Fire Extinguisher Distribution) CO2 for use on a Fuel or Vehicle fire Powder for use on an Electrical fire	

Main Ring Checklist

Resource	Check (✓)
Event Management Plan (EMP) (This document for referencing the appropriate health & safety aspects for section) Risk Assessment for Section - (Section 8 - pages 32 to 41 of this document)	
For each attraction: Copy of Attractions Public Liability Insurance Certificate Copy of Attractions Risk Assessment Document Copy of any other relevant health & safety documentation (ADIPS, Test certificates etc) Ref: Trader terms & conditions, Section 3.8 - Trade Stands and 5.4 - Fairground Rides	
List of Attractions attending the show along with their contact details List of Attractions staying on site overnight Ref: 3.2 - Site Access and Security	
Emergency Plans (Fire Plan, Evacuation Procedures, Medical Procedures) for liaising to evacuate the immediate area. Implement fire procedures if safe to do so. Inform Showground manager, utilise stewards / officials to cordon off the marquee area and prevent access except to fire officials. (Section 3.13, 6 and 9 of this document)	
Contact List for Key Personnel: Event Manager, Safety Officer, Security, First Aid- (Page 2 of this document) List of Section heads and Committee – see ERS whatsapp group	
Showground Map showing position of section, temporary structures and Emergency exit routes	
Signage for section (Ref section Appendix 3 – Showground Signage) Ensure section signage has been displayed.	
Daily Log Sheets / Incident log Sheets (to record any operational incidents during the event, hand completed forms to Show Office / CEO) Ref section Appendix 4 - Incident Report Form	
Mobile phone for ERS whatsapp group messaging Radio for Showground communication Ref section 1.5 - Showground Communication	
Fire Extinguishers (Ref Appendix 2 - Fire Extinguisher Distribution) CO2 for use on a Fuel or Vehicle fire Powder for use on an Electrical fire	

Music Marquee Checklist

Resource	Check (✓)
Event Management Plan (EMP) (This document for referencing the appropriate health & safety aspects for section) Risk Assessment for Section - (Section 8 - pages 32 to 41 of this document)	
Radio for Showground communication Ref section 1.5 - Showground Communication	
Contact List for Key Personnel: Event Manager, Safety Officer, Security, First Aid- (Page 2 of this document)	
Signage for section (Ref section Appendix 3 – Showground Signage) Ensure section signage has been displayed.	
Fire Extinguishers (Ref Appendix 2 - Fire Extinguisher Distribution) Foam for use on a combustible material fire Powder for use on an Electrical fire	

Community Marquee Checklist

Resource	Check (✓)
Event Management Plan (EMP) (This document for referencing the appropriate health & safety aspects for section) Risk Assessment for Section - (Section 8 - pages 32 to 41 of this document)	
Contact List for Key Personnel: Event Manager, Safety Officer, Security, First Aid- (Page 2 of this document)	
Signage for section (Ref section Appendix 3 – Showground Signage) Ensure section signage has been displayed.	
Fire Extinguishers (Ref Appendix 2 - Fire Extinguisher Distribution) Water mist and Foam for use on a combustible material fire Powder for use on an Electrical fire	