

NSA North Sheep 2025 – Staff & Steward Briefing

Event: NSA North Sheep 2025

Date: Wednesday, 4th June 2025

Venue: Greystoke Castle, Penrith, Cumbria, CA11 0TQ

Public Opening Times: 9:00am – 5:00pm

Expected Attendance: 1,500 – 3,000



Welcome

Thank you for being part of NSA North Sheep 2025. Your contribution as a steward is vital to the success and safety of this major one-day event in the UK sheep farming calendar.

Purpose

This briefing ensures everyone understands:

- How the event operates
- Roles and responsibilities
- Emergency procedures
- Communications and key safety protocols

Key Personnel

Name	Role	Phone Number	Responsibility
Chris Adamson	Event Organiser & Event Safety Officer	07930225150	Overall event coordination & Safety oversight
Katie Collin	Assistant Event Organiser	07872925321	Assist the event organiser
John Reed	Head Steward	07803054819	Steward supervision & incident response
Ted Ogden	Chairman	07855958211	Steward supervision & incident response

Crisis Response Team: Event Organiser, Head Steward, Chairman

Event Overview & Schedule

- **Event Theme:** Innovation, sustainability and education in sheep farming
- **Key features:** Trade stands, Livestock area, seminars & workshops, Shearing, sheepdog trials, Schools Education Area,
- **Vehicle curfews:** All exhibitor and trade vehicles off-site by 8:30am on event day
- **VIP Visitors:** May include DEFRA, Farmers Guardian, and key agricultural sponsors
- **Risk Areas:** Livestock pens, working machinery displays, UTV demos, and cooking/gas units
- **Site Map:** Available in steward pack – includes toilets, first aid, exits, fire points, and evacuation zones

Important times

Build Up Access for stands will be:

Monday 2nd June 10am to 5pm

Tuesday 3rd June 10am to 6pm

Wednesday 4th June 7am to 8am

The site will be closed after these times with security guards on patrol. Please obey instructions given by the stewards with regard to routes and parking.

Breakdown for stands:

Wednesday 4th June 5.30pm (subject to Health & Safety)

Loader

A loader will be available at the following times to assist with unloading and loading:

- Monday 2nd June 10am to 4pm
- Tuesday 3rd June 10am to 5pm
- Wednesday 4th June 5pm to 7pm
- Thursday 5th June 10am to 12noon

The loader is a hired vehicle, and the driver is only contracted to drive at the above stated times.

Food

Hot food and drinks will be available from the hours of 12pm to 6pm on Tuesday 3rd June and from 7.30am to 5pm on Wednesday 4th June.

Sheep

Sheep must arrive between 9am and 6pm on Tuesday 3rd June

Steward Duties

General (All):

- Wear high-vis waistcoats at set-up and breakdown
- Report hazards, suspicious behaviour or congestion to Head Stewards
- Monitor and support crowd movement – identify pinch points
- Politely assist public and exhibitors as needed
- Encourage handwashing at livestock contact points

Specific Duties:

- Zone leaders will brief stewards in specific areas (livestock, trade, seminar etc.)
- Stewards should be familiar with who is responsible for which area

Dress Code:

- Weather-appropriate clothing, high-vis waistcoat, comfortable footwear

Communications

- Radios provided where required – keep volume low but audible
- Speak clearly using location references
- Emergency priority calls override general chatter

Welfare & Catering

- Breaks will be scheduled – Vouchers for food and drink are included in packs
- Toilets facilities marked on the site map

Missing & Found Persons (Including Children)

- Lost child: Stay with child, alert Event Office, escort with another adult to Event Office
- Lost adult reports: Direct them to Event Office
- **Do not use child's name over PA** – Event Office will handle announcements
- After 30 minutes, police will be contacted if necessary
- Only two authorised adults may reunite child with guardian

Photography & Social Media

- Do not post about any incidents on social media
- Press and media must be referred to the Event Organiser or Media Liaison Officer
- Schools and vulnerable groups must not be photographed without consent

Accessibility

- Assist visitors wearing sunflower lanyards or displaying need for support
- Accessible toilets and parking areas are marked on the map
- Quiet space for schools provided in Education Marquee

Livestock

- Do not enter livestock pens without permission
- Report any loose animals or welfare concerns immediately
- Biosecurity: Ensure public use handwash stations after livestock contact
- If animals escape: Do not engage unless confident. Clear public from area, alert Event Office

Hygiene & Handwashing

- Signage provided – particularly at livestock areas
- Encourage families and schools to use stations before eating

Emergency Procedures

Fire

- Report fire via radio with details and exact location
- Do not shout or panic – calmly evacuate area
- Use extinguisher only if safe to do so
- Fire points and exits are marked on site plan
- Await fire services and assist as directed

Adverse Weather

- Structures checked for wind safety (marquees, gazebos)
- Electrical storm: Guide public into permanent buildings
- Heat: Remind visitors to hydrate; Cold: Make warm shelters available

Terrorism / Suspicious Behaviour

- Be alert – report suspicious people or packages
- Use “The Power of Hello” – engage suspicious individuals to deter bad intent
- In an attack: Encourage public to run and hide
- Event Office will alert police and use PA as needed

Suspicious Packages

- Ask loudly if item belongs to anyone
- Do not touch – move away 15m
- Radio Event Office asking for event organiser or head steward – await further instructions

Escaped Animals

- Alert Event Office asking for event organiser or head steward
- Do not intervene unless trained/confident
- Steer public away, keep calm, await professional help

Final Notes

- Lost property should be handed in to Event Office
- Full Risk Assessments and Insurance Documents have been circulated electronically and are also available in Event Office
- NSA policies on safeguarding, insurance, and harassment are available:
www.nationalsheep.org.uk/about/nsa-governance

Questions? Please speak to your Chief Steward.

Thank you again – we hope you have a safe and enjoyable day.