



# Event Safety Management Plan

For

## NSA North Sheep 2025

|                        |   |
|------------------------|---|
| Event Name:            | NSA North Sheep Event 2025  |
| Organisation:          | National Sheep Association  |
| Event Operation Dates: | Build: Monday 2nd June 2025<br>Live: Wednesday 4 <sup>th</sup> June 2025<br>Derig: Wednesday 4 <sup>th</sup> June (Following event) – 5 <sup>th</sup> June 2025 |
| Venue/s:               | Greystoke Castle Farm,<br>Greystoke, Penrith, Cumbria CA11 0TG  |

|            |                       |
|------------|-----------------------|
| Version    | 1.1                   |
| Drafted by | D.Hazelwood Cert IOSH |
| Checked by | C.Adamson             |
| Issue Date | 14/04/2025            |

### PROTECT - MANAGEMENT

### PROTECT – MANAGEMENT

## **PROTECT – MANAGEMENT**

## ***Revision History***

---

This document is live and subject to revision.

| Version | Revision Detail                      | By Whom | Date       |
|---------|--------------------------------------|---------|------------|
| 0.1     | Initial draft for review for 2025    | DH      | 08/04/2025 |
| 1.0     | Working version                      | DH/CA   | 11/04/2025 |
| 1.1     | Correction to fire extinguisher list | DH      | 14/04/2025 |
|         |                                      |         |            |
|         |                                      |         |            |
|         |                                      |         |            |
|         |                                      |         |            |

## ***Issue & Distribution History***

---

| Version | Distribution list    | By Whom | Date       |
|---------|----------------------|---------|------------|
| 0.1     | C.Adamson for Review | DH      | 08/04/2025 |
| 1.0     | C.Adamson            | DH      | 11/04/2025 |
| 1.1     | C.Adamson            | DH      | 14/04/2025 |
|         |                      |         |            |
|         |                      |         |            |
|         |                      |         |            |
|         |                      |         |            |

# Contents

---

|   |    |
|---|----|
| Confidentiality & Intellectual Protection .....       | 6  |
| Legal Note .....                                      | 7  |
| Introduction .....                                    | 8  |
| Health and Safety Legislation .....                   | 9  |
| Health and Safety Policy Statement .....              | 11 |
| Construction Design Management (CDM) .....            | 12 |
| Planning, Management & Risk Assessments .....         | 15 |
| Event Contacts .....                                  | 17 |
| Management Roles and Responsibilities .....           | 20 |
| Suppliers/Contractors .....                           | 25 |
| Event Schedule .....                                  | 26 |
| Event Evaluation .....                                | 27 |
| Venue Evaluation .....                                | 28 |
| Site Design .....                                     | 29 |
| Contingency and Emergency Planning .....              | 31 |
| Medical .....   | 33 |
| Communication .....                                   | 35 |
| Transport & Traffic Management .....                  | 38 |
| Working at Height .....                               | 41 |
| Manual Handling .....                                 | 41 |
| Temporary Demountable Structures (TDS) .....          | 42 |
| Fire Safety .....                                     | 43 |
| Electrical & Lighting .....                           | 48 |
| Crowd Management .....                                | 50 |
| Security .....  | 53 |
| Displays & Performances .....                         | 54 |
| Waste Management .....                                | 55 |
| Noise .....   | 56 |
| Sanitation .....                                      | 57 |
| Information & Welfare .....                           | 58 |
| Food, Drink & Water Provision .....                   | 59 |
| Tradestands/Exhibitors .....                          | 62 |
| Licencing .....                                       | 63 |
| Safeguarding and Vulnerable People .....              | 65 |
| Animal Welfare .....                                  | 67 |
| Livestock .....                                       | 68 |
| Accident Reporting .....                              | 69 |
| Insurance .....                                       | 70 |
| Staffing .....  | 71 |
| Adverse Weather .....                                 | 72 |
| Wind Monitoring & Action Plan .....                   | 73 |
| Unmanned Ariel Vehicles (UAV)/Aircraft (Drones) ..... | 80 |

## PROTECT – MANAGEMENT

|  |    |
|--|----|
| Equalities, Diversity & Accessibility .....                | 81 |
| Counter Terrorism .....                                    | 82 |
| Site Safety Rules .....                                    | 85 |
| References .....   | 86 |
| Appendices .....   | 87 |
| Appendix 1 – Event Layout Plans .....                      | 87 |
| Appendix 2 – Emergency (Red Route) .....                   | 87 |
| Appendix 3 – Fire Precautions .....                        | 87 |
| Appendix 4 – Event Control Support Documents .....         | 87 |
| Appendix 5 – Fire & venue Capacity .....                   | 87 |
| Appendix 6 – Event Staffing .....                          | 87 |
| Appendix 7 – Contractor Induction .....                    | 87 |
| Appendix 8 – Stewards & Staff Briefings .....              | 87 |
| Appendix 9 – Safeguarding .....                            | 87 |
| Appendix 10 – Temporary Event Notices .....                | 87 |
| Appendix 11 – Event Policies .....                         | 87 |
| Appendix 12 – Insurance Certificate .....                  | 87 |
| Appendix 13 – Risk Assessments .....                       | 87 |
| Appendix 14 – Fire Risk Assessment .....                   | 87 |
| Appendix 15 – Assumption of Control Document .....         | 87 |
| Appendix 16 – Completion Certificate Templates .....       | 87 |
| Appendix 17 – Emergency & Contingency Plans .....          | 87 |
| Appendix 18 – Wind & Severe Weather Management Plans ..... | 87 |
| Appendix 19 – Medical Plan .....                           | 87 |
| Appendix 20 – Contractor Documentation .....               | 87 |
| Appendix 21 – Public Address Scripts .....                 | 87 |
| Appendix 22 – Sanitation .....                             | 87 |
| Appendix 23 – Communications .....                         | 87 |
| Appendix 24 – Reporting Forms .....                        | 87 |
| Appendix 25 – Traffic Management .....                     | 87 |
| Appendix 26 – Exhibitor/Trader Regulations .....           | 87 |
| Appendix 27 – Animal Gathering Licence .....               | 87 |

## ***Confidentiality & Intellectual Protection***

---

Prepared by Kingsford Events on behalf of the National Sheep Association (NSA) (The 'Association') (Organisers of Event) for the North Sheep event to be held at the land herein referred to as the Event Site.

This document has been prepared in consultation with the organisers and it is written in good faith that correct information has been provided by them – as organisers – and other Stakeholders.

All Health and Safety and Licencing matters of the named event are the responsibility of The Association, and it is the responsibility of The Association and its officers in implementing the plan to ensure they have fully read the document and have sought advice on any queries, and that they follow the plan as set out within.

While every precaution has been taken in the preparation of this document the author will not be held responsible for any errors, guidance or omissions within this document which arise due to information not being provided, provided incorrectly, misinterpretation, for activities carried out that are different to those detailed or carried out in a manner not as advised. Neither is any liability assumed for damages resulting from the use of the information contained herein.

This document is protected by copyright © and its content owned by Kingsford Events and The Association. No part or portion thereof, of this document may be reproduced, stored or transmitted by any means be that electronic, mechanical, photocopying, desktop publishing, recording, or otherwise, without permission from the owners.

Copyright © 2025 Kingsford Events / National Sheep Association

Distribution is only authorised for:

- Activities detailed in this that may impact on a third parties' operations.
- Distribution to Enforcing Authorities whom have regulatory powers over the event.

## ***Legal Note***

---

The event organisers for the Event commit to the implementation, monitoring and review of the health and safety arrangements outlined within this document.

By adopting this document into the organisation's safety management strategy, the Organiser recognises and acknowledges that this then becomes part of their arrangements for Health and Safety at this event.

The Organiser is also aware that by NOT applying and following the procedures and controls established within this document, should legal proceedings be brought against the organisation, it may be deemed to have failed to make suitable and sufficient arrangements for Health and Safety and having adequately discharged their Duty of Care.

This event safety file and supporting documents are specific to the event identified on the front cover and valid only for the period the event covers (Inclusive of build-up and breakdown).

# ***Introduction***

---

## ***The Event Safety Plan:***

This document has been formulated as an evaluation of the proposed event, and recommendations are made within to ensure that the event area is designed and operated so as to provide a safe environment for all event staff and contractors whilst working at or visitors visiting the event.

The plan is built from knowledge and experience of the application of the Event Safety (Purple) Guide, The Reform (Fire Safety) Order 2005, the HASAWA 1974, the eGuide 2024, the IstructE TDS Fourth Edition, the Guide to Safety at Sports Ground (Green Guide) Sixth Edition, and from risk assessments of the site and activities intended to be carried out at the event.

Where applicable relevant standards and codes of practise and the use of published guidelines have been applied, it is recognised that the documents listed may not be wholly appropriate. In common with all such activities, a pragmatic and realistic approach has been taken.

The proposals contained within this document are not necessarily final but give an indication to the appropriate procedures for this type of activity and variations may be required to suit the conditions on site.

This document generally follows the chapter layout of the Purple Guide to Health and Welfare at Music and Other Events to provide a consistent form to industry documents.



## ***Health and Safety Legislation***

---

### ***The Health and Safety at Work etc. Act 1974 (HSWA)***

S.2 (1) “It shall be the duty of every employer to ensure, as far as is reasonably practicable the health, safety and welfare of all his employees”

S3(1) “It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in his employment who may be affected thereby and are not exposed to risks to their health and safety”.

Event Organisers, promoters, contractors, subcontractors, freelancers and venue owners all have a statutory duty to comply with the HSWA.

### ***The Management of Health and Safety at Work Regulations 1999***

Regulation 3 (1) “Every employer (and self-employed) shall make a suitable and sufficient assessment of -:

- . (a) The risks to the health and safety of his employees to which they are exposed whilst they are at work, and
- . (b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct of him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions”

### ***The Safety, Health and Welfare at Work Acts of 1989 and 2005***

and associated regulations (e.g. Construction Regulations, General Application Regulations)

Applies directly to employers, employees, contractor and anyone who is affected by a work activity (member of the public, passer-by, trespassers). An event organiser should satisfy him or herself that their work activities are safe and do not endanger their employees, contractors, the general public or anyone affected by those activities. In the case of contractors or others working on the employer’s behalf, the employer must satisfy himself or herself that those employers also manage their work, so it does not endanger anyone else. This would include the event organiser satisfying themselves that all workers (i.e. other employers) have safety statements and risk assessments.

### ***The Regulatory Reform (Fire Safety) Order 2005 England and Wales***

The Order is designed to provide a minimum fire safety standard in all non-domestic premises with a few exceptions. If it is a workplace it designates the employer as the Responsible Person (RP). If any other person has to some extent control, then they could have duties under the Order. If it is not a workplace then any person having control to some extent or the owner and can be designated the Responsible Person. Those persons or a person acting on their behalf, are required to carry out certain fire safety duties which include ensuring the general fire precautions are satisfactory and conducting a fire risk assessment. If more than five persons are employed it has to be a written fire risk assessment.

The responsible person must—

- (a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and
- (b) in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

### ***Volunteers***

Event Organisers and their contractors have a duty to ensure the health and safety of anyone working for them including as a volunteer.

## ***Health and Safety Policy Statement***

---

It is the NSA policy that an environment will be created and maintained that is both safe and healthy for the benefit of all its members, participants and the public.

The Association will conduct its undertakings in such a way as to ensure, in so far as is reasonably practicable, to ensure that persons who may be affected by its activities are not exposed to risks to their health and safety.

The Association will bring to the notice of all concerned – exhibitors, caterers and staff, their duty to co-operate with the Society to ensure so far as is reasonably practicable that this policy is effective, and to offer all the necessary assistance to ensure the safety of all persons.

The Association is committed to the implementation of the Health and Safety at Work Act 1974, the management of the Health and Safety at Work Regulations 1992 and all other Acts or Regulations that may from time to time apply, together with the amendments that may occur. The Society actively seeks and requires the co-operation of all members, participants, exhibitors and the public for the commitment to the same.

This policy covers all employees and volunteers working for or on behalf of the National Sheep Association and these persons are required to take all reasonably practicable steps to comply with this policy.

The Association's Health & Safety Policy can be found in **appendix 9**.

## ***Construction Design Management (CDM)***

---

This event has a period of construction – termed as build and derig/breakdown within this document, therefore CDM regulations are applicable.

### ***Note: Exhibitor Space only plots and contractor builds***

These are treated as separate construction projects within the main site. These smaller projects will be required to co-ordinate with each other where their operation may affect each other, and with The Association as the Owner/Organiser and Venue Management by virtue of CDM 2015 Reg 8(4) and other HSWA legislation.

### ***CDM Roles and Responsibilities***

Under CDM 2015, organisations or individuals can be one or multiple duty holders for a project. The different duty holders and their responsibilities under CDM are summarised below.

#### ***Client***

A client is defined as anyone for whom a production / live event that includes ‘construction’ work is carried out. They hold the overall responsibility proportionate to the scale of the construction and the risks involved, a client’s main duties (functions) include:

- Ensure suitable arrangements to ensure that, so far as reasonably practicable, construction work is carried out safely
- Ensure there is proper cooperation and coordination between those involved in the planning, design and management of construction work.
- Hold the overall responsibility for planning the project / event.
- Appointment of a Principal Designer (PD) and Principal Contractor (PC), and ensure they carry out their duties.
- Ensure suitable documentation is drawn up in the planning phase – the Construction Phase Plan.
- All relevant information is prepared and provided to all duty holders.
- Ensure suitable welfare facilities are available throughout.
- Notify HSE if construction work lasts longer than 30 working days and has more than 20 workers simultaneously or exceeds 500-person days.

#### ***Principle Designer (PD)***

A PD is defined as someone who arranges for or instructs persons under their control to prepare or modify designs relevant to the construction, maintenance and use of a structure. A PD’s main duties include:

- To Liaise directly with the Client and other CDM duty holders throughout all phases.
- To coordinate the pre-construction phase.
- Involvement in the design of the structure and the risk associated with the design.
- Passing relevant information onto duty holders during planning.
- Ensure accidents are reported to enforcing authorities and brought to the attention of the Safety Advisor.

### **Principle Contractor (PC)**

A PC is defined as the organisation (or person) who plans, manages and monitors the construction phase and coordinates matters relating to health and safety during the event build and break down to ensure that, so far as reasonably practical, the work is carried out without risk to health and safety. A PC's main duties include:

- To produce and update as required a suitable and sufficient Construction Phase Plan for the project or make arrangements to do so.
- Responsible for the planning, managing, monitoring and coordinating at all phases of the build / de-rig of structures on site.
- Apply the general principles of risk prevention to the build and breakdown of the event by eliminating or controlling risks so far as is reasonably practicable.
- Ensure everyone working onsite receives appropriate site-specific health and safety information via a suitable site induction – including site rules, medical, fire and emergency procedures.
- Reasonable steps are taken to prevent unauthorised access.
- Workers are consulted and engaged in securing their health and safety.
- Suitable welfare facilities are in place.

### **Designers**

- Where preparing or modifying temporary structure designs, eliminate, reduce or control foreseeable risks that may arise during all phases of the event.
- Responsible for helping with the design of the event and risk associated with design.
- Liaise with all CDM duty holders on design matters.
- Prepare structural drawings and agree all weight loadings of proposed temporary demountable structures.
- Comply with any direction given by the Client / Principal Contractor / Principal Designer.
- Provide relevant information to other members of the project team to help them fulfil their duties.
- Provide details of any residual risks that they have not been able to design out.

### **Key Project Bodies**

For the purpose of this project the main CDM roles shall be fulfilled by the following organisations / persons:

|                       |   |
|-----------------------|---|
| Client                | National Sheep Association                        |
| Principal Designer    | National Sheep Association                        |
| Principal Contractor: | National Sheep Association                        |
| Designers:            | National Sheep Association, venue,<br>Contractors |

## Construction/Build Phase Plan

---

Under the Construction (Design and Management) Regulations 2015 (CDM 2015) a Construction Phase Plan is required for every construction project. The phase of an event more commonly in the industry known as the 'Build' is deemed by the HSE to be a 'Construction'.

The event build for this event is not deemed to be notifiable to HSE.

Many of the relevant points relating to the Construction Phase Plan are already detailed within this document. To avoid repetition this page, where relevant will act as a signpost to that information.

|  |  |
|--|--|
| Organisation:                                  | National Sheep Association   |
| Build Start Date:                              | 2 <sup>nd</sup> June 2025  |
| Build Finish Date:                             | 3 <sup>rd</sup> June 2025  |
| Derig Start Date:                              | 4 <sup>th</sup> June 2025 (Following event close)  |
| Derig Finish Date:                             | 5 <sup>th</sup> June 2025  |
| Event:   | NSA North Sheep 2025   |
| What has the venue /Client made you aware of?: |  |
| Who else is working on the job with you?:      | The organiser will be employing a small number of contractors to deliver the event – these are listed within the Contacts Section of the ESMP.   |
| Who is the principal contractor?:              | National Sheep Association   |
| Is it notifiable to HSE?:                      | No   |
| How will you communicate?:                     | Pre-event communication internally via monthly/weekly/daily director/organiser meetings accompanied by regular verbal and electronic communication.<br>Contractors communicated pre-event via email and telephone and on-site meetings.<br>A production schedule – as detailed in this document will form the primary schedule.<br>On-site contractors will be briefed before arrival including any site rules and will have a contact to report to whilst onsite. |
| Welfare Arrangements:                          | Toilets are hired in and sufficient will be available throughout build and break. Water will be available.   |
| List Major Hazards:                            | Vehicle movements – delivery of equipment.<br>Working at/Falls from height   |

## PROTECT – MANAGEMENT

## ***Planning, Management & Risk Assessments***

---

The need to plan and organise for effective safety management is a legal requirement and, in all instances, the degree of sophistication and detail needs to be proportionate to the scale of the undertaking and the level of risk.

### ***Planning***

Key considerations of the planning, management and assessment of risks of the events may include, but are not limited to:

The venue or site

The event activities

The audience profile

The crowd numbers

The timing and duration of the event

The access to and around the site both for the audience and for operational requirements

The infrastructure requirements and scale

The planning arrangements for this event consist of regular meetings of the organising team alongside communications with suppliers and advisors throughout.

### ***Management***

There is a Management structure in place for this event as set out by the Council of NSA.

Arrangements for this event are detailed within the roles and responsibilities section of this document.

Staffing overview is detailed in the Staffing section of this document.

A critical part of the management process is a detailed review post event to understand any issues or areas for improvement.

### ***Risk Assessments***

A detailed risk assessment for this event is included within the appendices of this document. Risk assessments are produced following consultation with the event organisers, provision by them of details of their planned infrastructure installations and operational plans for the event.

### ***Local Authority and Safety Advisory Group***

It is not anticipated that this event will be required to attend a Safety Advisory Group meeting. If requested this ESMP and any other supporting documentation will be provided to the relevant agencies ahead of the event for their review and comment.

Licensable activities include cash bars for which Temporary Event Notices are given by individual providers. These are operated in a defined locations within the event site.

### ***Contractor selection and management***

Contractors play a vital role in the production and delivery of the organisation's events. These external contractors bring specialist services or additional resources that the NSA do not have in house.

Each contractor is audited and selected based on their perceived competence and compliance, which is judged through various methods; demonstration of quality and suitability of their proposals and documentation, demonstration of their knowledge and understanding of the health and safety risks created with their work and how these will be managed, evidence of competence, confirmation of the ability to provide sufficient resources, demonstration of adequate levels of insurance specific to their supply, references of previous work, membership of relevant professional or trade organisations.

Where co-ordination is required between multiple contractors this is facilitated by the NSA and where phased or parallel working is required all necessary information is passed between all parties.

Onsite operations are supervised through monitoring by the event team.

### ***Information, Instruction and Training***

Event build teams and contractors are to be provided with a site induction before they carry out any work. This includes identification of any significant hazards or operations taking place and any site rules being given by the Event Manager/contact on-site.

The event is facilitated on the day by a large team of volunteers. In the days ahead of the event each group of stewards are brought together for specific briefings on their roles and responsibilities and the general operation of the event including safety and security measures.

Briefing details can be found within the appendices of this document.



## Event Contacts

### Event Management Contacts

| Position                          | Name            | Mobile Contact |
|-----------------------------------|-----------------|----------------|
| Event Manager                     | Chris Adamson   | 07930 225150   |
| Head Steward                      | John Reed       | 07803 054819   |
| Deputy Head Steward & H&S Officer | Carl Stephenson | 07761 685529   |
| Ted Ogden                         | Event Chairman  | 07855 958211   |

### Operation Contacts:

| Position   | Name  | Mobile Contact |
|--|---|----------------|
| Safeguarding Officer   | Chris Adamson   | 07930 225150   |
| Build/Break First Aider  | Chris Adamson   | 07930 225150   |
| Event Safety Advisor (pre-event)   | Dene Hazelwood  | 07932 392383   |
| Event Office, Prizes & Trophies  | Pamela Stephenson<br>Mark Lancaster   |                |
| Indoor Tradestands &<br>Outdoor Trade Gate Admission   | Adam Watson<br>Jim Campbell<br>Richard Oglesby<br>Tim Dunn<br>Sarah Dunn                                    |                |
| Sheep Breeds, Breeders Other Indoor<br>Stands, Bio-security and trade/exhibitor<br>parking to plan | Martin Brown<br>Val Brown<br>Ted Ogden<br>Ian Lancaster<br>John Stephenson<br>Nick Crocker                  |                |
| Public Car Park, Traffic Management &<br>Signs   | David Smith<br>Ayrton Booth<br>Chris Frankland<br>Jonathan Wright<br>Peter Halliday<br>Richard Henry<br>YFC |                |
| Exhibitor Arrival  | John Geldard<br>Rebecca Wilson<br>James Raine (Fog close)   |                |
| Farm Tours   | Richard Gardiner,<br>Oliver Woolf<br>(Host providing list)<br>YFC   |                |
| Seminars   | Eddie Eastham<br>Thomas Carrick   |                |
| Health Stage   | Thomas Vickers  |                |
| Press  | Katie Colin   |                |
| Stockjudging   | Local YFC   |                |
| Sheep Shearing   | Richard Schofield<br>Chris Chomse   |                |
| Schools  | Rebecca Wilson<br>Penrith College Staff   |                |

### PROTECT – MANAGEMENT

|  |   |  |
|--|---|--|
| VIP Catering   | Pamela Stephenson                                     |  |
| Skips, Rubbish & Fuel  | Billy Smith   |  |
| Licences, MVA Forms, Movement Register & Risk Assessment Forms | Mary Lancaster<br>Pamela Stephenson<br>Kelly Armitage |  |
| Banner Display & Collection                                    | Eddie Eastham and YFC                                 |  |

**Contractors:**

| <i>Position</i>                                    | <i>Name</i>                            | <i>Mobile Contact</i>  |
|--|--|--|
| Marquees   | Fletchers<br><b>Diane Thorpe</b>       | <b>Office</b> 01388 527658   |
| Highway Signage                                    | AA Signs<br><b>Nicole Purdue</b>       | <a href="mailto:signs.admin@theaa.com">signs.admin@theaa.com</a><br><b>0330 053 0224</b><br>NSA North Sheep 2025 -<br>GL25JUN002SEPP |
| Event Electricians                                 | Robert Keel                            | 07816434374<br>rmkelectrical@hotmail.co.uk   |
| SIA Site Security                                  | DLDCW UK<br>Dave                       | 07831602247<br>dldcwuk@hotmail.com   |
| Medical Provider                                   | Medics UK                              | Tel: 01642 487929<br>Mobile : 07837<br>210050 (24hrs)  |
| Cookery Theatre (All Event stages/ activity areas) | RDW Exhibitions                        | 07772501405  |
| Public Address                                     | ATSound<br>Alan Trewitt                | 07831337012  |
| Waste Skip   | North West Recycling<br>Jamie Robinson | M : 07881 104183<br>T: 01228 672999  |
| Bar Provider                                       | Drysdale Catering<br>Douglas Drysdale  | 07889756056  |
| Public Catering Provider                           | Drysdale Catering<br>Douglas Drysdale  | 07889756056  |
| Steward & Guest Catering Provider                  | Lucy Blaylock                          | 07933447718  |
| Photographer                                       | Wayne Hutchingson                      | 07855416060  |

*Emergency:*

| <i>Position</i>                                     | <i>Name</i>                        | <i>Mobile Contact</i>          |
|---|------------------------------------|--------------------------------|
| Police – Emergency                                  |                                    | 999 or 112                     |
| Police – Non-Emergency                              |                                    | 101                            |
| TVP – Ops Consultant                                | David Reeves                       | 01296 396210<br>07968 079955   |
| Fire – Emergency                                    |                                    | 999 or 112                     |
| Fire – Non-Emergency                                |                                    | 01296 744400                   |
| Ambulance – Emergency                               |                                    | 999                            |
| Ambulance – Non-Emergency                           |                                    | 111                            |
| North West Ambulance Service                        |                                    | 0345 112 0999                  |
| Westmoreland & Furness –<br>Highways Emergency Team | Office Hours<br>Out of Hours       | 0300 373 3306                  |
| W&F MASH (Safeguarding)<br>Out of Hours Duty Team   | 9am – 5:00pm (Friday until 4:30pm) | 0300 373 2724<br>01288 526 690 |
| W&F Trading Standards                               |                                    | 01539 713594                   |
| Cumbria Fire & Rescue                               |                                    | 0300 303 8623                  |
| HSE Incident Contact Centre                         |                                    | 0845 300 9923                  |
| Electricity Grid – UK Power<br>Networks             |                                    | 105/<br>0800 3163105           |
| DEFRA Rural Service Helpline                        | Notifiable Diseases                | 03000 200 301                  |
| Onsite/Duty Livestock Vet                           | Rachel tenant frame & swift        | 01768 862454                   |

**PROTECT – MANAGEMENT**

# Management Roles and Responsibilities

Management outline – details of the key management holders and their duties

|                      |   |
|----------------------|---|
| Event Owner (NSA)    | <ul style="list-style-type: none"> <li>Overall responsibility for ensuring the arrangements detailed in the plan are implemented and achieving the objectives contained in the health and safety policy statement.</li> <li>Ensuring appropriate resources (financial and logistical) are available to the event to ensure the health, safety and welfare of all staff, volunteers and members of the public.</li> <li>Ensure that the appropriate competency is provided to advise and assist in health and safety matters.</li> <li>Ensure the policy is effectively communicated and shared widely within The Association.</li> <li>Institute an effective means of feedback from key people to provide information for reviewing the adequacy of the arrangements for health and safety for the show.</li> <li>Ensure that the policy is reviewed annually.</li> <li>Promote the Associations' commitment to health and safety at all times.</li> </ul>   |
| Organising Committee | <ul style="list-style-type: none"> <li>Effectively support the NSA achieving the objectives and implementing the arrangements contained within the H&amp;S policy.</li> <li>Committee members shall make themselves familiar with the content of the health and safety policy and other appropriate safety documents to be able to ensure activities within areas of responsibility are performed in compliance with the documented requirements.</li> </ul>  |
| Event Manager        | <ul style="list-style-type: none"> <li>Effectively support the NSA &amp; Committee in achieving the objectives and implementing the arrangements contained within the plan &amp; The Association's H&amp;S Policy.</li> <li>Be the first point of contact with police, local authority, other official or enforcement bodies, emergency services and local service providers.</li> <li>Ensure that trade stand exhibitors are understanding of the need for risk assessments that contain sufficient detail to minimise the risk of harm to themselves and others who may be affected by their activities before applications are accepted.</li> <li>Development of event content, booking and coordinating infrastructure, acts and specialist personnel.</li> <li>Manage the setting up of the event site in accordance with design drawings and meeting schedules and time scales.</li> <li>Manage the build and breakdown phases of the event in line with timescales for completion.</li> <li>Liaise with contractors or other companies/persons providing specialist services for The Association to ensure that RAMS (Risk assessments and Method Statements) where appropriate are received.</li> <li>Ensure that companies or individuals who are engaged to provide services to the event have the necessary competency to provide such services properly and safely.</li> <li>Ensure that persons providing services to The Association on a voluntary basis are equipped with adequate instruction, information and support to allow them to execute their roles successfully:</li> <li>This will include all stewards being issued with a statement of their duties and emergency procedures; This will also include a verbal briefing to all stewards.</li> <li>Liaise closely with the venue and event team over the setting up, breakdown and dismantling phases of the show.</li> <li>Ensure that contractors are understanding of the requirement to provide suitable and sufficient risk assessments and method statements identifying all significant hazards and risks and the required control measures relating to their activities.</li> <li>Co-ordinate the activities of volunteers and contractors in line with the Health and Safety Policy</li> <li>Support the activities and movement around the site of service providers in a safe manner.</li> <li>Ensure that suitable arrangements for welfare, sanitation and waste management are in place.</li> <li>Liaise with the organising committees on all health, safety and welfare matters relating to the event and persons in attendance.</li> <li>Liaise with the event team and venue on show day to ensure controlled, effective, and dedicated channels of communication are in place and are used properly.</li> <li>Ensure that appropriate and adequate visual information for the public is strategically and clearly displayed.</li> </ul> |

## PROTECT – MANAGEMENT

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• Ensure that emergency routes are clearly identified and that contingency plans are in place to ensure a clear passage for emergency services vehicles should an emergency condition arise.</li> <li>• Carry out a post event review of health and safety. Based upon the review prepare a report for the council summarising the findings.</li> <li>• Undertake a post event review and analysis of accident/incident reports and investigations.</li> <li>• Promote the Association's commitment to health and safety at all times.</li> <li>• Ensuring that health and safety, licencing regulations, and venue rules are considered during the planning phase of the event.</li> <li>• Ensure compliance checks are carried out of contractor method statements and risk assessments for any contractors under their control.</li> <li>• Ensuring suitable and sufficient medical and welfare provisions are in place and all crew are aware of the provisions and how to access them.</li> <li>• Ensure suitable &amp; sufficient crowd management and site security provisions are in place.</li> <li>• Obtaining supplier and contractor documentation, including Obtaining Structural/Completion Certificates from contractors for any works under their control.</li> <li>• Ensuring all plant and work equipment is fit for purpose, operated in a safe manner and that any safety devices are used in the correct way.</li> <li>• Ensuring anyone under their control/direction, including freelance workers, contractors and volunteers are competent and fully aware of and potential hazards.</li> <li>• Ensuring required livestock holding licences are acquired from APHA.</li> <li>• Facilitating any Incident investigation and reporting in line with RIDDOR requirements.</li> <li>• Ensuring suitable and sufficient assessments of all of the foreseeable risks presented posed by any of the activities undertaken on-site.</li> <li>• Assist ESA with creation of Event Safety Plan in a timely manner.</li> </ul> |
| Incident Commander (Assumed by the Event Manager) | <ul style="list-style-type: none"> <li>• Assigned Organisation representative with sufficient knowledge and experience and authority to act as principal incident commander and decision maker.</li> <li>• Responsible for Crisis Management and Response and decision making in response to incidents outside of the normal running of the event.</li> <li>• Assume role of Incident Manager in the event of a significant incident.</li> <li>• Liaison with Health and Safety Enforcement officers when required.</li> <li>• Ensuring a suitably competent Deputy is appointed in the event of having to leave site.</li> </ul>   |
| Tradestand/Exhibition Manager                     | <ul style="list-style-type: none"> <li>• Management of application and space allocation process</li> <li>• Acquiring documentation from tradestands/exhibitors ahead of the event relating to health, safety, fire, food hygiene and insurance as appropriate for each stand.</li> <li>• Ensuring documentation received is suitable and sufficient or referred to Event Safety Advisor for review where required.</li> <li>• Management of traders/exhibitors onsite.</li> <li>• Ensuring stands and exhibitors set ups are suitable for the event and maintained in a safe manner throughout the event.</li> </ul>  |
| Volunteer Steward Management                      | <ul style="list-style-type: none"> <li>• Ensuring required personnel provision is recruited and available to the event.</li> <li>• Planning and management of voluntary show team.</li> <li>• Observance of employment and working time laws as relevant to volunteers.</li> <li>• Creation and provision of show volunteer information and briefing in conjunction with relevant event management team.</li> <li>• Ensuring show volunteers are adhering to health and safety requirements.</li> <li>• Show volunteer welfare.</li> <li>• Ensuring briefing of event volunteers occurs. Providing operations and emergency/incident information, including emergency evacuation routes and areas.</li> <li>• Ensuring volunteers under their control are fully aware of any remaining potential hazards.</li> </ul>  |
| Head Steward                                      | <ul style="list-style-type: none"> <li>• Specific duties relating to their area of expertise and assigned part of the show.</li> <li>• Those responsibilities as listed under 'Stewards'.</li> <li>• Assisting with the implementation and enforcement of the health and safety arrangements.</li> <li>• Liaising and briefing any stewards under their control, cascading vital information.</li> <li>• Assisting with a response in the event of an emergency or significant incident.</li> </ul>   |
| Deputy Head Steward & H&S Officer                 | <ul style="list-style-type: none"> <li>• To fulfil the duties of the Head Steward in such times as they are unavailable.</li> <li>• Monitoring of site safety rules, communication of safety information to contractors and stand holders/exhibitors.</li> </ul>  |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>Ensuring that safety equipment and PPE is available to staff and volunteers if required, and is suitable for the operation, and worn by all persons deemed to be at risk.</li> <li>Maintaining good housekeeping in order to reduce the risks of slip &amp; trip hazards and fire risks.</li> <li>To carry out a pre-door check of the venue for any residual risks or un-managed hazards.</li> <li>To carry out closing checks on event day.</li> <li>To report to the Event Manager any issues affecting public safety, and to ensure actions taken in resolution are suitable and sufficient.</li> <li>Supporting the event team with onsite compliance checks with contractor method statements and risk assessments for any contractors under their control.</li> <li>Monitoring of compliance of event operations within Event Safety Management Plan generally.</li> <li>Ensuring structural completion certification has been obtained for all TDS contracted by the event.</li> <li>Ensuring electrical distribution competition certification has been obtained from the Event Electrician</li> <li>Ensuring all necessary safety equipment – including fire precautions – are available and in place.</li> <li>Accident and Incident Investigation &amp; Reporting.</li> <li>Liaising with Crisis Response Team or ELT during Crisis response.</li> </ul> |
| Bio Security                                | <ul style="list-style-type: none"> <li>Ensuring bio-security measures are planned and implemented.</li> <li>Coordinating required set up of livestock area in line with that agreed with APHA.</li> <li>Responding to any livestock issues on the day including any isolation requirements are dealt with in conjunction with the on-site Vet.</li> <li>Actioning of any livestock crisis management plans.</li> </ul>  |
| Public Car Park, Traffic Management & Signs | <ul style="list-style-type: none"> <li>Oversee implementation of traffic management plan.</li> <li>Oversee implementation of car parking and briefing of car parking stewards</li> <li>Respond to any incidents involving or effecting traffic movement.</li> <li>Deployment of on-site traffic signage.</li> <li>Liaison with Highway Signage contractor to ensure signage deployed correctly.</li> </ul>  |
| Stewards                                    | <ul style="list-style-type: none"> <li>It is a general requirement of stewards that they shall:</li> <li>Be properly equipped and dressed for the event and be easily identifiable, e.g. wearing stewards badges, fluorescent jackets or vest etc.</li> <li>Have received adequate training and instruction to carry out their duties effectively.</li> <li>Have a full understanding of what action to take in an emergency.</li> <li>Assist the emergency services as required.</li> <li>Be aware of the location of the entrances and exits, first aid posts and fire-fighting equipment and hand washing stations.</li> <li>Know the layout of the site and be able to assist the public by giving information about the available facilities, remembering people with disabilities.</li> <li>Recognise crowd conditions to ensure the safe dispersal of spectators and the prevention of over-crowding.</li> <li>Ensure that routes, gangways, circulation areas and exits, including entrances and exits for emergency services are kept clear at all times.</li> <li>Not consume alcohol until completion of duties.</li> </ul>  |
| Venue                                       | <ul style="list-style-type: none"> <li>To provide a premises in good repair and without significant hazard.</li> <li>Ensure all access routes remain clear of venue obstructions at all times.</li> <li>Provide Event Organiser with any information required to ensure the event can be operated safely, including any existing and unobvious site hazards.</li> <li>Coordinate and communicate with the Event Organiser and any relevant Agency/Authority with regard to safety of the venue.</li> </ul>  |

## Contractors

|                                       |  |
|---------------------------------------|--|
| Contractors/Sub-Contractors (General) | <ul style="list-style-type: none"> <li>Provide documented evidence of competency and suitability to undertake work on behalf of the Association.</li> <li>Ensure that control measures identified by risk assessments are in place and adhered to.</li> <li>Ensure that work equipment is fit for purpose and where appropriate has certificated evidence of inspection, testing and examination.</li> <li>Ensure that safe working practices are adhered to at all times.</li> <li>Ensure that all accidents involving own employees are recorded by the contract company and Event Manager to determine causation and developing an appropriate response.</li> </ul> |
|---------------------------------------|--|

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>•</li> </ul>  |
| Health & Safety Advisor – Pre-& Post Event<br>Kingsford Events | <ul style="list-style-type: none"> <li>• Assistance relating to planning phases as broadly defined in the Purple Guide.</li> <li>• Ensuring that health and safety, licencing regulations, and venue rules are considered during the planning phase of the event.</li> <li>• To advise Event Management team on issues relating to health and safety and site design during the planning stages of the event.</li> <li>• Create the Event Safety Plan in conjunction with the Show Team.</li> <li>• Create risk assessments and method statements.</li> <li>• Ensure fire safety assessments and considerations are adequately planned.</li> <li>• Attend pre-event SAG meetings.</li> <li>• Produce a post-event report highlighting any issues and incidents and guidance on further action advised/required.</li> </ul> |
| Medical Contractor –   | <ul style="list-style-type: none"> <li>• Planning and provision of adequate first aid, ambulance and medical provision for the event to the relevant standards.</li> <li>• Event specific first aid risk assessment.</li> <li>• To provide safety and insurance documentation for their activities and operate in line with these documents.</li> </ul>  |
| Medical Manager –  | <ul style="list-style-type: none"> <li>• Responsible for all aspects of on-site medical support.</li> <li>• To have overall responsibility of the smooth running of the event's medical provision.</li> <li>• To act as Event Control liaison.</li> <li>• To ensure all medical facilities and support are in place.</li> <li>• To deal with any medical problems or queries which may arise during the event.</li> <li>• To liaise with relevant agencies.</li> <li>• On-site management and operational control of their services.</li> <li>• Liaison with North West Ambulance Service and Local A&amp;E Department.</li> </ul>   |
| Security Contractor –  | <ul style="list-style-type: none"> <li>• Responsible for the assignment, briefing, deployment and management of security personnel in line with agreed schedules.</li> <li>• Responsible for proactively and reactively monitoring security staff operations and deployments.</li> <li>• Overnight guarding of the show site.</li> <li>• Proactive deployment of resources throughout event phases.</li> <li>• Co-ordinating the response to security issues beyond 'normal conditions'.</li> <li>• Logging &amp; recording of security responses and incidents.</li> <li>• To provide safety and insurance documentation for their activities and operate in line with these documents.</li> </ul>  |
| Food Concessions Contractors –                                 | <ul style="list-style-type: none"> <li>• Responsible for all outside catering outlets trading onsite.</li> <li>• Ensuring operation in line with agreed guidelines, relevant legislation and licensing.</li> <li>• Responsible for ceasing service in line with operation plans or licencing conditions, or in the case of an emergency response as directed by event control.</li> <li>• To provide safety and insurance documentation for their activities and operate in line with these documents.</li> <li>• Making their facilities available for inspection at the request of the Food Safety Advisor or Environmental Health Officer.</li> </ul>   |
| Public Bar –   | <ul style="list-style-type: none"> <li>• Provision of public bar facility, including supply and service.</li> <li>• Application for Temporary Event Notice.</li> <li>• Providing designated responsible person to oversee alcohol sales.</li> <li>• Upholding the Licensing Laws and the Event's policies and public safety.</li> <li>• Ensuring all environmental health hygiene aspects are fully managed.</li> <li>• To provide safety and insurance documentation for their activities and operate in line with these documents.</li> </ul>  |
| Temporary Power Generation –                                   | <ul style="list-style-type: none"> <li>• Provision of temporary generator sets.</li> <li>• To provide safety and insurance documentation for their activities and operate in line with these documents.</li> </ul>   |
| Temporary Power Distribution Systems –                         | <ul style="list-style-type: none"> <li>• Responsible for safe supply, installing, maintaining &amp; removal of and certifying temporary power distribution systems.</li> <li>• Responsible for verifying temporary electrical safety systems before making systems live in line with BS7909.</li> <li>• Provision of Completion and testing certificate ahead of event open.</li> <li>• Responsible for fault finding in the event of power loss to any area.</li> <li>• To provide safety and insurance documentation for their activities and operate in line with these documents.</li> </ul>   |

|                              |   |
|------------------------------|---|
| Public Address–              | <ul style="list-style-type: none"> <li>Responsible for safe supply, installing/removal and operation of all public address and audio-visual systems.</li> <li>Responsible for verifying electrical safety of equipment before making systems live.</li> <li>To provide safety and insurance documentation for their activities and operate in line with these documents.</li> </ul>             |
| Sanitation/Toilet Provider – | <ul style="list-style-type: none"> <li>Responsible for the supply, delivery, servicing, and removal of temporary toilets.</li> <li>Transportation and disposal of waste products in line with relevant regulations.</li> <li>Maintenance &amp; servicing of toilets throughout event day.</li> <li>Provision of waste transfer notices as requested.</li> </ul>                                 |
| Event Structures –           | <ul style="list-style-type: none"> <li>Responsible for safe supply, installation and removal of temporary marquee structures.</li> <li>Provision of safe operating wind speeds for TDS.</li> <li>Provision of completion certificate for installed structures.</li> <li>To provide safety and insurance documentation for their activities and operate in line with these documents.</li> </ul> |

### Statutory Authorities

|  |  |
|--|--|
| Local Authority – Westmoreland & Furnace Council | <ul style="list-style-type: none"> <li>The organisation responsible for the enforcement of conditions relating to the Premises Licence, health and safety, and environmental health related concerns.</li> <li>No on-site role anticipated under normal conditions.</li> </ul>   |
| Cumbria Fire & Rescue Service                    | <ul style="list-style-type: none"> <li>No on-site role anticipated under normal conditions. (except PR Activation)</li> <li>Respond to fire or rescue incident and coordinate agency response.</li> </ul>  |
| North West Ambulance Service                     | <ul style="list-style-type: none"> <li>No on-site role anticipated under normal conditions.</li> <li>Respond to significant medical incident and coordinate agency response.</li> </ul>  |
| Cumbria Police                                   | <ul style="list-style-type: none"> <li>No on-site role anticipated under normal conditions.</li> <li>Provision of intelligence and warnings to allow The Association to prepare and responded to threats.</li> <li>Respond to significant incident or matters of crime or disorder.</li> <li>Coordinating media responses in such time as a major incident.</li> </ul> |
| Animal Health/defra                              | <ul style="list-style-type: none"> <li>No on-site role anticipated under normal conditions.</li> <li>Respond to any suspected or confirmed disease outbreak.</li> </ul>  |



## ***Suppliers/Contractors***

---

The Organiser will be contracting specialists for certain areas of the event. These suppliers are vetted by and relevant documentation obtained from them including risk assessments, proof of training and competency, licencing, and insurance certification all as required deemed necessary.

Contractor documents will be held by the Event Manager for reference.

Contractor contact details can be found in the contacts section of this document.

Contractors will be provided with a site specific briefing and site rules. See **Appendix 7** for 'Induction Briefing & Signing In' Sheets.

## Event Schedule

Overview: Dates/ Timings are top line at present:

|       |  |                 |
|-------|--|-----------------|
|       | <i>Monday 2<sup>nd</sup> June - Build</i>  |                 |
|       |  |                 |
|       | Site set up  |                 |
|       | Exhibitor load in and build  |                 |
|       |  |                 |
|       | <i>Tuesday 3<sup>rd</sup> June - Build</i>   |                 |
|       | Exhibitor load in and build  |                 |
|       | Event Management Site Safety Inspection  |                 |
|       | Steward's briefing   |                 |
|       |  |                 |
|       | <i>Wednesday 4<sup>th</sup> June – Event day</i>                                   |                 |
|       |  |                 |
|       |  |                 |
| 07:30 | Car parking team in position   |                 |
| 08:00 | Onsite vehicle curfew – all vehicles   |                 |
| 08:30 | Doors open for Breakfast Event arrivals  |                 |
| 08:45 | Breakfast Event  |                 |
|       | Judging of Tradestand Competition  |                 |
|       | Seminar 1 (45 mins)  | Main Stage      |
| 09:00 | Event open to public   |                 |
| 09:30 | Farm Tours commence (approx. every 30 mins)  |                 |
| 10:00 | Opening Ceremony & Tradestand Award  | Main Stage      |
|       | PM Demonstration (45 mins)   | Animal Health   |
| 11:15 | Haemonchus workshop (30 mins)  | Animal Health   |
| 11:15 | Butchery: Shoulder Cuts(20 mins)   | Cookery Theatre |
|       | Seminar 2 (60 mins)  | Main Stage      |
| 11:45 | Slow Cooked Lamb Curry (40 mins)   | Cookery Theatre |
| 12:00 | Roundworms Workshop (30 mins)  | Animal Health   |
| 12:45 | Liver Fluke Workshop (30 mins)   | Animal Health   |
| 13:00 | Seminar 3 (60 mins)  | Main Stage      |
| 13:30 | ADHB Challenge Sheep Session (30 mins)   | Animal Health   |
|       | Butchery: Loin Breakdown (20 mins)   | Cookery Theatre |
| 14:00 | Cookery: Flavoured Lamb Chops (40 mins)  | Cookery Theatre |
| 14:15 | PM Demonstration (45 mins)   | Animal Health   |
| 14:30 | Seminar 4 (60 mins)  | Main Stage      |
| 14:45 | Butchery: Mastering the Leg (20 mins)  | Cookery Theatre |
| 15:00 | Speed Shear Competition  |                 |
| 15:15 | Cookery: Herb Marinated Leg Steaks (40 mins)                                       | Cookery Theatre |
| 16:30 | Final Far Tour   |                 |
| 17:00 | Event Close  |                 |
| 17:30 | Event Manager review site is clear of public & authorise lifting of vehicle curfew |                 |
|       | Exhibitor breakdown & load out commence  |                 |
|       |  |                 |
|       | Site Close   |                 |
|       |  |                 |
|       | <i>Thursday 5<sup>th</sup> June - Breakdown</i>                                    |                 |
|       |  |                 |
|       | Exhibitor load out   |                 |
|       | Breakdown of site  |                 |
|       | Marquee removal  |                 |
|       |  |                 |

## ***Event Evaluation***

---

The NSA (National Sheep Association) is funded by its members. It aims to play a key part in the sheep farming industry and ensure that it represents the views and interests of sheep producers throughout the UK.

As one of the UK sheep industry's main events it is expected to attract around 3,000 farmers from around the UK. It is organised by the Northern Regional Committee of the NSA and takes in the counties of Cumbria, County Durham, Humberside, Lancashire, Northumberland and North and West Yorkshire.

The event will be a tremendous showcase of the UK sheep industry. Around 200 trade stand exhibitors will be in attendance alongside breed societies and individual breeders. North Sheep will give farmers and trade a huge opportunity to network, catch up and build relationships. Seminars and demonstrations throughout the day will offer insights on new developments within the industry and advice from industry professionals.

Young Farmers and local schools will be invited with an aim to educate and encourage the next generation of farmers.

Farm tours will offer a unique opportunity to see how the Peile family manage the quality livestock and extensive, diverse grazing land at their family run farm, with the added bonus of the stunning views stretching out over the Eden Valley. These will be conducted on purpose built tractor drawn passenger trailers, departing and returning to the main trade field. Visitors will remain on the trailers at all times during the tour.

A speed shear demonstration will take place commencing at 15:00 and will run until the end of the event in the building also being used to house the public bar.

The event will run from 09:00 to 17:00 and feature talks and presentation workshops sharing knowledge and education to visitors.

**Audience Profile:** The event will be targeted at livestock farmers and allied industry professionals. There will be a presence of the local Young Farmers' Clubs members (10-28) and a small group of school children.

The male/female split is likely to be male biased but an exact split is unknown and assumed therefore a 50/50 split.

## ***Venue Evaluation***

---

Greystone Farm is a 2,300 acre upland farm sitting on the Greystone Castle Estate and farms a mix of sheep and cattle.

The area being used for the event comprises of some of the farm building and adjacent grass land on which marquees and tradestands will be located.

Thorough consideration of the use of the site will be made to ensure it can be used safely for the one day event bringing many people to the venue.

Access to the site is via the B5288 which feeds a the Johnby Road (C3014) with the event access a few hundred meters from the junction. Once leaving the highway there is extensive hard trackway into the car park, to ensure that vehicle can quickly leave the highway and not pose congestion.

Visitors will park in the grass fields allocated for parking and walk to the pedestrian entrance at the top of the farm drive, where they will have tickets checked or purchase entry.

The buildings being used for the end are in a suitable and good state of repair. Most are of steel frame construction and clad with tin or fibre cement sheeting roofs and some Yorkshire boarding sides. There is always a risk that some buildings may contain asbestos, but it is not intended that any operations of the event will pose any risk to this being damaged. The buildings themselves are generally a very low fire risk. There are no current stores of hay or straw.

Trees onsite that may affect the event visitors will be inspected by a competent person prior to the event and any remedial work carried out to ensure they do not pose a hazard to the event.

AA Signs will be engaged to provide highway directional and warning signage as required.

All vehicles will be parked on grass directed by a team of car parkers. No checking of tickets etc will occur until visitors have left their vehicles.

The main site has mainly stone or concrete surfaces offering good circulation space to visitors and load in/out operations.

# Site Design

---

## Summary

The Event Site and outlying carparks being used for this event total around 40 acres.

## Access

The site will be accessed via the B5288 & the Johnby Road (C3014). Public visitors will access the car parks from the Johnby Road. A traffic management plan will be enacted to direct the traffic to the appropriate access and parking area as appropriate throughout the day. The TMP can be found in **Appendix 25**.

Details of the proposed layout and emergency routes are detailed in the appendices of this document. See **Appendix 1 & 2**.

## Capacity

The anticipated attendance for this event is 3,000 pax throughout the day. The available area the event is using allows sufficient space to cater for these numbers at a comfortable density, especially as there will be a churn of visitors throughout the day. The unobstructed circulation space within the main farm yard size (excluding tradestands footprints) equates in excess of 4,146 m<sup>2</sup> with external trade exhibitors located in the adjoining fields totalling around 7.7 Acres (c 29,000m<sup>2</sup>).

## Noise

Whilst there are some residential neighbours – part of the estate – this event is not anticipated to generate sufficient noise to cause a nuisance and is for 8 hours on one day only.

## Local Services

Local emergency services are detailed in later sections along with any potential onsite provisions that may play a part in providing an initial response to security, medical or fire incidents. Access routes are provisioned as part of the site design.

## Hazards from Underground Services or Overhead Power Lines

No overhead services are known across the site. Underground services are unconfirmed so any contractors (such as marquees) must ensure the area is scanned/verified before driving stakes.

## Ground Conditions

The site is a working farm, with the event using both the farmyard and buildings and the surrounding fields for tradestands and car parking. The yard and buildings are predominantly concrete and provide a good surface for the event. The fields being used are adequate for the intended pedestrian circulation. Any areas found to be of concern during build will either be made good, highlighted or barriered off.

Ground conditions be assessed in the run up to the show and immediately prior to the event to ensure the going is suitable for the intended usage.

Internal surfaces are mainly concrete. One cattle shed has a slatted floor, which is intended to be covered with heavy duty astroturf.

Two of the sheds have a kerb running the length approx. 3m from the wall, which will pose a potential trip hazard if left untreated. It is intended to paint these kerbs to make them highly visible and position warning signage and brief the trade stand staff who will be based adjacent to these areas to warn visitors.

### ***Public Footpaths***

There are no public footpaths that cross the site (as shown on Cumbria Council PROW Map)

### ***Vehicle Parking***

Significant space is available for vehicle parking within the allocated spaces, which is shown on the layout plans included in the appendices of this document. It is estimated there are around 3,190 parking spaces available for public vehicles, plus additional areas for exhibitors.

### ***Signage***

Signage will be used as an important instruction method both for vehicular traffic and pedestrians entering and circulating and exiting the event. All signage will be of suitable size and contrast to be clearly legible.

### ***Camping and Caravanning***

There will be no camping at this event.

### ***Animal Droppings***

Livestock is removed from the fields with sufficient time ahead of the event to allow any droppings to disperse. Any dropping generated by the event livestock will be added to the farm muck heap.

As the venue is a working farm sheds being used shall be pressure washed ahead of the event.

Dogs are not permitted to be brought into the event.

### ***Disease Management***

Due to the presence of livestock at the show, there will be precautions and plan put in place to manage the potential for the spread of diseases.

Such control measures will include cleaning and disinfectant facilities to meet Defra/APHA requirements, floor dip mats at access points and handwashing facilities. Signage will be positioned at strategic points to remind visitors and exhibitors to make use of these control measures.

### ***Design***

The design of the event and layout are carried out pre-site through discussions and layout plans along with risk assessments.

## ***Contingency and Emergency Planning***

---

The plans have been compiled in conjunction with the show's advisors and circulated to ensure a consistent approach.

### ***Responsibilities:***

- The decision to implement the primary contingency plan will be that of the Crisis Response Team (as listed below).
- Where a situation is foreseen or developing – such as forecast high winds – the Crisis Response Team will be alerted of the situation and meet to plan the response.
- Responses need to be proportionate and adaptable. No response will be text book.
- This plan does not cover civil disasters – these are deemed to be covered by the emergency services, but the organiser will make resources available to assist any response.
- In the event of a major incident the Show team would put themselves at the resource of the emergency services so far as is reasonably practicable.
- Plans can be found in **Appendix 15** – Emergency & Contingency Plans

### ***Command & Control Hierarchy:***

Incidents will primarily be managed by the Event Manager or nominated deputy with the Crisis Response Team being formed as soon as deemed necessary.

### ***Crisis Response Team***

- Event Manager
- Head Steward
- Deputy Head Steward
- Event Chairperson
- Treasurer
- *In the case of the non-availability of any of the above an alternative member of the Committee may be required to perform the functions of one of the above team members.*
- Media Communications

The above members will form the core **Crisis Response Team**, and their decisions on all matters will be final. The team are authorised to invite incident specific people to support them on any matter whereby they can provide relevant contextual advice and experience to help deal with the issue. Their role is to respond to any significant event that outside of business-as-usual issues.

### ***Event Control Room (ECR)***

There will not be a dedicated event control position for this event, but an agreed meeting point will be established and will act as the co-ordinating point during any incidents, emergency situations or significant incidents.

A log of all events and key decisions must be kept retained for a minimum of 3 years.

ECR support documents can be found in **Appendix 4**.

### ***Event Liaison Team***

Where deemed necessary an Event Liaison Team (ELT) is a multi-agency team, similar to the Safety Advisory Group (SAG), but is specifically designed to deal with issues on the day of the event.

For an event, in the case of an emergency, it may be necessary to convene an ad-hoc meeting of the ELT to assist the show management in managing the incident and to coordinate an overall response to these issues.

If a situation develops, the ELT will come together in a fixed location and will advise the event organisers so that decision making and communications (internal and external) can be disseminated and implemented for the purpose of managing the situation. The ELT will never take control of the event, nor do they have the authority to do so.

There will be no planned on-site multi-agency Event Liaison Team meetings for this event.

As well as multi-agency representation the remainder of the ELT would comprise of:

- Event Manager
- Head Steward
- Deputy Head Steward
- Event Chairperson
- Medical Manager
- Dependant on situation Chief Stewards from relevant areas may be called upon.

### ***Communicating with members of the public***

Use of the public address system and stewards will form the primary means of communication with the on-site audience.

The coverage of the PA systems may not fully extend to all parts of the site or inside specific structures. Local communication will be required by the stewarding team (loud hailers etc) and messaging will be provided by the Event Manager over the radio system to stewards who will distribute the message verbally.



## Medical

---

### **Build/Derig**

During build up and break down periods this is covered by a nominated person who have basic first aid skills. The first aid point during this time will be:

Build up & Breakdown first aiders are:  
Chris Adamson (2<sup>nd</sup> & 5<sup>th</sup>)  
Medics UK (3<sup>rd</sup> & 4<sup>th</sup>) 1 x First Responder

Their contact details can be found in the 'Event Contacts' section of this document.

A suitable first aid kit provision will be kept on-site to deal with minor incidents during build and break.

### **Live Event**

During the open hours of the event First Aid provision will be provided by an external Care Quality Commission (CQC) registered medical contractor.

Required resources for the event will be provisioned based on a risk assessment carried out by the provider based on event activities, historical venue data and their experience of previous and similar events. Treatment requirements are anticipated to predominantly relate to minor injuries or present with existing ailments.

Detail of resources are provided in the suppliers Medical Plan, a summary is:

| Assets          | No of assets/Vehicles |
|-----------------|-----------------------|
| First Responder | 1                     |
| HCPC Paramedic  | 1                     |
| ECA             | 1                     |
| Ambulance       | 1                     |

Show day onsite medical cover will commence at 07:30 and conclude when stood down by the Event Manager at approx. 18:30.

Provider's Medical Plans & proposed provisions can be found in **Appendix 19**.

### **Designated Hospitals**

The site sits roughly 46 miles west of Penrith. It will be the decision of the NHS who decide which location a patient is taken to.

Cumberland Infirmary – 21 miles – approx. 36minutes under normal traffic conditions

### **Reporting & Identification of hazards**

All first aid incidents to be logged by the first aid team and reported to the Event Manager.

Where injuries are not of a pre-existing medical condition and have arisen due to the physical condition of the Event Site or such as a result of a display or attraction, or a large number of repeated injuries present; the medical team must inform the Event Manager at the earliest opportunity to allow them to investigate and prevent further injuries and document any information required for the reporting under RIDDOR.

It is expected of the medical provider that they will disclose and share any patient information as deemed necessary for the investigation and reporting of any incident.

### ***Onsite Triage Facilities***

The medical first aid point will be within the farmyard near to the event office.

The medical facilities will be identified with appropriate signage and indicated on any show maps.

### ***Conveying to Hospital***

The medical provider will NOT have resource to convey a patient to hospital and the services of the North West Ambulance Service will be requested. A designated route will be identified within the site allow ingress and egress of emergency vehicles (Red Routes).

Should an ambulance need to be called to site, this must be done through the Medical Event Lead, who will liaise with the Event Manager so as to ensure correct details are given and so as necessary access arrangements can be initiated utilising the provided 'red route' – which will be via the **Main entrance from the Johnby Road**. Alternative RVP points are available subject to the incident and prevailing site conditions.

### ***Initial call response***

Event control should attempt to ascertain the following information to pass to the medical team.

- Is the casualty breathing?
- Is the person conscious?
- Approximate age
- Is there a chest pain?
- Is there severe bleeding?
- Brief but as accurate as possible description of the casualty and symptoms
- Location of the casualty on the site and recommended access.
- What the medical problem is, if known.

# Communication

---

## **Pre-event:**

During the planning phase of the event, regular (weekly & daily) meetings are held between the show organising team.

Information is shared both verbally, written and electronically.

## **During Event General:**

- A two-way radio system will be utilised during the event for communication by the event team and officials/steward team.
- Mobile phone communication contact numbers are provided under the 'Event Contacts' section.
- A landline telephone is not available on the farm.
- Where long or detailed communication is required, in-person meetings should be requested.

## **Radio Communication:**

- This is operated under an OfCom Business Radio (Simple UK) Licence. As part of the hire contract with the radio supplier.
- Radios should be collected and returned to the event control office upon arrival and at the conclusion of that person's duties. Spare batteries will be held here.
- Correct radio protocol and discipline is to be maintained at all times.
- Matters requiring lengthy discussions should be avoided over the radio system and callers should rendezvous to discuss face to face.
- In the event of an emergency situation user to prefix their message with 'priority call' to which all other system users are not to use the system until the situation has been dealt with by the Event Manager.
- A radio channel will be reserved for emergency communications away from the main channel. Relevant users will be instructed to change to this channel by event control if required.
- Ear pieces are requested to be worn with radios due to background noise and as a privacy measure.

## **Radio use familiarisation**

It is appreciated that many of those tasked with using radios for this show may do so only once a year. It is therefore important that familiarisation/instruction is given to demonstrate the correct use of the radios, channels and radio language. This will be given at the stewards briefing sessions as well as checked when radios are collected.

**Radio Channel List:**

| Channel | Team/Area     |  |
|---------|---------------|--|
| 1       | Event Control |  |
| 2       | Spare         |  |

**Radio Allocation:**

- Radios are allocated to persons/function as detailed below and shall be logged in and out at the start and end of each period of use.

| Role                   | Role              |
|------------------------|-------------------|
| Event Manager          | Event Electrician |
| Event Office           | Medical Provider  |
| Head Steward           | Steward 1         |
| Section Head Steward 1 | Steward 2         |
| Section Head Steward 2 | Steward 3         |
| Section Head Steward 3 | Steward 4         |
| Section Head Steward 4 | Steward 5         |
| Section Head Steward 5 | Steward 6         |
| Section Head Steward 6 | Farm Tour         |
| Gate Staff 1           |                   |
| Gate Staff 2           |                   |
| Gate Staff 3           |                   |

**Communicating with the audience**

- Strategically located signage and information/way finding will be provided to assist the audience during normal and emergency situations. These will indicate access/egress routes.
- The site and competition rings PA systems will be used to address the public and convey any safety messages. (providing power remains available).
- Battery powered mega-phones will be available should power to PA not be available.
- Stewards will provide local advice to visitors.

**Internet Access:**

Communication via internet enabled means is seen as imperative and internet connection will be available for the show management within the farm office.

**Telephone Communication:**

Due to the rural nature of the site, mobile phone signal may be poor in certain areas – especially when there are many visitors onsite. Access to a land line telephone will be available within the Farm House should mobile signal fail in the need to contact emergency services.

**Media Communication:****PROTECT – MANAGEMENT**

In the event of an incident that may prompt media interest, no communication is to be made with the media without the consultation of the Crisis Response Team. Any press statements relating to a major incident will be produced in conjunction with the Police.

The Association's PR officer will be available should any interviews need to be conducted and a suitable place shall be allocated at the time.

## ***Transport & Traffic Management***

---

### ***Build & Derig***

The site will adhere to a 'HazOff' policy and drivers will not use hazard lights whilst the vehicle is moving, as this prevents the driver from using the indicators to identify the intended direction of travel.

### ***Lifting Trucks***

The event will have access to a forklift vehicle that will be used for locating equipment and reduce manual handling. All such plant must be fully compliant with the relevant standards and undergone a LOLER inspection. Anyone operating such a machine shall present a relevant competency certification before they will be permitted to operate it

### ***All-Terrain Vehicles (ATVs)***

Such vehicles must be in good, working condition with all safety devices operational. Such equipment falls under the PUWER regulations and as such must be maintained and operated with due regard.

Any rider of the ATV must hold a relevant certificate of training and competence for that type of vehicle.

ATVs must only be ridden by the number of people they were designed for, no one should ride on an ATV anywhere other than a designated seat. Helmets must be worn at all times when riding the vehicle on the event site.

### ***Event Traffic***

The show is held on a farm site and the surrounding pasture land to the northwest of the village of Greystoke and approx. 6 miles to the west of Penrith. The site is situated off the Johnby Road (C3014) which is fed by the B5288. Car parking will be direct access from the Johnby Road.

Some impact cannot be avoided on the local road network, but the nature and time frame of the event will ensure this is minimal. Reasonable efforts are made to minimise the disruption caused on the day, and ingress/egress routes are signposted so as to minimises congestion within the village.

The TM Signage plan will be provided in **Appendix 25**

Vehicles will be able to flow freely into the car park and directed by stewards as to where to park. Ticket checking occurs at the pedestrian entrance to the show site.

### ***Information***

'How to get to the Show' info will be provided on the event's website to aid drivers. Exhibitors shall be directed to the relevant car park by stewards upon arrival.

### ***Signage***

## **PROTECT – MANAGEMENT**

Highway signage will be deployed by the contractor 'AA Signs' to alert and direct drivers approaching and departing the site.

### ***Parking***

The site features significant space for vehicle parking – both public and exhibitors.

Fire breaks will be allowed within the parking layout to reduce the impact should a fire occur in a vehicle and spread to others.

Based on guidance from the Purple Guide the following parking spaces should be available.

|                       | Area         | Potential Spaces | Average |
|-----------------------|--------------|------------------|---------|
| <i>Public Parking</i> | 8.4 Hectares | 2688-3696        | 3192    |
| Exhibitor             | 1.5 Hectares | 480 - 660        | 570     |

Cap parking stewards within the parking area will direct vehicles to parking spaces and ensure they part in an orderly manner.

### ***Disabled Parking***

A dedicated parking section, reserved for blue badge holders will be allocated at the front of the parking field.

### ***Public Bus Travel***

It is not anticipated that visitors will travel by public transport to the event, due to its location.

### ***Vehicle Arrival Rate***

It is anticipated that the visitor arrival will predominantly be between 08:15 & 14:00, with exhibitors arriving between 07:00 & 08:00.

### ***Departure Rate***

Whist the event concludes at 17:00 there will be egress throughout the day. The weather will affect the departure profile of the event, but it is anticipated the departure rate will peak between 15:00 & 17:15.

### ***Vehicle movements within the Event Site***

In the interests of pedestrian safety only designated vehicles may move within the main pedestrian areas of the show site between 08:30 and 17:15 and with the authorisation of the Event Manager. We run a strict no vehicle movement throughout the site once open. This is bar official stewards in designated event vehicles limited to 5mph.

Such movements will be emergency response vehicles or veterinary officers.

These vehicles will also to observe:

- 5mph speed limit

- To stop and park considerately.

- No use of hazard lights – amber beacons used where available.

- Only move on the Event Site when absolutely necessary

- No vehicle to reverse without a banksman unless clear all around visibility is possible.

Those working near live traffic/moving vehicles/machinery are required to wear high visibility clothing to ensure their presence is known to vehicle operators.

### ***Traffic Marshalling***

May be put in place to assist maintain a flow at entrances and exits to minimise any traffic congestion. Such marshalling will be actioned by traffic marshals, who will be suitably trained and briefed. No untrained marshals shall operate on the highway.

### ***Exhibitor Vehicles***

Exhibitors are required to enter before 08:00 on the morning of the show after which they will be directed to park in the public car park. Discretion of the Event Manager may permit the escorting of a late arrival onto the event site.

Trade conditions require the removal of all vehicles from the exhibition area by 08:00 after which the vehicle curfew is imposed.

Exhibitor vehicles will not be permitted or able to leave the exhibitor car park during the event. All exhibitors will be reminded of this and any that may need to leave prior to the close of the event will be directed to park in the public car park.

### ***Emergency vehicle routes***

Any requirement to access the site with emergency vehicles will be via the main drive bring used for all visitor traffic. This route will be kept clear to allow access by emergency vehicles if so required. An alternative access route is available via the Castle entrance.

Any requirement to access the pedestrian event areas with an emergency services vehicle will require a dynamic assessment by the event management team will be made to facilitate this safely and will only be used as a last resort. Where practicable any casualties will be taken to the first aid post for initial triage.

### ***Illegal Parking (within the event site)***

Any vehicles posing an obstruction will be removed.

### ***Illegal Parking (on the Highway)***

Any vehicles found to be contravening parking laws and posing a safety concern will be notified to the Police and every assistance will be given to help either identify/locate the owner or remove the vehicle so far as is reasonably practicable. It is not anticipated that this will likely be an issue for this event as there is ample parking.

### ***RVP***

In the incident of the emergency services being requested to site, the Event Manager will dispatch a representative to rendezvous with the responding emergency service at the junction with Johnby Road (C3014) **///essential.removed.resides;** which is the event's nominated RVP (unless another is deemed more suitable) and will lead them to the incident using the most appropriate route.



## ***Working at Height***

---

It is anticipated some activities during the build and derig may require to work at height.

The Show Organisers are to assess their works own and ensure suitable plans are formulated before work commences. Contractors own risk assessments and method statements should identify safe working procedures required to carry out their work.

Where any work at height cannot be avoided, suitable and sufficient control measures must be implemented.

No working at height to take place outside of daylight hours.

Working will be monitored by the Event Manager, and any work posing hazard to the operatives or others stopped immediately until a safe method of working is agreed.

## ***Manual Handling***

---

To prevent injuries and long-term ill-health from manual handling the show organiser will ensure that their operations that involve manual handling are reduced or eliminated, so far as is reasonably practicable.

Where it is not practicable, an assessment to determine what control measures are required to reduce the risk to an acceptable level will be produced.

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

The Show Team will re-assess where necessary, avoiding any manual handling where possible and mitigate if manual handling is needed. Mechanical lifts / trolleys will be used where practicable

Most equipment where possible will be moved by vehicle or forklift to reduce manual handling and use the equipment available.

Heavy and awkward items shall be moved with the use of a forklift truck, operated by a suitably competent and qualified operator.

It should be checked there is a safe route, clear of obstacles prior to moving any equipment.

Items that are heavy/bulky will require multiple people to carry due to their size and weight.

No one will be required to lift any item that they do not feel confident of doing without risking personal injury.

## ***Temporary Demountable Structures (TDS)***

---

Marquees will be installed by contractors who are MUTA accredited. These will be aluminium portal frame structures.

Any exhibitors/tradestands will be responsible for providing their own appropriate covering – which is likely to be similar portal frame marquees or gazebo style structures.

All structures to be erected by personnel suitably competent with its assembly and in line with manufacturer instruction.

### ***Anchorage***

The grass surface trade areas allow for anchorage pins to be driven into the ground. **\*Checks must be made before driving of stakes to ensure there are no underground services.** There is an identified septic tank and thus pipework from the Farm House is expected.

Tentage contractors are expected to carry out measured test pulls to ensure correct length and type of pins are being utilised. Where anchorage is not sufficient either additional remote anchorage or ballast may be required. Concrete ballast will be preferable over water ballast. Where water ballast is used there must be a management plan in place for daily inspection for leaks.

Where ballast is being used in place of anchor pins; calculations must be provided by the structure supplier to demonstrate the correct amount has been applied so as not to de-rate the structures wind tolerance. Water filled ballast will not be used without an appropriate management plan.

### ***Sign off and handover***

Upon completion of the TDS, the contractor shall inspect the structure and complete the appropriate sign off documentation (Templates available in the 'Completion Certificate' section of the appendices of this document). This document will be retained by the event organiser. The structure can then be formally handed over to the event organiser as being safe to use. Any limitations of the structure must be given to the event organiser by the contractor. These limitations must be advised to the Event Manager for inclusion in the Wind Management Plan.

### ***Management of TDS in adverse weather conditions***

Suppliers of the Temporary Demountable Structure are requested to provide details to the event organiser of actions to take in the event of adverse weather conditions being experienced. This should form part of the wind management/action plan.

Weather/wind forecasts will be monitored in the period prior to the event and attention paid to any wind gusts that may be forecast during the event that may be approaching the lowest action point for the TDS onsite. An anemometer must be available on site to monitor current wind conditions.

Communication to outdoor space stand holders will be issued verbally by the event team should a weather forecast suggest that adverse weather conditions may be likely during the time their structures will be onsite, and this forms part of the severe weather action plan.

## **PROTECT – MANAGEMENT**

## ***Fire Safety***

---

Fire safety will be monitored by the Event Manager.

Smoking and vaping on the site will only be permitted in fully open, designated outdoor spaces.

Additional precautions will be put in place due to any extremely dry weather in the lead up to the event.

A Fire risk assessment will be carried out using guidance from the Event Safety Purple Guide, 'The Fire Risk Assessment Guide for Open-Air Events and Venues' and The Fire Risk Assessment Guide for Animal Premises and Stabling as relevant and all in line with the Regulatory Reform (Fire Safety) Order 2005.

### **Fire Risk Assessment – Appendix 14.**

In the event of the need to evacuate people from the event site, there are a number of final egress points that can be used. It is likely that movement of visitors to another part of the farm (surrounding fields) as a place of reasonable safety would be a more likely initial solution before a full site evacuation.

The fire safety arrangements and evacuation plan will be communicated to the stewards and supervisors during the pre-event briefings.

The Event Manager will be responsible for calling emergency services in the event of any accident/incident and will be in possession of an operational mobile telephone as well as have access to the landline telephone.

All reasonable precautions to stop any fires occurring will be made during the planning and build of the show. This will be through careful site planning to keep ignition sources away from flammable items, and to restrict public access to certain areas and materials.

Any significant products/materials used will be certified to fire retardant standards. The relevant contractors will be expected to hold these certificates as part of their Health and Safety Documentation.

Contractors would normally be asked to provide a fire risk assessment where they may create a significant fire hazard.

Due to the nature of the event, there will be quantities of animal bedding (straw/wood shavings/sawdust bales). Other than bedding in use, any bulk storage of this will be located away from any structures, heat and ignition sources. So far as is reasonably practicable the storage area will not be accessible to the public. No smoking signage will be positioned near to such bedding.

Muster points for staff and stewards will be pointed out during the site safety briefing. For this event this will be at adjacent to the main visitor entrance (unless circumstances do not permit).

Electrical power will be entirely from generator supply and all temporary distribution systems will be installed and tested by a reputable contractor.

No venue electrical systems will be used for the event.

In the event of an emergency evacuation event control will coordinate stewards to facilitate the evacuation of the site using designated fire evacuation routes.

### ***Layout:***

The layout is planned to ensure good crowd flow and identify any potential pinch points that can be designed out.

Egress routes to emergency evacuation routes are planned to ensure they are not compromised by show content.

### ***Fire Alert Response***

- The Show will operate the following response:
  - Alarm raised by member of Show Team / has visual confirmation of fire.
    - Priority radio call to Event Manager detailing issue and location and confirmation if issue a report or confirmed threat.
    - Event Manager to initiate standby procedures and deploy a steward to confirm location and scale of fire and provide updates to event control.
    - If a report – steward to investigate and identify if threat is real.
    - If a confirmed threat – Event Manager to initiate the relevant Evacuation Plan immediately – for this event this will initially be relocating visitors and staff away from the scene of danger and smoke to another part of the show site.
    - Emergency Services to be called by the Event Manager.
    - Event Control to inform Crisis Response Team.

### ***LPG***

- Outdoor Public catering concessions will be using LPG to cook food externally.
- All suppliers are to be aware that their appliances must have received a regular safety inspection by a Gas Safe installer to confirm the safety of the equipment.
- LPG Canisters will be positioned out of public access and secured to prevent knocking over.
- Spare LPG cylinders will be kept away from heat and ignition sources and secured to prevent knocking over. Only sufficient gas for one day's trading shall be brought to site.
- No other sources of heat or ignition will be in the proximity of the canister.
- Suitable fire extinguisher will be located within proximity of LPG.
- Contractor or stand holder must carry out a fire and risk assessment relating to the use of LPG.
- Any equipment found to be non-compliant or deemed to be unsafe will be prohibited from further use at the event.

### ***Signage***

- Fire exits and routes will be marked with Signage that directs to a final place of safety where internal space is used; such as marquees.

### ***Lighting***

- The event takes place wholly during daylight hours when open to the public (predicted Sunrise: 04:38 & Sunset 21:40) and only minor supplementary lighting will be installed for use during the show day.
- Any requirement for additional lighting will be assessed in the leadup to the show.

### ***Structures***

- The farm has a number of permanent buildings that will be used for this event, as well as a number that will not and will be out of bounds to visitors.
- Three main temporary marquees will be erected for the event.
- Temporary structures should be of fire resisting materials. All tradestands to have located nearby, emergency firefighting equipment.

### ***Fire Fighting Equipment***

- Fire extinguishers will be provided as deemed necessary in line with the risk assessment and located at strategic points around the show site.
- Resources will be pointed out during the site safety induction and stewards briefings with particular reference to the types of extinguisher that are available and general method of use.
- Equipment will be provisioned where the fire risk assessment deems necessary.
- All equipment will be provided by an external contractor and inspected/serviced by them prior to the event in line with recommended periods and will carry a record of this inspection.
- Firefighting equipment will be used only if it is deemed safe to do so by a dynamic risk assessment and preferably only by trained personnel, and where required to ensure/facilitate the safe evacuation of people from the area.
- All exhibitors are requested to each have their own suitable fire extinguishers available, especially where they have heat sources such as for cooking.

### ***Emergency Fire Support***

- During the build/break phases of the show; In all cases of fire the emergency action plan will be activated and a call will be made to 999 or 112 services to request assistance.
- Nearest fire stations for the site are:
  - Penrith Fire Station – 6.8 miles – 15 minutes
- The nominated Emergency RVP for this event is the drive entrance from the Johnby Road (C3014) **///essential.removed.resides**
- Should any emergency services be called to the site, the Event Manager will immediately deploy a member of the team to meet and direct the emergency services to the scene.

### **Fire Risk Management:**

Risks will be controlled and managed in manners as outlined below:

- A Fire Risk Assessment will be completed to identify sources of fuel, ignition and oxygen and allow management of these both during the design and planning, build and break and event live phases.
- Provision of suitable and sufficient firefighting equipment.
- Briefing for stewards and regular monitoring of changes in site conditions.
- High risk activities kept to a minimum.
- Gas fired equipment used in line with manufacturers' instructions, and with guidance provided in the Purple Guide and Liquid Gas UK as indicated by the HSE. Gas fired equipment used in line with manufacturers' instructions.
- Electrical systems to be installed by a qualified and competent electrician.
- Waste materials to be kept to a minimum and removed to a safe area at regular intervals.
- Stocks of bedding/feedstuffs (Straw/Hay) to be minimised and located so far as possible where a fire would pose the least risk to the show.

### **Escape capacities**

Due to the nature and type of site, in the unlikely event of requiring to evacuate the entire event site (unless due to a security incident), the primary routes would be to return visitors to the car parks or to the surrounding fields as a place of reasonable safety.

Individual builds/structure capacity calculations can be found in **Appendix 5**.

Acceptable capacities per structure are:

### **Fire fighting Precautions:**

Equipment will be provisioned in-line with the Fire Risk Assessment for the event activities in the venue, and should only be use as a means of escape and where persons are trained to safely do so.

A deployment plan showing the below is provided in **Appendix 3**.

Areas – Provisional List, locations reviewed during show build up.

| Ref | Location                  | Equipment                               |
|-----|---------------------------|---|
| 1   | Main Entrance             | 1 x Foam<br>1 x CO2                     |
| 2   | Trade Mq                  | 1 x Foam                                |
| 3   | Trade Mq                  | 1 x Foam<br>1 x CO2                     |
| 4   | Trade Mq                  | 1 x Foam<br>1 x CO2                     |
| 5   | Cookery Theatre           | 1 x Fire Blanket<br>1 x Foam<br>1 x CO2 |
| 6   | Outdoor Trade (Near Tree) | 1 x Dry Powder                          |
| 7   | Outdoor Trade (Near 83)   | 1 x Dry Powder                          |
| 8   | Outdoor Trade (Near 111)  | 1 x Dry Powder                          |
| 9   | Trade Shed 1              | 1 x Foam<br>1 x CO2                     |
| 10  | Trade Shed 2              | 1 x Foam<br>1 x CO2                     |

|    |                         |                     |
|----|-------------------------|---------------------|
| 11 | Trade Shed 3            | 1 x Foam<br>1 x CO2 |
| 12 | Seminar Theatre         | 1 x Foam<br>1 x CO2 |
| 13 | Trade Shed 4            | 1 x Foam<br>1 x CO2 |
| 14 | Trade Shed 5            | 1 x Foam<br>1 x CO2 |
| 15 | Main Entrance           | 1 x Foam<br>1 x CO2 |
| 16 | Bar & Shearing          | 1 x Foam<br>1 x CO2 |
| 17 | Animal Health/AHDB Yard | 1 x Dry Powder      |
| 18 | Trade Shed 6            | 2 x Foam<br>1 x CO2 |
| 19 | Trade Shed 7            | 1 x Foam<br>1 x CO2 |
| 20 | VIP Catering            | 1 x Foam<br>1 x CO2 |
| 21 | Trade Marquee           | 1 x Foam            |

#### Total Equipment Allocation

| Equipment      | Quantity |
|----------------|----------|
| 9L Foam        | 17       |
| 9L Dry Powder  | 3        |
| Carbon Dioxide | 15       |
| Fire Blanket   | 1        |

## ***Electrical & Lighting***

---

### ***Electricity***

All electrical installations on site must comply with the general requirements of the **Electricity at Work Regulations 1989, BS 7671 and / or BS 7909:2011**

**Earthing** must be in line with **BS7430**

The responsible person for the event electrics will be **RMK Electrical electrical**(Electrical Contractor). They will install electrical distribution from temporary generators to outlet sockets at tradestands as booked and event required locations. They will have an onsite engineer available throughout the event to respond to any issues or required changes.

The event organiser will provide details of power requirements and their locations with reasonable time beforehand of the event. Electrical contractor to plan the temporary electrical systems.

All final circuits rated 32A or less must be protected by and RCD with 30mA tripping current at a maximum operating time of 30 milliseconds.

No venue electrical connections shall be used.

No alterations should be made to the event electrical distribution installation without the authorisation of the event Electrician(s) Responsible Person.

Visual checks should be carried out prior to each use. Defects should be remedied, or equipment withdrawn.

Adequate final circuit RCD protection to be in place and tested with an earth loop test to any structure of metallic make up – such as stages or marquees.

### ***Generators***

Petrol generators are **not** permitted on-site.

Diesel driven Generators are hired in to create the temporary power system.

### ***Cable and Routing***

All cables should be rated to meet the provision of electrical safety and any environmental or adverse weather conditions to which they will be exposed. Selection and system design will be carried out by the authorised event electrical contractor.

Where cables need to pass across footfall areas they should be treated in the following hierarchy:

- Removed from area and routed alternatively.
- Dug into ground
- Flown between fixed point
- Cable ramped



***Emergency Lighting***

This event takes place during daylight hours and emergency lighting is not deemed reasonably practicable.

This event will not be open to the public during the hours of darkness, only overnight security staff may be present at this time, who will be equipped with torches and strategic overnight lighting will be installed.

## **Crowd Management**

---

Volunteer Stewards will primarily be responsible for managing visitors at this event. Their role is to interact with visitors and the stand holders to answer questions and provide communication with event control for updates or raising the alarm in case of an incident, as well as enacting any emergency procedures as directed by the Event Manager under such circumstances.

### **Volunteer Stewards:**

The Association could not operate such a show without the help and support of the vast number of volunteers that give up their time to act as stewards. Stewards attend a briefing ahead of the show that gives them both operational information about the show and their role as well as important emergency procedures that they may be asked to help fulfil in the event of an incident.

### **SIA:**

During the event there will be two SIA members of staff onsite from Country Watch UK – Dave Dunn.

Whilst there isn't any specific stipulation to have SIA personnel, there remains a likelihood for the need for SIA Door Supervisors to be tasked with duties that may include licensable activities such as dealing with any unauthorised access, searches or disorderly behaviour and ejections and general site guarding.

A pre-event briefing will take place to inform the show staff of their role and the event requirements.

### **Intent:**

*During the event SIA registered stewards will, if required:*

- Support entry staff with refusal of admission or ejection.
- Monitor crowd behaviour and respond as necessary to regain order.
- Respond to reports of a security concern.
- Assist if necessary in the evacuation of part or the entire venue.
- Log and document any incident or ejections.
- Support cash transfers/handling.

### **Performer Profile**

It is not planned for any high profile visitors to this event

### **Audience Profile**

The event will attract a wide age range of visitors and family groups. It is assumed for the planning purposes that the male/female split will be 50/50.

### **Admission Policies**

Details of the entry policies can be found on the event website.

### **Drugs and Alcohol Policy**

The Association operates a Zero tolerance policy with regard to drug and alcohol abuse and as such will deny entry or eject anyone suspected or found to be carrying or using drugs. Similarly anyone arriving at the show in an excessively intoxicated state will be denied entry. Should a visitor become disorderly through excessive alcohol the SIA team will be deployed to deal with

the person, ejection procedure will likely be followed. All bar supervisors are responsible for upholding the Licencing Laws with regard to the serving of anyone appearing to be intoxicated. The Associations policies can be found in **Appendix 11**.

### ***Safeguarding Policy***

This policy is relevant to this event and has been adopted by The Association and a copy can be found in **Appendix 7**. Details of process for dealing with an under 18 or vulnerable persons can be found within the policy document. Senior vulnerable persons are more likely at this event and common issues are separation from their families or disorientation to where they parked.

### ***Ejection Policy***

Any person who fulfils any of the following criteria shall be liable for eviction from the show. The decision as to the interpretation of these criteria and eviction shall be at the discretion of the Event Manager.

Persons shall be liable for eviction under the following circumstance:

- Entering or being on-site without a ticket or relevant accreditation.
- Unacceptable, disruptive or anti-social behaviour – which may include:
  - Breaching any terms and conditions of entry, including carry weapons;
  - Failing to agree to being searched upon entry to the site or at the request of the Event's staff or anyone working on their behalf if they believe the person may have items of an offensive or illegal nature;
  - Offensive or disruptive behaviour;
  - Throwing objects in the direction of people or animals;
  - Encouraging others to behave badly by incitement;
  - Preventing the Event's staff or anyone working on their behalf or emergency services from reacting to a situation;
  - Committing a criminal offence, illegal activity, including theft but not arrested by the Police;
  - In possession of or suspected of being in possession of unlawful drugs;
  - Any other behaviour that leaves the organisers open to prosecution or is not conducive to maintaining a safe event.
- Breaching the terms of the premises licence or having been asked to leave a licenced premises;
- Traders who do not comply with the site regulations imposed on them;
- Unauthorised sellers;
- Having been arrested or cautioned in connection with a criminal offence, pending or post hand-over to the Police.

This policy is relevant to this event and a copy can be found in **Appendix 11**.

### ***Capacity Monitoring***

The event management team will monitor the pre-event ticket sales to identify any potential issues with capacity. Continual monitoring on the day of the event will take place to ensure numbers allowed onto site remain within a safe limit. All visitor tickets are scanned and can be monitored centrally.

### ***Re-entry Policy***

Visitors wishing to return to their car and then be re-admitted to the show will be provided with an indelible stamp to their hand on exit.

### ***Pedestrian Walkways***

These are created usually with ropes and posts or pedestrian barriers to guide pedestrians along designated safe routes usually leading from parking areas to entrance gates.

### ***Queuing Systems***

Pedestrian barrier or rope and post systems are utilised to create queueing lanes where required; such as entry gates. Should significant queues begin to form stewards can be located on the approach to the queuing lanes to ensure orderly queueing.

### ***Signage:***

Notices and information will be positioned at public entrances that will give both general and safety information and emergency information, such as the locations of first aid.

## Security

---

The organisers recognise that there is a clear distinction between security and crowd management – as they are commonly used interchangeably which should be avoided; although members of the security team are also trained in crowd management techniques.

Members of the team will be appropriately registered and badged with the SIA.

The SIA team will be responsible for the overnight guarding of the site.

The Security team will be provided by a competent contractor and operate onsite from the evening prior to the event through to the day following the event, to prevent unauthorised access and a presence onsite.

### **Register:**

- The Security Contractor will hold a record of SIA registration numbers. These details will be checked at random by The Association against the SIA register.
- SIA registered staff should ensure they display their SIA badge AT ALL TIMES whilst on duty.

### **Deployment:**

Monday – 19:00 – 07:00

Tuesday – 19:00 – 07:00

Wednesday (on-call/not roaming) 07:00 – 13:00)

There is not planned police presence as part of this event.

Such events based around livestock can attract unwanted protestor interest. Whilst there is no current intelligence, the event security team and stewards will be briefed to be aware of such activity and the agreed response protocol.

See **Appendix 4** for provisional deployment plan

## ***Displays & Performances***

---

The following activities will form part of the event:

|                         |   |
|-------------------------|---|
| Seminars & Talks        | Hosted in the seminar theatre marquee and the animal health stage.                              |
| Cookery Theatre         | Hosted in the main trade marquee. Kitchen appliances will all be electrically powered – no gas. |
| Farm Tour               | Tractor & trailer tour around the farm estate   |
| Speed Shear Competition | Shearer competition to see who can shear the most sheep in a set time.                          |
| Trade Exhibitor         | Many exhibitors may demonstrate their products and services.                                    |
| Sheep Exhibits          | Penned sheep  |

# **Waste Management**

---

## **Material waste**

Waste for this show is being managed by the show team, who understand their duty to properly handle and dispose of waste.

Waste bins will be located around the event site; especially high-capacity bins in catering areas and tradestand back of house areas.

The event team will monitor these throughout the event and the event team will empty them as required to prevent build up or overflow.

A waste skip will be located in a back of house area with easy access to regularly remove waste packaging. So far as is reasonably practicable waste will be sorted to increase recycling.

Waste skips will be located away any other structures or heat or ignition sources (such as generators or smoking areas) to prevent fire ignition or spread.

There will be no public access to the main waste collection site.

Collection of litter will take place during the event with a final clear following the event. Suitable PPE (masks, disposable gloves and litter picking sticks) will be provided by the contractor to their staff to reduce direct handling of the waste.

A waste skip company will be contracted to provide the collection skip and remove following the event.

Any waste transfer notes provided by the contractor will be retained by The Association for 2 years. Any hazardous waste will be subject to a specific risk assessment and waste transfer notes retained for 3 years.

## **Toilet Waste**

Temporary toilets will be provided and serviced by the toilet contractor. All waste will be removed from toilets following the show and disposed of in line with environmental regulation at the nearest water treatment works. Contractor to provide a Controlled Waste Collection Note.

## **Livestock Waste**

Any waste created by the housing of animals onsite will be collected and disposed of to the farm muck heap.

## Noise

---

The show will use public address systems around the site and will be used for general and emergency messaging throughout the day.

The Association will operate a general rule that amplified audio will not exceed 65dBA at 1m the façade of noise sensitive premises.

The nearest residential properties (other than the site farmhouse) is approx. 500m from the

It is not anticipated that noise from this event is likely to cause any nuisance.



### PROTECT – MANAGEMENT



## Sanitation

---

The following calculations have been made in line with guidance taken from *BS6465 – 1:2006 Sanitary Installations and The Purple Guide*.

As there is no clear alignment of this event to a specific category within the guidance; Section 6.5; Table 5 *Minimum provision of sanitary appliances for customers in shops and shopping malls with a retail area in excess of 1 000 m<sup>2</sup>* reference to guidance in the purple guide has also been made for comparison.

Toilet units will be spread around the event site to give a reasonably balanced distribution.

Based on a maximum attendance of 4,000 pax (including staff) to the event with a ratio of 50/50 male to female. Detailed calculations can be found in **Appendix 22**.

### Summary:

#### Based on Table 5

|                |       |            |                  |
|----------------|-------|------------|------------------|
| Female Toilet: | 13 WC |            | 8 handwash basin |
| Male Toilet:   | 5 WC  | 16 Urinals | 6 handwash basin |

#### Based on Purple Guide

|                |       |           |                   |
|----------------|-------|-----------|-------------------|
| Female Toilet: | 24 WC |           | 12 handwash basin |
| Male Toilet:   | 3 WC  | 5 Urinals | 4 handwash basin  |

#### Average:

|                |       |            |                   |
|----------------|-------|------------|-------------------|
| Female Toilet: | 19 WC |            | 10 handwash basin |
| Male Toilet:   | 4 WC  | 11 Urinals | 5 handwash basin  |

As shown, there is a wide difference between the two guides, of which the event has similarities to all. Therefore based on previous experience that the current provision is satisfactory and is in line with the average of the three guides, the figures similar to the Purple Guide will be used.

Additionally, easy access/disabled units with baby changing facilities will be provided.

Hand wash basins will be available within the toilets.

All facilities will be open by 07:00 on showday and will be maintained by the event team throughout the day.

Single unit toilets will be onsite for use during the build and break phase of the event

## ***Information & Welfare***

---

### ***Provision of Services***

The provision of information and welfare at events not only contributes to the health and safety of the audience but acts as an early warning system to detect any potential breakdown of services or facilities onsite.

Therefore, regular contact is to be maintained between the first aid team providing medical care and the welfare service and the Event Manager.

### ***Child Safeguarding***

Specific procedures are in place to deal with any under 18 persons presenting themselves to the medical team and are detailed in the Child Safeguarding section of this document.

The Lead Safeguarding Officer for this will make an assessment of the individual(s) and record necessary information before contacting the relevant support. The safeguarding policy is provided in **Appendix 7**.

A Found Person Reception Point (FPRP) will be located at the First Aid point.

The Lead safeguarding officer for the event is listed in the Contacts section of this ESMP.

### ***Information***

Event information will be provided on the event website and will give general information about the event, accessibility information, information regarding admittance, admittance policies and prohibited items.

General signage around the event is positioned to guide guests to relevant areas of the event, such as; first aid.

### ***Drinking Water***

Drinking water will be available for purchase from the onsite catering outlets. Mains potable water is available onsite within the farm office. Water points within the farm buildings are available for livestock.

### ***Lost Property***

Any property handed in or found during the event will be held by the Event Manager.

## ***Food, Drink & Water Provision***

---

### ***Responsible Person***

Each catering provision will have a nominated person who is responsible for the operation and ensuring it is safe, that their employees are trained in accordance with their duties and are aware of their responsibilities.

Caterers' 'Scores of the Doors' FHR rating must be a minimum of 3, but where possible only 4 & 5 ratings will be invited to attend the show.

Details of all outlets service food and drink will be provided upon request to the local environmental health authority prior to the event.

### ***Food Safety***

The Organiser will be contracting catering suppliers for the provision of food for sale to the public at this event. These contractors will be responsible for upholding the relevant food hygiene and health and safety requirements.

The food will be a wide range commonly found from such concessions – from sandwiches to hot food - and cooking will be within the self-contained external catering units.

Should there be any reports regarding poor food hygiene or suspected illness due to food poisoning, the organiser will immediately take action to investigate and where required alert the local Environmental Health team.

The Organisers expect as a minimum that the operators are in line with the following:

### ***Supervision:***

The catering areas will be overseen by the contractor's responsible person who holds relevant food hygiene qualifications – such as a CIEH Food Safety in Catering.

The nominated supervisor will have the duty to ensure that the operation is safe and that all staff are instructed and trained in accordance with their duties and that they are aware of their responsibilities whilst working.

### ***Licensing:***

The provision of food during this daytime event is not licensable.

Alcohol will be by retail from the designated 'Bar' area and mobile units, who will operate the Challenge 25 policy.

Further information with regard to licencing is detailed in the Licencing section.

### ***Allergens & Intolerances:***

The food contractor must make allergen and intolerance information available to customers upon request. It is preferred that this information is on display to customers at all times.

### ***Record Keeping:***

## **PROTECT – MANAGEMENT**

It is expected that the catering contractor's supervisor for the event will monitor and record any significant issues encountered and the actions leading up to discovery and actions taken following discovery. Any significant issues should be reported to the Event Manager, Event Safety Advisor and Food Safety Advisor.

### ***Cleaning:***

The contractor must understand that provision of food must not be conducted in an insanitary environment, and whilst the operation will be in a temporary environment the contractor will ensure that so far as is reasonably practicable:

- all work areas, including all surfaces and structures, must be maintained in a good condition, kept clean and free from accumulations of waste.
- all equipment must be kept clean and maintained in good working order.
- adequate facilities must be provided for the cleaning and disinfecting of work tools and equipment that come into contact with food. This means the provision of sinks with a hot and cold-water supply, detergents and disinfectants.
- cleaning materials, such as mops and cloths, should not be cleaned in a food sink.
- the use of disposable or semi-disposable cloths is recommended, but if re-usable cloths are used they should be washed at 82°C or above.
- when using cleaning cloths, care must be taken to prevent the spread of contamination from one surface to another. Colour-coded cloths, correctly used, will assist in reducing the risk of contamination.
- Catering surfaces will be covered with an easy clean covering where it is not stainless steel.

### ***Personal Hygiene:***

Every person working in the food-handling area must maintain a high degree of personal cleanliness and wear suitable, clean and, where necessary, protective clothing.

Good hygiene practice will mean that food handlers:

- have clean hands
- do not smoke or spit in food-handling areas
- do not eat or drink while handling food
- cover wounds likely to cause contamination of food with waterproof dressings
- do not wear jewellery or false nails

No person suffering from or being a carrier of a disease likely to be transmitted through food, or afflicted (infected wounds, skin infections, sores or diarrhoea), will be permitted to handle food or enter any food-handling area in any capacity.

Hot water hand washing facilities and hand sanitiser should be available within the catering units.

**Storage:**

Food contractor will ensure that food stuffs and non-food materials are appropriately stored and handled.

Food will not be stored on the floor and will be protected from contamination both during storage and handling.

Chilled food will be held in chilled storage and regularly monitored to ensure it is held at the required temperatures; (below 8°C – ideally 1-5 °C).

Food will not be used, sold or given away once it reaches any use by OR best before dates detailed by the manufacturer or supplier.

**Waste:**

All food waste and non-edible by products generated from the catering operation will be bagged up and disposed of in the waste collection bin.

**LPG:**

Considerations as noted in the fire section and tradestand regulations will be applicable.

**Water supply:**

As this is a semi-temporary environment there may not be a running potable water supply within the catering area, but catering units will have facilities for bringing, storage and dispensing of their own potable water where required.

## ***Tradestands/Exhibitors***

---

As part of the show there will be around 200 Exhibitors/tradestands advertising and demonstrating their products allied to the sheep industry.

Stands are by application only and subject to review by the Event team before permitting their attendance to the show. As part of the booking process, exhibitors are provided and asked to confirm they have read and will abide by the Event's terms and conditions; which outline the rules and regulations that the exhibitors agree to. These regulations cover exhibiting operation rules as well as health and safety and fire safety conditions that the stands are to adhere to.

Terms and conditions can be found in **Appendix 26**.

Exhibitors are required to pre-submit documentation such as risk assessments, fire risk assessments, food safety management plans (if relevant) and insurance policy verification. It is the exhibitor/traders responsibility to ensure all such assessments and plans are suitable and sufficient.

Due to the nature of the site Children are at particular risk during the build and breakdown of the event, and it is requested that they should not be brought to the site during these times. However it is appreciated that this is sometimes unavoidable and those bringing children to site are requested that they remain in the vehicle and kept under supervision by a responsible adult.

If at any point the Event Team determine that the operations of any exhibitor may or is compromising safety, they are authorised to halt any activities until such time that a safe system of work is agreed and demonstrated.

Exhibitor documentation will be held by the organiser and any specific documentation will be available via the show's electronic booking system.

Exhibitors will be permitted to load in equipment during the below times:

Monday 2<sup>nd</sup> June 2025 – 10:00 – 17:00

Tuesday 4<sup>rd</sup> June 2025 – 10:00 - 18:00

Wednesday 5<sup>th</sup> June (Event Day) 06:00 – 08:00

All stands are expected to be open for business during the show hours of 09:00 – 17:00.

Exhibitors will be permitted to breakdown and load out their equipment no earlier than 17:30 following the show close and clearing the site of members of the public. The Event Manager will evaluate the site and give authorisation for vehicles to be allowed in.

All exhibitors must be clear of the site by 12:00 noon on Thursday 6<sup>th</sup> June.

## ***Licencing***

---

The Organiser aims to produce an event that provides a safe environment for all of its staff, stewards and the public visiting the event.

To do this they will carry out its obligations as required by the relevant legislation and make use of guidance provided by the relevant authorities and operate respective activities during the event open times under Temporary Event Notices.

During the event open hours of 12:00 – 17:00 a cash bar will be available within a designated area and operated by the catering contractor.

A Temporary Event Notice (TENs) will given for specified locations (Public Bar) on the event site.



Provisional map shown:

### ***Licencing Act 2003:***

The Organiser will uphold the licensing objectives:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

### ***The prevention of crime and disorder:***

The Organiser accepts that by bringing together large volumes of people, there is the potential to attract criminals seeking to take advantage of many targets in one close space, where they may feel they are in a secure environment and therefore have reduced attention with regard to issues such as theft. As this is primarily a trade event, the risk of criminals targeting the event are lower.

Staff and Stewards are briefed to be vigilant and to speak to people that may be acting suspicious in an attempt to disrupt criminals, and to report any concerns to event control.

Liaison with Cumbria Police will be used to gain any intelligence of potential issues that may arise at the shows and mitigation plans put in place as required.

### ***Public Safety:***

All activities being carried out at the event undergo scrutiny both pre-event at the detailed risk assessment stage and continually during the event by the Show Management Team. Where there

## **PROTECT – MANAGEMENT**

are areas that may result in members of the public facing a higher risk and activities that cannot be designed out, additional resources will be put in place to ensure their safety.

Utilising guidance from resources such as; the Purple Guide, The Reform (Fire Safety) Order 2005, the HASAWA 1974, the Green Guide and the eGuide 2024 etc, safety plans are continually reviewed and developed.

The Event Manager (or nominated deputies) will be on-site at all times during the open hours of the event and will monitor and take necessary action should there be any cause for concern.

No glass or cans will be served from the public bar with drinks being decanted into plastic glasses.

***The prevention of public nuisance:***

The location of the event can be classed as rural and is set around 6 miles to the west of Penrith and the vast majority of people attending the show will arrive by road.

Noise is not anticipated to cause any nuisance due to the type of event and external site public address system will be used only occasionally to make announcements when certain activities are commencing etc.

Traffic in the day is likely to be an increase to that of a normal weekday in the vicinity. Clear directional information will be provided on the event website and local signage deployed to ensure visitors easily make their way from the B5288 and into the show site parking.

***The protection of children from harm:***

Whilst the event is targeted at industry professionals, it is anticipated that there will be a wide age range of visitors and there will therefore be younger persons in attendance (usually with a parent or guardian). Safety and wellbeing of the younger audience is always a key concern.

Bar staff are briefed to operate the Challenge 25 policy.

Gate staff teams are briefed to be alert for young people (under 16) arriving unaccompanied by an adult. Concerns will be raised with the Safeguarding Officer and a decision on the safety of the children considered as well as arrangements to ensure the safety of the children whilst their parent or guardian is contacted to arrange their collection.

Procedures are in place to respond to and deal with issues of missing children and those who are found and have become separated from their parent/guardian.

A nominated welfare location/Found person reception point (FPRP) is identified within the event site to provide a safe environment for children or vulnerable persons whilst they are reunited with their parent/guardian.

The Safeguarding Lead will be on-site throughout the event and will be contactable by the Show Radio System.

Details of policy and procedure for safeguarding can be found in the following section.



# ***Safeguarding and Vulnerable People***

---

## ***Safeguarding Policy***

The National Sheep Association acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

It acknowledges that all children and vulnerable adults have the right to be safe from abuse.

It recognises that the welfare and interests are paramount in all circumstances. It aims to ensure that regardless of age, gender, ethnicity, disability, sexuality, religion/ beliefs or socio-economic background, all individuals have a positive and enjoyable experience at our events.

There will be a nominated Safeguarding Lead for Event Day, Contact details can be found in the Contacts section of this document.

This policy should enable the NSA to prevent the employment/deployment of unsuitable individuals. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from Membership of the Association.

Should any incident or concern occur involving anyone under 18, the Safeguarding Lead shall be contacted immediately. They will log and deal with the incident as required. The SO or their deputy will be on-site throughout the event and will be contactable via the radio system, should any incident need to be escalated.

The event will see a number of school children visit the event as part of their school activities. Any issues relating to these school children will be referred to the relative school chaperone.

A missing & found persons process document is included in **Appendix 9**, which includes:

- **Needs of the Found Person Reception Point (FPRP)**
- **Found Person Procedure**
- **Missing Person Reported Procedure**
- **Missing Persons Reported by a Child Procedure**
- **Reuniting a Found Person Procedure**
- **Unclaimed Child/Person / Adult doesn't arrive Procedure**
- **Details on reporting concerns, record keeping and general care**

As well as the potential for missing and found persons, the show will operate the following procedure should it be identified that an Under 16 arrives at the event without their Legally Responsible Person or Responsible Adult:

### ***Procedure for dealing with Under 16's arriving without a Legally Responsible Person/Responsible Adult.***

- Visitor identified as not being accompanied by a parent or guardian; reported to Event Control – who will pass to the Safeguarding Officer/FPRP Staff.
- Visitor taken by Safeguarding Officer (or other designated Officer) plus one other person to the 'Found Person Reception Point (FPRP).
- Always to be more than 1 person present with Child at all times. One to be of same gender as child.

- SO or designated other to ascertain details and contact Child's Legally Responsible Person.
- Details will be recorded and sequence of events documented.
- Visitor will remain in the 'FPRP' under supervision and treated as a Found Person and the 'Reuniting' procedure will be followed.

# ***Animal Welfare***

---

## ***Overview***

The Organisers are aware of their obligation (under the terms of the Animal Welfare Act 2006 Section 9 (2)) to ensure that the best welfare practices are observed at all times. As part of this obligation, a Veterinary Surgeon will be either on-call or on-site throughout the time animals are onsite as part of the event. They will ensure the Veterinary Surgeon is provided with relevant information to enable them to be familiar with the event and its particular welfare requirements.

The Animal Gathering Licence and conditions (once issued) can be found in **Appendix 27**.

All sheep will arrive the day prior to the event and be subject to a vet welfare/health inspection.

The current role of vets at such events focuses on the prevention of infectious diseases (Animal Gatherings Order 2010), and the treatment of accidents and disease, some of which have their origins in poor welfare practices.

## ***Dogs***

Dogs will not be permitted to the event (other than assistance dogs).

## ***Display /Participation Animals***

It is anticipated there will be approximately 400 sheep brought to the event for the purposes of display and education.

The welfare of these remains the responsibility of the owner at all times.

The Organisers reserve the right to prevent anyone participating should they feel the welfare of the animal is at risk. The onsite Vet may be consulted.

## ***Notifiable Diseases***

Should a notifiable disease be suspected the livestock contingency action plan (as part of Animal gathering Licence) should be followed.

## ***Livestock***

---

As detailed in the previous section, the show will feature quantity of livestock.

Specific measures and procedures will be put in place for the event in relation to the livestock areas.

The event will adhere to DEFRA's animal movement policies and arrangements are made for the event to comply with Animal Gathering Orders, Disease Management Contingency Plans and Premium Sheep and Goat Health Schemes legislations. APHA Officer's guidance is used to minimise the spread of animal diseases and to monitor animal movements on and off the show site.

After the show sheep movements record (AML1s) are sent to Animal Reporting and Movement Service, Milton Keynes.

The show site **CPH number is 08/151/8105**

The event will apply for the relevant gathering licence from APHA and will be held within **Appendix 30** once granted and received and be available onsite for inspection.

### ***Infection Control***

Control of disease spread is high in priority and the event will provide suitable cleaning and disinfectant facilities as well as handwashing facilities and reminder signage.

All handlers must ensure that they have clean hands and footwear before leaving the sheep areas.

Members of public are permitted in the livestock areas; foot wash is available for washing of shoes/boot and buggy wheels. Visitors are encouraged to cleanse their hands after touching animals. Hand cleansing facilities are available.

All livestock exhibitors are provided with an "Information for Livestock Exhibitors" prior to attending the event. This includes details on documentation, vehicle passes and bio security.

### ***Loose Animals***

Unloading and loading of livestock is generally the time when animals may attempt to break out and become loose. Sheep are generally not high risk due to their size, but may pose a higher risk to any small children.

A significant proportion of visitors at this event are likely to be very familiar with the handling of sheep and would assist to recapture any animal quickly.

### ***Fallen Stock***

A designated livestock trailer will be available to remove any fallen stock.

## ***Accident Reporting***

---

Any accidents / incidents are to be reported to the Event Manager for immediate investigation, and The Association will ensure that a copy of the accident report is retained.

All accidents are to be investigated to ensure that the likelihood of any incident re-occurring is reduced and to ensure we have done everything so far as is reasonably practicable.

### ***The Accident Book***

All accidents resulting in personal injury must be recorded formally and retained appropriately by The Association. Such records shall be reviewed regularly by the Association's Management to ascertain the nature of incidents that have occurred. This review will be in addition to any investigation of the circumstances surrounding each incident.

### ***Reporting Requirements***

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) this will be done by the Management Committee.

The Association is responsible for reporting under RIDDOR if they are deemed 'In control of the premises at the time of the incident'.

Records will be kept of any reportable injury, disease or dangerous occurrence for three years, unless the injured person is under the age of 18 – then these reports must be kept until the person attains the age of 21. This must include:

- The date and method of reporting;
- The date, time and place of the incident occurring;
- Personal details of those involved;
- The injury;
- A brief description of the nature of the event or disease.

### ***Investigation***

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated;
- to understand the sequence of events that led to the accident or incident;
- to identify the unsafe acts and conditions that contributed to the cause;
- to identify the underlying causes that may have contributed to the accident or incident;
- to ensure that effective remedial actions are taken to prevent any recurrence;
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties;
- to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate and will be proportionate to the scale of the incident.

Accident reporting form template can be found in **Appendix 22**.

## ***Insurance***

---

The Association holds comprehensive insurance cover under a policy held with NFU Mutual insurer as detailed below:

Policy Number: 080X3582648/N71

Employers Liability: £10,000,000 in total

Public Liability: £10,000,000 any one incident

A copy of the certificate can be found in **Appendix 12**.

## ***External Suppliers***

Copies of all suppliers' documents will be collated and stored centrally and within **Appendix 20** as required.

## **Staffing**

---

This event is planned and managed by The Association's Northern Regional Manager who is a paid member of staff. He is supported by an organising committee made up of and a team of volunteer members. During the event the committee members will act as stewards to assist with the set up and running of the event on the day.

Approximately 80 volunteers are engaged to support the event.

Volunteers are requested to attend a pre-event briefing, this covers their general roles, health and safety – and their part in any emergency responses and details about the show.

Stewards will be provided with the necessary equipment for their role, such as Hi-vis jackets where they will be interacting or working close to moving vehicles.

General information of the briefing can be found in **Appendix 8**.

### **Contractors**

Contractors and those involved with the set up/build of the event will be given a safety induction briefing, Details of which can be found in **appendix 7**.

## Adverse Weather

---

### Adverse Weather Conditions

- The event uses a mix of outdoor space, permanent agricultural buildings and some temporary structures.
- It is anticipated that adverse weather will not significantly affect the attendance levels.
- Ingress and departure may be affected by the weather (arriving later/leaving earlier).
- All visitors are responsible for making their own way to and from the event.
- Weather risk:

| <i>Weather</i>    | <i>Likelihood</i> | <i>Severity</i> | <i>Risk</i>   |
|-------------------|-------------------|-----------------|---------------|
| Sun / Heat        | Medium-High       | Medium-High     | Medium        |
| Rain              | Medium            | Low             | Low-Medium    |
| Wind              | Medium            | High            | Medium - High |
| Snow / Ice        | V Low             | low             | V Low         |
| Electrical Storms | Low               | High            | Medium        |

- The Event Manager will monitor the weather in the 6 weeks leading up to the show.
- In the event of extreme weather conditions posing a reasonably foreseeable risk of causing significant disruption to the event or cause for concern regarding the safety of those working at or attending the event a decision will be made by the Crisis Response Team as to a course of action or continuation.
- In such case of pre-event cancellation the Event Cancellation Contingency Plan will be implemented. It is intended that such a decision will be made at least 48 hours prior to the show date to allow sufficient time to communicate the message.
- Extensive rain, cold temperatures or wind may cause rapid movement of visitors towards area of cover or returning to their vehicles.
- High winds may effect the external arrangements of the event. Temporary structures could be significantly affected by high wind gusts. Pre-event forecasts will be monitored as well as on-site conditions during the event.
- The Event's adverse weather plan can be found in **appendix 18**.
- See the 'Wind monitoring & Action Plan' section for actions relating to high winds.



## ***Wind Monitoring & Action Plan***

---

Almost all outdoor activities can be adversely effected by wind gusts, and environmental conditions can change suddenly. The following guide and the Wind Management Plan have been introduced so as to appropriately monitor and manage any adverse weather conditions.

### ***Temporary Demountable Structures***

There are a number of temporary structures supplied by contractors for the event:

|                     |                    |              |
|---------------------|--------------------|--------------|
| Trade Marquee       | 40m x 40m          | Portal Frame |
| Seminar Marquee     | 9m x 18m           | Portal Frame |
| VIP Marquee         | 9m x 21m           | Portal Frame |
| Trade Marquee       | 9m x 21m           | Portal Frame |
| Trade Marquee       | 2m x 27m           | Portal Frame |
| Schools Marquee TBC | 6m x 18m Roof Only | Portal Frame |

Suppliers will provide specific performance limits and any required actions for the structures.

Performance limits in terms of wind loadings will also be factored into the Wind Management plan for this show.

### ***Small Temporary Structures (Gazebos)***

Some of the trade exhibitors will likely erect cover over their trade area. These types vary but commonly 3m x 3m temporary structures such as pop-up gazebos.

Performance limits in terms of wind loadings for these types of structures are rarely provided by the manufacturers. Therefore there is a procedure in place to mitigate and manage the potential risk these TDS may pose. Communication with the stand holders and imposition of the use of high capacity anchors or ballast weight form part of the requirements requested.

These small structures will usually sit at the lowest end of the limits and will be monitored during construction for their suitability to be used at the event.

### ***Weather Monitoring***

Guidance has been taken from IStructE TDS 4<sup>th</sup> Ed. in formulating the action plan.

- Weather forecasts for the event will be noted and monitored throughout the event day to highlight any potential threats from wind gusts. These may be taken from:
  - The Met Office – [www.metoffice.gov.uk](http://www.metoffice.gov.uk)
  - XC Weather – [www.xcweather.co.uk](http://www.xcweather.co.uk) (primarily wind observation)
  - Windy.com (Uses data from multiple ensembles)
- An onsite anemometer will be available for checking of on-site speeds. If the forecasted weather highlights a potential threat the wind will be monitored throughout the event by

the nominated safety officer; who will report to the Event Manager any concerns or if the action levels are reached.

- As there are no design limits advised for the small tradestand TDS a maximum value of 15.0m/s will be used. This is based on previous experience and manufacturer guidelines of similar structures.
- The on-site anemometer will ideally be at 10m high in clean air. Where this cannot be achieved the 10m values will be extrapolated for the achievable height.

#### **Action Levels:**

- Maximum wind levels for each temporary structure will be recorded and provided to the Event Manager.
- Action levels will be set from these provided wind speeds. The first action level will put in place regular monitoring, followed by actions and increased monitoring at 75% and 90% of the maximum design wind speed of the structures.
- During build and de-rig phases the use of access equipment and roof climbing must cease if the gusting becomes continuous above 12 m/s (27mph) (read at +10m above surface) based on industry standard access equipment manufacturers recommended maximum operational wind speed. This must be corroborated on-site that specific access equipment in use does not have a lower limit.
- If there is any doubt as to the safety of staff, contractors or the public or the structural integrity and stability of any equipment, then the structures will not be erected or if already erected the immediate area evacuated until such time as the wind speeds recede to safe levels.

#### **Build/Breakdown Operational Monitoring Reference:**

| Wind Speed m/s<br>(mph) <b>measured<br/>at 10m above<br/>surface</b> | Monitoring<br>Interval | Action<br>Level | Action  |
|--|------------------------|-----------------|---|
| < 6 m/s<br>(13.4 mph)  | 8 hourly               |                 | Regular weather forecast review   |
| 6 m/s<br>(13.4 mph)  | Hourly                 |                 | Regular on-site assessment.   |
| 10 m/s<br>(22.3 mph)   | 30 minutes             | <b>1</b>        | <b>12 m/s Halt working at height.</b><br>Prepare to halt structure erection until safe working conditions have resumed. Consider each structure separately. |

|                      |            |   |  |
|----------------------|------------|---|--|
| 18 m/s<br>(40.2 mph) | 15 minutes | 2 | Consider need to halt all work. Site safety meeting & risk assessment. Prepare for structure/site evacuation |
| 22 m/s<br>(49.2 mph) | Constant   | 3 | Evacuation of specific structures<br><br>Consider site evacuation  |

### **Live Show Operational Monitoring Reference**

| Wind Speed m/s<br>(mph)<br><b>measurement at<br/>10m above<br/>surface</b> | Monitoring<br>Interval | Action<br>Level | Action  |
|--|------------------------|-----------------|---|
| Below 6 m/s<br>(13.4)  | Hourly                 |                 | Regular weather forecast review   |
| 6.0 m/s<br>(13.4 mph)  | 30 Minutes             |                 | Regular on-site assessment& update of trend to Management Team  |
| 9.75 m/s<br>(21.81 mph)  | 15 minutes             | 1               | When forecasts or regular monitoring indicate gust wind speeds exceeding 9.75 m/s (21.81 mph) regular monitoring is to be implemented.<br>*Note Gazebo structures are likely lowest tolerance for this event.   |
| 11.25 m/s<br>(25.1 mph)  | Constant               | 2               | When forecasts or regular monitoring indicate gust wind speeds exceeding 11.25 m/s (25.17 mph) emergency plan stewards to be put on standby in positions ready to enact evacuation in <b>specific structures</b> when instructed by Event Control in line with relevant structure limits.<br><br>Structures may require to be closed up – suppliers wind management plan to be followed. Follow structure specific matrix for order of action.<br><br>Structure suppliers onsite should be requested to check and monitor structure integrity and remain in regular contact with Event Control. |

|   |          |   |   |
|---|----------|---|---|
|   |          |   | <p>Event Manager notified accordingly; who will also notify the Crisis Response Team who may need to convene to prepare for next Action Level and evacuation. <b>Where gusts are exceeding 11.25m/s (25.17mph) and displaying an increasing trend preparations for a show-stop procedure of that structure and immediate area should be made.</b></p> <p>Public Address messages or visits reminding traders to ensure structures are checked and secure etc.</p> <p>Note: 75% value of based on lowest rated temporary structure.</p>  |
| Over 13.41 m/s (Over 30.0 mph) (90% value of lowest structure rating) | Constant | 3 | <p>When monitoring registers gust wind speeds in excess of 90% of the operational maximum gust speed, in conjunction with an increasing trend in wind speed records, the operational procedures as defined in the suppliers structure management plan must be implemented and the site/structure/area secured against public access and/or cleared of public as necessary. Crisis Response Team must be notified immediately.</p> <p>Public address messages as required to assist in evacuating specific structures.</p> <p>Crisis Response Team should convene.</p> <p><b>Where gusts are in excess of 13.41m/s (30.0 mph) and an increasing trend, an assessment and decision to be made by the Crisis Response Team if full show-stop and site evacuation is required as due to number and nature of structures at this threshold. Event Manager will</b></p> |

|  |  |  |  |
|--|--|--|--|
|  |  |  | <p><b>lead Crisis Response Team discussion.</b></p> <p>However, if an isolated gust speed is recorded in excess of 90% of the operational maximum gust speed against a background of generally falling levels of wind speed, a further period of monitoring may be appropriate before the implementation of the management plan. This is to be decided on-site in consultation with the Event Manager.</p> |
|--|--|--|--|

Note: The Action Levels are **based on the lowest anticipated structure rating** – therefore these actions will initially be localised to each structure with consideration of the whole site as conditions deteriorate towards upper structure and infrastructure tolerances. **Refer to individual Structure Action Levels defined below:**

#### **Action levels per structure:**

| At 10m (Site Anemometer) Above Ground Level Measurement Height, |                     |                    |                   |               |       |       |               |       |       |               |       |        |
|---|---------------------|--------------------|-------------------|---------------|-------|-------|---------------|-------|-------|---------------|-------|--------|
| Ref   | Location            | Structure          | Supplier          | Monitor       |       |       | Standby       |       |       | Action        |       |        |
|   |                     |                    |                   | Level 1, 65%, |       |       | Level 2, 75%, |       |       | Level 3, 90%, |       |        |
|   |                     |                    |                   | m/s,          | mph,  | km/h, | m/s,          | mph,  | km/h, | m/s,          | mph,  | km/h,  |
| 1   | Trade Stands        | Gazebos            | Various           | 9.75          | 21.81 | 35.10 | 11.25         | 25.17 | 40.50 | 13.50         | 30.20 | 48.60  |
| 2   | Schools Marquee TBC | 6m x 18m Roof Only | Fletcher Marquees | 18.30         | 40.95 | 65.89 | 21.12         | 47.25 | 76.03 | 25.34         | 56.69 | 91.24  |
| 3   | Trade Marquee       | 40m x 40m          | Fletcher Marquees | 23.24         | 52.00 | 83.68 | 26.82         | 60.00 | 96.55 | 32.18         | 72.00 | 115.86 |
| 4   | Seminar Marquee     | 9m x 18m           | Fletcher Marquees | 23.24         | 52.00 | 83.68 | 26.82         | 60.00 | 96.55 | 32.18         | 72.00 | 115.86 |
| 5   | VIP Marquee         | 9m x 21m           | Fletcher Marquees | 23.24         | 52.00 | 83.68 | 26.82         | 60.00 | 96.55 | 32.18         | 72.00 | 115.86 |
| 6   | Trade Marquee       | 9m x 21m           | Fletcher Marquees | 23.24         | 52.00 | 83.68 | 26.82         | 60.00 | 96.55 | 32.18         | 72.00 | 115.86 |
| 7   | Trade Marquee       | 2m x 27m           | Fletcher Marquees | 23.24         | 52.00 | 83.68 | 26.82         | 60.00 | 96.55 | 32.18         | 72.00 | 115.86 |

#### **Action Level 1:**

When monitoring registers a gust wind speed (at +10m above surface) in excess of 9.75m/s (21.81mph), in conjunction with an increasing general trend of recorded high wind speeds, then the onsite wind conditions must be monitored and reviewed every 15 minutes.

It is recommended as safe practice for a site safety meeting (This may be the Crisis Response Team) to be convened to assess the overall site conditions when monitoring registers a gust wind speed (at +10m above surface) in excess of 9.75m/s (21.81mph), in conjunction with an increasing general trend of recorded high wind speeds. (This can be varied subject to onsite risk assessment.) Preparations should be made regarding show stop procedure and full or partial evacuation of the site should wind speeds increase making site conditions unsafe.

Alerts to be broadcast/delivered to stand holders to ensure their structures are braced for incoming wind.

- **Review of forecast trend – are wind strengths/speeds forecast to increase.**

- A safety meeting must be called to identify subsequent action; such as the implementation of lowering lightweight structures, signage, removing scrim from fences etc
- On-site structures standby crews to begin checking and monitoring structures. Closing any windward openings where practicable.

### **Action Level 2:**

When monitoring registers a gust wind speed (at +10m above surface) in excess of 11.25 m/s (25.1 mph) Subject to risk assessment, all staff involved with the emergency action plan may be put on alert that action may be required to evacuate and close specific structures until safe conditions have returned or to facilitate a full site evacuation.

**The assessment must address which structures have the lower ratings and therefore attended to first.**

- Continuous monitoring of wind conditions to be carried out.
- Where gusts are measured (at +10m above surface) as exceeding 11.25m/s (25.1mph) and an increasing trend; preparations for a show-stop procedure should be made or if safe to do so removal of lower rated structures.
- Staff managing specific structures to be put on alert as per their wind tolerances.

### **Action Level 3**

When monitoring registers a gust wind speed (at +10m above surface) in excess of 13.41 m/s (30.0 mph) in conjunction with an increasing general trend of high recorded wind speeds, and determined by risk assessment:

- Relevant structures to be evacuated and a safe perimeter imposed around them. If safe to follow their wind management plan with regard to making structure safe.
- Continuous monitoring in relation to higher rated structures and further actions taken in line with their ratings.
- Crisis Response Team (CRT) to convene.
- Public address messages as required.
- Where gusts are in excess of 13.41m/s (30.0 mph) (at +10m above surface) and an increasing trend, an assessment and decision to be made by the Crisis Response Team if full show-stop and site evacuation is required due to number and nature of structures at this threshold (likely trade/exhibitor structures). Event Manager will lead Crisis Response Team discussion.
- Assessment of the trend of the conditions and a decision for partial or full site evacuation to be implemented. Event Manager & Crisis Response Team to meet.

## Reference

Beaufort Scale Reference Table (at 10m above ground level)

| Wind Force | Description            | m/s   | km/h     | mph     | knots   | Specifications  |
|------------|------------------------|-------|----------|---------|---------|---|
| 0          | <b>Calm</b>            | <1    | <1       | <1      | <1      | Smoke rises vertically  |
| 1          | <b>Light Air</b>       | 1-2   | 1-5      | 1-3     | 1-3     | Direction shown by smoke drift but not by wind vanes  |
| 2          | <b>Light Breeze</b>    | 2-3   | 6-11     | 4-7     | 4-6     | Wind felt on face; leaves rustle; wind vane moved by wind                                     |
| 3          | <b>Gentle Breeze</b>   | 4-5   | 12-19    | 8-12    | 7-10    | Leaves and small twigs in constant motion; light flags extended                               |
| 4          | <b>Moderate Breeze</b> | 6-8   | 20-28    | 13-18   | 11-16   | Raises dust and loose paper; small branches moved.  |
| 5          | <b>Fresh Breeze</b>    | 9-11  | 29-38    | 19-24   | 17-21   | Small trees in leaf begin to sway; crested wavelets form on inland waters.                    |
| 6          | <b>Strong Breeze</b>   | 11-14 | 38-49    | 25-31   | 22-27   | Large branches in motion; whistling heard in telegraph wires; umbrellas used with difficulty. |
| 7          | <b>Near Gale</b>       | 14-17 | 50-61    | 32-38   | 28-33   | Whole trees in motion; inconvenience felt when walking against the wind.                      |
| 8          | <b>Gale</b>            | 17-21 | 62-74    | 39-46   | 34-40   | Twigs break off trees; generally impedes progress.  |
| 9          | <b>Strong Gale</b>     | 21-24 | 75-88    | 47-54   | 41-47   | Slight structural damage (chimney pots and slates removed).                                   |
| 10         | <b>Storm</b>           | 25-28 | 89-102   | 55-63   | 48-55   | Seldom experienced inland; trees uprooted; considerable structural damage                     |
| 11         | <b>Violent Storm</b>   | 29-32 | 103-117  | 64-72   | 56-63   | Very rarely experienced; accompanied by widespread damage.                                    |
| 12         | <b>Hurricane</b>       | 33+   | 118 plus | 73 plus | 64 plus | Devastation   |

## ***Unmanned Ariel Vehicles (UAV)/Aircraft (Drones)***

---

Unmanned Aerial Vehicles (UAV) more commonly referred to as drones have become very common in use both as commercial tools – such as for filming, and for leisure/hobbyist.

Due to the popularity of UAVs there will be occasions where the use of such devices is required or whereby a visitor attempts to make use of such device without express permission of the Show Society.

The purpose of the UAV policy, it is to ensure that UAV operations that take place at the Show or in relation to the activities at the show, are carried out safely and in accordance with regulatory requirements.

All flying activities in the UK are regulated by the UK Civil Aviation Authority, with the rules and regulations being established in law under the Air Navigation (Amendment) Order 2020.

Further specific guidance is also supplied in “Unmanned Aircraft System Operations in UK Airspace – Guidance CAP 722 (V.9.2)” which relates to commercial and non-commercial drone flight - A copy is available within **Appendix 11**. The Event will follow the general principals of this guidance.

The Drone Code (updated March 2024) is also a reference point for UAVs in Open A1 & A3 categories. A copy is available at: <https://register-drones.caa.co.uk/drone-code>

In general the use of UAV's within/over the event site's boundary will not be permitted unless it is carried out by a competent operator, operating within the guidance or to a CAA permit to operate at

Applications to the Event Organiser may be made to carry out flights, but this application must be made with evidenced proof of CAA variation of permission and an Operations Flight Plan and specific risk assessment to match.

Unauthorised flights should be reported to the Police who are the enforcing authority and will lead on misuse incidents, particularly at public events, that may contravene aviation safety legislation or other relevant criminal legislation.



## ***Equalities, Diversity & Accessibility***

---

The Association are aware of the legal requirements under the Equality Act 2010 and have an Equality and Diversity policy in place. It is committed to promoting equality of opportunity, ensuring that no individual is discriminated against, in the planning and delivery of any of our activities. We therefore aim to ensure that the values of equality, diversity, and respect for all are embedded into everything that is carried out.

The venue is a working farm and has a mixture of terrain, with some steeper gradients on the grass land.

Steps have been taken to ensure that reasonable provision has been made for access and facilities for all persons with additional needs who may wish to attend the event.

Easy access toilets will be provided around the site.

Via the event's website visitors will be advised as to the parking availability including disabled access.

Information is provided on the event website so allow visitors to research and identify if the event will be suitable for them to attend. Visitors can contact the organisers ahead of the event to make further enquiries if they have any specific requirements.

Forward parking is provided for those less mobile and with a Blue Badge.

In the event that the Event Team find that a member of the public is having issues getting around the site we will ensure that appropriate support is offered.

All venue emergency signage and information will be suitable in size and font size and will be of contrasting colours.

Staff and stewards are briefed in disability awareness and where the accessible facilities are located around the event site.

## Counter Terrorism

The Organisers accept that in today's world there is a heightened risk of an attack against people in a crowded place but deem the overall likelihood of an attack against the event is low. This assessment would be reconsidered in the case of the national threat level be raised or specific intelligence is received.

At the time of writing the current UK threat level is at **Substantial**.

Whilst the assessment of the risk has been deemed low, consideration to the potential methodologies of attack as defined by NaCTSO and the Publicly Accessible Places guidance, have still been considered for the likelihood that they could penetrate the current security provision and be deployed.

It must be accepted that for life to continue with some normality there are always risks of terrorism, and without specific intelligence to identify a potential attack, imposing measures to counter every possibility would be disproportionate.

*Subject to advice/assessment Cumbria Police.*

|                                   | External  | Internal   | Current Controls  |
|-----------------------------------|---|--|---|
| Improvised Explosive Device (IED) | Easier access by attacker.<br>External areas are individual vehicle parking spaced out.   | Greater impact if planted internally – concentration of people and IED impact. | General vigilance for suspicious items. Challenge and search where behaviour/baggage suspected.<br><br>General public vehicle parking away from main event site area.<br><br>Presence of personnel around site during live event to deter and spot suspicious activity. |
| Vehicle Bomb                      | Easier access by attacker.<br>External areas are individual vehicle parking and set away from main event area – less density of people. | There will be no vehicle parking within the event site.                        | Presence of car parking personnel within parking area during live event to deter and spot suspicious activity.<br><br>Event team monitoring traffic to be observant for suspicious activity.  |
| Bomb Threat                       | Easier access by attacker.<br>External areas are individual vehicle parking.  | Greater impact if planted internally – concentration of people. Would          | General vigilance for suspicious items or persons arriving at a gate with excessive baggage.  |

### PROTECT – MANAGEMENT

|  |  |   |  |
|--|--|---|--|
|  |  | need to be pre-planted or carried in.                               | <p>Presence of personnel around event area during live event to deter and spot suspicious activity.</p> <p>Procedures in place in event of Bomb warning or discovery of suspicious object.</p>   |
| Chemical, Biological, Radiology (CBR) Attack | Unlikely due to low level of effect                      | Possible during live event – greatest impact                        | <p>General vigilance for suspicious items.</p> <p>Presence of event personnel around site during live event to deter and spot suspicious activity.</p> <p>On-site medical team. Access to running water should contamination occur – follow ‘Remove, Remove, Remove’ guidance.</p>   |
| Fire Arm or Weapons Attack                   | Low – Possible but low numbers of people in parking area | Medium - Possible   | <p>General vigilance for suspicious items.</p> <p>Complex buildings for visitors to Run away from attacker and potentially hide.</p>   |
| Unmanned Aerial Vehicle Attack(UAV)          | Low – open space - low numbers of people in parking area | <p>Medium – open space outdoors</p> <p>Low – Internal buildings</p> | <p>Presence of event personnel during live event to deter and spot suspicious activity.</p> <p>Large open space in which to move visitors away outside from UAV if being flown overhead or inside of buildings within main yard area.</p>  |
| Vehicle as a Weapon (VAW)                    | Easy access to site car park.                            | Easy access to site entrances.                                      | <p>Gates into pedestrian areas closed, but these would not stop a vehicle attack.</p> <p>Difficult to identify from normal traffic and any potential attackers until they begin their attack.</p> <p>Ability to close gates to prevent further entrance/exit- Gates unlikely to prevent use of Vehicle as Weapon (VAW).</p> <p>Radio comms to stewarding team.</p> |

|  |  |  |   |
|--|--|--|---|
|  |  |  | <p>Open space for visitors to Run away from attacker. Some obstacles available to hide behind or buildings to enter as invacuation.</p> <p>Consider parking large farm vehicle to prevent vehicle accessing main event area – access to keys must be retained for emergency vehicle access.</p> |
|--|--|--|---|

Should such an attack be identified via intelligence or success by the attacker, the Event’s Crisis Response Team will implement the relevant procedure so far as they are able to do in the prevailing circumstance to reduce further injury or loss of life.

Any intelligence before an attack will be recorded and contact will be made with Police via 999 or where relevant other departmental contact. Subsequent decisions will be made following consultation with the relevant authorities and the Crisis Response Team. The Anti-Terrorist hotline is 0800 789 321.

Event Manager will contact Police and emergency services via 999 service, unless already onsite.

The Crisis Response Team will take charge and begin response to minimise further casualties and deal with situation until emergency services arrive and assume control.

## Site Safety Rules

---

- All staff and contractors should be made aware of, respect and adhere to the control measures and procedures contained in these rules and indicated onsite.
- All staff and contractors shall immediately report any unsafe practices or conditions to their Line Manager or the Event Manager.
- All near-misses, accidents and incidents must be reported to Event Manager as soon as possible.
- Contractors must ensure they are suitably controlling their work area so that anyone else able to gain access to the area may not be harmed by your works. Use barriers, tape or signage as necessary.
- Work must be well planned and supervised to avoid injuries, safe systems of work must be in place and followed by all contractors and their workers.
- Any work at height – even at low levels – must be carried out safely. Steps and ladders are for short term work and must be secure and particular care taken to avoid over-reaching or leaning. Ladders should always be footed by a second person. Never work at height alone.
- Those operating plant and machinery must be qualified and competent to do so. Certificates must be provided to the Event Organiser before use onsite.
- Do not connect to any electrical supplies without first confirming as safe with the site electrician.
- No personnel to undertake a task, which appears to be unsafe. They should discuss the task with their supervisor before proceeding to agree a safe system of work.
- No personnel to undertake a task until they have received adequate safety instructions and is authorised to carry out the task.
- Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement shall not be allowed to work on the event.
- Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed to work on the event if this might jeopardise the health and safety of that person or any other person.
- All crew members must be aware of:
  - Who their team first aiders are and where first aid kits etc are.
  - The site emergency procedures and rules specific to that event.
  - Locations of welfare facilities
  - How to raise the alarm in the event of an emergency and what to do.
  - Underground and overhead services, and to seek authorisation before driving anything into the ground.
  - Details of your risk assessments and safe systems of work.
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers or create a fire hazard.
- Suitable clothing and footwear must be worn at all times. Personal protective equipment shall be worn wherever appropriate and identified as required in your risk assessment. Open toed shoes or trainers are not appropriate when in build and breakdown phase.
- Hi-vis clothing must be worn during build and break phases.
- The use of mobile phones is prohibited when undertaking safety critical tasks or operating vehicles/plant.
- All personnel and contractors must be alert to slip, trip and fall hazards and when identified these must be eliminated as soon as possible.
- No smoking (including electronic cigarettes/vapes etc) inside any building or structure.
- Contractors must at all times avoid damage to the ground, structures and trees etc around the event site.
- Vehicle speed limit of **5mph** must be observed at all times whilst on the event site. Do not use hazard lights whilst moving as this causes confusion.
- Do not bring your own pets/animals to site with you.
- If in doubt, ASK!

## References

---

- The Purple Guide.
- The Green Guide to Safety at Sports Grounds.
- A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, L73, HSE, ISBN 0717610128
- Fairgrounds and Amusement Parks: Guide on safe practice. Practical guidance on the management of health and safety for those involved in the fairgrounds industry, HSG175, HSE, ISBN 0717611744
- Five steps to risk assessment: A step by step guide to a safer and healthier workplace, ING163, HSE, ISBN 0717609049
- Maintaining portable and transportable electrical equipment, HSG107, HSE, ISBN 0717607151
- Gas Safe – [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk) & Liquid Gas UK
- Management of Health and Safety at Work Regulations 1999, HMSO
- Approved Code of Practice and guidance, L113, HSE, ISBN 0717616282
- Safe use of work equipment. Provisions and use of Work Equipment Regulations 1998 (PUWER)
- Safe use of lifting equipment. Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), Approved Code of Practice and guidance, L113, HSE
- Approved Code of Practice and guidance, HSE, ISBN 0717608700
- Manual Handling Operations Regulations 1992 (as amended)
- Work at Height Regulations 2005, A Brief Guide, INDG 401  
<http://www.hse.gov.uk/pubns/indg401.pdf>.
- Waste Disposal - Section 34 of the Environment Protection Act.
- The Fire Risk Assessment Guide for Open-Air Events and Venues, Animal Premises & Stabling
- BS6465:2006 Code of practice for the design of sanitary facilities and scales of provision of sanitary and associated appliances.
- Institute of Structural Engineers – Temporary Demountable Structures – Fourth Edition.
- Air Navigation Order 2016 (ANO 2016) & Unmanned Aircraft System Operations in UK Airspace – Guidance CAP 722
- CAA CAP 403 - Flying Displays and Special Events: Safety and Administrative Requirements and Guidance
- Association of Show and Agricultural Organisations (ASAO) Industry Code of Practice Version 3 “Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions” – published March 2021

## Appendices

---

|   |
|---|
| <b>Appendix 1 – Event Layout Plans</b>                          |
| <b>Appendix 2 – Emergency (Red Route)</b>                       |
| <b>Appendix 3 – Fire Precautions</b>                            |
| <b>Appendix 4 – Event Control Support Documents</b>             |
| <b>Appendix 5 – Fire &amp; venue Capacity</b>                   |
| <b>Appendix 6 – Event Staffing</b>                              |
| <b>Appendix 7 – Contractor Induction</b>                        |
| <b>Appendix 8 – Stewards &amp; Staff Briefings</b>              |
| <b>Appendix 9 – Safeguarding</b>                                |
| <b>Appendix 10 – Temporary Event Notices</b>                    |
| <b>Appendix 11 – Event Policies</b>                             |
| <b>Appendix 12 – Insurance Certificate</b>                      |
| <b>Appendix 13 – Risk Assessments</b>                           |
| <b>Appendix 14 – Fire Risk Assessment</b>                       |
| <b>Appendix 15 – Assumption of Control Document</b>             |
| <b>Appendix 16 – Completion Certificate Templates</b>           |
| <b>Appendix 17 – Emergency &amp; Contingency Plans</b>          |
| <b>Appendix 18 – Wind &amp; Severe Weather Management Plans</b> |
| <b>Appendix 19 – Medical Plan</b>                               |
| <b>Appendix 20 – Contractor Documentation</b>                   |
| <b>Appendix 21 – Public Address Scripts</b>                     |
| <b>Appendix 22 – Sanitation</b>                                 |
| <b>Appendix 23 – Communications</b>                             |
| <b>Appendix 24 – Reporting Forms</b>                            |
| <b>Appendix 25 – Traffic Management</b>                         |
| <b>Appendix 26 – Exhibitor/Trader Regulations</b>               |
| <b>Appendix 27 – Animal Gathering Licence</b>                   |