

RISK ASSESSMENT

<u>RISK</u>	<u>Potential IMPACT</u>	<u>status</u>	<u>CONTROL</u>	<u>ACTION REQUIRED</u>
throughout				
volunteer / vehicular conflict	volunteers	high	visibility of volunteers	Rotary volunteers acting as marshals shall be required to wear high viz Rotary tabards on site and in any activity which might place them in proximity to moving traffic
pre show set up and post event break down				
road sign erection and removal - adjacent to highway and potentially working at height	volunteers	high	use only of registered certificated road sign contractor in liaison with police/local authority	Bradsons Event Services retained. Tel: 02072887404 . Care needed. Not to intrude on highway.
advertising erection and removal (roadside)	volunteers and contractors	high	use only suitable signage and care in legally permitted placement so that no incursion onto highway or private property needed	care needed not to intrude on highway.
overhead cables	all	low	none identified	care needed not to set up or work near or under overhead cables
Use of flag poles on site	all	medium	risk of falling in wind.	double screwed to posts driven sufficiently into the ground to form a secure anchor
vehicular movement loading/unloading of materials, traw bales etc. . Erection and dismantling of tents and structures,	volunteers traders exhibitors and contractors	medium	Set up only and breakdown other than show days - only when show site area accessibility has been authorised by Bridwell Park management team to minimise risk of encroachment by public or unauthorised Bridwell employees & site is closed to public. Movement of hardware from original show field container to be under supervision of banksman when crossing the road. Vehicle drivers responsible for safe movement/loading/unloading. Tractor / HGV reversing with banksman only. Show day only before open to public and after show formally closed and after public announcement.	Organisers to assure themselves that those people overseeing loading/unloading of heavy items have sufficient knowledge of correct manual handling techniques to safely undertake or delegate. Use of hi viz tabards

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the Show				
carbon monoxide poisoning	all	low	no engines or generators in enclosed spaces/gazebos/tents etc.	vigilance during set up and on the day.
hired marquees / stage covers	contractors' staff and EVRC volunteers	low	Marquee hire company's contract will be to supply & erect before show day during minimal public or volunteer presence and to dismantle & remove after day of show after EVRC break down is complete.. EVRC volunteers involved only in confirming location and orientation.	contractors solely responsible. Their PL insurance and risk assessment to be provided. EVRC volunteers shall not assist VIP marquees.
EVRC owned gazebos/tents	risk of trip hazard or injury by loose guy rope or tent sides flapping / blow away risks.	medium	erected and dismantled under the control of a lead Marshall knowledgeable in the mechanisms involved.	Care needed - risk of injury to hands etc. during the process. Volunteers must obey instructions and work as a team. Guy ropes not to be left loose unsecured or causing an unmarked trip hazard and tent sides secured against flapping in wind. Check all Tent pegs have been removed from site afterwards (risk to grazing stock)
Public first aid/lost children scenario	Injury/damage	medium	control point at public address unit.; St Johns or similar on site. Show office location to be determined in liaison with Bridwell management team but envisaged either prominent caravan or hired office / hut . Location to be identified to PA operators.	selected key accredited personnel to have radio communication with public address facility (2 way radios supplied by PA supplier). Lost children notices (what to do) to be on site and in the control room and PA centre contained mobile numbers for the safeguarding officers appointed for the day. See EVRC Safeguarding policies which apply for the detail.

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Emergency Vehicular movement - show field	Injury/damage	medium	<p>Access for Emergency vehicles via a designated "Blue Light" Emergency vehicle route onto and off the Show field to be circulated in advance to blue light services. Existing Helicopter landing pad at Bridwell may not be available due to use of the hangar as a craft arena. other landing sites exists well away from the show activities area. Marshalls to wear hi viz vests at all times on site. PA broadcaster to be kept informed. Min 6 metre traffic lane width between lines of stalls. Warnings by public address system</p>	<p>Safe and speedy access for Emergency vehicles via a designated "Blue Light" Emergency vehicle route to the Show field. Marshalls properly briefed. Public tannoy deployed. Number of marshalls required to be assessed and appointed to ensure traffic control at all times. Adequate insurance held.</p>
Alcohol/public disorder	abuse / mis selling/injury	low	traders responsible for legality of sales and product	<p>No alcohol shall be sold on site unless by an approved independent licensed provider who shall be required to have in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 proof of age that includes the requirement that contractor's staff when working at the premises must ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be: A photo driving licence or a passport or an identification card carrying the PASS hologram. Unless such identification is produced the sale of alcohol must be refused and documented steps to be taken to prevent adults from purchasing alcohol for or on behalf of children under 18.</p>
Drugs / substance abuse (actual or suspected)	all	high	a zero tolerance policy	report to Police
Risk of Fire	All	high	see separate Fire statement	

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Litter		low	Single use plastics discouraged. Litter placement areas (sacks) prominently displayed. Traders responsible for clearing their own sites and depositing waste in bins provided. Uffculme Green team litter picking as volunteers - risk assessment and insurance to be produced (though RIBI insurance may cover here)	emptied / replaced by Marshalls wearing thick gloves prior to overflowing. Biffa bins or similar (supplier dependant) sited at site entrance for bulk rubbish disposal. Contractors will sort for recycling supply and remove. PL insurance and risk assessment to be provided by contractors..
Accidents/incidents	risk of financial claim	high	accident book maintained on site in office/caravan. Public address operator to be aware.	
Accidents/incidents	risk of financial claim	high	accident book maintained on site by show treasurer in show office/caravan. Public address operator to be aware of location. Treasurer responsible for liaison with secretary over insurance reports post show.	All reported incidents to be carefully logged with name of injured, and names and contact details for witnesses included with description. Secretary to review after show to ensure any insurance reporting obligations are complied with. No admissions of fault to be made at site.
Toilet facilities	injury/disease/contamination	medium	rented from external providers who will deliver, install, empty and remove	see Covid / health assessment for imposed cleansing regimen whilst in operation
The Lake	Bridwell estate includes a lake which is not part of the show site and is physically separated from it by distance, a service road and a grassed area. It is largely unfenced.	medium	This area is not under the organisers' control nor part of the show site. Even so Marshalls shall be rostered to regularly patrol.	Bridwell Park's management team will be on site to coordinate should an issue arise.

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<p>adverse weather / high winds abandonment or Cancellation</p>	<p>Injury / damage / risk to reputation / financial loss . Abandonment/cancellation decision powers to Show Chairman (President / Vice Chair or Treasurer if Chair is unavailable) at his/her/their discretion in consultation with Club Officers where practicable.</p>	<p>high</p>	<p>weather reports to be monitored in advance. Decision to abandon to be considered if wind predicted >50mph or ground conditions suggest danger to public ie: through difficult traffic management on site. Any volunteers hauling disabled/bogged down vehicle on or off site do so at their own risk. Facebook updates to inform partners and public of up to date show status. Final decision re abandonment or opening to be in the remit of the show President or assignee - final inspection time and day to be agreed in advance when forecast weather for the day is published by Met office. Committee of 4 appointed officers to meet via telcon or on site 0700 on day and days preceding to make stop /go decision</p>	
<p>fuel / gas / electricity</p>	<p>all</p>	<p>HIGH</p>	<p>No refuelling allowed on site during the show. Outdoor stage generator(s) (if used) to be isolated from public access by tape/barriers/bales and set up/operated in accordance with he hire provisions and operator manuals. Refuelling of generators only to take place to cold appliances and fuel to be stored away from public access and only in sealed approved containers (British Standard). No other refuelling on site. Risk officer to monitor throughout show and liaise with contractors to maximise site safety.</p>	<p>Fire extinguisher(s) location to be clearly identifiable. Premises plan will identify required minimum location and type. Marshalls to ensure placement & be alert for fire risk and hired generator placement/operation if used. Power supplied from diesel generator or Bridwell premises - access to circuit breaker and power lead from premises by arrangement with Bridwell by authorised nominated EVRC volunteer only. Any external power feed lines from Bridwell to be waterproof and covered or raised to avoid tripping. Electrical leads to be checked & approved by qualified contractors providing and installing the stage electrical equipment before use.</p>
<p>cash handling</p>	<p>risk of injury/loss</p>	<p>low</p>	<p>Treasurer responsible for security of cash, cash floats, & site office. Site office door to be secured as best practicable when less than 2 officials manning. Where available use of Safe / Locked vehicle for security when site office unmanned.</p>	<p>general awareness of potential for injury / during set up / break down and for assault/theft during show day. Treasurer assigned car space adjacent to caravan office at show site entrance. Radio contact to be available if possible. .</p>

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Cash handling - others	risk of injury/loss	medium	cash collected on gate to be kept out of sight where possible. Minimise amount held at gates by regular deposit/collection to the site office.	Care and observational skills needed when public nearby. Do not engage if challenged.
tatic Equipment Rotary office/store / hut or caravan (if sourced)	risk of injury/loss	low	Stability feet and access steps to be used as appropriate. Office - tow lock fixed when delivered & door to be locked when less than 2 officials manning. Store van - ensure steps do not cause tripping hazard. Locate away from pedestrian traffic lines. - .	Delivery/collection at risk of driver towing. Compliance upon deliver and during show
Hired marquees / stage covers	contractors' staff and EVRC volunteers	low	Marquees supplier to supply & erect before show day when minimal public or volunteer presence and to dismantle & remove after day of show when EVRC break down is complete.. EVRC volunteers involved only in confirming location and orientation.	contractors solely responsible. Their PL insurance and risk assessment to be provided. EVRC volunteers shall not assist West Event Hire marquees.
VRC owned gazebos/tents	risk of trip hazard or injury by loose guy rope or tent sides flapping / blow away risks.	medium	erected and dismantled under the control of a lead Marshall (EVRC quartermaster) knowledgeable in the mechanisms involved.	Care needed - risk of injury to hands etc. during the process. Volunteers must obey instructions and work as a team. Guy ropes not to be left loose unsecured or causing an unmarked trip hazard and tent sides secured against flapping in wind. Check all Tent pegs have been removed from site afterwards (risk to grazing stock)

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Show day - traffic & pedestrian movement				
Traffic and pedestrian movement en route to/from show and car park	Injury/damage	medium	<p>Organisers will safely place adequate road approach signage to direct from road into choice of four different lanes leading to pay stations. Cash collected per car rather than from queuing pedestrians in car park approach (pedestrian cash line separate from vehicle entry). Organisers cannot be responsible for traffic movement off site and may not seek to control traffic on the highway. In the event of vehicular movement impeded by ground conditions, organisers will attempt to secure tractor or similar assistance .</p>	<p>Police liaison in advance. In case of adverse weather entailing unsafe access to car park organisers will liaise as appropriate when deciding whether to cancel. Avoid pinch point inside access gate from Bridwell Avenue by allowing decelerating area within field before 1st dividing into lanes for cash collection. Car park layout designed to facilitate minimum delay for arriving cars and separate access. Pedestrian segregation from cars wherever possible. Marshall contact.</p>
Traffic and pedestrian movement - exhibitors and support vehicles - show field	Injury/damage	medium	<p>Bridwell Avenue vehicular entrance to show field to be supervised during show day. Vehicular entry away from the public parking area is restricted to traders, exhibitors and essential users only. Marshalls will direct public cars and overflow traders' vehicles to public car park. Classic cars will have designated route to display area. No vehicular movement during show opening unless in emergency when must be under supervision of an EVRC Marshall. Parking on allocated trade stands limited to one vehicle per stand. Car show exhibits only static display within marked area only.</p>	<p>Traders/exhibitors produce own risk assessment and insurance.</p>

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Traffic and pedestrian movement - public car park	Injury/damage	medium	Bridwell Avenue entrance to the park. No car park volunteers to stand on public Highway . Hi viz jackets to be worn. Risk arising from traffic disruption on Bridwell Avenue addressed by adequate signage (inc Queues ahead signs) and by moving pinch point further into field from previous year so as to avoid issues from cars entering at too high a speed. No vehicular movement allowed between car park & show field.	Drivers responsible for their own actions but organisers will assist within the field by directing to parking area. Hi vis to be worn and vigilance maintained with adequate numbers and pre show safety briefing. Road signs and pinch point at entrance positioned to reduce impact on non show traffic passing by.
pedestrian access / egress	Injury/damage	medium	Dedicated Pedestrian walkways to segregate show field and public car park area field as practicable but organisers accept they cannot stop pedestrians utilising vehicle access gate or walking direct from car park to field . Pedestrian access envisaged via Commercial Road entrance but public may arrive at Bridwell Avenue entrance and so pay gate for pedestrians to be sited away from vehicle routes as possible. Disabled parking in public car park reserved nearest to show area Parking not to block pedestrian access pathways.	Traffic movements on show field will be restricted during show opening times with escorted movements only permitted if necessary. Car park field layout to leave safety area by pedestrian access gate. Dog show participants must not block the pedestrian gate access.
parking of vehicles whilst on show site	Injury/damage	medium	Stallholders to have designated area in which to park 1 vehicle per entry (fairground excepted) . Craft arena parking for traders will be provided by Bridwell team not EVRC but is anticipated to be in area behind the craft arena with own access egress avoiding the show area. Classic vehicle show exhibits will park within a specifically	A roving Marshall will regularly monitor trade areas and take steps to mitigate identified risks/issues through discussion with stallholder and further controls including exclusion put in place if necessary

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Animals				
Animals on site (1)	risk of injury	medium	Exhibitors responsible for supervision and restraint/control of animals. Dog owners required to keep dogs on leads at all times, unless permitted by Dog Show organisers .	Exhibitors of animals other than dog show required to have own risk assessment and insurance.
Animals on site (2)	Exposure to animal (deer) faeces - risk of disease	low	The parkland is regularly opened by the owners to the public	Owners to be reminded to remove stock per schedule. Holding the show on this land poses no greater risk than is present every day the park is open to the public.
Dog show	generally	medium	The Dog show is not organised by Exe Valley Rotary and will be in a dedicated area separate to the Main Ring and show field and away from routes used for equestrian access to the main ring . This concurrent event will have own risk assessment given proximity to public entering and leaving the show field. A dog faeces bin will be provided. dog owners expected to clear up after their pets.	Dog Show organisers expected to have own risk assessment and the same organiser has in the past followed practice & Guidelines of the Kennel Club. Pedestrian access (car park to Show field) to be kept free and safe. Grass display areas mowed in advance where practical.
Deerpark	The show area is part of the Bridwell deer park.	low	Control of private deer herd is not under the organisers' control	Bridwell team will remove the deer some days prior to the show and to different fields ahead of the set up. Natural timidity will also serve to keep deer away from the activities on the show site.

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Traders/exhibitors/Displays/Attractions				
Trader/exhibitor/caterers/- set up/break down	risk or reduced safety awareness whilst loading/unloading and setting up	medium	Entrance to be effectively supervised, and all Stallholders to be routed to their designated area. Outside stall areas sized to permit parking within (craft tent adjacent parking). Entry to the show site to be closed 30 minutes before opening to allow organisers safe access for final preparations. Breakdown not permitted until after show closed.	Marshals to be fully briefed on duties. Traders/exhibitors produce own risk assessment and insurance. Entry restrictions to be strictly enforced
Traders bringing hazardous items to site	Injury/damage	medium	Space to be provided within close proximity of stalls to allow easy access to merchandise if necessary. Information to be obtained on nature of merchandise prior to Show to ensure site is safe and risk to public minimised e.g. Use of generators / electrical leads / gas-fired cookers etc..	Roving Marshall - general awareness
Hazardous exhibits	i.e. children's train ride and presence of horses on display	high	no inflatable rides permitted. Train rider operator to be responsible for fencing/segregation under own risk assessment and insurance. Horses will be kept separate from public before, during and after display.	exhibitors to be aware their risk assessments must be provided and that EVRC risk officer's directions final.
Stall holders' equipment posing hazard	risk of injury	medium	Risk assessments required on application. Insurance criteria pre-requisite. All items to be within rented allocated curtilage.	Roving Marshall - general awareness
Customer queues	Queues could block evacuation routes in case of emergency	medium	Catering sites to be located in areas where risk of bottlenecks is minimised.	Organisers to consider impact of queuing customers when planning site layout. Roving Marshall.

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Use of generators	Injury/damage	medium	entry form specified where use of own generator requested	all terms and recommendations from the supplier re position usage to be complied with. Diesel generators rather than petrol expected.
Slipping/Tripping/falls	Injury/damage	medium	Traders to ensure all guy ropes and products are within the curtilage of the rented area	
Hazardous displays	Injury/damage	medium	exhibitors to have own risk assessments and insurance. Display area separation form public. Public Address system safety announcements.	EVR organised events like Welly Wanging and others (Cadets climbing wall etc.) to be supervised, laid out with public safety separation zone. Supervision of participants offering guidance as to safer use if sought. Organisers have right to exclude if perceived danger.
Catering - EVR Internal Provider	Use of gas. Proximity to heat. Manual handling . Exposed flames (BBQ). Hygiene.	high	EVR Lead volunteer to hold food hygiene certificate covering hygiene and food handling overseeing helpers at EVR managed food outlet.	Food sourced from reputable suppliers - storage and preparation overseen by certificated lead volunteer.
Catering - external traders	Public could contract food poisoning from eating contaminated food products burns scalds, queues.	medium	Use of equipment (fryers, hot plates, knives, hot water boilers, kettles, etc..) to be effectively managed to minimise risk. Catering sites to be located in areas where risk of bottlenecks is minimised.	Gas bottles heavy - careful handling needed. Adequate space to be allowed for staff in area by hot grills to minimise risk. Gas and hygiene certificates to be examined on site if not provided at booking.

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Craft Arena	use and evacuation hazards	low	Bridwell Park management team retain the exclusive operating rights (including admission) for the covered craft arena and the permanent structure housing it, which is therefore not within the EVRC organiser's control. Fire escapes, fire control points, exit signs, internal layout and passage width are all within Bridwell park's control. They regularly host such events as stand alone events and are well versed in the safe aspects of this aspect of the operation.	EVRC responsible for ensuring any pathways signed towards the arena are safe passageways for pedestrian movement.
ite handback	residual risk from residual litter/ tent pegs etc.	low	see above re breakdown and vehicles. walking of site before hand back to owners to remove residual items or infill holes left by flagpoles that could be harmful to stock or users after the show. Ensure gates are closed (locked if required) before departure.	Where external contractors re booked to remove later (i.e. toilets, craft tent) a visual inspection will be requested of the land owners in order to satisfy themselves there remains no ongoing potential for liability/risk.
<p>1. Are the activities of this event covered by the standard RIBI Insurance Policy? (see current "Insurance Guide" and current "Confirmation of Insurance - Public Liability", both documents are available on the RIBI website in the "Downloads Library"). If No, take action to ensure appropriate cover, i.e. consult RIBI Insurance Brokers, Bartlett & Co Ltd. And/or other insurers for the day</p> <p style="text-align: right;">Yes</p>				
<p>2. Is a DBS check required for any aspect of the activities? (see current "RIBI Protection Policy" available on the RIBI website in the "Downloads Library").</p> <p style="text-align: right;">No (save that safeguarding Marshalls shall have required certification)</p>				
<p>Signed: <u>[Signature]</u> Risk Assessor</p>				
<p>Print name: <u>A. HARRIS</u></p>				
<p>Date: <u>21/6/21</u> Review Date: <u>01/09/21</u> <i>revised by insurance</i> Adopted by EVRC Council resolution dated <u>21/6/21</u>.</p>				

<i>"There is a risk that....."</i>	<u>Potential Impact</u>	<u>Status</u>	<u>Control</u>	<u>Action Required</u>
The Numbers Attending are greater than can be safely managed in the Event Area causing danger to visitors.	All	High	Local, 1-day event with previous show max of 1,800 people. New site is >double than original site with 40,000 sq m and est new max of 10,000 people. There will be a varying flow of people numbers throughout the day. NHS Test & Trace code on entry and for Craft Arena. Local show marshals to ensure no bunching at various locations. Social media updates	Create/print show QR code for Test & Trace with paper back-up. Provide Show covid marshals to prevent localised bunching.
Highways - application for parades - Not applicable	Nil	Low	n/a. No parades on highways intended.	Nil
The 4 licensing objectives are not compliant with Covid 19 requirements causing public nuisance.	All	Low	Show properly registered and licensed. Covid marshals to prevent bunching and to oversee behavior. Police to be called if required.	Register and licence the show. Provide show covid marshals.
The Venue and Site Design is not adequate for social distancing and the maximum capacity is not based on current requirements causing danger to visitors	All	High	Show site area doubled from 20,000 to 40,000 sq m. Stalls and attractions have greater separation. Show seating on small straw bales to allow well spaced attendance. Expected capacity will be well under max possible number.	Separate stalls and attractions. Provide well-spaced straw bales.
The Venue and Site Design is not laid out suitably with sufficient toilets, hand washing facilities, sanitising stations and queuing arrangements causing risk to visitors.	All	High	Additional toilets with hand washing facilities will be operation. Distance markings to be provided at catering, stalls, toilets etc. Plan show 1-way systems where applicable.	Additional toilets/hand washing to be provided. Provide show-site markings and implement 1-way systems as appropriate.
The Venue and Site Design does not have suitable access and facilities for disabled people, wheelchairs, children and pushchairs causing difficulty to some visitors.	Some Visitors	Low	Disabled parking to be closest to the show site. Parking for all cars is close to show site but clearly segregated and a single pedestrian access to the show area.	Set up disabled parking area. Ensure parking marshals are aware and direct entitled persons accordingly. All officials to be aware of child safety.

the prevention of crime and disorder
public safety
the prevention of public nuisance
the protection of children from harm

<p>That the Event Site Plan does not detail site movement, 1-way systems and congestion for customers, employees, contractors and emergency services causing danger to visitors.</p>	<p>All</p>	<p>High</p>	<p>One-way traffic from western Bridwell Av gate to show site; exit by eastern Commercial Av gate. Traffic flow to show site is phased; stalls, delivery traffic and classic cars arrive before 10.00 am start and leave after 5.00 pm finish. Visitor traffic has long run-in from Bridwell Av to minimise queues on highway then directed to dedicated visitor parking area thro' multiple pay points to reduce queuing. Pedestrian visitors enter show site thro' Commercial Av entrance pay point and briefed to walk to the site on the right of the road.</p>	<p>Police to be advised and external highway signage to be set up by certified contractor. Show site signage, markers, lanes etc to be set up by organiser team prior to the event. Communication with traders, classic car owners to inform of set-up timings. Visitors informed by adverts/social media. Marshals/entry points to be in place on show day.</p>
<p>Event Communications do not stipulate the event rules and requirement to comply with current Covid and safety regulations causing uncertainty to visitors.</p>	<p>All</p>	<p>High</p>	<p>Pre-event social media advertising to advise visitors that current covid rules will apply with sign at entrances to reinforce this. Visitors must not enter if they have covid symptoms. Reduce bags and items to reduce searching on-entry. Encourage the use of cleansing facilities around the show site. Remind visitors that children need to be supervised at all times and to maintain social distancing. Designated assistance and emergency position will be available.</p>	<p>Publish social media adverts as required. Signs at entrances. Assistance point to be set up.</p>
<p>That waste Management for bin/ waste collections is inadequate and general litter is allowed to build causing unsanitary conditions.</p>	<p>All</p>	<p>High</p>	<p>Waste bins to be located at key points and checks to be carried out regularly.</p>	<p>Arrange waste bins and regular checks.</p>
<p>Medical Provision is inadequate and unable to deal with Covid cases endangering all in the vicinity.</p>	<p>All</p>	<p>High</p>	<p>Isolation area identified on site plan. Staff to be aware covid transmission. Doctor on site.</p>	<p>Isolation area to be detailed. Organising and event staff/traders to be encouraged to have negative covid test result immediate prior to event. St John's ambulance to provide first aid cover and a medical doctor will be on-site.</p>

Set up lanes and markings. Ensure cleansing supplies and PPE are available. Contactless devices have been purchased for use - operators to be trained. Food handlers to be suitably attired and briefed.

Food areas will be laned and marked as appropriate. Caterers to have adequate supplies of cleansing materials and PPE. Contactless payments to be employed. Food handling to be kept to a minimum.

Ensure mains water can be obtained from Bridwell PK staff. Bottled water to be available for sale.

Drinking water may be obtained from the mains supply in the Orangery and bottled water from various stalls.

Toilets and cleansing facilities to be ordered. Cleaner arranged.

Event lasts 7 hours, however, most people stay <4 hours. Previous number of 8 toilets has been increased to 12, each with hand cleansing facilities. Regular cleaning to be undertaken.

Insurance to be arranged as required. Use social media and other advertisements to advise of cancellation.

Pre-ordering of equipment and items to be kept to a minimum and left as late as possible.

Volunteers to be covid free. Briefings to be conducted. PPE to be provided.

Volunteers to be covid-free and appropriately briefed on covid precautions and controls. PPE to be provided if required and worn when needed.

N/a

n/a. No inflatable arranged.

Low

None

Risks from use of inflatable attractions on the site.

Signed: _____ Risk Assessor

Print name: _____

Adopted by EVRC Council resolution dated 21/6/21



FIRE


Criteria - The responsible person for the premises must carry out a fire risk assessment, record significant findings and take appropriate action. The Fire and Rescue Authority considers that the significant findings should include an evaluation of the means of escape and the number of people that can safely be accommodated on the premises; this capacity	
Responsible person = show Chairman Tim Barnes of Exe valley Rotary	
Site Capacity - outdoors -	assessed at upwards of 30,000 capacity
expected footfall including volunteers and performers/exhibitors 2000	
Under cover accommodation - Craft arena / orangery cafeteria	These areas are not within Exe Valley Rotary's (show organiser's) control or remit but will be traded by Bridwell Park Management team as part of it's regular professional trading activities. Refer to Bridwell Park Management team's separate risk documentation for their under cover craft arena & Orangery cafeteria and other areas not assigned to Exe Valley Rotary's control on the show day. The Craft arena is in effect a hangar having one open side (hangar doors opened). Bridwell management team assure EVRC that separate fire, health traffic and risk assessments will be in place for their activities during the show event.
temporary office	a caravan failing which a hired (metal - materials unknown at this stage) hut will be on site for use by the show treasurer as a cash office and as a focal centre for lost children. A fire extinguisher will be present. Access will be restricted to authorised key personnel and Gold team members only. Locked when unattended.
Tented accommodation	The show is an outdoor event with traders supplying their own open sided gazebos or similar. A tea tent may be provided by EVRC for the use by one external caterer and which is a fire retardant canvas material.

Annexe to the RISK ASSESSMENT

FIRE

<p>Canvas covered areas</p>	<p>Canvas canopies over 2 stages will be open sided and hired from professional contractors - flame retardant but high enough to pose no threat.#</p> <p>A canvas cover (top section or a small marquee) may be used by the organiser in conjunction with the provision of an outdoor BBQ area. The canvas is flame retardant and will be situated well away from any cooking area (which will be</p>
<p>Grass</p>	<p>The show and public parking will be in an outdoor area of Deerpark. normal grazing means this is usually short in the period in question but the park owners have agreed to ensure the area is mown (and long cut grass cleared) if needed ahead of the show to minimise/remove any risk of fire from hot exhausts/ catalytic converters of traffic passing over it.</p>
<p>Vehicles</p>	<p>No vehicular movements on the show ground (or Bridwell precincts save the public entry and access routes) during show opening hours. Refilling of vehicle petrol tanks or generators strictly prohibited during the show.</p>
<p>Open fires</p>	<p>no open fires or naked flames (save for the organiser's BBQ area which is secured from the public) are permitted. A safety marshal will circulate throughout the show</p>
<p>Petrol</p>	<p>no storage of petrol nor filling of either generators or vehicles will be permitted on site. Classic vehicles static display will require engines to be switched off during the show. .</p>
<p>Barbeques (& associated gas containers)</p>	<p>only the organisers will operate (under strict control) BBQ cooking as part of their hot food outlet. Public will be kept well away from the cooking area. Volunteers in proximity will be limited to the cooks only. Gas bottles for use with the BBQ's shall be stored away from the public area & not immediately proximate to the BBQ's and shall only be connected / removed by volunteers authorised by the lead marshal for this area Mr Bruce Pearson .</p>
<p>Cigarettes</p>	<p>the show area is designated as a no smoking area.</p>
<p>Generators</p>	<p>Traders wishing to bring a generator must provide the organisers with their own risk assessment in advance and seek prior consent after discussion. Diesel generators are preferred. Selected catering vehicles may have any generator self contained within a ventilated area of the vehicle but any on the ground must be safely separated from pedestrian access. Hired diesel generators servicing the stage(s) and public address systems will be fenced from public and separate from those stage areas.</p>

FIRE

<p>Fire extinguishers</p>	<p>Fire extinguishers (in date and properly labelled) will be placed strategically throughout the show site and Marshals briefed as to their locations. The Show plan has suggested placements shown (view the key) but additional ones may be allocated if available. In particular but not limited to:-</p>	
	<p>water and powder</p>	<p>EVRC BBQ cooking area</p>
	<p>powder and foam</p>	<p>classic care exhibition area</p>
	<p>water and powder</p>	<p>show area and at car park pay area</p>
	<p>water and powder</p>	<p>Miniature (diesel powered) train ride exhibit</p>
<p>Mains Electricity</p>	<p>no mains power supply is envisaged from the Park Owner's property save for their own trading areas. Power to their coffee outlet will be acabled via their tennis court to which teh public will have no access, situated adjacent to that court to avoid trip risks. Their Orangery café and craft arena have mains power supplies outith with the control of EVRC and will not be shared.</p>	
<p>Fire control - water supply</p>	<p>The Bridwell Park House has mains water supply. A tap is at the Craft arena (normally the Bridwell aircraft hangar) The Bridwell lake is close enough for pump relay use by fire tenders if needed.</p>	
<p>Escape</p>	<p>The area is in a large Deerpark and set outdoors with ample room for people (no matter in which area of the show) to escape safely from the source of any fire - in numerous directions. A fire assembly point is envisaged to the south of the estate's service road if needed. adjacent to the lake</p>	
<p>Blue light access</p>	<p>A separate Blue light access plan (with key contact names and numbers) is referred to within the event management plan and will be recirculated to emergency services</p>	
<p>Signed: </p>	<p>Risk Assessor</p>	
<p>Print name: <u>A. Harris</u></p>		<p>Print name: _____</p>
<p>Date: <u>21/6/21</u></p>		<p>Date: _____</p>
		<p>Adopted by EVRC Council resolution dated.....<u>21/6/21</u></p>