

# EVENT SAFETY MANAGEMENT PLAN



## The Auckley Show

Annual Community Event (since 1984)

Show Day: Saturday 15<sup>th</sup> August 2026

Revision 2026 09 - 20.05.26 NW/pjr

Chair and identified Event Organiser: Neil Woodward

Date Submitted: First notification to Events Team Doncaster May '26

Review Date: 18.5.26 (v 2026 08)

This plan is formulated in accordance with the following industry standards and guidance documents:

- **The Purple Guide:** *Health, Safety and Welfare at Outdoor Events*. Used as the primary reference to inform the Auckley Show Committee's decision-making and to ensure the adoption of best working practices for event safety.
- **The 'Can Do' Guide:** *Organising a Voluntary Event* (Updated February 2019). Utilised to support the unique requirements of our volunteer-led organisation.
- **Protect UK:** Specifically, the guidance for *Venues & Public Spaces*, to ensure robust security and counter-terrorism preparedness.

## **CONTENTS**

### **1. Event Overview**

- Event Description**
- Location**
- Description of the Site and Surrounding Area**
- Dates and Duration**
- Entrance/Exit Points**
- Attendance**
- Audience Profile**
- Event Organisers**
- Roles and Responsibilities**
- Contacts**
- Temporary Structures**
- Entertainment**
- Licensing**
- Catering and Hospitality**
- Noise Management**
- Welfare Provision**
- Lost Children/Vulnerable Persons**
- Litter/Waste**
- Electricity**
- Lighting**
- Standing/Seating**
- Camping**

### **2. Crowd Management**

- Security/Stewarding Companies**
- Barriers**
- Management of Attendee Numbers**

### **3. Communications**

- PA System**
- Radio**
- Loud Hailers**
- Telephone**
- Signage and Public Information**
- Media Handling**

### **4. Traffic Management, Transport and Parking arrangements**

### **5. Medical and First Aid Cover**

### **6. Police**

## **7. Fire Risks**

## **8. Risk Assessment**

**Risk Assessment**

**Incident Recording**

**RIDDOR**

**Health and Safety Executive / Enforcing Authority**

**Insurance**

**Weather**

## **9. Incident Management**

**Event Evacuation Plan**

## **10. Auckley Show drugs policy**

## **11. Appendices**

## 1. Event Overview

### Event Description

*Include a brief description of what your event is. Think of it as how you would describe your event to someone who has never been to your event before.*

The Auckley Show has been part of the village social calendar in one form or another since at least the early part of the 20<sup>th</sup> century and probably goes back further still. We have a copy of the “Children’s Sports Day” from 1937 and older residents in the village can remember the rejuvenation of the Auckley Gala Day in the 1950’s, when it was held on the then Village Green (now developed to accommodate the village shops on Ellers Lane).

The Show as we know it today has been held annually since 1984 on the Riverside Park, which is owned by the local Parish Council and used as a public amenity for dog walkers, sports fields with associated pavilion, basketball court and children’s play area which includes seating and picnic area.

The primary objective of this event is to strengthen local bonds and promote **social inclusion** within the Auckley area.

The Show aims to foster;

- **Community Integration:** It offers a welcoming environment for 'newer arrivals' to integrate with the existing community, thereby reducing social isolation.
- **Economic Support:** The event offers a vital commercial platform for local talent and craft traders to showcase their work.
- **Education & Well-being:** Encouraging lifelong learning and community well-being by promoting interest in horticulture and the arts.
- **Accessibility:** Ensuring universal access and encouraging maximum family participation by remaining free of charge for all visitors.

The event has expanded to incorporate Social Evening Events. On the Friday preceding the Show, a Children’s Disco is held. On the night of the Show, an adults-only event featuring music, dancing, and catering as our finale to the main Show Day.

The main focus of the Show has always been the horticultural produce and amateur craft competition, open to adults and children across a range of classes.

**It is worthy of note that there were nearly 1000 exhibits entered in 2025, clear evidence of the support generated in the local community.**

## Facilities & Entertainment.

- **Main Marquee:** Houses the 'real ale' bar and professional entertainment stage during the day, transforming into the venue for the evening celebration. Local community groups, including WI branches, Air Cadets, and Doncaster College, frequently participate, while the local Scout Group provides refreshments. Catering concessions offer substantial meals, alongside ice cream vendors for children.
- **Craft Marquee:** Features a wide variety of bespoke, handmade, and ethically sourced goods.
- **Show Field:** Accommodates trader stalls selling a broader range of goods and services.
- **Children's Entertainment Area:** Housed in a large marquee to provide shelter from variable British summer weather. This area includes a small-scale fairground with side stalls operated by local fairground operators, as well as interactive displays featuring animals and educators.
- **Daytime Entertainment:** Includes live musicians and arena displays. For 2026, 'Mobile Bike Events' will host a BMX stunt display. Separate "Have a Go" areas will allow for public participation and interaction.
- **Traditions:** The Show culminates in the traditional Tug-of-War, with social, family, and ad-hoc teams competing against one another.

**Attendance & Demographics** The Show attracts visitors primarily from the immediate locality, including the villages of Auckley, Cantley, Blaxton, Branton, and Finningley. Peak attendance is anticipated to range between 1,000 and 2,000 visitors at any given time.

**Funding & Sponsorship** The event is completely free for all visitors, with no admission fees or parking charges. This accessibility is sustained through advance fundraising, trader stall fees, and generous sponsorship.

- **Principal Partners:** Auckley Parish Council provides the venue, financial backing, and ongoing assistance. Cantley with Branton Parish Council frequently supports operational costs. Historically, the City of Doncaster Council has contributed through grants and the provision of essential equipment.
- **Corporate & Local Sponsors:** Over the years, the event has received support from local businesses and branches of national corporations. Current sponsors include Amazone (an agricultural machinery supplier with a research site in Auckley) and The Yorkshire Wildlife Park, which contributes both funding and services. Many sponsors are small local businesses run by individuals who grew up attending the Auckley Show.

## Location

*Describe the detailed location, including the closest major road(s)*

Riverside Park is situated off Ravenswood Drive, Auckley (*postcode: DN9 3PA*). Auckley is a village within the vicinity of Doncaster, located approximately 5 miles east of the city centre. The site is accessible via the main B1396 road, which runs through the village and is serviced by regular public bus routes.

## Description of the site and surrounding area

*Give a general description and link to plans and appendix including aerial views of the site.*

**Site Overview** Riverside Park is recreational land owned and managed by Auckley Parish Council. Throughout the year, the primary use of the site is for local football teams. The site features a brick-built sports pavilion equipped with electricity, water supply, and drainage. The pavilion contains two changing rooms with shower facilities, a kitchen, and a central communal area.

The land is bordered by housing to the south, farmland to the east, the River Torne to the north. There is a children's play area to the west then areas of grassland and shrubs used for trade and public parking.

**Emergency Access & Rendezvous Point** At the main access point, there is a small tarmac area measuring 14m x 23m. While this area is used for public parking (accommodating approx. 14 vehicles) by dog walkers, and visitors to the play area throughout the year, it is kept strictly clear on Show Day. It serves as the designated **Emergency Rendezvous Point (ERP)** for emergency vehicles in the event of a serious incident.

## Dates and duration

*Include details of the build-up and breakdown of the event (preparatory/closedown activities) as well as the event itself. If specific happenings are likely to attract a large number of people, include information in this section.*

### Operational Schedule

- **Monday (Week of Show):** Contractor **Mudfords of Retford** (MUTA member) commences work in the afternoon to erect five marquees.
- **Tuesday – Wednesday:** Continued erection and setup.
- **Thursday (by 18:00):** All marquee erection and structural work is completed.
  - **Electrical Installation:** Following PAT testing of the Pavilion and all Auckley Show-owned equipment, electricity and lighting are installed in the Main Marquee. *(Note: Mains power is not supplied to other areas).*
  - **Field Plan Marking:** The field plan is marked out to identify sites for entertainers and traders. This layout has remained largely consistent for the last decade due to its proven safety and efficiency. However, for 2026, adjustments have been made to accommodate a larger arena for the BMX Display team and the associated interactive 'Have a Go' area.
- **Friday Morning:**
  - Two trailer **toilet units** are installed and plumbed, utilizing the adjacent pavilion for power, water, and drainage. Safety barriers shield ground-level connections, and all cabling is routed to dedicated connection points at a safe elevation.
  - **Additional portable sanitation** units (equipped with disabled access and baby changing facilities) are installed at either end of the site.

- **Clean and Bright Cleaning Services Ltd** begin servicing and cleaning all toilet facilities.
- **Middleton's Skip Hire Ltd** installs a 25-yard lockable enclosed general waste skip.
- **Friday Late Afternoon:** Traffic Management Plan measures (signage and cones) are installed.
- **Saturday: (Show Day)**
- **Saturday Evening (Post-Event):** Traffic management measures are removed. Employed security site supervision concludes at 08:00 on Sunday.
- **Sunday Morning:** Volunteers and committee members remove ancillary equipment, tidy the site, and ensure all waste is cleared for collection. **Clean and Bright Cleaning Services Ltd** supervise waste management until 11:00.
- **Sunday : Mudfords of Retford** commences dismantling the marquees.

### Entrance/exit points

*Enter details of how the public enter and exit the site. If your event has complex entrance / exit arrangements eg separate entrances for ticket or cash sales. Maps or diagrams may help make things clear.*

**Access and Egress Management** Normal public access and egress will be managed via a marshalled system. Traffic flow is guided through a primarily one-way system. Speed restriction signage is prominently displayed, particularly at points where pedestrian routes intersect with vehicular traffic, allowing for controlled access if necessary. Marshals and stewards also direct and control trade vehicles entering the show field prior to public opening. A site flow plan is included in the Traffic Management Plan.

### Vehicle Management

- **Arrival:** Entry is not expected to cause congestion as the site opens in the morning and remains open throughout the day. Trade vehicles are directed to arrive prior to the official opening and are prohibited from moving within the showground for the duration of the event. Visitor traffic is directed into parking areas adjacent to the show field.
- **Departure:** At the conclusion of the evening or during an evacuation, all visitors will exit simultaneously. Marshals will direct where necessary.
  - **Emergency Protocol:** In the event of an emergency evacuation, drivers are instructed to leave their vehicles immediately. All attendees must evacuate the site on foot.
  - **Vehicle Release:** Vehicles may only depart after the area has been declared safe by the Event Organiser.
  - **Evacuation Routing:** Stewards will guide visitors to the nearest emergency exits to prevent congestion and ensure a swift, orderly evacuation.

## Attendance

*Include your expected attendance figures. For an all-day/multiple day event this should include maximum expected / allowed attendance and the maximum at any one time.*

**Expected Figures and Capacity** The event takes place on a council-owned, publicly accessible area comprising large open playing fields, a children's play area with permanent equipment, and grassland interspersed with shrubbery. The site features gated access to a hard-standing parking area and a trackway leading to the main field. The perimeter is partially defined by residential fencing and partially by public footpaths.

- **Capacity:** The available escape routes have been assessed and are capable of accommodating the evacuation of all attendees within a reasonable timeframe (refer to the Risk Assessment for detailed calculations). The site layout has been proven over many years to comfortably accommodate the expected visitor numbers.
- **Peak Attendance:** We anticipate peak attendance to reach up to approximately 2,000 visitors at any one time.
- **Variables:** Attendance figures are subject to variation based on weather conditions.
- **Crowd Management:** An evacuation plan is in place, with designated committee members, marshals, and SIA-accredited security staff deployed to manage evacuations and monitor crowd density throughout the event.

## Audience profile

*Note that your audience profile will help you when planning for risks and ensures that you put in place control measures and facilities appropriate to the event. Previous history, entertainment type and ticket sales will all help to indicate the audience profile.*

**Demographics and Behavior** Based on historical experience and the nature of the event, the audience profile is predominantly local families from the Auckley area and surrounding villages.

- **Behavior:** Attendees are generally well-behaved and responsive to instructions from stewards and security personnel.
- **Access:** The site operates with unrestricted public access (free entry).
- **Management Approach:** Crowd management relies on observation and the implementation of proportional planning measures. Established protocols are in place to guide attendees safely onto and off the site, ensuring the safety of all visitors while on the premises. Incident response planning and protocols are in place.
- **Safety Measures:** The presence of stewards and SIA-accredited security ensures continuous monitoring of the crowd, with specific procedures ready for deployment in the event of an evacuation.

## Event Organisers

Please detail who the event organisers are.

**Governance Structure** The Auckley Show is organised and managed by the **Auckley Show Committee**, led by the Chair. The Committee is responsible for all aspects of event planning, safety, and execution.

**Key Personnel** A list of significant persons, their roles, and their specific responsibilities is detailed in the section below.

## Roles & responsibilities

Identify who is responsible for what and give further details in the roles and responsibilities section below. These could include roles such as Event Manager, Volunteer Co-ordinator, Steward Co-Ordinator, Safety Officer, Welfare officer, etc.

Name	Role	Brief explanation of responsibilities
<p><b>Neil Woodward</b> <i>DBS Enhanced level</i></p>	<p>Chair &amp; Event Organiser</p>	<ul style="list-style-type: none"> <li>• Overall management of all aspects of the Show.</li> <li>• Publicity Manager.</li> <li>• Premises Licence application and renewal.</li> <li>• Briefing staff and volunteers (pre, during, and post-event).</li> <li>• Primary communication link between contractors, staff, traders, exhibitors, entertainers, sponsors, emergency services, and visitors.</li> <li>• Management of Lost Children cases.</li> <li>• Handling public disorder and developing serious incidents.</li> <li>• Decision-making authority regarding ejection policies.</li> </ul>
<p><b>Marc Jones</b></p>	<p>Assistant to Chair</p>	<ul style="list-style-type: none"> <li>• Assist Chair as directed.</li> <li>• Install and test PA system.</li> <li>• Manage distribution of tables and chairs.</li> <li>• Assist at Friday Family Disco.</li> <li>• Assist Security at the Saturday Adults' Event (18:45–20:00) guiding visitors to reserved guest seating.</li> </ul>

<b>Howard Hill</b> (ROSPA Assured, Cert. T-4095742- 4346352, Health & Safety Training for Managers )	Health and Safety Officer Fire Safety Officer Deputy Manager to Chair assisting with briefings.	<ul style="list-style-type: none"> <li>• Overall management of health and safety issues and risk management.</li> <li>• Installation and inspection of firefighting equipment.</li> <li>• Pre-event site walkthrough (checking ingress/egress) before traders/visitors arrive.</li> <li>• Setting out the Field Plan.</li> <li>• Assisting the Chair with briefings.</li> </ul>
<b>Richard Franks</b> Pyro Fire Services Ltd	Fire Risk Assessor	<ul style="list-style-type: none"> <li>• Preparation of Fire Risk Assessment</li> </ul>
<b>Liz Sapsted</b>	Accounts Publicity	<ul style="list-style-type: none"> <li>• Management of income and expenditure (pre, during, and post-event).</li> <li>• Social media publicity.</li> </ul>
<b>Lindsey Wright</b>	Raffle Public Information Customer Services Recording of Incidents	<ul style="list-style-type: none"> <li>• <b>Raffle:</b> Licence application, ticket sales, prize accumulation and distribution.</li> <li>• <b>Public Information:</b> Handling enquiries and resolving complaints from traders/visitors.</li> <li>• <b>Incident Recording:</b> Logging all incidents.</li> <li>• <b>Welfare:</b> Managing Lost Property and Lost Children/Vulnerable Adults cases.</li> </ul>
<b>Paula Kitson</b>	Assisting at Information Point	<ul style="list-style-type: none"> <li>• Assist Lindsey Wright as directed at the Information Desk.</li> </ul>
<b>Lisa Barlow</b> Clean and Bright Cleaning Services Ltd	Waste Management Cleaning site	<ul style="list-style-type: none"> <li>• Ensuring the site is safe, clean, and sanitised regarding waste (pre, during, and post-event).</li> <li>• Implementation of new recycling working practices.</li> </ul>
<b>Dave Coulson</b>	Trade Secretary	<ul style="list-style-type: none"> <li>• Trade bookings</li> <li>• Classic Car Owners registration.</li> </ul>
<b>Cheryl Manton</b>	Project Manager, Fun Dog Show	<ul style="list-style-type: none"> <li>• Management of the Fun Dog Show.</li> </ul>
<b>Malc Cooke</b>	Power Management	<ul style="list-style-type: none"> <li>• Installation and maintenance of electrical systems.</li> </ul>
<b>Samantha Good</b> <i>DBS Enhanced level</i>	Project Manager, Eagle and Child Stage	<ul style="list-style-type: none"> <li>• Booking and managing entertainment for the Eagle and Child Stage.</li> </ul>
<b>Mandy Tuite</b> <i>DBS Enhanced level</i>	Project Manager <ul style="list-style-type: none"> <li>• Fund Raising</li> <li>• Family Disco</li> </ul>	<ul style="list-style-type: none"> <li>• Management of Family Disco.</li> <li>• Auckley Show 200 Club co-ordinator.</li> <li>• Assisting with meet-and-greet for Craft Traders.</li> </ul>

<b>Julie Turton</b>	Project Manager, Tombola	<ul style="list-style-type: none"> <li>• Management of Tombola collections and prize distribution.</li> </ul>
<b>Janet Perry</b>	Show Secretary Project Manager, Exhibits	<ul style="list-style-type: none"> <li>• Recording meeting minutes and circulating agendas.</li> <li>• Management of the Exhibits Marquee (booking, judging, prize distribution).</li> <li>• Coordination of trophies and presentations.</li> </ul>
<b>Phil Raine</b> <i>DBS Enhanced level</i>	Website Manager Technical Support, Programme Field Plan Publicity	<ul style="list-style-type: none"> <li>• Production and maintenance of website, programme, Field Plan, and publicity materials.</li> <li>• Technical support for the Committee.</li> </ul>
<b>Ant Lee</b>	MC Auction of Exhibits	<ul style="list-style-type: none"> <li>• MC duties for the Main Marquee.</li> <li>• Auction of Exhibits.</li> <li>• Public Address announcements.</li> </ul>
<b>Dawn Fiddler</b> <i>DBS Enhanced level</i>	Project Manager, <ul style="list-style-type: none"> <li>• Children's Sports</li> <li>• Tug o War</li> </ul>	<ul style="list-style-type: none"> <li>• Management of Traditional Children's Sports.</li> <li>• Management of the Tug-of-War.</li> </ul>
<b>Dave Barron</b> (Personal Licence holder)	Public Bar Facilities	<ul style="list-style-type: none"> <li>• Sale of alcohol and non-alcoholic refreshments.</li> </ul>
<b>Simon Jennings</b> Team Leader	Project Manager, Public Parking	<ul style="list-style-type: none"> <li>• Management of all public parking, including Blue Badge holder accessible parking</li> </ul>
<b>Total Effex Security UK Ltd</b> <i>(SIA Officers)</i> ( tbd )	Site Security	<ul style="list-style-type: none"> <li>• Management of site security before, during, and after the show.</li> </ul>
	Official Photographer/s	<ul style="list-style-type: none"> <li>• Recording a series of photos to assist in planning future events and for historical social record</li> </ul>
<b>Emma Lear</b> Clerk to Auckley Parish Council	Auckley Parish Council Liason	<ul style="list-style-type: none"> <li>• Liaison with the full Parish Council.</li> <li>• Coordination of grass cutting.</li> </ul>

## Contacts

Provide a list of contact numbers of all people identified above so if the user of this plan needs to get in touch with anyone involved in your event, they will look here. Ideally you should provide an email address, landline and mobile number for each person.

Name	Email	Mobile Number
Neil Woodward	<a href="mailto:chairman@auckleyshow.co.uk">chairman@auckleyshow.co.uk</a>	07799761006
Marc Jones	<a href="mailto:Marc33jonesjames@gmail.com">Marc33jonesjames@gmail.com</a>	07510 155579
Howard Hill	<a href="mailto:Howardmhill77@gmail.com">Howardmhill77@gmail.com</a>	07792971382
Liz Sapsted	<a href="mailto:esapsted@hotmail.co.uk">esapsted@hotmail.co.uk</a>	07384 410871
Paula Kitson	<a href="mailto:Paula_kitson@hotmail.com">Paula_kitson@hotmail.com</a>	07717 205009
Lynsey Wright	<a href="mailto:lindseydumpall4121@gmail.com">lindseydumpall4121@gmail.com</a>	07840 688924
Lisa Barlow	<a href="mailto:waynelisabarlow@hotmail.com">waynelisabarlow@hotmail.com</a>	07501 067913
Dave Coulson	<a href="mailto:trade@auckleyshow.co.uk">trade@auckleyshow.co.uk</a>	07918 153758
Cheryl Manton	<a href="mailto:Cherylmanton21@gmail.com">Cherylmanton21@gmail.com</a>	07949 974133
Malc Cooke	<a href="mailto:Mw.cooke@outlook.com">Mw.cooke@outlook.com</a>	07359 423987
Samantha Good	<a href="mailto:Samanthaelizabeth97@hotmail.co.uk">Samanthaelizabeth97@hotmail.co.uk</a>	07884 058596
Mandy Tuite	<a href="mailto:amandevil@aol.com">amandevil@aol.com</a>	07443 417942
Julie Turton	<a href="mailto:Jules4gra@hotmail.co.uk">Jules4gra@hotmail.co.uk</a>	07951 432070
Janet Perry	<a href="mailto:Jpr19@hotmail.co.uk">Jpr19@hotmail.co.uk</a>	07762 306110
Phil Raine	<a href="mailto:webman@auckleyshow.co.uk">webman@auckleyshow.co.uk</a>	07484 722281
Ant Lee	<a href="mailto:Ants1969@hotmail.co.uk">Ants1969@hotmail.co.uk</a>	07931 522659
Dawn Fiddler	<a href="mailto:dawnfidd@talktalk.net">dawnfidd@talktalk.net</a>	07748 904125
Dave Barron		07584 411566
Simon Jennings		07762435124
Tracey Taylor Total Effex Security Ltd (SIA Security)	<a href="mailto:tracey@totaleffex.co.uk">tracey@totaleffex.co.uk</a>	07535 496 444 01302 360951

## Temporary Structures

Detail any temporary structures that will be used at the event eg marquees, gazebos etc. Provide details of their appropriate design/materials, correct siting/positioning and procedures for their safe erection and dismantling. Include details of the competent person/contractor to be used and their associated risk assessments should be included in the appendix.

**Contractor & Compliance:** All temporary structures (marquees and gazebos) are supplied and erected by **Mudfords of Retford** (4 London Road, Retford, DN22 8HG), a member of MUTA (Marquee Manufacturers & Users Association).

- **Siting:** All structures are positioned strictly in accordance with the approved Field Plan.
- **Materials:** All structures utilize fire-retardant canvas with wooden poles.
- **Lighting:** Marquees in use after 17:00 are fitted with emergency lighting by the contractor.

- **Documentation:** Risk assessments and method statements for the erection and dismantling of these structures are the responsibility of the contractor. Copies of these are to be provided to the event organiser prior to work commencing .

### Structure Inventory

Quantity	Dimensions	Type	Intended Use
1	140' x 50'	Traditional Marquee	Main Marquee (Bar, Entertainment Stage, Evening Celebration). Equipped with festoon and emergency lighting.
1	80' x 50'	Traditional Marquee	Craft Sales.
1	100' x 50'	Traditional Marquee	Horticultural and Produce Exhibits.
1	60' x 40'	Traditional Marquee	Entertainment Marquee (Eagle and Child Stage).
1	120' x 40'	Traditional Marquee (Open Sides)	Children's Entertainment and Undercover Seating Area.
1	12' x 12' (approx)	Gazebo/Tent (Enclosed)	First Aid Station.

### Entertainment

*Various types of entertainment may take place at the event (these could include fairground rides, inflatables etc). Detail the types of entertainment which are planned for the event including times and locations and any relevant inspections and risk assessments.*

### Fairground & Rides

- **Provider:** Local fairground operators.
- **Rides:** Small-scale children's rides including Hook-a-Duck, Chair Ride, Teacup Ride, Bungee Trampoline, and Bouncy Castle.
- **Operating Hours:** Saturday, 10:30 – 17:00.
- **Compliance:** All operators are required to submit valid risk assessments, inspection records (PIRL), and Public Liability Insurance details prior to acceptance.

## Scheduled Entertainment Program

### Friday Evening (Family Disco)

- **Time:** 18:00 – 21:00
- **Location:** Main Entertainment Marquee
- **Details:** Children's entertainer and family disco.
- **Refreshments:** Alcoholic and non-alcoholic drinks available via the supervised bar (Manager holds personal licence). *No off-site alcohol permitted.*

### Saturday Daytime (12:00 – 17:00)

- **Locations:** Various sites as per Field Plan.
- **Activities:**
  - **Live Music:** Various performers across the site.
  - **Awards:** Prize presentations and Auction of Exhibits.
  - **Yorkshire Wildlife Park Marquee:** Children's entertainment (12:00–17:00). Includes **Mr Dan Circus Skills:** Interactive display.
  - **Eagle and Child Stage:** Local live bands and performers (12:00–17:00).
  - **Main Arena:** Mobile Bike Display Team (BMX Stunts) (12:30–15:00). *Safety perimeter enforced.*
  - **Arena 2:** BMX 'Have a Go' Area (Supervised tuition by professional team).
  - **Arena 4:** Fun Dog Show (13:00–15:30).
  - **Arena 3:** Ferret Racing (12:00–17:00).
  - **Traditional Events:** Children's Sports and Annual Tug-of-War. (from 15:00)

### Saturday Evening (Adults Only)

- **Time:** 19:00 – 23:00
- **Location:** Main Marquee
- **Details:** Adults only. Ticketed event (Max capacity 320). Live band and disco.
- **Supervision:** Monitored by the Event Organiser and SIA Officers.

## Licensing

*Some events will require either a premises licence or temporary event notice due to having licensable activities – sale of alcohol, late night refreshments or regulated entertainment (entertainment provided to an audience for the purposes of entertaining them eg play, sporting event, live/recorded music etc). List any licence details here.*

**Premises Licence** The Auckley Show holds a **Premises Licence** (Initial application submitted 2025), covering:

- Sale of Alcohol
- Regulated Entertainment (Dancing & Live Music)
- Late Night Refreshment

The annual licence fee is due on **29th September**.

## Operational Controls & Monitoring

- **Main Marquee (Daytime):**
  - **Supervision:** Monitored by the Master of Ceremonies (Ant Lee) throughout the afternoon.
  - **Security:** SIA Officers patrol the area from 10:00 to 18:00 on Saturday.
  - **Capacity Management:** Visitor numbers are actively monitored. In the unlikely event that capacity approaches **499 persons**, appropriate action will be taken to restrict entry and ensure safety compliance.
- **Saturday Night Event:**
  - **Supervision:** Monitored by the Event Organiser with SIA Officer attendance.
  - **Capacity:** Strictly limited to 320 adults.
- **Mobile Bar (Eagle and Child Stage):**
  - **Hours:** 12:00 – 17:00.
  - **Supervision:** Operated by trained staff with direct communication to the Event Organiser. Periodically observed by SIA Officers.

## Alcohol Policy

- Alcohol purchased off-site is strictly prohibited from being brought onto the event grounds.
- All staff serving alcohol are trained in responsible service, includes a **“Challenge 25”** policy

## Catering and hospitality

*Detail the business and contact details of any contractors/food businesses providing catering for your event. If applicable, describe the catering facilities you are offering and where they are located on your site map. Please reference the following:*

- *Name of the food business*
- *Home Address of the food business operator*
- *Local Authority the food business is registered with*
- *The current Food Hygiene Rating Scheme rating (we would be happy with a rating of 3 or above)*

**Overview** Catering facilities are provided by a mix of independent traders and concessionaires. Their specific locations are detailed in the **Field Plan** (see appendix). A comprehensive list of all food businesses, including their registration details and hygiene ratings, is maintained (see appendix)

## Compliance & Standards

- **Hygiene Ratings:** The Auckley Show requires all food traders to hold a minimum Food Hygiene Rating of **4**. Our expectation is that our traders will achieve a rating of **5**.
- **Registration:** All operators are registered with their respective Local Authorities.
- **Inspections:** Trading Standards conducted an on-site inspection during the 2025 event. We welcome a similar inspection in 2026 to verify compliance.
- **Trader List:** While the core roster of caterers is expected to remain consistent with 2025. One trader who attended in 2024 (but was absent in 2025) is expected to return. The final confirmed list will be updated in the appendix prior to the event.

## Noise management

*You will need to consider any amplified sound and how it is managed to ensure safety and potential nuisance issues are addressed including type of noise, volume levels, monitoring arrangements etc. Enter your arrangements for noise management here.*

**History & Community Relations** Over the past 41 years, the event has maintained an excellent relationship with the surrounding community, with no recorded noise complaints from neighbours. The event attracts a large proportion of local residents who are generally tolerant and supportive. The Committee is committed to preserving this positive relationship through proactive communication and responsible noise management.

### Control Measures

- **Monitoring:** Sound levels are actively monitored by the Event Manager. Performers are briefed on volume limits and are requested to reduce output immediately if levels become excessive.
- **Feedback Channels:** Community feedback is encouraged via our social media platforms and through direct contact with Committee members, many of whom are local residents.
- **Cut-off Times:** To minimize disturbance, all amplified music ceases at:
  - **Friday:** 21:00
  - **Saturday:** 23:30
- **Policy Reference:** Detailed procedures are outlined in the **Noise Abatement Policy** (see appendix).

## Welfare provision

*Provide details of your welfare arrangements including providers/contractors, numbers of facilities and arrangements for monitoring, cleaning and replacing those facilities as required. Facilities may include:*

- *Toilet facilities*
- *Changing facilities*
- *Shower rooms*
- *Drinking water provision*

**Toilet Facilities** In consultation with *The Purple Guide*, we have calculated that our proposed toilet provision exceeds the recommended minimum ratios, even at peak attendance (2,000 visitors). A 60:40 (female:male) gender split has been applied, and the location of accessible units has been carefully considered.

- **Sports Pavilion:** Provides electricity, water, and drainage. Contains two wheelchair-accessible cubicles. While primarily used for storage and performer changing (and thus out of bounds for the general public during the event), these facilities are available for disabled users with attendants requiring enhanced space, or assistance in an emergency.
- **Public Toilets (Trailers):** The Show owns two trailer units connected to the pavilion's utilities. Additional portable units are also used.
  - **Configuration:** Each trailer contains 6 female cubicles, 1 male cubicle, and

- urinals (capacity for 5 males).
- **Totals:** 12 female cubicles and 10 male facilities (cubicles + urinals) across both trailers. Additional unisex 2 units.
- **Accessible Units:**
  - One Easy Access toilet with baby changing facilities is located adjacent to the main trailer block.
  - One additional Easy Access toilet with baby changing facilities is sited beside the Festival Tent, with **Additional two portable** unisex standard units.
- **Showers/Changing:** Dedicated shower facilities are not provided. However, the pavilion changing rooms can be made available in an emergency or for urgent needs.

**Drinking Water** Potable mains water is available from:

- Both bar areas.
- An external tap located on the pavilion wall.

## Lost children

*You must have a lost children policy and all event staff and volunteers must be familiar with it.*

- *Include arrangements for the safe care of children until such time that they can be reunited with their parent or guardian.*
- *Provide a clearly advertised point for information on lost children.*
- *Always ensure there are at least two adults that have the appropriate Criminal Records Bureau (CRB) checks in place to look after any lost children. Children should not be left with just one adult.*
- *All incidents need be logged and all details are recorded.*
- *Parents and guardians should provide ID and a description of the lost child before they are allowed to collect the child.*
- *Contact the police if the child is reluctant to go with the parent or guardian.*

**Policy & Procedures** The Auckley Show maintains a strict policy for the safety of lost children and vulnerable adults. All staff and volunteers are briefed on these procedures prior to the event.

- **Coordination Point:** The **Information Desk** (clearly signposted and marked by banners) serves as the central hub for Lost/Found children, vulnerable persons, and lost property.
- **Staffing:** The desk is manned throughout the event. Adults with DBS (CRB) checks are available at all times to care for any lost child. Children are never left in the care of a single adult.
- **Communication:** The Information Desk maintains radio and mobile contact with stewards, managers, and the nearby First Aid Post (<1 minute walk). Public Address announcements can be made immediately if required.
- **Reunification:** Parents/guardians must provide identification and a description of the child before reunification. If a child is reluctant to go with an adult, the Police are contacted immediately.
- **Recording:** All incidents are logged in a dedicated register at the Information Desk.
- **Training:** At least six Committee members hold current DBS checks (Basic or Enhanced). Detailed guidance is provided in the **Child Protection Policy** and **Vulnerable Adult Protection Policy**.

## Litter/Waste

*Consideration needs to be given to the cleansing requirements before, during and after the event. Provide details of any contractors/local voluntary groups involved with a description of the arrangements in place.*

### Contractors & Strategy

- **Cleaning: Clean and Bright Cleaning Services Ltd** manages all site cleaning before, during, and after the event (until 11:00 on Sunday).
- **Recycling Initiative:** Lisa Barlow and Wayne are implementing a new waste disposal and recycling policy aligned with current national guidance. This has been developed in consultation with CH **Middleton Ltd** (waste removal contractor) and Mr. Jerry Zejman-Gebbie (Commercial Waste Officer, City of Doncaster Council).

### Infrastructure

- **Glass:** 14 x 140-litre glass bins.
- **Recycling:** 6 x 240-litre recycling bins.
- **General Waste:** A 25-yard enclosed, lockable skip provided by CH **Middleton Ltd**.
- **Site Bins:** 40 x 85-litre yellow bins (lined with black bags) distributed throughout the site. These are monitored regularly and emptied into the general waste skip.
- **Food Waste:** Dedicated food bins will be placed at strategic locations.

**Trader Responsibilities:** All traders are required to remove their own generated waste for recycling and disposal.

### Clearance & Collection

- **Sunday Morning:** Committee members and volunteers conduct a final clearance of the main field and parking areas to ensure no litter remains.
- **Collection:**
  - Recycling bins are collected by City of Doncaster Council (CDC).
  - Fixed waste bins are emptied by CDC.
  - The on-site skip is locked and collected by **CH Middleton Ltd** on Monday morning.
- **Review:** This process has been reviewed for 2026 as part of the security awareness update and to further improve recycling rates.

## Electricity

*Provide details of any electrical installations/the use of power for the event. Please note All electrical installations and equipment must comply with the general requirements of the Electricity at Work Regulations 1989 and only competent persons should carry out electrical installation work.*

**Compliance & Installation:** All electrical installations and equipment comply with the *Electricity at Work Regulations 1989*. Work is carried out exclusively by competent persons.

- **Contractor: RJ Electrical and Security Ltd** provides the service to ensure all systems are safe and legally compliant.
- **Fixed Installation:** The sports pavilion (owned by Auckley Parish Council) undergoes an annual inspection and test of all fixed electrical equipment. This test is performed by **RJ Electrical and Security Ltd** in the week prior to the show.

- **Portable Equipment:** All portable equipment owned by the Auckley Show (extension cables, lighting cables, etc.) is PAT tested by **RJ Electrical and Security Ltd** during the same week.
- **Certification:** Test certificates for both the fixed installation and portable equipment will be retained on file and made available for inspection.

#### **Power Distribution**

- **Main Marquee:** Mains electrical power is supplied to the Main Marquee only.
- **Traders:** No mains power is supplied to trader stalls. Traders are responsible for their own power generation and must ensure all equipment is safety tested. All traders are required to submit a declaration confirming that their equipment meets safety standards and that current certifications are available for inspection.

## **Lighting**

*You should enter details of the use of lighting for the event.*

*Think about what ambient lighting is required for the safe movement around the event and what impact might it have on the performance. Do you require any emergency lighting and where are you going to place it to ensure it is not an obstruction or hazard in itself? If your event is only run in daytime hours and does not require lighting, what is the possibility of it over running into hours of darkness? Do you need some lighting as back up?*

**Requirements & Provision** Lighting is required to ensure safe movement around the event, particularly during evening hours.

- **Main Marquee:**
  - **Friday:** 18:00 – 22:00
  - **Saturday:** 19:00 – 00:00
  - **Provision:** Festoon lighting and emergency exit lighting are supplied and installed by **Mudfords of Retford**.
- **External Areas:**
  - Auckley Show owns temporary plug-in LED floodlights. These are tested and mounted on the pavilion to illuminate the main marquee entrance and the toilet area.
- **Safety:** All lighting is positioned to avoid becoming an obstruction or hazard. Emergency lighting is integrated into the marquee structure to facilitate safe evacuation in the event of power failure.

## Standing/seating

You should enter details of attendees standing/seating at the event. Consider whether the audience will be standing, seated or a mixture of both. This will have a bearing on space allowance, crowd dynamics and access arrangements.

**Capacity & Layout** Seating arrangements are based on 41 years of operational experience to ensure optimal space allowance and crowd dynamics.

- **Main Marquee:** Maximum seated capacity of **320** for evening events.
- **Other Marquees:** Trestle tables and seating are provided in the Yorkshire Wildlife Park (YWP) Children's Entertainment Marquee (open-sided) and the Eagle and Child Stage Marquee.
- **Standing Areas:** The Field Plan designates specific standing viewing areas around various displays and arenas.
- **Thoroughfares:** A minimum **7-metre** wide thoroughfare is maintained between blocks of trade stands to ensure safe pedestrian flow and emergency access. A perimeter track is maintained with a minimum width of 7 metres.

### Seating Allocation (2026)

A total of **600 fold-up chairs** and **214 six-foot trestle tables** will be distributed as follows:

<u>Location</u>	<u>Tables</u>	<u>Chairs/Notes</u>
Exhibits Marquee	100	Seating for judges/exhibitors
Craft Marquee	40	Trader seating
Eagle and Child Festival Marquee	15	Audience/Performance
Yorkshire Wildlife Park Marquee	38	Children's entertainment
Tombola (Main Marquee)	12	Ticket sales/prizes
First Aid Post	1	Staff seating
Fun Dog Show	1	Judges/Handlers
Main Arena (Children's Sports)	1	Officials
MC Position (Main Marquee)	1	Master of Ceremonies
PA System (Main Marquee)	1	Technical crew
Information Point / Cleaning Station	4	Staff/Operations

Also

<b>Round Tables</b>	<b>46</b>	Various sizes (4'–6' diameter) to be located in and around the Main Entertainment Marquee
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### Camping

You should enter details of camping at the event. If facilities for camping or caravanning are provided at the event, consider associated health and safety risk as part of the site design, e.g. fire and transport safety risks. If possible, separate vehicles from tented areas to minimise the risk of someone being run over.

**No camping** or caravan facilities are provided at the event site. All attendees are required to depart the site by the end of the event on Saturday evening.

## 2. Crowd Management

### Security/stewarding companies

*Stewarding or security staff will be needed for the following types of duties:*

- *Searching at entrances*
- *Bag checking*
- *Rapid response*
- *Crowd monitoring*
- *Emergency evacuation*
- *Control and direct the public as required*
- *Monitor fire exits and fire equipment*
- *Outline competencies, roles and arrangements for briefings*

Security is provided by **Total Effex Security UK Ltd**, employing licensed SIA Door Supervisors.

- **Duties:**, rapid response, crowd monitoring, assisting emergency evacuation, directing the public, and monitoring fire exits/equipment.
- **Briefing:** All security personnel are briefed by the Event Manager or Deputy prior to the event (see Briefing Document).

SIA-accredited security officers supervise the site overnight. During the day, they are supplemented by volunteer marshals coordinated by team leaders, who report directly to designated committee members.

### Barriers

*Provide details of where barriers are to be used including:*

- *Type of barriers to be used*
- *Company supplying and installing them*
- *Number to be used.*

*It may be useful to details where barriers are to be used on a site plan.*

### Barriers

- **Perimeter:** Access to the venue is unrestricted (free entry/parking); therefore, no perimeter barriers are deployed. This ensures no obstruction to evacuation routes in an emergency.
- **Internal:** Marshals guide entering visitors. Any barriers required to protect equipment or mark ground hazards are deployed using stakes and hazard tape.

## Management of attendee numbers

Provide details here of how the number of attendees at the event are to be monitored and controlled eg

- Ticketed event
- Monitored entrances and exits

### Attendee Numbers

- **Monitoring:** The site has unrestricted access, but crowd density is monitored continuously.
- **Parking:** A vast parking area adjacent to the River Torne (Car Parks 1–4) is managed by **12 Car Park Marshals**. A Traffic Management Plan is in place to optimize space usage.
- **Entry Control:** Car Park staff monitor the entrance to the Showground.
- **Capacity:** Based on previous counting exercises, peak attendance is anticipated to not exceed 2,000 visitors.
- **Travel Advice:** Appeals are made via social media and the local *Arrow Magazine* encouraging visitors to walk to the show where possible to reduce congestion.

## 3. Communications

### PA system

Detail any PA systems in use at your event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with.

The event utilizes two fixed PA systems:

1. **External:** A weatherproof 6-speaker outdoor system with range covering the entire field.
2. **Internal:** A system covering all marquees. Both systems are tested prior to the event to ensure full coverage.

### Radio

Use of radios should be considered and details of their use recorded in this plan (for example - who has them and what channel they are being allocated).

### Radio Network

- **New Implementation (2026):** An independently operated radio network will be introduced.
- **Equipment:** 12 units plus spare batteries, supplied by **Ninehundred Communications Group** (White Rose Way, Doncaster).
- **Users:** Key Committee members, Steward Managers, and the First Aid station will carry radios.
- **Protocol:** In the event of mobile network failure, the radio network serves as the primary communication channel.

## Telephone

*This section should contain details of any landlines, or any known difficulties with mobile phone networks in the area of the event. It should also detail other alternative communication methods in the event of problems with telephone communication.*

### Telephone & Messaging

- **Landlines:** None available on site. The nearest public phone is at the Eagle & Child Pub (~400m from entrance).
- **Mobile Phones:** All Committee members and volunteers carry mobile phones.
- **Messaging:** A dedicated **WhatsApp** group is established for real-time coordination among all staff.

## Signage and public information

*Provide details of any signage or public information facilities being used to direct persons round the site, provide important information eg welfare facilities, first aid points, lost children etc and restrict the public from certain areas if required.*

### Signage and Public Information

- **Layout:** Field plans are included in the programme, displayed at key points on site, and accessible via the event website.
- **Identification:** Feather flags identify the First Aid Post and Information Point.
- **Traffic & Direction:**
  - Coloured banners and directional signage on 87cm stands (ballasted as necessary) guide loading vehicles.
  - Speed limit signs (5mph) and one-way traffic indicators are displayed on similar stands with 75cm circle sign.
  - Trade and disabled parking areas are clearly marked and utilise similar signage to aid directional movement
- **Off-Site Signage:** The Traffic Management Plan includes off-site signage, including non-enforceable 'no-parking' cones on estate roads and Chapter 12 specification signage in advance of the site.
- **Location and placement of signage:** This is determined in advance and is laid down on field and traffic management plans (*see appendix*)

## Media handling

*Where the event may attract media attention, senior members of the team should be ready and prepared to give statements about the event. Details of persons responsible and statements to be given should be detailed here.*

In the event that the Auckley Show attracts media attention, the **Event Manager (Neil Woodward)** serves as the sole designated spokesperson.

- **Procedure:** All media inquiries are to be directed to the Event Manager. Committee members are briefed to defer all questions to the Event Manager to ensure consistent and accurate messaging.
- **Statements:** Official statements regarding the event, safety, or any incidents will be issued solely by the Event Manager or by a person directly designated by him.

## 4. Traffic management, transport and parking arrangements

*The traffic management of an event is the responsibility of the event organiser.*

*You should liaise with City of Doncaster Council Highways department, the local Police and any stewarding company involved in managing the road, to write a traffic management and parking plan for the event which aims to promote safe attendance at the event and minimises disruption to the community.*

*You should enter details of any Special Event Temporary Traffic Regulation Orders and Signage plans requiring approval by the Highways department.*

*You should also supply details of any arrangements in place with local public transport companies providing transport to and from the event.*

*Please carefully consider safe, accessible and adequate parking provision for your event with clear signage and marshals on all approach roads. Include parking details on your site map.*

*You should also consider any implications for persons arriving at the venue on foot or by bike.*

**Responsibility & Planning:** Traffic management is the responsibility of the Event Organiser. A comprehensive **Traffic Management Plan (TMP)** has been developed in liaison with the City of Doncaster Council Highways Department, and Doncaster Events Safety Advisory Group, including local Police and emergency services. This plan aims to promote safe attendance while minimizing disruption to the local community.

### Highway & Signage

- **Regulations:** The TMP covers the direction of traffic from the main B1396 road and village access points.
- **Signage:** Chapter 12 compliant signage is used to provide advanced warnings of road layouts. Non-enforceable parking cones are deployed to keep routes clear of congestion. A strict protocol is in place to assess risks and manage the erection of signage on the highway.

### Parking & Marshalling

- **Supervision:** All parking areas (Car Parks 1–4) are supervised by Marshals wearing high-visibility jackets.
- **Safety Briefing:** Marshals are briefed in advance on safe working practices, including awareness of drivers' impaired vision when reversing. Reversing manoeuvres are discouraged wherever possible.
- **Location:** Parking areas are clearly indicated on the Field Plan.

### Cyclists & Pedestrians

- **Bicycles:** The pavilion features palisade metal fencing providing base for secure bicycle parking. Riding of bicycles and scooters is strictly prohibited within the event grounds.
- **Pedestrians:** Safe walking routes are maintained from the village to the site.

### Taxi Drop-off/Pick-up

- **Designated Point:** Taxis are advised to drop off and pick up passengers at **29 Ravenswood Drive**.
- **Rationale:** This location provides a fixed point for sat-nav systems and allows taxis to enter and exit without reversing, by following the road that exits onto Common Lane at either end. The point is approximately 100m from the main entrance, with a paved footpath connecting to the site.

*(Refer to Appendix: Traffic Management Plan for detailed maps and signage layouts.)*

## 5. Medical and first aid cover

*Details of the First Aid and medical cover for your event should be detailed in this section. The Purple Guide provides a template to help establish your first aid, medical and ambulance requirements. You should identify where each medical facility/first aid point is located on your site and you may wish to identify this on your site plan.*

### Provider & Assessment

- **Provider:** First Aid cover is provided by **MB Event Solutions Ltd**.
- **Risk Tier:** Consultation with *The Purple Guide* assesses the Show Day event as **Tier 2** (estimated peak attendance 2,000). Evening events assessed as **Tier 1**.
- **Risk Rating:** Low risk, based on experience over 41 years.

### Resources & Facilities

- **Personnel:** Two staff members qualified to **Level 4 EFA** (Emergency First Aid at Work) with AED and Oxygen capabilities will be on site for the duration of the daytime event and dispersal.
- **Station:** A dedicated First Aid tent/marquee is provided by the Show. It is visually marked with two green feather flags and located as per the Field Plan.
- **Access:** The station has direct radio and in-person communication. Ambulance access is available via the main entrance trackway and can reach the first aid station without crossing the event field. If necessary all parts of the field are accessible by emergency vehicles by use of the perimeter track.
- **Fresh water** is available from the adjacent pavilion.
- **Public AED:** An additional public-access defibrillator (AED) is permanently mounted on the south wall of the pavilion.

## Contingency & Logistics

- **Supplies:** Contingency plans are in place to restock supplies or cover staff shortages if required.
- **Reporting:** All accidents are recorded on forms available at the Information Stand. A dedicated **Medical Plan** is provided by **MB Event Solutions Ltd.**
- **Briefing:** All event staff are briefed on First Aid access points (led by Neil Woodward and Howard Hill). All medical requests and operational decisions are logged.
- **Public Advice:** A Health & Safety Advice Notice is published in the event programme.

## Evening Events

- **Friday Family Disco:** Assessed as **Tier 1**. A First Aid Kit is available with Mandy Tuite at the main entrance. A Defibrillator is on site.
- **Saturday Night Event:** Assessed as **Tier 1**. A First Aid Kit is available behind the Bar Area. A Defibrillator is on site.

*(Note: Assurance forms for Yorkshire Ambulance Service are submitted as required.)*

## 6. Police

*This paragraph should include details of any agreed Police involvement in the event including:*

- *traffic management of the event*
- *police presence on site during the event*
- *general notification to the local police force of the event and potential impact*

## Police Liaison

- **Notification:** The event has been notified to the Police via the Doncaster Events Team, the Premises Licence renewal process, and ESAG meetings.
- **Presence:** No specific police presence is requested on site, though their attendance is welcomed.
- **Emergency Access:** A Rendezvous (RV) point is available for all emergency vehicles at the tarmac area (14m x 23m) at the site entrance should a serious incident develop.

## Counter-Terrorism Mitigation

- **Threat Level:** The National Terrorism Threat Level is currently **SEVERE** (highly likely). This is monitored and reviewed at regular intervals leading up to and on Show Day.
- **Briefings:** The Auckley Show Committee, SIA staff, volunteers, and car park marshals have been briefed on **Counter-Terrorism Guidance**.
- **Action Cards:** Sets of Action Cards are available at the Information Point and via the dedicated event website/app.
- **Reporting:** All staff are provided with a link to the **Auckley Show Safety App** to access real-time guidance. The public is encouraged to report suspicious activity to the Information Stand or any staff member. "Run, Hide, Tell" and "HOT" posters are incorporated into our show day programme.
- **Evacuation Support:** Nominated responsible persons are allocated to each marquee to assist with evacuation, particularly for visitors with mobility issues.

## 7. Fire risk assessment

A fire risk assessment must be carried out for all locations and details of any risks identified and the way that they are to be managed should be written. Include calculations for evacuation arrangements.

You can outline the approach to the risk assessment here and main issues identified. The full risk assessment could be attached in the appendix.

### Assessment & Compliance

- **Assessor:** A Fire Risk Assessment has been performed by **Pyro Fire Services Ltd** (Assessor: Richard Franks).
- **Inspection:** A confirmatory inspection will be conducted after site setup on the Friday before Show Day.
- **Implementation:** Committee member **Howard Hill** (qualified in risk assessment) is responsible for ensuring all necessary actions are implemented.

### Pyrotechnics and special effects

Provide details of any pyrotechnics and special effects that you will have at your event. These should be carried out a registered company who can provide adequate risk assessments that you can incorporate into your arrangements to ensure they are set off safely.

No pyrotechnics or special effects involving fire/explosives are used at this event.

## 8. Risk management

### Risk assessments

Indicate where risk assessments from both yourself and any contractors can be found and any significant issues arising. Further guidance on completing risk assessments can be found at:

<http://www.hse.gov.uk/risk/index.htm>

### Risk Assessments

- **Documentation:** A comprehensive set of risk assessments (covering the event, contractors, and specific activities) is maintained as a "live" document, continually reviewed leading up to Show Day.
- **Availability:** Final copies are available on site in a dedicated folder at the Information Point.

Refer to separate risk assessment document.

## Incident recording

*The Event Control should maintain a record of everything that occurs throughout the event. You should detail your arrangements for recording and keeping records of such information for events. See also the RIDDOR guidance below.*

### Recording

- **Log:** The Event Control maintains a record of all incidents, including "near misses" relating to health and safety.
- **Location:** Incident logs are kept in the folder at the Information Point.

## RIDDOR

*The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain incidents to be reported to the Local authority Health and Safety/HSE by law. RIDDOR information must be included in the incident log.*

*For details and reporting procedure of RIDDOR see the HSE web site.*

*Health and Safety Executive / Enforcing Authority*

*You should enter details of the enforcing authority for your event here should you wish to contact them to advise further of an incident. Council managed events are enforced by the HSE. Commercial events will be enforced by the local authority Environmental Health Service.*

### RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

- **Compliance:** The event complies with RIDDOR. Any reportable incidents will be logged and reported to the enforcing authority as required by law.
- **Procedure:** Reporting procedures are detailed in the incident log and on the HSE website.

#### Enforcing Authority

- The enforcing authority is the **Health and Safety Executive (HSE)**.

#### Contact Details:

Yorkshire and North East  
Health and Safety Executive  
Foundry House  
3 Millsands  
Riverside Exchange  
Sheffield  
S3 8NH

## Insurance

*Provide details of your insurers and the level of cover provided for the event. HINT: you may wish to append copy of the relevant certificates of insurance to your plan.*

**Coverage Details** Insurance for the Auckley Show is arranged through **Flair Insurance** (Doncaster Road, Branton). While the specific policy documents for 2026 are expected to be issued four weeks prior to the event, the coverage levels will be maintained consistent with previous years.

### Previous Coverage Reference:

- **Insurer:** Event Insurance Services Ltd
- **Address:** 20a Headlands Business Park, Ringwood, Hampshire, BH24 3PB
- **Public Liability:** £10,000,000
- **Employers Liability:** £5,000,000
- **Endorsements/Special Conditions:** None

*A copy of the current certificate of insurance will be appended to this plan once received.*

## Weather

*Identify who is responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained. You should record what the specific arrangements will be in event of bad weather (eg cancellation criteria).*

### Monitoring & Responsibility

- **Responsible Person:** Event Manager **Neil Woodward**.
- **Sources:** Forecasts are monitored via televised weather reports, the BBC Weather app, and MetCheck, supplemented by the Event Manager's 41 years of local experience.
- **Reporting:** Updates are disseminated to the Committee and if necessary to key staff via the WhatsApp group and radio network.

### Adverse Weather Protocols

- **Ground Conditions:** The site is hard and well-draining grassland. Historically, there has never been a cancellation due to adverse weather in the last 41 years.
- **Mitigation Measures:**
  - **Straw:** A local farmer has agreed to supply straw for extreme mud conditions, though this is a contingency measure only.
  - **Recovery:** A tractor is available on standby to tow vehicles if they become stuck.
  - **Matting:** **75 units of Euromats** (rubber matting) supplied by **Grass Form Group**, Worksop will be deployed at high-traffic pinch points (e.g., marquee entrances) if extreme rainfall is forecast. The decision to deploy will be made by 10:00 on the Monday before Show Day.
- **Traffic Flow:** The perimeter one-way traffic system (trialled in 2024/2025) will be implemented permanently in 2026 to improve exit flow. If this system fails due to

weather or congestion, signage will be put in place to immediately revert to the proven two-way system.

- **Closure Procedure:** If weather conditions become incompatible with safety, the Event Manager will announce closure via the PA system. Visitors and traders will be marshalled off-site. In extreme cases, the **Emergency Evacuation Procedure** will be enacted.

## 9. Incident Management

*Emergency vehicle access Detail any dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles.*

*You can refer to these on the site map.*

### Emergency Vehicle Access & Rendezvous

- **Rendezvous Point (RP):** A dedicated tarmac hard-standing area (**14m x 23m**) at the main site entrance is reserved for emergency vehicles.
- **RP location identity:** “*What-3-Words*” = bubbles-chum-cadet
- **Fire Hydrant:** The nearest hydrant is located on the highway at the main entrance (marked on the Field Plan).
- **Access Routes:**
  - A minimum **7-metre wide** emergency route is maintained around the perimeter of the show.
  - Access from the main B1396 road is secured using non-enforceable 'no waiting' cones. Permission to install these is requested from Doncaster Highways.
- **Traffic Control:** Free public parking is promoted to minimize road congestion. Local residents are encouraged to walk to reduce traffic volume.

### Event evacuation plan

*Detail here emergency evacuation details for visitors as well as the event team and contractors, including car parks.*

*You can refer to these on the site map and provide further details in the appendix.*

*See appendix for field plan.*

### Event Evacuation Plan ('Show Stop')

- **Decision Authority:** The decision to initiate a full evacuation ('Show Stop') rests with the **Event Manager (Neil Woodward)**, in consultation with the **Deputy Event Manager (Howard Hill)**. Decisions will be proportionate, legal, necessary, ethical, and documented.
- **Communication Protocol:**
  1. **Event Manager:** Contacts Emergency Services immediately and alerts radio holders.
  2. **Deputy Manager:** Alerts all Committee members and volunteers via WhatsApp (reinforced by phone calls if necessary) and contacts SIA Officers.

3. **MC (Ant Lee):** Makes announcements over the PA system.
4. **Marshals/Committee:** Direct visitors away from threats as per their briefing.

### Specific Scenarios

- **Serious Threat (e.g., Terrorist Incident):**
  - Announcements will direct visitors to the **centre of the Main Arena** (or Arena 2 as an alternative) for shelter.
  - If full evacuation is required, specific routes will be announced.
  - **Vehicle Protocol:** All persons must evacuate on foot. Vehicles must **not** be moved until the Event Organiser declares the area safe. The main entrance trackway must be kept clear for emergency vehicles.
- **Fire:**
  - **Alarm:** Continuous short bursts on whistles.
  - **Action:** Evacuate marquees immediately. Assemble in the **Play Area** near the main entrance. Routes are shown on site plan available at information desk and in our programme.
  - **Instructions:** "If you discover a fire, shout 'Fire'. Do not put yourself at risk. Move away from danger in an orderly manner."
  - **Equipment:** Fire extinguishers and blankets are located at the Bar, Stage (Main Marquee), Outside Stage (Festival Marquee), and Pavilion.

### Reporting & Queries

- All incidents are logged at the Information Point.
- Concerns should be directed to the Information Desk. In an emergency, any marshal (blue shirt or high-vis jacket) can relay messages to the control centre.

### Counter-terrorism mitigation

*Detail here all counter-terrorism mitigation plans for your event.*

### Briefings & Awareness

- **Staff Training:** The Committee, SIA Staff, Car Park Marshals, and volunteers are briefed on **Counter-Terrorism Guidance**.
- **Resources:** Staff are provided with links to the **Auckley Show Safety App** and physical **Action Cards** (available at the Information Point and Command Centre).
- **Threat Level:** The current National Threat Level is **SEVERE** (attack highly likely). This is monitored continuously.

### Public Engagement

- **Advice:** Public advice is included in the Show Programme and the local *Arrow Magazine*. Attendees are encouraged to report suspicious activity to the Information Stand or any staff member, and be prepared to take positive safety actions.

**Evacuation Coordination** Key staff are nominated to coordinate evacuation in specific zones, with a focus on assisting visitors with mobility issues:

- **Main Marquee:** Ant Lee
- **Craft Marquee:** Dave Coulson
- **Exhibits Marquee:** Janet Perry
- **Eagle and Child Stage:** Samantha Good
- **Yorkshire Wildlife Park Marquee:** Lindsey Wright

## 10 Drugs Policy

**Zero-Tolerance Approach** The Auckley Show takes pride in being a family-friendly event. We operate a **zero-tolerance policy** regarding illegal drugs. While drug-related incidents have historically been non-existent, this policy remains strictly enforced.

**Legal Compliance** All UK laws regarding drugs and alcohol apply within the event grounds.

- **Entry:** No person will be admitted if found in possession of illegal substances.
- **Conduct:** Anyone suspected of being drunk and disorderly, or in possession of drugs, will be asked to leave the premises immediately and will be refused re-entry.
- **Escalation:** If a situation is deemed beyond the capability of the event staff, Emergency Services will be contacted immediately.

### **Welfare & Support**

- **Information:** An Information Stand is clearly visible throughout the event for public queries and welfare concerns.
- **First Aid:** A dedicated First Aid Post is available and clearly marked for any medical needs.
- **Alcohol Control:** Committee members and bar staff retain the right to refuse the sale of alcohol if they deem it inappropriate for the individual or the situation.

## 11. Appendices

### Separate Documents as listed below

01. Martyn's Law Statement
02. Security Protocol ( Anti Terror )
03. Health and Safety Policy
04. Child Protection Policy
05. Vulnerable Adult Policy
4/5A. Lost Found Persons Action Flow Chart
4/5B. Lost Persons Incident Report Form
06. Auckley Show Drugs Policy
07. Traffic Management Plan
08. Field Plan
09. Car Park Marshal's / volunteer/ Committee/ SIA Security briefing notes
10. Health and Safety briefing notes/ all staff and public
11. Evacuation Routes
12. Catering
13. Medical Plan
14. Fire Risk Assessment - Work in progress Undertaken by Pyro Services Ltd
15. Evacuation Calculations. Temporary Structures 2026 Specification.
16. Most Recent Weather prediction - will be added and updated commencing 30 days prior to Show Day. <i>It is noted that reliability of forecasting is low until within 10 days, when accuracy increases.</i>

SAG / Council Submission –

## **Martyn's Law Compliance Statement** (Auckley Show)

---

### 1. Event Overview

A village show held on open council-owned land with:

- Estimated attendance: ~2,000 across the site
  - Open access via public rights of way (no controlled perimeter)
  - Five temporary marquees (each expected to accommodate up to ~400 persons at peak times)
  - One small building (not open to the public)
- 

### 2. Scope Assessment

#### Event

The event is **not treated as a qualifying event** due to the absence of controlled entry conditions.

#### Premises

Each marquee is assessed individually as a **standard duty premises (200–799 persons)** where occupancy is expected to reach ~400 persons at peak times.

---

### 3. Responsible Persons

- A **named Marquee Lead** is appointed for each marquee
  - Overall coordination sits with the **Event Organiser**
- 

### 4. Proportionate Measures Implemented

#### (a) Awareness

- Key staff and volunteers receive a pre-event briefing covering:
    - Threat awareness
    - Suspicious behaviour identification
    - Reporting procedures
-

## (b) Preparedness

- Clear roles assigned within each marquee:
    - Marquee Lead
    - Staff responsible for evacuation support
  - Communication routes established:
    - Between marquees and event control
    - With emergency services (999)
- 

## (c) Emergency Procedures

Each marquee has simple, documented procedures for:

- **Evacuation:**
    - Identified exits, kept clear and visible
    - Staff trained to direct attendees out safely
  - **Invacuation:**
    - Ability to move people away from identified risks
  - **Access Control (situational):**
    - Temporary restriction of entry if required
  - **Communication:**
    - Verbal instructions / announcements
    - Escalation to emergency services where necessary
- 

## 5. Physical Considerations

- Exits clearly identifiable and unobstructed
  - Layout avoids unnecessary congestion
  - Emergency access routes maintained around the site
- 

## 6. Documentation

- This statement of approach
  - Record of staff/volunteer briefings
  - Basic marquee layout and exit awareness
  - Evidence of documented procedures (*4c above*)
-

## 7. Compliance Position

Each marquee has been assessed as a **standard duty premises** under the Terrorism (Protection of Premises) Act 2025.

Proportionate measures relating to staff awareness, preparedness, and emergency procedures have been implemented in line with government guidance.

---

## 8. Approach to Proportionality

In line with the standard tier of the legislation:

- Measures are **practical, low-burden, and appropriate to risk**
  - No enhanced-tier security infrastructure is proposed or required
- 

## 9. Conclusion

The event adopts a **proportionate, risk-based approach** to public protection, focusing on:

- Awareness
- Preparedness
- Effective response capability

This aligns with the intent and requirements of Martyn's Law for premises within the standard duty tier.

---

**Prepared by:** PJ Raine

**Organisation:** Auckley Show Committee

**Date:** 15/5/2026

# Auckley Show Security Protocol

**Important Note:** Given the SEVERE threat level and the site's open-access nature, this protocol prioritises **awareness and rapid response** over prevention. The goal is to detect threats early, enable quick evacuation, and minimise harm if an incident occurs.

---

## 1. Risk Assessment & Planning

### Pre-Event Review

- **Document your risk assessment.** Update the terrorism risk to SEVERE threat level
- **Review our vulnerabilities:** open access points, unsecured service building, crowd density areas
- **Acceptable risk judgement:** Document what security measures are feasible given the open-field access, which cannot be closed

### Stakeholder Coordination

- Include planning for terror attacks in event risk assessments
  - Share your security plan with event volunteers and stallholders
  - Designate a **Security Lead** with direct communication to emergency services
- 

## 2. Physical Security Measures

### Perimeter Management

Since securing the boundary isn't possible:

- **Visibility:** The overall site should have good sight lines enabling good general observation of all areas
- **Signage:** Place clear "See, Check and Notify" signs at entry points
- **Entry monitoring:** Position volunteers at main access points during peak hours with ability to communicate any incident of concern

### Marquee Security

- **Entry points:** Entry control is not feasible during the day due to free flow of visitors
- **Bag checks:** are not a proportional control at present, but should be reviewed annually
- **Internal layout:** Arrange seating to avoid bottlenecks; maintain clear evacuation routes

## Pavilion

- **Restricted access:** Post signage indicating "No-Entry / Staff Only"
- **Regular checks:** Schedule periodic checks throughout the day

## Vehicle Access

- **Controlled timing:** Restrict vehicle entry to setup/teardown windows only, exception for disabled access only.
  - **Speed mitigation:** The narrow entrance trackway is a natural deterrent, ensure signage is maintained and possibly reinforced
  - **Parking:** Public parking is designated away from main visitor areas, visitors encouraged to arrive by foot, or bicycle.
- 

# 3. Personnel & Training

## Volunteer Briefing

All volunteers should receive briefing on:

- **Run, Hide, Tell** protocol (display this prominently)
- **Suspicious behaviour recognition:** Unattended bags, hostile reconnaissance, unusual vehicle activity
- **Communication chain:** Who to contact and how (mobile phone tree or radio)
- **Emergency assembly points:** Designated safe zones

## Security Awareness Activities

- **ACT Awareness e-Learning:** Consider resources at [ProtectUK](#) for key personnel
  - **Pre-event walk-through:** Identify blind spots and vulnerable areas, communicate these to marshals/volunteers
  - **Scenario planning:** Brief marshals/volunteers on what to do if they spot something concerning
- 

# 4. Emergency Response Planning

## Site Resources

- **Consider Response Kits:** Grab Bags with equipment, located in marquee for each marquee supervisor. (eg additional Hi-Viz, torch, megaphone, phone list, brief guidance and check list.)

## Evacuation Procedures

- **Multiple exit routes:** Map evacuation routes from each marquee
- **Assembly points:** Designate clear gathering area away from marquees, with alternate area. Define selection process, include in briefing
- **Headcount procedure:** Assign volunteers to manage visitor flow during evacuation

**Lockdown/Invacuation Options** (*Given the open boundary, **evacuation is preferred over lockdown**. Lockdown is likely hard to achieve. However, consider possibilities.*)

- **Protected spaces:** Identify which marquee offers best shelter if evacuation isn't possible
- **Shelter-in-place protocol:** When to move people inside marquees vs. evacuate

## Emergency Contacts Display

Post clearly visible:

- Police non-emergency: 101
- Emergency: 999
- Suspicious activity: 0800 789 321
- Event Security Lead contact

---

## 5. Situational Awareness

### During Event Monitoring

- **Rotating patrols:** Volunteers circulating the site, able to communicate, if not directly then with minimum delay. Mobile phone contact if radio not available.
- **Crowd density checks:** Monitor areas where people congregate
- **Unattended items:** Establish protocol for reporting and managing suspicious packages

### Hostile Reconnaissance Detection

Watch for:

- Unusual vehicle behaviour near access points
- Suspicious visitor behaviour, attempts to access restricted areas; pavilion, rear of marquees.

### Communication Systems

- **Radio/phone network:** Ensure all key staff can communicate
- **Code words:** Establish simple codes for "check this" vs. "emergency" situations. i.e. define key words to communicate level of concern or action.
- **Police liaison:** Have direct contact for local counter-terrorism policing unit

---

## 6. Post-Incident Procedures

## If an Incident Occurs

1. **Call 999 immediately** for emergencies
2. **Activate emergency plan** (evacuation or shelter)
3. **Account for visitors** at assembly point, if significant incident but not evacuation situation try to retain until police take charge
4. **Preserve scene** for police investigation
5. **Support affected individuals** with first aid and welfare

## After the Event

- **Debrief:** Document what worked and what didn't
  - **Report:** Share any suspicious incidents with police (even if nothing happened)
  - **Update:** Revise protocol for future events based on lessons learned
- 

## 7. Additional Resources

### Pre-Show

- Include warnings and advice in published materials, including Show Day Programme

From ProtectUK, consider accessing:

- **Venues and Public Spaces (VaPS) guidance**
  - **Crisis response kit checklist**
  - **Standards for Public Access Trauma (PACT) First aid kits**
  - **Marauding Terrorist Attacks (MTA) guidance**
- 

## Summary Checklist

Item	Status
Risk assessment completed	<input type="checkbox"/>
Local SAG/Police notified	<input type="checkbox"/>
Security Lead designated	<input type="checkbox"/>
Volunteers briefed on Run, Hide, Tell	<input type="checkbox"/>
Emergency contacts displayed	<input type="checkbox"/>
Evacuation routes mapped	<input type="checkbox"/>
Assembly points identified	<input type="checkbox"/>
Communication system tested	<input type="checkbox"/>
First aid kits available	<input type="checkbox"/>

---

**IN THE EVENT OF A  
TERRORIST ATTACK**



# **GUIDE**

people away from danger



# **SHELTER**

people to keep them safe



# **REPORT**

to police by calling 999

**ACT**

ACTION  
COUNTERS  
TERRORISM

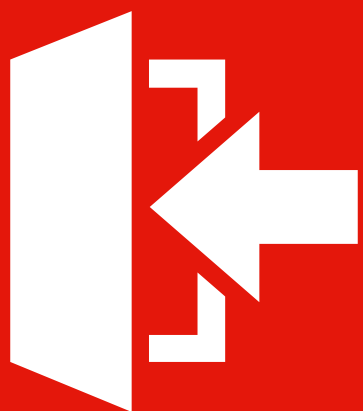
# ACID ATTACK



## IMMEDIATE STEPS

Tell those affected to:

1



REMOVE themselves from the area

2



Call 999

3



REMOVE outer clothing if affected by the substance

4



Avoid pulling clothing over the head & do not pull off clothing stuck to skin

5



REMOVE the substance from skin using dry absorbent material

6



Rinse continually with water if the skin is itchy/painful



ProtectUK



## IMMEDIATE STEPS

1



Stay calm and listen carefully

2



Write down as much detail as possible using the bomb threat checklist

3



Keep the caller talking and alert a colleague to dial 999

4



Note the number of the caller, otherwise, dial 1471 after the call

5



If the threat is a recorded message, write down as much detail as possible and keep it safe

6



If the threat is received via text message, do not reply, forward or delete the message

# Bomb threats checklist

## ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

1. Remain calm and talk to the caller
2. Note the caller's number if displayed on your phone
3. If the threat had been sent via email or social media, see appropriate section below
4. If you are able to, record the call
5. Write down the exact wording of the threat:

--

## ASK THESE QUESTIONS AND RECORD ANSWERS AS ACCURATELY AS POSSIBLE:

1. Where exactly is the bomb right now?

7. What is your name?

--	--

2. When is it going to explode?

8. What is your address?

--	--

3. What does it look like?

9. What is your telephone number?

--	--

4. What does the bomb contain?

10. Do you represent a group or are you acting alone?

--	--

5. How will it be detonated?

11. Why have you placed the bomb?

--	--

6. Did you place the bomb? If not you, who did?

12. Record time completed:

--	--

INFORM BUILDING SECURITY OR  
COORDINATING MANAGER

DIAL 999 AND INFORM POLICE

Name and telephone number of person informed:

Time informed:

--	--

This part should be completed once the caller has hung up and police / building security / coordinating manager have all been informed.

Date and time of call:

Duration of call:

The telephone number that  
received the call:

--	--	--

About the caller:

Male

Female

Age

Nationality

Threat language:

Well spoken

Irrational

Taped

Foul

Incoherent

Caller's voice:

Calm

Slurred

Lisp

Familiar (if so, who did it sound like?)

Crying

Excited

Rapid

Clearing throat

Stutter

Deep

Accent (If so what accent?)

Angry

Disguised

Laughter

Nasal

Slow

Hoarse

Other (please specify)

Other sounds:

Street noises

Motor

PA system

Office machinery

House noises

Clear

Booth

Other (please specify)

Animal noises

Voice

Music

Crockery

Static

Factory machinery

Remarks

Additional notes

Signature:

Print name:

Date:

**ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT SENT VIA EMAIL OR SOCIAL MEDIA**

- 1 Do not reply to, forward or delete the message
- 2 If sent via email, note the address
- 3 If sent via social media, what application has been used and what is the username/ID?
- 4 Dial 999 and follow police guidance
- 5 Preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)

**SAVE AND PRINT – HAND COPY TO POLICE AND SECURITY OR COORDINATING MANAGER**

Retention period: 7 years



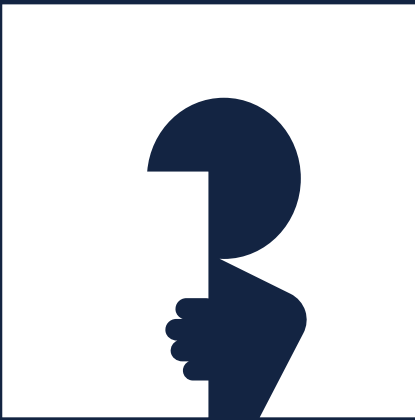
## IMMEDIATE STEPS

1



**RUN** – To a place of safety. This is a better option than to surrender or negotiate. If there is nowhere to run then...

2



**HIDE** – Turn your phone to silent and turn off vibrate. Barricade yourself in if you can

3



**TELL** – The Police by calling 999 when it is safe to do so

# UNATTENDED ITEMS: LOST... or **SUSPICIOUS?**



# H

## Hidden?

- Has it been concealed or hidden from view?
- Bombs are unlikely to be left in locations such as this – where any unattended item will be noticed quickly.



# O

## Obviously suspicious?

- Does it have wires, circuit boards, batteries, tape or putty-like substances?
- Do you think the item poses an immediate threat to life?



# T

## Typical?

- Is the item typical of what you would expect to find in this location?
- Most lost property is found in locations where people congregate.

**If after applying the HOT protocols you still believe the item to be suspicious, call 999.**



NATIONAL  
COUNTER TERRORISM  
SECURITY OFFICE



BRITISH  
TRANSPORT  
POLICE



**COUNTER  
TERRORISM  
POLICING**

**ACT**

**ACTION  
COUNTERS  
TERRORISM**

**IN THE RARE EVENT OF**  
a firearms or weapons attack

**RUN HIDE TELL**



**RUN** to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

**HIDE** It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

**TELL** the police by calling 999.



## IMMEDIATE STEPS

**Confirm – whether the item has suspicious characteristics**

1



Has the item been deliberately hidden?

2



Is the item obviously suspicious? E.g. visible wires

3



Is the item typical of what you would expect to find in this location?

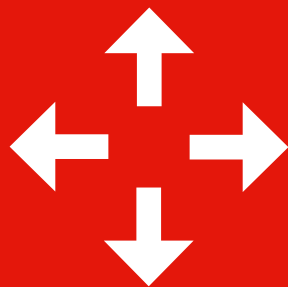
4



Ask if anyone nearby has left the item

**If you believe the item represents a possible risk to life**

5



Clear the immediate area, control access to cordon and do not touch the item

6



Call 999  
Do not use radios within 15 metres

# AUCKLEY SHOW HEALTH AND SAFETY POLICY

**Event:** The Auckley Show

**Site:** Riverside Park, Auckley

**Policy Owner:** The Auckley Show Committee

**Reviewed:** 22.05.26

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## PART 1: STATEMENT OF INTENT

### 1.1 Commitment to Safety

The Auckley Show Committee is committed to providing a safe and healthy environment for all attendees, volunteers, traders, contractors, and staff. We subscribe to '**The Purple Guide**' (*Health, Safety and Welfare at Outdoor Events*) to inform our decision-making and ensure we utilize best working practices to organize a safe event.

### 1.2 Governance and Management

The event is managed by a dedicated volunteer committee that meets regularly throughout the year. All decisions regarding safety and operations are recorded in meeting minutes and circulated to members. The committee is supported by additional volunteers and supporters to assist in the safe management of the event.

- **Event Organiser: Neil Woodward** (Chair). Takes full responsibility for the safety of the event. Involved with the Show since 1983; Chair since 2008.
- **Health & Safety Officer: Howard Hill**. Provides practical guidance, oversees Risk Assessments, and manages day-to-day safety implementation.
  - *Qualifications:* Completed 'Health and Safety Training for Managers' (Updated 28 April 2024); CPD Certified; Assured RoSPA 2023/25 Qualification.
- **Policy Development:** This policy was prepared by Neil Woodward using the Health and Safety Executive (HSE) template and guidance.

### 1.3 Event Context

- **History:** The Show has been part of the village social calendar since the early 20th century. The modern Show has been held annually at Riverside Park since 1985.
- **Venue:** Riverside Park is owned by Auckley Parish Council and serves as a public amenity (dog walking, sports fields, pavilion, basketball court, children's play area).
- **Nature:** A non-profit event. Any surplus funds are reinvested to finance future events.
- **Timing:** Held annually, typically on the third weekend of August.
- **Scale:**
  - **Attendance:** Expected peak of 1,000–2,000 visitors at any one time; total footfall approx. 3,000 over the event period.
  - **Exhibits:** Over 1,000 entries in 2024 (horticultural produce, amateur competitions).
  - **Activities:** Includes a Fun Dog Show, live music stage, craft marquee, trader stalls, children's entertainment marquee, fairground rides, and traditional tug-of-war.
  - **Social Events:** Children's Disco (Friday) and Finale Party – adults only (Saturday night).

## 1.4 Funding and Sponsorship

The event is free to attend with free parking. Funding is secured through:

- Advance fundraising.
- Trader stall charges.
- **Principal Sponsor:** Auckley Parish Council (site provision and financial assistance).
- **Supporting Sponsors:** Cantley with Branton Parish Council, Doncaster Borough Council (grants/equipment), Amazone (agricultural machinery), Yorkshire Wildlife Park, and various local businesses.

## 1.5 Safety Record

The Committee takes safety seriously. Over the last five years, first aid interventions were limited to:

- Bee/wasp stings (5 incidents).
- One trip/fall.
- One sprain (2024, due to activity on a bouncing castle).

## 1.6 Policy Dissemination

- This policy is circulated to Committee members annually or upon significant changes.
- Volunteers and supporters receive verbal briefings pre-show (delivered by Neil Woodward or Howard Hill).
- A full updated copy is available on-site at the Information Stand.

## 1.7 Core Objectives

The Committee aims to:

1. Prevent accidents and work-related ill health.
2. Manage health and safety risks effectively.
3. Provide clear instructions, information, and adequate training proportionate to the role.
4. Ensure all personnel (Committee, Volunteers, Contractors) are competent.
5. Provide necessary Personal Protective Equipment (PPE).
6. Ensure safe handling of equipment and substances.
7. Maintain safe and healthy working conditions.
8. Implement robust emergency procedures (evacuation, fire, major incidents).
9. Review and revise this policy regularly.

**Signed:**

*Neil Woodward, Chair*

---

## PART 2: RESPONSIBILITIES FOR HEALTH AND SAFETY

### 2.1 Overall Responsibility

Neil Woodward (Chair) holds overall and final responsibility for health and safety at the event.

### 2.2 Operational Responsibility

Howard Hill (Health & Safety Officer) holds day-to-day responsibility for ensuring this policy is implemented and practiced.

### 2.3 Specific Area Responsibilities

Neil Woodward and Howard Hill jointly oversee:

- Safety Risk Assessments.
- Briefing of Committee members, volunteers and site staff including SIA officers, marshals, and stewards.
- Consultation with the Committee.
- Accident recording and investigation.
- First Aid coordination.
- Monitoring of accident and emergency procedures.
- Fire safety and evacuation protocols.
- Maintenance of equipment and information sharing.
- Instruction, supervision, and training delivery.

### 2.4 Responsibilities of All Personnel

All Committee members, volunteers, supporters, and contractors must:

- Cooperate fully with Neil Woodward and Howard Hill on all health and safety matters.
- Take reasonable care of their own health and safety and that of others affected by their actions.
- Report all health and safety concerns immediately to the designated officers.

---

## PART 3: ARRANGEMENTS FOR HEALTH AND SAFETY

### 3.1 Risk Assessment

- **Completion:** Risk assessments will be completed for all activities and reviewed when working habits or site conditions change.
- **Contractors:** All traders and contractors must provide relevant risk assessments prior to attendance.
- **Guidance:** Assistance and guidance on completing risk assessments are available (Contact: Phil Raine).

## 3.2 Training

Appropriate and proportionate training will be provided to all personnel based on their role, including:

- Working at height.
- Manual handling/lifting.
- Car park marshalling.
- Fire-fighting (use of extinguishers).
- Evacuation procedures.
- Major and critical incident response.
- **PPE:** Suitable Personal Protective Equipment will be provided where required.
- **Remote Work:** Suitable arrangements will be in place for any personnel working remotely.

## 3.3 Consultation

- **Committee:** Routine consultation on safety matters as they arise; formal consultation during the annual policy review.
- **Volunteers:** Pre-show briefings will be conducted once the full annual review is complete.

## 3.4 Evacuation Procedures

- **Routes:** All escape routes will be clearly signed and kept clear at all times.
- **Planning:** Evacuation plans are reviewed periodically and updated as necessary to reflect site changes or new risks.

# CHILD PROTECTION POLICY



**Organization:** The Auckley Show Committee

**Date Reviewed:** 19 February 2025

**Next Review:** Feb 2027

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## 1. POLICY STATEMENT

"We in the Auckley Show Committee are committed to practices that protect children from harm. Staff and volunteers in this association recognise and accept our responsibilities to develop the awareness of the issues that may cause children harm."

The Committee is dedicated to safeguarding the welfare of all children participating in or attending the Auckley Show. We operate under the principle that the child's welfare is paramount.

### 1.1 Definition of a Child

For the purposes of this policy, a **child** is defined as:

- Any person under the age of 18 years.
  - Any individual considered vulnerable, regardless of age.
- 

## 2. COMMITMENT TO SAFEGUARDING

We will endeavour to safeguard children by:

- **Adopting Robust Guidelines:** Implementing a strict Code of Behaviour for all staff and volunteers.
  - **Induction:** Making all new staff and volunteers fully aware of our procedures and policies before commencing duties.
  - **Designated Officers:** Appointing at least two designated people to whom concerns can be reported.
  - **Information Sharing:** Sharing concerns with relevant agencies (e.g., Social Services, Police) while involving parents/carers and children appropriately.
  - **Continuous Improvement:** Reviewing this policy and our good practices at regular intervals.
- 

## 3. CODE OF BEHAVIOUR FOR STAFF AND VOLUNTEERS

All staff and volunteers must adhere to the following guidelines. Failure to comply may result in removal from the event and further disciplinary action.

### PROHIBITED ACTIONS (You Must NOT)

#### 1. Isolation

- Do not spend excessive amounts of time alone with children away from others.
- Avoid one-to-one meetings. If privacy is absolutely other staff/volunteers must be aware of the interaction.

## 2. Physical Contact

- Do not make unnecessary physical contact with children.
- *Exception:* Contact may be unavoidable to provide comfort in distress or physical support in sports. In such cases, contact must be:
  - Open and transparent.
  - Given with the explicit consent of the child.
  - Proportionate to the need.

## 3. Transport

- Do not take children alone in a car, regardless of journey length.
- *Exception:* If unavoidable, this must be done with the full knowledge and written consent of the parent/carer and the Event Person in Charge.

## 4. External Meetings

- Do not meet children outside of organized event activities unless with the knowledge and consent of parents/carers and the Event Person in Charge.

## 5. Investigations

- Do **not** investigate allegations or question individuals after a concern is raised.
- Your role is to **record the facts** and report them immediately to a Designated Person. Investigation is the sole responsibility of the authorities.

## 6. Inappropriate Conduct

- Never, even in jest:
  - Initiate or engage in sexually provocative conversations or activities.
  - Allow inappropriate language to go unchallenged.
  - Perform personal tasks for children that they can do themselves.
  - Trivialize or exaggerate child abuse issues.
  - Fail to report an allegation made by a child.
  - Promise confidentiality to a child regarding a disclosure (you must explain that some information must be shared with authorities to keep them safe).

## 7. Discipline and Favoritism

- Do not show favoritism to any specific child.
- Never issue or threaten physical punishment.

## REQUIRED ACTIONS (You MUST)

### 8. Privacy and Reporting

- Respect children's rights to privacy.

- Encourage children and adults to feel comfortable reporting attitudes or behaviour they find unacceptable.
- Act with discretion regarding personal relationships.
- Ensure personal relationships do not compromise your role.

## 9. Awareness

- Familiarize yourself with reporting procedures and the contact details of the Designated Persons.

## 10. Unwanted Attention

- If you are the subject of inappropriate affection or attention from a child, immediately make others aware of the situation to ensure transparency and safety.

## 11. Reporting Concerns

- If you have concerns regarding a child's welfare (whether due to another staff member's behaviour or a direct allegation/disclosure from the child), you **must** report this immediately to a Designated Person.

---

# 4. DESIGNATED SAFEGUARDING OFFICERS

The following Committee members hold full Enhanced DBS clearance and are responsible for receiving and managing safeguarding concerns:

Name	Role	DBS Certificate Number
Neil Woodward	Chair / Designated Officer	001729561160
Phil Raine	Designated Officer	001717229010
Amanda Tuite	Designated Officer	
Samantha Goode	Designated Officer	

*Note: In the absence of the primary Designated Officer, concerns should be directed to the next available officer on this list.*

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# 5. REVIEW AND ACKNOWLEDGEMENT

This policy is reviewed annually or whenever significant changes occur in legislation or best practice.

**Signed:**

*Neil Woodward*

**Date:** 19 February 2025

*By volunteering for the Auckley Show, all staff and volunteers acknowledge they have read, understood, and agree to abide by this Child Protection Policy.*

## **Code of Conduct (Simplified) for Working with Children and Vulnerable Adults.**

### **Our Commitment.**

- 1) The welfare of children and vulnerable adults is our top priority.
- 2) Treat everyone with dignity and respect.
- 3) Maintain professional boundaries at all times.
- 4) Report all safeguarding concerns immediately.
- 5) Follow UK safeguarding laws and Auckley Show Policies.

### **DO**

- 1) Prioritise safety and well-being
- 2) Communicate clearly and appropriately.
- 3) Obtain consent for photos/videos.
- 4) Document and report any concerns.
- 5) Follow all site safeguarding procedures.

### **Don't**

- 1) Work alone with children or vulnerable adults.
- 2) Engage in inappropriate physical contact.
- 3) Make suggestive remarks or jokes.
- 4) Use social media to contact children.
- 5) Ignore safeguarding concerns.

### **Stay vigilant. Speak up. Protect those at risk.**

Emergency services: 999 (for immediate danger)

Site Safeguarding Officer Neil Woodward, Chair & Event Organiser.

*See also our full policy statement, available from Event Organiser upon request.*



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## Auckley Show

# LOST PERSON INCIDENT REPORT FORM

*Confidential – For Internal Use Only*

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### SECTION 1: FOUND PERSON: INCIDENT DETAILS

Date of Incident

Time Found

Location Found

Reported By (Staff Name)

Time Reported to Control

Control Log Reference #

---

### SECTION 2: LOST PERSON: DETAILS OF LOST PERSON

*(Please tick the appropriate category)*

#### Category:

Child (Under 18)

Vulnerable Adult (18+)

Other (Specify): \_\_\_\_\_

#### 2.1 Personal Details:

Name (if known): \_\_\_\_\_

Estimated Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Glasses/Contact Lenses:  Yes  No

Ethnicity: \_\_\_\_\_

Distinctive Features (Scars, tattoos, etc.):

Height: \_\_\_\_\_ Build: \_\_\_\_\_

\_\_\_\_\_

Hair Colour/Style: \_\_\_\_\_

#### 2.2 Clothing Description:

Top: \_\_\_\_\_

Bottom: \_\_\_\_\_

Footwear: \_\_\_\_\_

Accessories (Hat, bag, coat): \_\_\_\_\_

#### 2.3 Medical/Vulnerability Information:

Known Medical Conditions: \_\_\_\_\_

Medication Required: \_\_\_\_\_

Mobility Aids (Wheelchair, stick, etc.): \_\_\_\_\_

Communication Needs (Non-verbal, hearing impaired, etc.): \_\_\_\_\_

### SECTION 3: CIRCUMSTANCES

Where were they last seen? \_\_\_\_\_

Time they were last seen: \_\_\_\_\_

Did they have a mobile phone?  Yes

Who were they with?  
\_\_\_\_\_

(Number: \_\_\_\_\_)  No

Any known favourite spots on site?  
\_\_\_\_\_

What were they doing?  
\_\_\_\_\_

#### **3.1 Actions Taken by Staff:**

*(Check all that apply)*

- Comforted and offered water (No food given)
- Taken to Information Point (YWP Marquee)
- Control notified immediately
- PA Announcement made (Time: \_\_\_\_\_)
- Search initiated (Area: \_\_\_\_\_)
- River Bank checked
- Exit points alerted

#### **Notes on Behaviour/State:**

*(e.g., Calm, distressed, confused, aggressive, unresponsive)*

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### SECTION 4: REUNION & HANDOVER

*(Complete only if the person is collected)*

Time Collected: \_\_\_\_\_ Collected By (Name): \_\_\_\_\_

#### **Relationship to Lost Person:**

- Parent/Guardian
- Carer
- Friend/Family Member
- Other: \_\_\_\_\_

#### **4.1 Verification of Identity:**

ID Provided?  Yes  No

Type of ID: (e.g., Driving Licence, Passport) \_\_\_\_\_

ID Number (Last 4 digits only): \_\_\_\_\_

Address Provided: \_\_\_\_\_

#### **4.2 Confirmation of Relationship:**

Did the claimant provide correct details (Name, Clothing, Last Seen)?  Yes  No

**Did the Lost Person Agree to leave with this person?**

Yes (Calm/Relieved)

No (Reluctant/Scared) -> **ACTION TAKEN:** \_\_\_\_\_

Unable to determine (Capacity issues) -> **ACTION TAKEN:** \_\_\_\_\_

**Staff Witness Name:** \_\_\_\_\_

---

### **SECTION 5: OUTCOME & SIGN-OFF**

#### **Final Outcome:**

Reunited with verified guardian

Transferred to Police/Social Services (Case Ref: \_\_\_\_\_)

Still missing (Escalated to Event Manager)

Other: \_\_\_\_\_

#### **Incident Form Completed By:**

**Name:** \_\_\_\_\_ **Role:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **Reviewed By (Event Manager / Designated Officer):**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

### **INSTRUCTIONS FOR USE:**

**Immediate Completion:** Fill out Section 1 and 2 as soon as the person is secured at the Information Point.

**Accuracy:** Be precise with clothing descriptions and times.

**Verification:** Do not release the person until Section 4 is fully completed and verified.

**Storage:** Submit the completed form to the Event Manager immediately after the incident is resolved. These forms are kept for post-event review and legal protection.

# Auckley Show: Safeguarding Vulnerable Adults Policy

**Organization:** The Auckley Show Committee

**Date Reviewed:** 21 May 2026 (pjr)

**Next Review:** Post-Event 2026

**Related Documents:** Child Protection Policy, Lost & Found Procedure, Health & Safety Plan

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## 1. POLICY STATEMENT

"We in the Auckley Show Committee are committed to practices that protect vulnerable adults from harm, neglect, and exploitation. Staff and volunteers recognise and accept our responsibilities to develop awareness of the issues that may cause vulnerable adults harm."

The Committee is dedicated to safeguarding the welfare of all **vulnerable adults** participating in or attending the Auckley Show. We operate under the principle that the **individual's safety and dignity are paramount**.

### 1.1 Definition of a Vulnerable Adult

For the purposes of this policy, a vulnerable adult is defined as any person aged 18 or over who:

- Has a learning or physical disability.
  - Has a sensory impairment (visual or hearing).
  - Has a mental health condition or cognitive impairment (e.g., dementia, autism, acquired brain injury).
  - Is elderly and frail.
  - Is temporarily incapacitated due to injury, illness, or intoxication.
  - Is unable to protect themselves from harm, exploitation, or neglect.
- 

## 2. COMMITMENT TO SAFEGUARDING

We will endeavour to safeguard vulnerable adults by:

- **Adopting Robust Guidelines:** Implementing a strict Code of Behaviour for all staff and volunteers regarding interactions with vulnerable adults.
- **Induction:** Making all new staff and volunteers fully aware of our procedures and policies before commencing duties.
- **Designated Officers:** Appointing at least two designated people (aligned with the Child Protection team) to whom concerns can be reported.
- **Information Sharing:** Sharing concerns with relevant agencies (e.g., Adult Social Services, Police) while involving the individual and their carers appropriately, unless doing so would increase risk.
- **Continuous Improvement:** Reviewing this policy and our good practices at regular intervals, particularly after any incident.

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## 3. CODE OF BEHAVIOUR FOR STAFF AND VOLUNTEERS

All staff and volunteers must adhere to the following guidelines. Failure to comply may result in removal from the event and further disciplinary action.

### PROHIBITED ACTIONS (You Must NOT)

#### 1. Isolation

- Do not spend excessive amounts of time alone with a vulnerable adult away from others.
- Avoid one-to-one interactions in private areas. If privacy is absolutely necessary (e.g., medical emergency), another staff member must be aware of the interaction and nearby.

#### 2. Physical Contact

- Do not make unnecessary physical contact with vulnerable adults.
- **Exception:** Contact may be unavoidable to provide comfort in distress or physical support (e.g., guiding someone with mobility issues). In such cases, contact must be:
  - Open and transparent.
  - Given with the explicit consent of the individual (unless they lack capacity and it is in their best interest).
  - Proportionate to the need.

#### 3. Transport

- Do not transport a vulnerable adult alone in a car, regardless of journey length.
- **Exception:** If unavoidable (e.g., medical emergency), this must be done with the full knowledge and consent of the Event Person in Charge and, where possible, a witness.

#### 4. External Meetings

- Do not meet vulnerable adults outside of organized event activities unless with the knowledge and consent of their carers/guardians and the Event Organiser.

#### 5. Investigations

- Do not investigate allegations or question individuals after a concern is raised.
- Your role is to **record the facts** and report them immediately to a Designated Person. Investigation is the sole responsibility of the authorities.

#### 6. Inappropriate Conduct

- Never, even in jest:
  - Initiate or engage in sexually provocative conversations or activities.
  - Allow inappropriate language to go unchallenged.
  - Perform personal tasks for adults that they can do themselves (unless assisting with a specific disability need).
  - Trivialize or exaggerate abuse issues.
  - Fail to report an allegation made by a vulnerable adult.

- Promise confidentiality to an individual regarding a disclosure (explain that some information must be shared with authorities to keep them safe).

## 7. Discrimination and Favouritism

- Do not show favouritism to any specific individual.
- Never treat a vulnerable adult with less dignity or respect than any other attendee.
- Never issue or threaten physical punishment or restraint (except in immediate life-threatening self-harm situations where authorized by senior command).

## REQUIRED ACTIONS (You MUST)

### 8. Privacy and Reporting

- Respect the rights and privacy of vulnerable adults.
- Encourage individuals and carers to feel comfortable reporting attitudes or behaviour they find unacceptable.
- Act with discretion regarding personal relationships.
- Ensure personal relationships do not compromise your role.

### 9. Awareness

- Familiarize yourself with reporting procedures and the contact details of the Designated Persons.
- Be alert to signs of abuse, neglect, or exploitation (e.g., unexplained injuries, sudden behavioural changes, fear of specific individuals).

### 10. Unwanted Attention

- If you are the subject of inappropriate affection or attention from a vulnerable adult, immediately make others aware of the situation to ensure transparency and safety.

### 11. Reporting Concerns

- If you have concerns regarding a vulnerable adult's welfare (whether due to another staff member's behaviour, a third party, or a direct disclosure), you must report this **immediately** to a Designated Person.

## 4. DESIGNATED SAFEGUARDING OFFICERS

The following Committee members hold full Enhanced DBS clearance and are responsible for receiving and managing safeguarding concerns for both children and vulnerable adults:

Name	Role	DBS Certificate Number
Neil Woodward	Chair / Designated Officer	001729561160
Phil Raine	Designated Officer	001717229010
Amanda Tuite	Designated Officer	
Samantha Goode	Designated Officer	

*Note: In the absence of the primary Designated Officer, concerns should be directed to the next available officer on this list. In an emergency, contact the Event Manager (Neil Woodward ) or (Howard Hill)*

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## 5. LOST AND FOUND PROCEDURES FOR VULNERABLE ADULTS

*(Integrated with the general Lost & Found Policy)*

**Identification:** If a vulnerable adult is found wandering or distressed:

1. **Do not leave them alone.**
2. **Escort** them to the **Information Point** (YWP Marquee).
3. **Two-Person Rule:** Ideally, two staff members (preferably DBS checked) should attend to the individual.
4. **Assessment:** Gently establish their needs, identity, and who they were with.
5. **Reunion:**
  - Verify the identity of anyone claiming the individual (Photo ID required).
  - If the individual is reluctant to go with the claimant, **do not release them**. Escalate to the Event Manager immediately.
  - Complete a **Vulnerable Adult Incident Form** (see Appendix A).

**Missing Vulnerable Adults:**

- Treated as a **high-priority incident**.
  - Immediate search of the site, including the **river bank** and perimeter exits.
  - Sanitized PA announcements (no descriptions of the person).
  - If not located within 30 minutes, or if exploitation is suspected, **Police** must be contacted immediately.
- 

## 6. REVIEW AND ACKNOWLEDGEMENT

This policy is reviewed annually or whenever significant changes occur in legislation (e.g., Martyn's Law implementation) or best practice.

**Signed:**

Neil Woodward (Event Organiser & Chair of committee)

**Date:** 21 May 2026

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**By volunteering for the Auckley Show, all staff and volunteers acknowledge they have read, understood, and agree to abide to this Safeguarding Vulnerable Adults Policy.**

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## Appendix A: Vulnerable Adult Incident Form (Template)

### Incident Details

<b>Date/Time Found</b>	
<b>Location Found</b>	
<b>Name of Individual</b>	(If known)
<b>Description</b>	Age, Gender, Clothing, Disability/Condition
<b>Staff Member(s) Involved</b>	
<b>Actions Taken</b>	(e.g., Water given, PA announcement made, Police contacted)
<b>Time Released</b>	
<b>Released To (Name)</b>	
<b>ID Verified?</b>	Yes / No (Type of ID: _____)
<b>Individual's Reaction</b>	(Calm / Reluctant / Agitated)
<b>Event Manager Signature</b>	

# Alcohol & Drugs Policy

**Organization:** Auckley Show Committee

**Date Reviewed:** 25 June 2025 **Next Review:** Post-Event 2026

**Signed:** Neil Woodward

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## 1. Policy Statement

The Auckley Show takes pride in being a safe, inclusive, and family-friendly event. To maintain this environment, the Committee enforces a **zero-tolerance policy regarding illegal drugs**. While no significant drug-related incidents have occurred to date, we remain vigilant to ensure the safety and well-being of all attendees.

All laws relating to drugs and alcohol within the United Kingdom apply fully within the grounds of the Auckley Show.

## 2. Entry and Possession

- **Illegal Substances:** No person will be permitted entry to the show if they are found or suspected to be in possession of illegal substances.
- **Intoxication:** Individuals who appear to be significantly intoxicated upon arrival may be refused entry at the discretion of security and stewarding staff.

## 3. Alcohol Sales and Consumption

- **Legal Compliance:** All sales and consumption of alcohol strictly adhere to UK licensing laws.
- **Challenge 25:** A rigorous "Challenge 25" policy is in operation. Anyone appearing under the age of 25 will be asked to provide valid proof of age (Passport, Driving Licence, or Proof of Age Card) before purchasing alcohol.
- **Discretionary Refusal:** Committee members and bar staff reserve the right to refuse the sale of alcohol to any individual if they deem it inappropriate, unsafe, or if the individual appears intoxicated.
- **Responsible Drinking:** Attendees are expected to consume alcohol responsibly. Public drunkenness and anti-social behavior are not tolerated.

## 4. Welfare and Support

To ensure the safety and welfare of all attendees:

- **Information Point:** A clearly visible Information Stand will be available throughout the event for attendees to report concerns, seek advice, or report suspicious activity.
- **First Aid:** A dedicated First Aid station will be operational throughout the day, staffed by qualified personnel. Its location will be clearly marked on site maps and signage.

## 5. Enforcement and Removal

To prevent crime, disorder, and ensure public safety:

- **Removal:** Any person suspected of being drunk and disorderly, or found in possession of illegal drugs, will be asked to leave the premises immediately.
- **Refused Re-entry:** Individuals removed under this policy will be refused re-entry for the duration of the event.
- **Emergency Services:** If a situation escalates beyond the capability of our staff, or if there is an immediate threat to safety, the Police and/or Emergency Services will be contacted immediately.

# TRAFFIC MANAGEMENT PLAN

## Auckley Village Show 2026

**Event Location:** Riverside Park, Ravenswood Drive, Auckley, DN9 3PA

**Facility Provider:** Auckley Parish Council (with permission)

**Plan Version:** 2026 v10

**Date Prepared:** May 2026 by PJR

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## 1. EVENT OVERVIEW

### 1.1 Event Details

The Auckley Village Show is an annual community event held on the playing fields at Riverside Park. This marks 40 years of operation at this location, with extensive experience informing current traffic management practices.

### 1.2 Target Demographic

Primary attendees are local residents from Auckley village and adjoining villages (Branton, Blaxton, and Finningley). The majority of attendees are familiar with the location and the annual show. Event expansion beyond the locality is not planned.

### 1.3 Attendance Estimates

- **Peak occupancy:** Approximately 2,000 people across the site
  - **Vehicle arrivals:** Approximately 50% of visitors arrive by car
  - **Duration:** Most families spend 2-3 hours at the show
  - **Free entry:** No admission charges, enabling free flow and short visits
- 

## 2. PARKING CAPACITY AND ARRANGEMENTS

### 2.1 On-Site Parking

Parking Area	Capacity	Notes
General Public Parking	400-450 vehicles	Grassed fields west of playing field
Trade Parking	~100 vehicles	On-field or adjacent (Trade Car Park M & T)
Blue Badge/Accessible	60 vehicles	Areas AP1 and AP2
Overflow capacity	75 vehicles	On Field, along margin
<b>Total Capacity</b>	<b>~685 vehicles</b>	

## 2.2 Off-Site Parking

- Permission to park at Eagle & Child PH, Main Street. 400m
- **Contingency parking:** North side of Common Lane (~400m walking distance) if primary car parks fill

## 2.3 NO Parking areas

- **Hard standing area:** 14m x 23m car park, parking suspended for show day (used as emergency assembly point - RVP)
- **Perimeter track:** 10-15m wide, retain clear access for emergency vehicles if sections used for overflow parking

## 2.4 Parking Procedures

- **Free parking:** No charges, removing need for fee collection delays
  - **Vehicle passes:** Issued in advance for trade vehicles to restrict access areas
  - **Directional signage:** Marks parking areas, speed restrictions, and merging points
  - **Steward guidance:** Vehicles directed into position by marshals
- 

# 3. TRAFFIC ROUTES AND ACCESS

## 3.1 Primary Access Route

B1396 → Main Street → Common Lane → Ravenswood Drive (eastern intersection)  
→ Spur Road → over Hard Standing Area → to parking OR authorised access onto field.

## 3.2 Advance Publicity of Route

- Online: <https://auckleyshow.co.uk/about/find-us/> - page with national road network and street-level maps
- Printed programme distributed to homes in Auckley, Branton, parts of Blaxton and Finningley

## 3.3 Alternative Routes

- **By road: None recommended:**

( Note: Track from A614 leading to Common Lane (north of Sandwith Hill) is NOT SUITABLE

- Lack of road metalling and overgrowth
- No signage at entrance
- Restricted visibility
- Not used by sat-nav guidance )

## 3.4 Other Transport Routes and Impact on Routes

- Nearest bus stop; Main Street, Village Green
- No bus routes are affected by traffic management for the Show.
- No motorways or main roads (other than normal entry to the village B1936) are affected by the traffic management plan. The B1396 has been noted to run freely and

clearly during the period of the show. No queuing occurs which might affect through traffic.

- **Taxi** pick up Drop Off outside 28 Ravenswood Drive DN9 3PA
- **Due to timing of Show, any events at Yorkshire Wildlife Park (usually evening time), have been found to have little effect on traffic visiting show. Routes avoiding YWP entrance are available**

### 3.5 Exit Route

Site → Cul-de-sac residential street → Residential street → Common Lane → Main Street (B1396)

- One-way system with left turn at exit
  - "Give way" road markings simplify exiting
  - No crossing of main traffic flows required
- 

## 4. TIMING AND SCHEDULE

### 4.1 Trader Arrival

<b>Time</b>	<b>Activity</b>
07:30	Traders begin arriving
07:30-09:30	Vehicles moving onto field under marshal supervision
09:30	All vehicles must be parked
After 09:30	No vehicle movement on field (except Blue Badge)

### 4.2 Public Access

<b>Time</b>	<b>Activity</b>
10:00	Show Ground opens to public Traffic now stationary on field . Exception, Blue Badge cars, guided to parking areas as needed

### 4.3 Signage Installation/Removal

Commences on day before Show Day

<b>Day</b>	<b>Action</b>
Friday afternoon	Lamp-post signs erected (7-8ft height)
Saturday 06:00+	Road cones and signs placed
Sunday after show	All signage removed
Sunday morning	Inspection and final clearance

---

## 5. SPEED LIMITS AND SAFETY

### 5.1 Speed Restrictions

- **Site-wide limit:** 5mph maximum
- **Signage:** Posted at entry and repeated along traffic routes
- **Ground conditions:** Grassed surface naturally controls vehicle speeds
- **Wide vehicles:** Individual marshal escort may be required

### 5.2 Pedestrian Safety

- **Crossing points:** Pedestrians are encouraged to cross traffic near entrance where marshals control vehicle movement
- **Grassed border parallels trackway enabling avoidance of vehicles. Caution still advised.**
- **Other footpaths lead from parking areas directly onto field.**
- **Footpaths:** Public footpaths remain open (not closed during event)
- **Hazard tape and stakes:** guides vehicles away from children's play area, when exiting
- **Marshal presence:** At entrance and main pedestrian crossing point and also on parking areas

### 5.3 Blue Badge/Accessible Parking

- **Locations:** AP1 and AP2 at field edge
- **Route marking:** Coloured flags indicate route to these areas
- **Marshal guidance:** Vehicles guided to areas when necessary
- **Contingency:** Perimeter track can accommodate additional spaces if needed (reducing track width but retaining 5-10m as minimum, sufficient for emergency vehicle access)

---

## 6. MARSHALLING AND STEWARDSHIP

### 6.1 Marshal Deployment

Location	Responsibility
Site entrance	Control access from highway to field
Car parks	Guide vehicles into position
On field	Monitor vehicle movement, supervise loading
Pedestrian crossings	Control vehicle/pedestrian interaction
Blue Badge areas	Guide accessible parking
Emergency assembly point	Monitor access for emergency vehicles

### 6.2 Marshal Capabilities

- **Communication:** Mobile phones (key number list distributed), WhatsApp messaging, team leaders carry radio
- **Certification:** No certified personnel required for on-site marshalling
- **Authority:** On-site only; no highway traffic direction authority

- **Escalation:** Serious hazards reported to team leader and Event Organiser and referred to police authorities

### 6.3 Steward Limitations

- Stewards remain on-site; not deployed on public highways
  - Non-enforceable parking cones, these are generally well observed
  - Confrontation avoided; no intent to challenge public parking behaviour
  - Issues reported to Event Organiser for appropriate response
- 

## 7. EMERGENCY ACCESS AND PROCEDURES

### 7.1 Emergency Vehicle Access

- **Hard standing area at entrance:** 14m x 23m tarmac area suitable for emergency vehicles, designated RVP
- **Fire hydrant:** Located on highway at entrance point
- **Assembly point:** Area immediately north of entrance by Children's Play Area
- **Perimeter track:** Kept clear throughout day (a minimum track width of 5m at narrowest point)
- **Field access:** Emergency vehicles can proceed onto field via perimeter track if needed
- **All areas:** Accessible to crew over open ground, subject to due care

### 7.2 Emergency Evacuation

- Protocol included in **Event Management Plan**
- **Evacuation method:** By foot only
- **No vehicle return:** Until site determined safe by Event Organiser
- **Fire evacuation point:** Adjoining Children's play area (west off show field)
- **Serious incident evacuation point:** Initially marshalled to Arena 1 (alternative Arena 2) then to Fire evacuation point if safe to do so.
- **Supervision:** Emergency services take direction upon arrival
- **PA system:** Closure announcements made if event cannot continue

### 7.3 Emergency History

- **Ambulance attendance:** One event in last decade (*frail visitor required medical support*)
  - **Response time:** Ambulance reached entrance and field without delay
  - **Clear access:** Roads cleared of normal parking facilitate emergency access
-

## 8. SIGNAGE AND ROAD RESTRICTIONS

### 8.1 Parking Restriction Cones

Location	Length	Spacing	Nature
Common Lane & Ravenswood Drive	~500m total	Every 20m both sides	Non-enforceable request

### 8.2 Advanced Warning Signs

- **Placement:** Before 500m restricted section
- **Orientation:** Facing traffic entering residential estate from main road
- **Mounting:** Free-standing frames on verges or pavement (not obstructing pedestrians)
- **Additional requirement:** "Road works" sign accompanying each "road narrows" sign, in advance of coned area. Signs to "Chapter 12" standards (as per CDC advice)
- **Additional Junction Indication:** *On Lamp-post* **Height:** 7-8ft (2.1-2.4m) secured by plastic ties **Size:** Approx. 60 x 20cm (half-A2, 0.12 sq m)

### 8.3 Site Signage

- **Speed limit signs:** Multiple 5mph signs on showground and public car parks
- **Route markers:** Festival banner flags with colour-coded routes
- **Loading routes:** Defined and marked for traders
- **"Mud on road" signs:** To be deployed if mud carried off-site (locations determined at time)

### 8.4 Signage Permissions

- **Local residents:** Permission obtained for direction signs on properties fencing
- **Lamp-post signs:** Permission being sought for additional advanced notice signs
- **Road signs:** Placed in accordance with risk assessment and guidance

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## 9. EFFECT ON LOCAL RESIDENTS

### 9.1 Impact Mitigation

- **No road closures:** Not necessary for show access
- **No entry charges:** Removes pinch points for admission collection
- **Minimal queuing:** Generally only tens of metres at entrance
- **Resident consultation:** Prior (and post event) informal consultations conducted
- **Good relationships:** Maintained for over 40 years; (Residents often assist with show)

### 9.2 Parking Accommodation

- **'No parking' requests:** Marked on immediate street sides (non-enforceable)
- **Resident cooperation:** Their vehicles moved to driveways prior to show day
- **Result:** Residential route kept open for resident access
- **Volunteer support:** Prior to show a Farmer clears his verges on Common Lane for use as a contingency parking area (400m)

## 9.3 Communication with Residents

- **Show website:** Used to inform and update. Timetables, maps, updates and extensive information relating to show. Includes contact details.
  - **Social media:** Used for traffic issues, road works, other local events
  - **Local forums:** Publicised on community platforms
  - **Monthly publication:** Articles in local monthly publication
  - **Direct awareness:** Residents very likely aware of issues through local networks and prior experience. Committee members are local residents themselves and are known in the community to be approachable for informal contact.
- 

## 10. ADVERSE WEATHER PLAN

### 10.1 Monitoring

- **Event Manager:** Neil Woodward monitors weather
- **Sources:** Televised forecasts, BBC app, Met. Office reporting and personal experience
- **Decision point:** Monday prior to Show Day. Final decision on traffic routing and additional adverse weather mitigations. Cancellation of Show considered.

### 10.2 Ground Conditions Management

Condition	Response
Severe rain	Straw supplied at crossing points
Soft ground	Rubber matting at pinch points (63 Euromats units available)
Vehicle stuck	Tractor available for towing
Mud on highway	Tripod warning signs + road sweeping services - <b>AW Sweeper Hire Ltd</b>

### 10.3 Site Drainage

- **Ground condition:** Hard and well-draining
- **Historical record:** Never cancelled for adverse weather in 40 years
- **Matting locations:** Known pinch points (entrance areas to marquees)
- **Supplier:** **Grassform Plant Hire Ltd** Worksop

### 10.4 Event Closure Procedures

- **Announcement:** PA system for closure notification
  - **Evacuation:** Under Emergency Evacuation procedures if extreme conditions
  - **Trader marshalling:** Directed from site systematically
  - **Risk assessment:** Very low risk overall
-

# 11. CONTINGENCY PLANS

## 11.1 Parking Overflow

- **Primary contingency:** North side of Common Lane (~400m walking distance)
- **Access:** Primarily farmland access, no through traffic
- **Preparation:** Farmer volunteers to clear verges
- **Turning spaces:** Adequate for exiting vehicles
- **Status:** Parking Overflow Plan formulated, use would be first-time event.

## 11.2 Blue Badge Overflow

- **Perimeter track:** Can accommodate additional parking on one side
- **Reduced width:** 5-10m minimum (still sufficient for emergency vehicles)
- **Capacity increase:** Could theoretically double blue badge spaces
- **Testing:** Limited deployment previously; not fully tested at current scale

## 11.3 One-Way System

- **Implementation:** Following 2 years trial, system adopted
- **Purpose:** Improve traffic flow exiting site
- **Fallback:** Signage available to re-route using two-way system if needed to avoid soft areas caused by adverse weather conditions
- **Previous success:** Two-way system used successfully in prior years before trackway modified.

---

# 12. ATTACHED MAPS AND DOCUMENTS

The following maps accompany this plan (draft status noted):

Map	Purpose
A01 Traffic Route	Area affected by traffic management
A02 Entry Routes	Vehicle access onto site
A03 Site Plan	Show day layout
A04 Loading Traders	Loading routes until 09:30
A05 Marshals Loading	Marshal positions
A06 Pedestrian Routes	Routes used by pedestrians

---

## 13. SUMMARY OF KEY CHANGES FROM PREVIOUS VERSION

Item	Change
Signage	Lamp-post signs added (60x20cm at 7-8ft height)
Parking capacity	Updated to reflect ~685 total vehicles
Blue Badge	Contingency plan documented for overflow
Mud management	Added signage and road sweeping contingency
Steward scope	Clarified on-site only, no highway authority
Emergency access	Confirmed sufficient with existing arrangements
Weather decision	Specific date added

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## 14. CONTACT INFORMATION

Role	Contact
Event Manager	Neil Woodward
Team Leader - Parking	Simon Jennings
Auckley Parish Council	[Facility provider]
CDC	[Road signage authority]
Road Sweeping Services	AW Sweeper Hire Ltd

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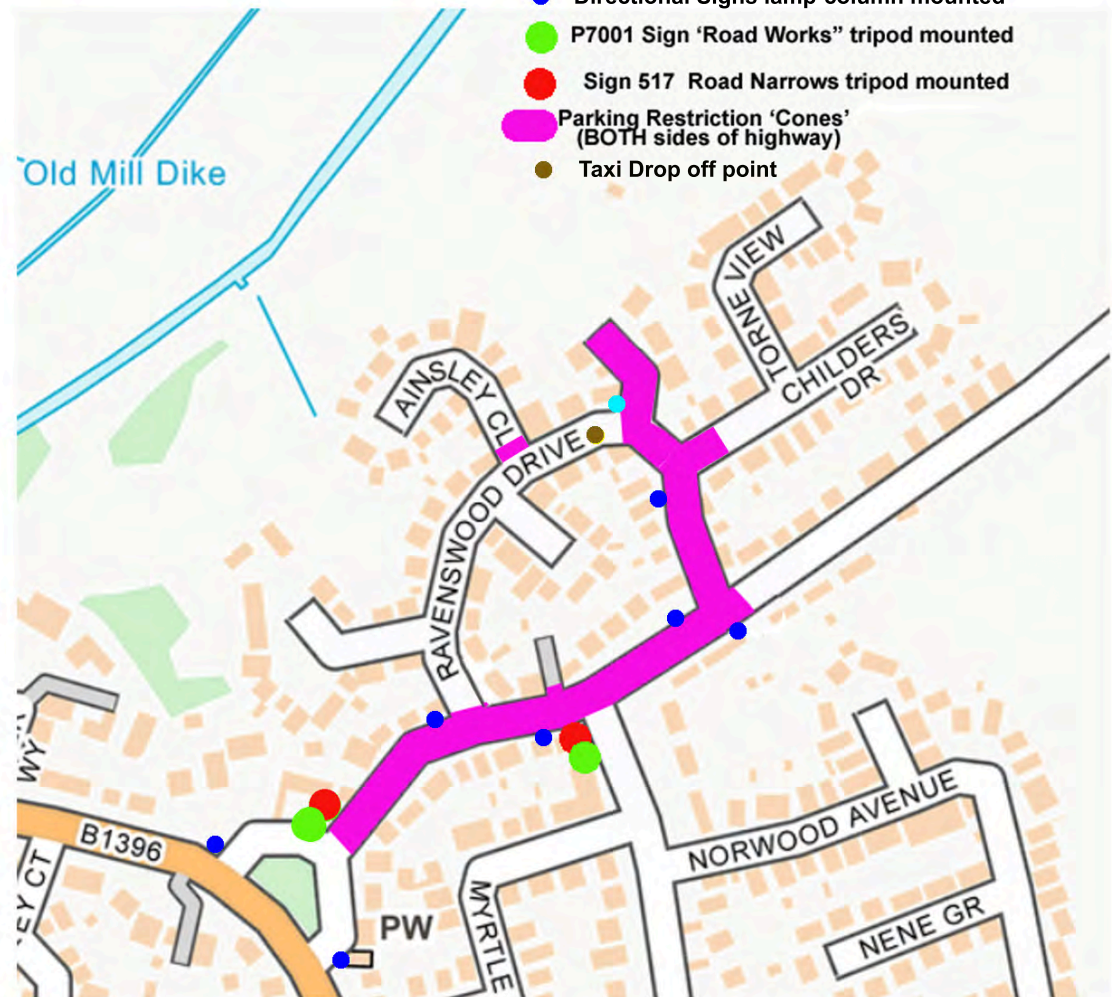
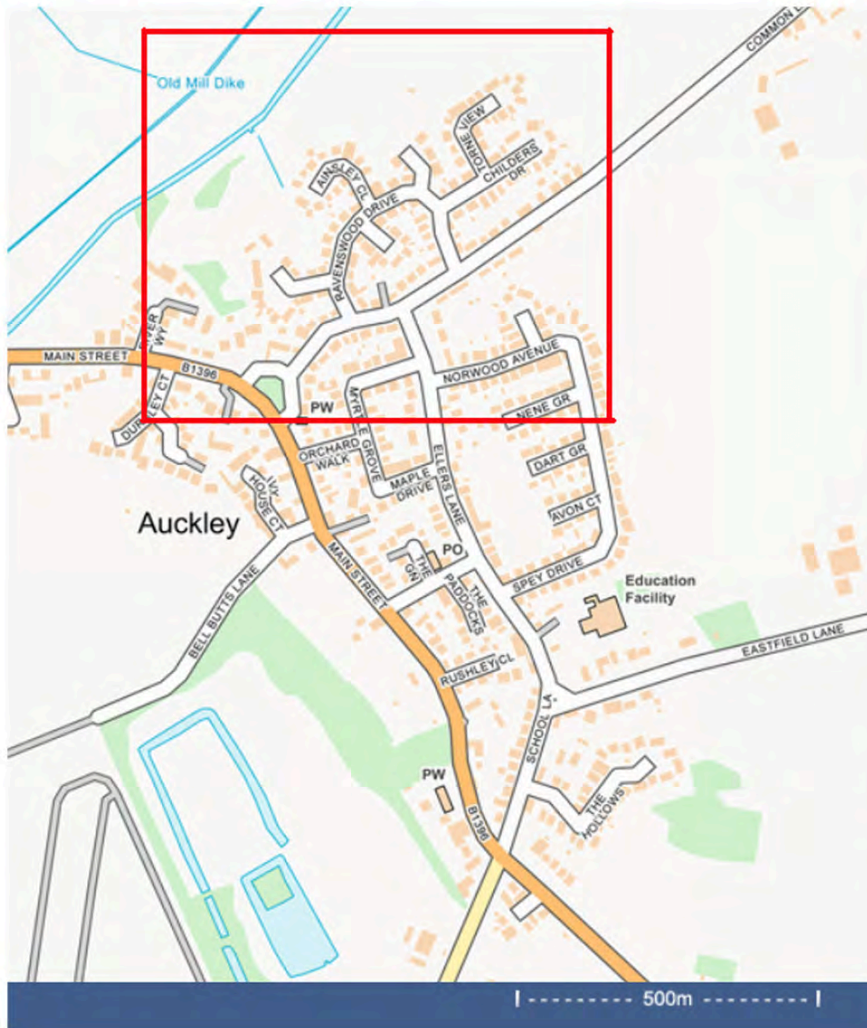
**Document Approval:** This Traffic Management Plan has been prepared based on over 40 years of operational experience at this site and incorporates feedback from local residents, authorities, and previous show evaluations.

**Review Cycle:** Plan to be reviewed annually and updated following each show event.

# Traffic Management for Auckley Show

## 15 Aug 2026

v1.0



  
(passable only  
with difficulty)

**Proposed siting of parking restriction cones (no waiting) at Auckley from 18:00 preceding day until 18:00 on Show Day on a section of Common Lane and section of Ravenswood Drive approx 500m length, with associated warning signs indicating signage reducing highway width. Number of cones approximately 50, number of warning signs 4 (tripod mounted with ballast weights)**

**Also additional directional signage, 9, lamp column mounted. Plastic laminated sign 60cmX40cm conforming to CDC specifications. Erected previous day, removed day following show.**



# AUCKLEY SHOW

DN9 3PA

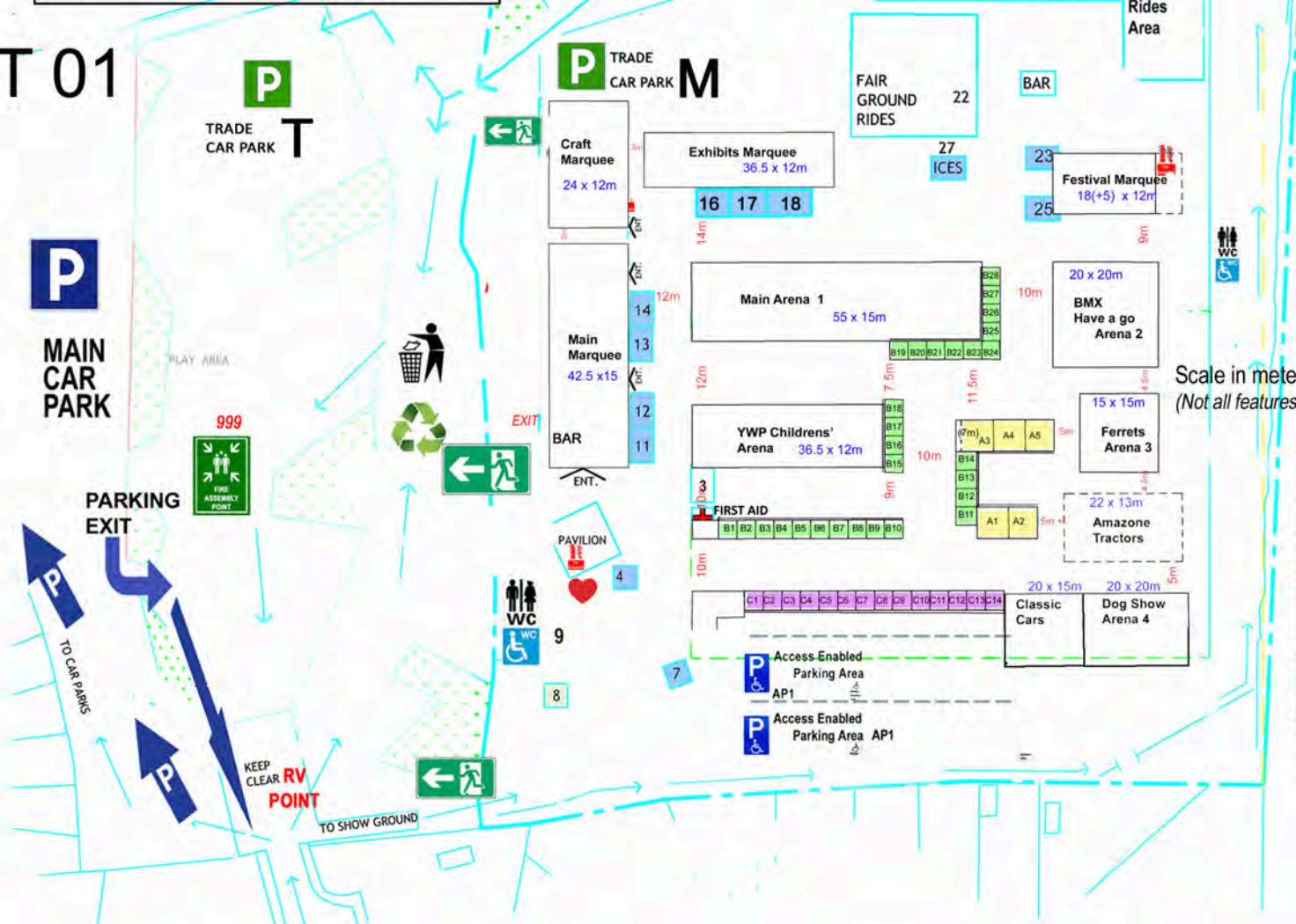


# 2026

Draft 01  
(will be updated)

	Fire Equipment Points		EXIT Fire Exit		Emergency Rendezvous Point		Fire Assembly Point
	Toilets		First Aid Point		Waste Disposal Point <i>(please use bins on field for litter - but not trade waste)</i>		
	Toilets, Easy Access		Defibrillator		Parking for Blue Badge Holders		
	Parking Areas		one way traffic				
	Pedestrian Escape Route		Alternate Pedestrian Escape Route				

## DRAFT 01



0 5 10 15 20 25 metres

Trade Stands  
■ without parking  
■ 3m  
■ with parking  
■ 6m

Scale in meters and in feet  
(Not all features are drawn to scale for purpose of clarity)

11.5 7. 34.5 14 57.5 21 80 28 103 35 126 42 149 49  
 Scale in meters and in feet

Look for the coloured flags to guide your route

**Short Stay Exhibitors Drop Off**  
 mark pass with time  
 20 minutes stay on **BLUE BADGE** parking  
 then Return to Main Car Park

**Car Park M (Craft Traders Only)**  
 around perimeter to Car Park "M"

**Block A**  
 access between blocks B & C then  
 to rear of block A. Exit between  
 Arena 2 and Festival Marquee  
**Block B**

off-loading only, access between  
 block B & C, turn in front of block A.  
 Exit between Arena 2 and Festival Marquee  
 On leaving Field Turn right into Car Park "T"

**Block C**  
 access from behind row  
 through AP1 parking area

**Classic Cars**  
 enter Classic Car area  
 from track after AP1

**EXIT ROUTE** from field and  
 to

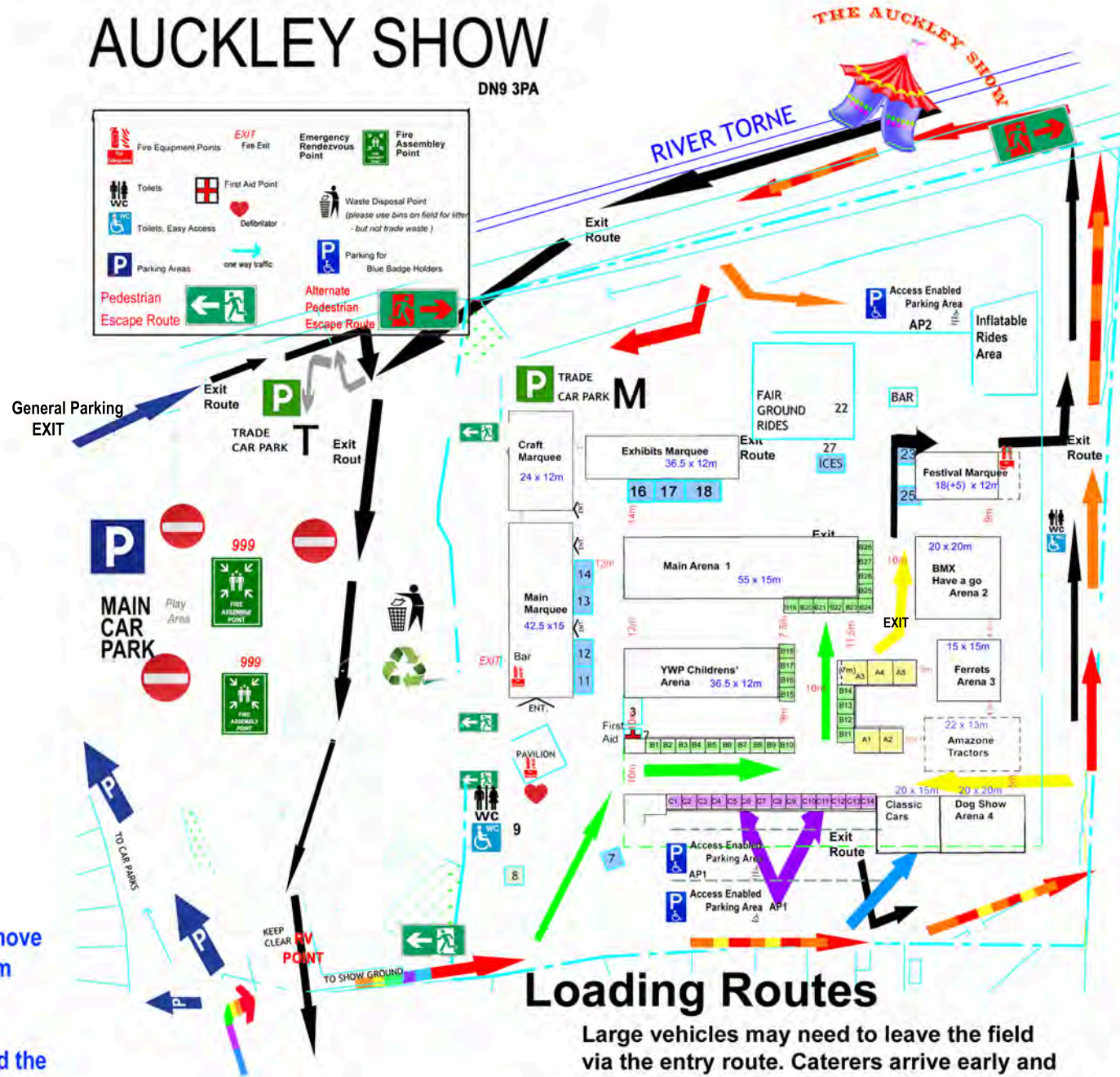
**Trade Car Park T**  
 access from field by  
 turning right from exit route

**Main Car Park**

No trade vehicle may move  
 on the field after 9.30am  
 or before 5pm.  
 Max speed 5mph  
 ONE WAY traffic around the  
 perimeter.

# AUCKLEY SHOW

DN9 3PA



## Loading Routes

Large vehicles may need to leave the field  
 via the entry route. Caterers arrive early and  
 are permitted to go via front of marquee.  
These should both be escorted

Look for the coloured flags to guide your route

2026

# AUCKLEY SHOW

DN9 3PA

**Short Stay Exhibitors Drop Off**  
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 On leaving Field Turn right into Car Park "T"

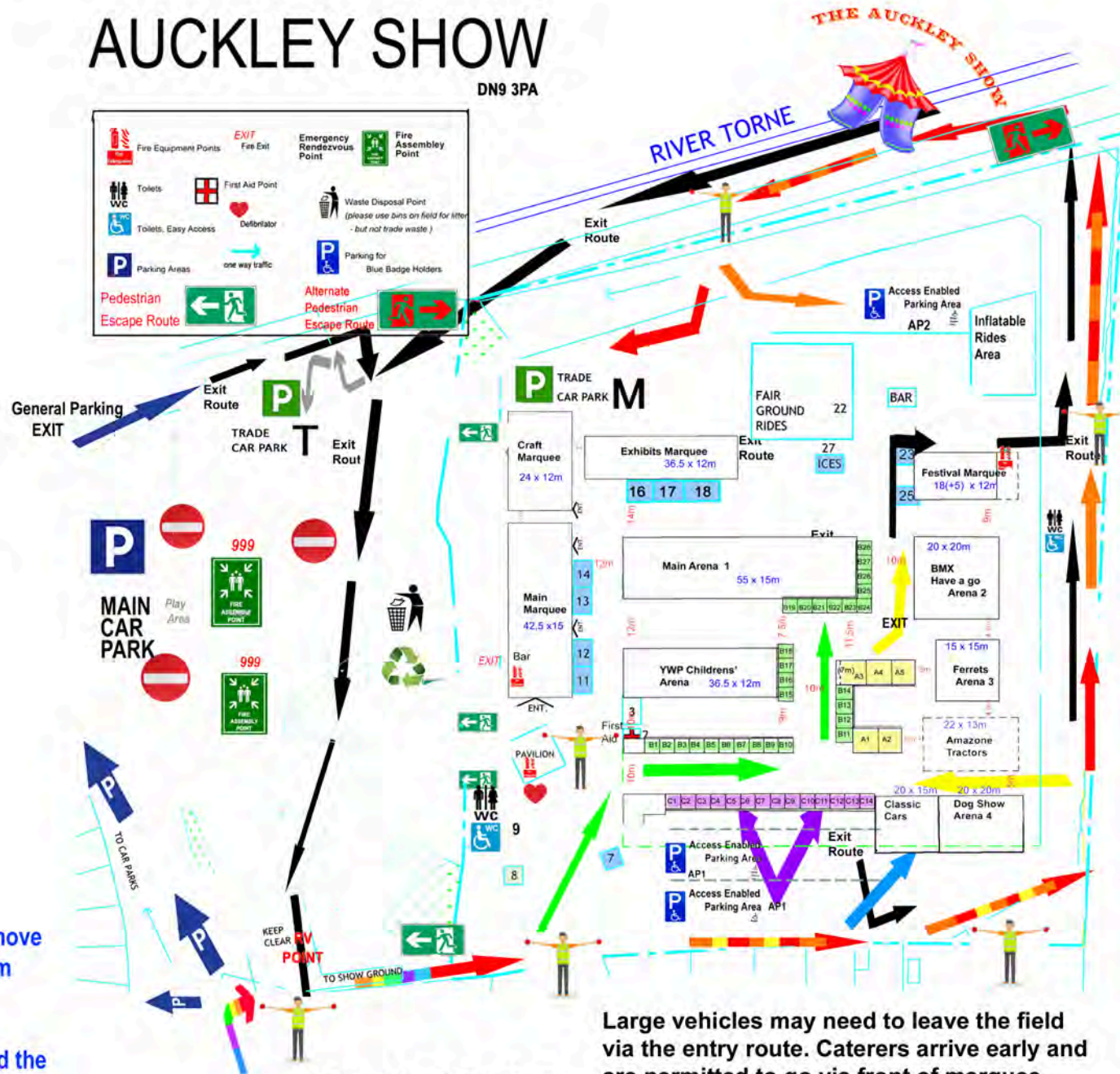
**Block C**  
 access from behind row  
 through AP1 parking area

**Classic Cars**  
 enter Classic Car area  
 from track after AP1

**EXIT ROUTE** from field and  
 to  
**Trade Car Park T**  
 access from field by  
 turning right from exit route

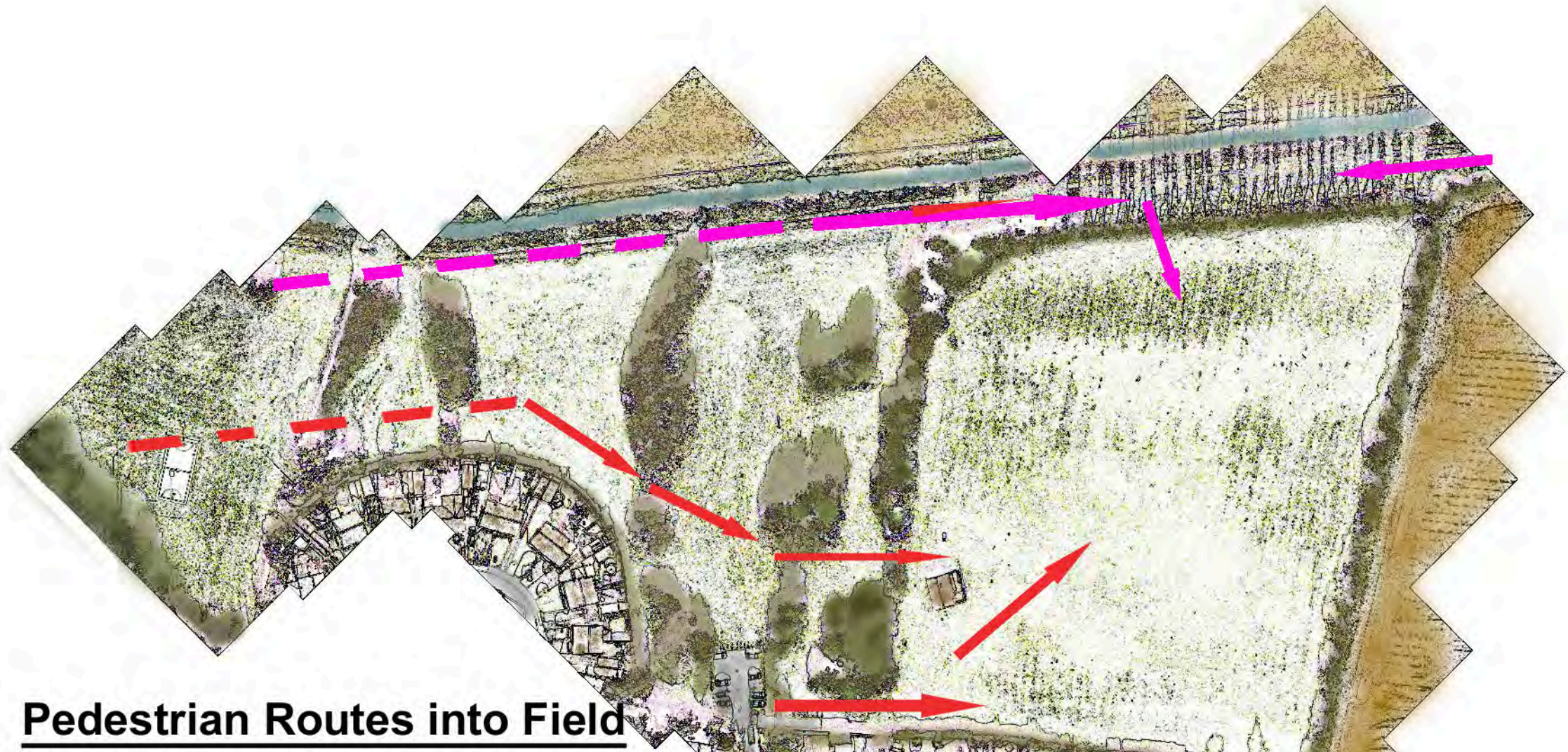
**Main Car Park**

No trade vehicle may move  
 on the field after 9.30am  
 or before 5pm.  
 Max speed 5mph  
 ONE WAY traffic around the  
 perimeter.



**Marshal Points**

Large vehicles may need to leave the field  
 via the entry route. Caterers arrive early and  
 are permitted to go via front of marquee.  
 These should both be escorted



# Pedestrian Routes into Field



field/grass land



**Principal Pedestrian Access**



bushes & shrubs



alternate route by public footpath

**Ravenswood  
Drive  
Approach**

# AUCKLEY SHOW

DN9 3PA

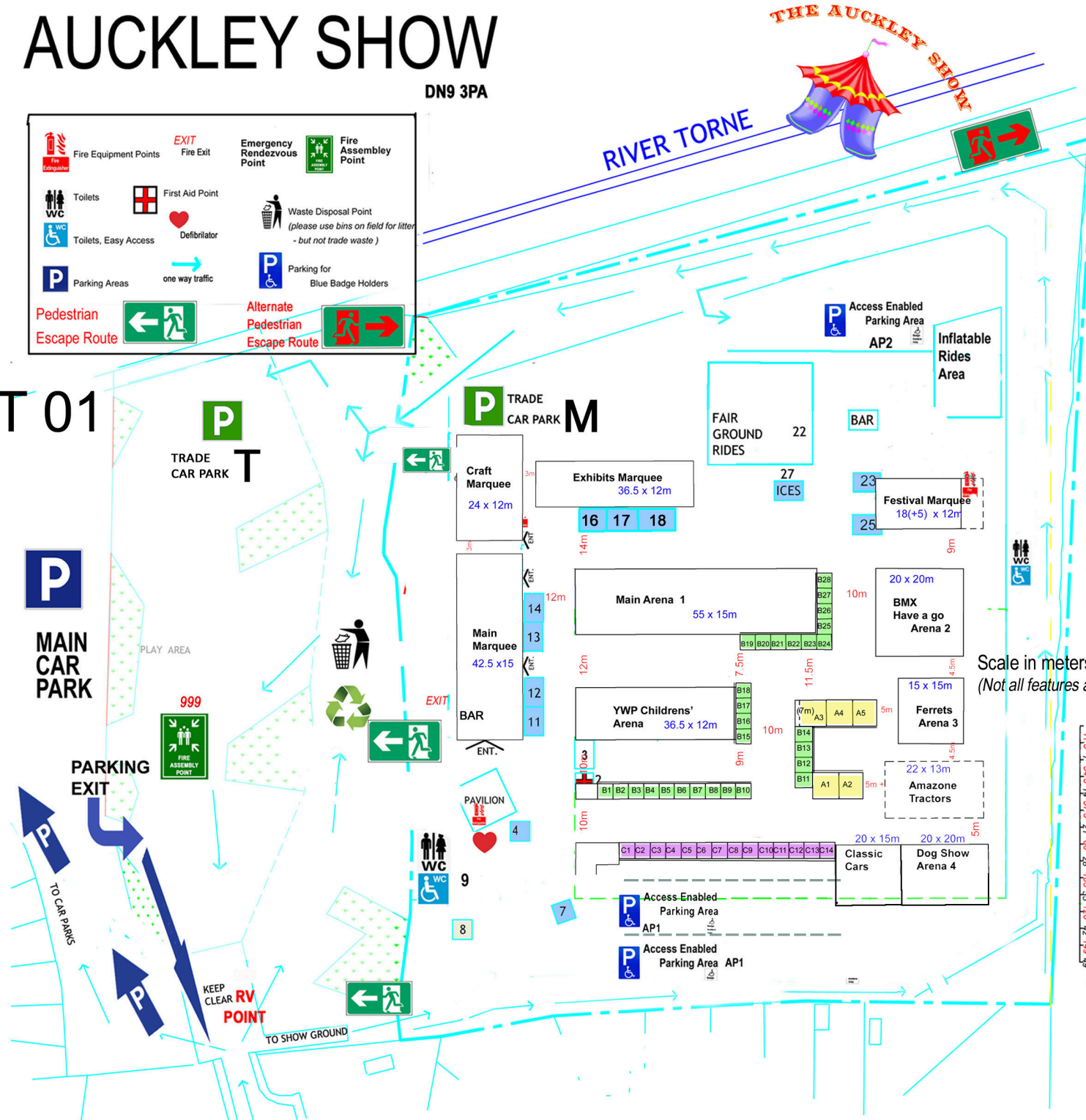


# 2026

Draft 01  
(will be updated)

## DRAFT 01

	Fire Equipment Points		EXIT		Emergency Rendezvous Point		Fire Assembly Point
	Toilets		First Aid Point		Waste Disposal Point <i>(please use bins on field for litter - but not trade waste)</i>		
	Toilets, Easy Access		Defibrillator		Parking Areas		one way traffic
	Parking for Blue Badge Holders		Alternate Pedestrian Escape Route				



0 5 10 15 20 25 metres

Trade Stands  
 3m without parking  
 3m with parking  
 6m

Scale in meters and in feet  
 (Not all features are drawn to scale for purpose of clarity)

11.5 7.34 5.14 57.5 21 80 28 103 35 126 42 149 49  
 Scale in meters and in feet

# Auckley Show: Staff Code of Conduct

## "Safety, Respect, and Responsibility"

As a volunteer or staff member at the Auckley Show, you are the first line of defense for our attendees. By wearing your uniform, you agree to uphold these Golden Rules.

---

### 1. Safeguarding Children & Vulnerable Adults

- **The Two-Person Rule:** Never be alone with a child or vulnerable adult. Always ensure another staff member is present or aware of your location.
- **Physical Contact:** Do not touch unnecessarily. If comfort or support is needed, keep it open, transparent, and proportionate.
- **Transport:** Never take a child or vulnerable adult alone in a car.
- **Reporting:** If you see something wrong, say something. Do not investigate. Record facts and report immediately to a Designated Officer (Neil, Phil, Amanda, or Samantha).
- **Confidentiality:** Never promise a child or vulnerable adult that you will keep a secret. Explain that you must share information to keep them safe.

### 2. Alcohol & Drugs

- **Zero Tolerance:** Illegal drugs are strictly prohibited. Anyone found in possession will be denied entry or removed.
- **Challenge 25:** If they look under 25, ask for ID. No ID = No Sale.
- **Refusal of Service:** If a patron is intoxicated or behaving badly, refuse service immediately.
- **Disorderly Conduct:** Anyone drunk and disorderly or suspected of drug possession must be asked to leave. Do not re-admit them.
- **Escalation:** If a situation feels unsafe or beyond your control, call the Event Manager or Emergency Services immediately. Do not try to handle violent situations alone.

### 3. Welfare & Emergencies

- **Know Your Locations:**
  - **First Aid:** Near YWP Marquee.
  - **Information Point:** Inside YWP Marquee (for lost children/adults).
- **Lost Persons:** If you find a lost child or vulnerable adult:
  1. Stay with them.
  2. Escort them to the Information Point.
  3. Never hand them over without verifying the collector's ID and relationship.
- **Serious Threats:** If a "Serious Threat" is announced (PA/Whistles):
  - Move people to the Main Arena or Arena 2.
  - Keep the River Bank and perimeter exits clear for search teams.
  - Do not move vehicles during an evacuation.

### 4. Professional Behavior

- **Role Models:** Your language, gestures, and attitude set the tone. Be polite, patient, and professional.
- **Uniform:** Wear your high-vis vest or blue shirt at all times so attendees know who to trust.
- **No Favoritism:** Treat every attendee with equal respect and dignity.
- **Boundaries:** Do not accept gifts, money, or personal contact details from attendees.

---

### Emergency Contacts

- **Event Manager:** Neil Woodward / Howard Hill – 07799 761006
  - **Control Centre: at Information Point** (contact via Radio/WhatsApp Group/Phone)
  - **Police/Emergency:** 999 (Only for immediate life-threatening threats)
-

**I have read and understood the Auckley Show Safeguarding and Safety Policies.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# SIA SECURITY BRIEFING

**Event:** 42nd Annual Auckley Show  
**Date:** Saturday, 15th August 2026  
**Site:** Riverside Park, Auckley  
**Shift Hours:** 10:00 – 18:00



---

## 1. EVENT OVERVIEW

- **Nature:** Free-entry, family-oriented community event.
- **Capacity:** Approx. 2,000 visitors at peak times; total footfall ~3,000.
- **Risk Profile:** Based on 42 years of history, risk of crime and public disorder is **very low**.
- **Key Times:**
  - **Arrivals:** From 08:00.
  - **Peak Activity:** From 12:00.
  - **Bar Closure:** 17:30.
  - **Departure Encouraged:** From 17:00.

---

## 2. KEY PERSONNEL & IDENTIFICATION

Role	Name	Contact	Identification
Event Organiser (Chair)	Neil Woodward	07799 761006	Committee (Light Blue T-Shirt)
Deputy / H&S Officer	Howard Hill	07792 971382	Committee (Light Blue T-Shirt)
Control Point	Information Desk	On-site	Committee (Light Blue T-Shirt)
Car Park Lead	<i>To be Identified</i>	<i>On Day</i>	Hi-Viz Jacket
SIA Staff	Security Team	<i>On Day</i>	SIA Badges / Uniform
MC (Main Marquee)	Ants Lee	On-site	PA Operator

### Visual ID Guide:

- **Committee Members:** Light blue t-shirts with "Auckley Show" logo.
- **Car Park Marshals:** Hi-Viz jackets.
- **SIA Officers:** Standard uniform/badges.

---

## 3. SITE LAYOUT & CRITICAL AREAS

### Medical & Safety

- **First Aid Tent:** Located as per site plan. Equipped with Oxygen and Defibrillator.
- **Secondary Defibrillator:** Mounted on the side of the Sports Pavilion.
- **Information Point:** Manned by Committee. Central hub for lost property, vulnerable persons, and incident reporting.
- **Waste Management:** Reports of waste buildup directed to the Information Point.

## Restricted Areas

**Sports Pavilion:** OUT OF BOUNDS to the public.

- *Action:* Ensure doors and palisade fencing gates remain closed at all times.
- *Exception:* Traders may access the outside tap for water replenishment or use sinks within.

## Facilities

- **Toilets:** Two trailer units (plus accessible unit with baby change) near Pavilion; additional units near Festival Marquee.
  - **Bars:** Main Marquee and Festival Marquee.
  - **PA System:** Located in Main Marquee.
  - **Fire Equipment:** Extinguishers and blankets located at:
    - Next to the bar (Main Marquee).
    - Next to the stage (Main Marquee).
    - Next to the outside stage (Festival Marquee).
    - Pavilion area.
- 

## 4. OPERATIONAL DUTIES

### Patrol & Presence

- Maintain a visible, reassuring security presence throughout the showground.
- Focus on trader and visitor safety.
- **Liaison:** Regularly check in with Bar Staff to monitor for developing issues.

### Incident Management

- **Recording:** All incidents (including "near misses") must be logged at the **Information Point**.
- **Lost Property/Vulnerable Persons:** Direct all reports to the Information Point.
- **Marquee Capacity:** Strictly monitor the Main Marquee. **Max Capacity: 499 persons.**
  - *Action:* If exceeded, notify Event Organiser/Deputy immediately. Consider closing the marquee until numbers reduce.
- **Removal of Individuals: Only** the Event Manager or Deputy may authorize removing anyone from the site. SIA must liaise with them first.

### Adverse Weather

- **Vehicles Stuck in Mud:** Do not attempt to force movement.
    - *Protocol:* Contact Neil Woodward to arrange a local farmer with a tractor to assist.
- 

## 5. EMERGENCY PROCEDURES

### A. "SHOW STOP" (Major Incident/Evacuation)

**Decision Authority:** Neil Woodward (Event Manager) in consultation with Howard Hill (Deputy). *Criteria:* Decision must be proportionate, legal, necessary, ethical, and documented.

## Immediate Actions:

1. **NW:** Contact Emergency Services immediately.
2. **HH:** Alert all Committee members via Radio/WhatsApp (reinforced by phone). Notify Car Park Lead and SIA.
3. **MC (Ants Lee):** Make PA announcements.
4. **SIA/Marshals:** Direct visitors away from threats using "**Guide, Shelter, Report**" protocol.

## Evacuation Instructions:

- **Announcement:** PA system + Stewards will direct movement.
- **Assembly Point:** Centre of Main Arena or Arena 2 (as directed).
- **Exit: ALL PERSONS MUST LEAVE ON FOOT.**
- **Vehicles: DO NOT MOVE VEHICLES.** Do not return to cars until an "All Clear" is declared by Event Organiser (NW), this will be announced.
- **Access:** Keep the main entrance RVP and trackway clear for Police and Emergency vehicles.

## B. FIRE PROCEDURE

- **Alarm:** Continued Short Blasts on whistles.
- **Discovery:** Shout "**FIRE!**" clearly. Do not put yourself at risk.
- **Action:**
  1. Evacuate marquees immediately.
  2. Visitors & Staff to wait for further instructions in the **Children's Play Area** (near main entrance).
  3. Follow marked escape routes (see Field Plan).
  4. SIA to assist Marshals in spreading the alarm and evacuating affected areas.

## C. COUNTER-TERRORISM

- **National Threat Level: SEVERE.**
  - **Mitigation:** Committee and SIA are briefed on CT Guidance.
  - **Resources:** Action Cards available at the Information Point and Command & Control.
  - **Protocol:** Trust instincts. If something feels wrong, report it immediately (ACT: **Act, Counter, Terrorism**).
- 

## 6. COMMUNICATION PROTOCOLS

- **Primary:** Radio (Channel to be confirmed on day).
  - **Secondary:** Mobile Phone (Numbers confirmed on day).
  - **Group:** WhatsApp group for Committee/SIA coordination.
  - **Reporting:** All critical info flows to the **Information Point**.
- 

**Acknowledgement** *I confirm I have read and understood the Auckley Show SIA Briefing.*

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# CAR PARKING MARSHALS BRIEFING



**Event:** The Auckley Show **Date:** 15<sup>th</sup> August 2026

**Role:** Car Parking Marshal

*Document Reviewed by NW 21/5/26*

## 1. KEY CONTACTS

*Keep these numbers handy.*

<b>Role</b>	<b>Name</b>	<b>Phone Number</b>
<b>Event Organiser (Chair)</b>	Neil Woodward	07799 761006
<b>Health &amp; Safety Officer</b>	Howard Hill	07792 971382
<b>Team Leader (Marshals)</b>	Simon Jennings	07762 435124
<b>Email (Pre-Event)</b>	Chairman	chairman@auckleyshow.co.uk

**Communication:** Updates are coordinated by Simon via WhatsApp, mobile phones, and radios.

## 2. YOUR ESSENTIAL GEAR, *for your health & safety*

*Checklist for arrival:*

- Hi-Viz Jacket: MUST be worn at all times. Collect from the Information Stand.
- Mobile Phone: Fully charged.
- Clothing: Suitable for rain, wind, or sun.
- Extras: Umbrella, sunscreen, & snacks. *We will provide bottled water located in the pavilion, help yourself.*
- Motorcyclists: Bring a wooden block for your stand (parking is on grass).

## 3. SITE MAP & LOCATIONS

*Familiarise yourself with these areas immediately upon arrival.*

### **Information & Support**

- **Information Stand:** Inside the Yorkshire Wildlife Park Children's Entertainment Marquee. (at entrance end, marked with yellow banner)
- **First Aid:** Close to the Information Stand.(marked with green banners)
- **Toilets:** Two trailers near the Pavilion (also accessible toilet/baby change units). Additional facilities near the Eagle & Child Festival tent.

### **Parking Areas**

- **Marshal Parking:** Use Visitors Car Park. (1,2,3 or 4)
- **Public Parking:** Areas 1, 2, 3, and 4.
- **Trader Parking:** Designated Traders Car Park. (car parks "M" and "T" on plan) Traders have a 'car pass' colour coded route on field, and authorised parking area
- **Blue Badge:** Reserved disabled parking (Strictly enforced).
- **Bicycles:** Secure at security fencing near the Pavilion.
- **Taxi Drop-off:** Outside 29 Ravenswood Drive, DN9 3PA.

## 4. CORE RESPONSIBILITIES

### **Traffic Management**

- Direct vehicles smoothly to allocated spaces.

- Park vehicles **tidily** to maximize space.
- Enforce the **5mph speed limit** throughout the site.
- Discourage reversing where possible (driver visibility is poor).

#### Security & Vigilance

- Threat level is now “Severe”; incidents are likely at any time.
- **ACT (Action Counters Terrorism)**: Trust your instincts. If something feels wrong, report it immediately to the Team Leader or Information Point.
- Check trader passes where required, these are issued for those entering field showing a colour coded route and where they may park.
- Report suspicious behaviour or security risks.
- In the event of an incident follow instructions, remember “Guide, Shelter, Report”

#### Blue Badge Protocol

- Only allow verified Blue Badge holders into designated spaces.
- **Discretion**: If a visitor has mobility issues but no pass, allow them to be dropped off on the showground, preferably by entrance so that vehicle does not need to enter field, (they would then follow entire perimeter track to exit.) The driver should then move to general parking.
- Ensure extra space is left for Blue Badge vehicles to alight passengers.

## 5. SAFETY & EMERGENCY PROCEDURES

#### Critical Rules

- **EMERGENCY RV AREA**: The tarmac entrance area **MUST** remain clear at all times. This is for Emergency Vehicles only.
- **Perimeter**: Keep the perimeter clear for emergency access. *Exception*: If Blue Badge parking is full, cars may park nose-to-tail on the perimeter route, but must leave room for other vehicles to pass.
- **No Fires/BBQs**: Strictly prohibited in car parks and Riverside Park.
- **Ground Conditions**: Grass can be slippery when wet. Ensure vehicles keep moving slowly.

#### Emergency Contacts

- **Stuck Vehicle**: Contact Neil Woodward or Howard Hill (Tractor/Straw available).
- **Medical/Crime**: Direct to Information Point or First Aid.

## 6. TIMETABLE & OVERFLOW

#### Key Times

- Peak Arrival: 1:30 PM – 2:00 PM
- Departures Begin: ~2:30 PM
- Last Arrivals: ~4:00 PM
- Show ends 5:00 PM

#### Full Car Park Procedure

- Monitor capacity closely.
- Alert the Event Manager **BEFORE** the car park fills.
- Overflow Location: Close main car park and direct traffic to Common Lane (past the last bungalow).
- *Note*: An emergency grass verge area has been prepared here by a local farmer.

## 7. FINAL REMINDERS

Car Share: Encourage visitors to car share to save space.

Pedestrians: Keep pedestrians away from traffic flow.

One-Way System: Be aware this may be revised due to weather.

Thank you for volunteering!

Your support ensures a safe and enjoyable day for everyone.

## **Code of Conduct for Working with Children and Vulnerable Adults.**

### **Our Commitment.**

- 1) The welfare of children and vulnerable adults is our top priority.
- 2) Treat everyone with dignity and respect.
- 3) Maintain professional boundaries at all times.
- 4) Report all safeguarding concerns immediately.
- 5) Follow UK safeguarding laws and Auckley Show Policies.

### **DO**

- 1) Prioritise safety and well-being
- 2) Communicate clearly and appropriately.
- 3) Obtain consent for photos/videos.
- 4) Document and report any concerns.
- 5) Follow all site safeguarding procedures.

### **DO NOT**

- 1) Work alone with children or vulnerable adults.
- 2) Engage in inappropriate physical contact.
- 3) Make suggestive remarks or jokes.
- 4) Use social media to contact children.
- 5) Ignore safeguarding concerns.

### **Stay vigilant. Speak up. Protect those at risk.**

Emergency services: 999 (for immediate danger)

Site Safeguarding Officer Neil Woodward, Chair & Event Organiser.

*See also our full policy statement, available from Event Organiser upon request.*

# Safety at Auckley Show

**First Aid** - can be found near the YWP open sided marquee (*marked on our field plan*) or make contact with any steward or marshal (look for high-viz vests or blue polo shirts (committee members))

A **Defibrillator unit** is located on the outside wall of the Pavilion, facing toilet block.

**Lost Children and Property** – please report to the Information Point within YWP marquee (*marked **i** on field plan*)

**Leaving and entering the Showground by car**- Entering the site and parking vehicles is entirely at the owner's own risk. Please follow the directions of our marshals, they are there to allow you to arrive and leave safely. Please pay attention to any instructions given to minimise the risk of accidents. There is a site wide speed limit of 5mph. Please obey the ONE WAY traffic directions and use extreme caution across the site.

**Pedestrians** please avoid the perimeter track used by vehicles. Remember this is a field site and the ground may be uneven in places.

Families. Please keep any young children under direct supervision. Please respect all safety barriers and take care in all parts of the site.

**Easy Access toilet** is provided next to the main toilet blocks and a second unit at the Eagle and Child Festival Tent.

**Baby Changing facilities** are within these units.

**NO SMOKING** areas include within all marquees and all car parking places. Designated Smoking Area is next to pavilion.

**Fire** - in the event of fire, whistles will blow repeatedly in short blasts. Evacuate the marquees and wait for further instruction in the Children's Play Area near main entrance to showground. Routes are marked by signs and are shown on our Field Plan.

If you discover a fire, raise the alarm by shouting "Fire". Do not put yourself at risk. Move away from danger in an orderly manner. Marshals will spread the alarm and assist in evacuation of any affected marquees.

**Fire Extinguishers and Fire Blankets** are located next to bar and next to stage in main marquee, next to the outside stage in the Festival Marquee, and further extinguishers in the Pavilion.

**Serious Threat of Danger.** If an incident occurs that is considered a risk to visitors, announcements will be made by public address speakers and repeated by stewards and all visitors should move to the centre of the Main Arena, or Arena 2, as directed by stewards. If it becomes necessary to evacuate the site, instructions will be given as to which route to take. All persons must leave on foot. Vehicles must not be moved. Do not return to cars until it has been announced safe to do so. Be aware that police and rescue vehicles may need to enter the site through the main entrance. Keep the trackway clear.

**Field Plan.** A site plan is included in our programme and is available at our information desk. This shows the location of safety equipment and services. Also marked are fire exits and escape routes.

If you have any concerns or questions please let us know at our information desk. If urgent ask any marshal or steward, identifiable by blue Auckley Show shirt, or high-viz jacket, for assistance to communicate to our control centre.



Towards A614

To main car parks

Leading top of 3m river bank

6 m

4 m (width)

4 m

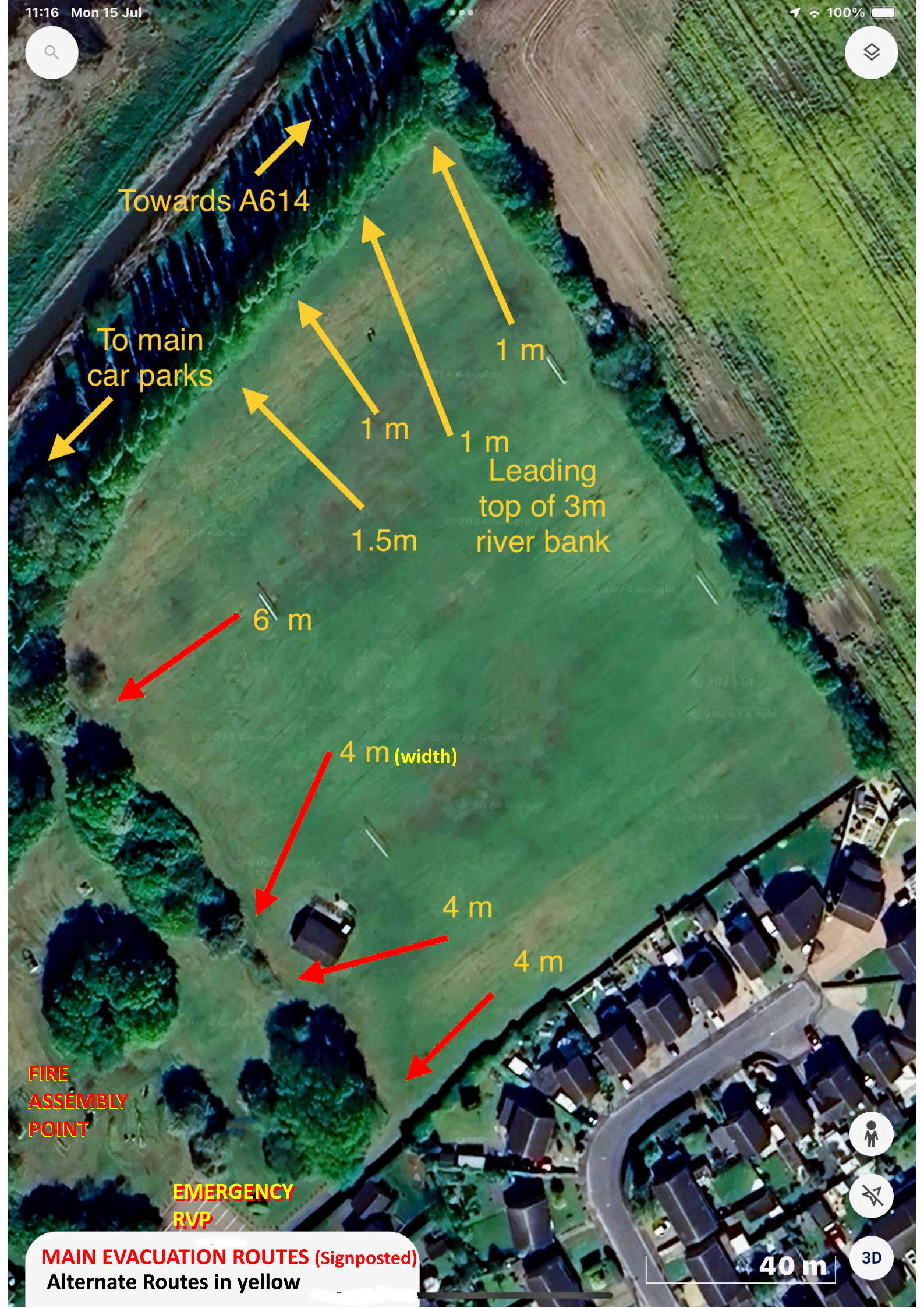
4 m

FIRE ASSEMBLY POINT

EMERGENCY RVP

MAIN EVACUATION ROUTES (Signposted)  
Alternate Routes in yellow

40 m



Event date	Event name	our ref	Registered Company Name:	Trading Name (if different from above):	Full description of what you will be selling:	Food Hygiene Rating ("Scores on the Doors") and name of issuing Local Authority:	Public Liability Ins	Insurer	PAT Test Cert	Gas Safe Cert	Hygiene Training Cert	Date of Last Inspection	
14-15/8/26	Auckley Show	901	Miss Sophie Burnett & Miss Anna Daines T/As Yamas	Yamas	Greek Street Food	5 * Doncaster	yes TBC	Eaton Gate 21/7/26	yes TBC	yes TBC	policy statement only	14/6/24 TBC	
"	"	22	Caroline's Fudge & Sweets	Caroline's Fudge & Sweets	confectionary	5 * Doncaster	yes TBC	GM Imber & Sons 24/6/26	n/a (no portable electrical equipment)	n/a (no gas equipment)	not seen	26 January 2024	
"	"	38	Take the Biscuit & Sweet Memories (Jennifer Clarkson)	sweet memories	confectionary	5 * Wakefield	yes TBC	Market Traders July 2027	n/a (no portable electrical equipment)	n/a (no gas equipment)	yes	27 Mar 2024 TBC	
"	"	79	4th Doncaster (Finningley) Scout Group	4th Doncaster (Finningley) Scout Group	drinks and cakes	Charity, declared exempt from registration (see <a href="https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events">https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events</a> )	yes TBC		n/a (no portable electrical equipment)	safety assured equipment non-commercial operational protocol complied	Charity, declared exempt from registration (see <a href="https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events">https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events</a> )	see previous column n/a	
"	"	903	Time and place	Mr Lee Robinson t/a Time and place	Fish & chips, drinks	5 * Doncaster	yes TBC	BG Ins 2/3/2026	yes TBC	yes TBC	yes	22 July 2024	
"	"	910	The Cocktail Carriage (Christina Wright)	The Cocktail Carriage	Drinks	5 * Doncaster	yes TBC	Mobile West Bay 1/7/26	n/a (no portable electrical equipment)	n/a (no gas equipment)	yes	14 June 2024	
"	"	902	Christie Bell	Carvery & Grill	Noodles, donuts, Grilled snacks and drinks	5 * Doncaster	yes	NMTF 30/6/26	yes	yes TBC	yes	28 March 2025 TBC	
"	"	905	Allied Maserellas	Mistersoftee Doncaster KX02 UFN	Ice creams / ice lollies	5 * Doncaster	yes TBC	Simply Business 14/5/26	n/a (no portable electrical equipment)	n/a (no gas equipment)	not seen	2/5/23	
"	"	911	Devon Sharpe	Devons Kitchen	pop up catering, Carribean food	5 * Doncaster	yes TBC	Protectivity 30/5/26	yes TBC	yes TBC	not seen	15 July 2025	
"	"	904	Brian Beach	Coffee On The Run	drinks, speciality coffees	5 * Doncaster	yes TBC	Simply Business 7/1/27	yes	yes TBC	yes (not seen)	06 Oct, 2017 TBC	
"	"	907	James Williams	Evie's Kitchen	Hot Food Hot and cold drinks. Food example Breakfast rolls, burgers, chips, Hot dogs and jacket potatoes	5 * Doncaster	yes TBC	Axa 19/2/27	n/a (no portable electrical equipment)	yes TBC	yes	16-Aug-25	
"	"	60	The Women's Institute (Auckley Branch)	Auckley WI	Cakes	Charity, declared exempt from registration (see <a href="https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events">https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events</a> )	yes TBC	Aviva 10/1/26	n/a (no portable electrical equipment)	n/a (no gas equipment)	Charity, declared exempt from registration (see <a href="https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events">https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events</a> )	see previous column n/a	
"	"	906	Dannie Hart	Fine Food Catering	Burger hotdogs Yorkshire pudding wraps chips hot and cold drinks etc // Pizza	5 * Doncaster	yes TBC	Ardent 12/8/26	yes	n/a (no gas equipment)	yes	26-Aug-25	
"	"	914	F&D Leisure	The Cottage (cakes & catering)	confectionery	5 * Wakefield	yes TBC	Insurance experts and the showmans guild 30/6/26	n/a (no portable electrical equipment)	--	yes	21-Oct-24	
"	"	908		Traditional Hogroast		5 * Bassetlaw	yes TBC	Mobilers Ins Serv 2/1/26		yes TBC			

Action required

MB Event Solutions

Event Medical Plan for Aukley Show  
event



Event	Aukley Show
Date	15 <sup>th</sup> August 2026
Location	Aukley Show Ground
Event times	10:00 17:00 public opening
Description	Community Show
MBES Manager on site	Mike Bedford (EMT)

Attendance Profile	Equal split male / female target demographic – All Age Groups
Location capacity	
Expected numbers	1,000 – 2,000
Attendance Hours	08:30 -18:00
Event Security	This is being provided by the event organiser in accordance with their own risk assessment.
Overnight Accommodation	None venue to be cleared after event
First Aid Provision	<p>One main First Aid point of no less than 3m x3m with power supply available– to be staffed throughout the event. Mobile staff / patrols to be deployed and visible in line with any ongoing dynamic risk assessment. Where possible casualties will be assessed and treated on location and discharged back to the event. If there is any requirement for ongoing attention the casualty will be moved to the main First Aid location. Mobile First Aiders will have a first response bag containing basic first aid equipment and materials.</p> <p>A Trauma bag and a Resuscitation Bag will be kept at the main FA point and deployed on location if required.</p> <p>Any clinical waste will be cleared from the scene and bagged in sealed biohazard bags for disposal in accordance with local arrangements. Any sharps to be placed in a designated sharps receptacle for disposal.</p>
Staffing	<p>1 x EMT ( Duty Officer)</p> <p>2 x Event First Aiders (Advanced)</p> <p>Event First aiders will meet at least level D of the Edinburgh pre hospital casualty care scale</p>
Clinical Management	Staff will only work within their clinical grade and capability. First Aid staff will be under the supervision of an HCP.
PRF documents	<p>MBES standard PRF forms will be used to record Casualty contacts. This information will only be shared with medical / ambulance staff, otherwise the forms will be securely retained MBES in line with GDPR.</p> <p>Where needed, summary data will be supplied to event organisers , detailed information will only be supplied where it is necessary to meet legal requirements (eg RIDDOR)</p> <p>Where MBES are assisting with, or providing other welfare services this will be recorded and reported separately</p>
General Procedures	<p>Communication will be maintained between base and any mobile teams using MBES radios, phones will be available as a backup.</p> <p>Event stewards will be used to help gain access to a casualty if crowd control is required.</p> <p>Any clinical decisions will be made by the Duty Officer.</p> <p>Any communication with Parents / guardians/ relatives of casualties will be through a single nominated contact ( notified to organisers on the day).</p>

	<p>Any decision to call for addition resources will be made by the Duty Officer. The event organiser will be informed in the event of a life threatening injury or potential criminal act.</p> <p>Event stewards will be used if it is necessary to facilitate access for NHS ambulance personnel.</p>
Transport	MBES is not providing any transport resources
Major Incident	<p>In the event of a major incident the duty manager will task one of the team with contacting the emergency services using the 999 control room. The necessary information will be relayed to the control room using industry standard protocols ( eg METHANE). The MBES standby manager will also be informed using the dedicated ops emergency number (07521 948606) MBES resources on site will then deploy as required by NHS incident managers. The standby manager will be available to act as a coordination point for other services ( Silver Command)</p> <p>The MBES standby manager will also be available after the initial incident for staff welfare purposes, in case of any need for a rapid critical incident debrief. Any CID conversations are confidential and covered by the same protocols as any other counselling. Disclosure will only be made if needed to prevent harm or an illegal act.</p>
Hospitals	<p>The nearest hospital with A+E facilities is Doncaster Royal Infirmary DN2 5LT Approx 6 miles This is also the nearest trauma centre</p>
Site Plan	<p>If possible attach a plan of the event area showing location of the First aid point(s) event activities. The plan should also show welfare amenities, main entrance and exit points. Any emergency access or RDV points [plan on file]</p>
Crew Details	<p>Names and specific grades of staff will be provided to the organiser on the day if required.</p>

**Auckley Show. Fire Risk Assessment by Pyro Fire Services. Initial Observations and proposed mitigations.**

Property Name	Audit Title	Risk Title	Risk Description	Risk Section	Risk Severity	Mitigation Measures proposed by Auckley Show	Residual Risk
Auckley Show	Fire Risk Assessment	Electrical Equipment and PAT Testing Control	<p>The use of portable electrical appliances, extension leads, and adapters is anticipated across the site, particularly within trade stands and food concessions. It relies on individual stallholders to ensure that all equipment brought onto site has been suitably Portable Appliance Tested (PAT) or is otherwise safe for use. There is a risk that untested or unsuitable personal electrical equipment may be introduced without appropriate verification.</p> <p>Implement a system to ensure that all portable electrical equipment, including extension leads and adapters, brought onto site by stallholders has been suitably PAT tested or inspected by a competent person prior to use. Personal electrical appliances should not be permitted unless evidence of testing or safety can be provided. Verification checks should be carried out as part of the site setup or vendor approval process.</p>	Electrical Sources of Ignition	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• ALL equipment used by Auckley Show is PAT tested in the week before the Show, by <a href="#">RJ ELECTRICAL SERVICES LTD.</a></li> <li>• No mains supply for any other trader.</li> <li>• Caterers who use a generator must supply Risk Assessment and all appropriate safety certification, this includes PAT test certificates.</li> </ul>	Very Low Risk
Auckley Show	Fire Risk Assessment	Designated Smoking Area	<p>It is recommended that a designated smoking area is established, with smoking prohibited in all other areas of the site, this will keep the risk from smoking materials confined to a small area where this can be better monitored.</p> <p>No Smoking signs should be displayed in all marquees and tents.</p>	Smoking	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• Smoking is already prohibited in marquees and notices are already routinely displayed</li> <li>• 2026 sees the introduction of a signed designated Smoking Area</li> </ul>	Low Risk / Monitor (new policy)
Auckley Show	Fire Risk Assessment	Control of Arson Risk and Waste Management	<p>The open nature of the site and presence of temporary structures and combustible materials presents a potential risk of deliberate fire setting. In addition, waste generated during the event may accumulate if not regularly managed, increasing the available fire load and potential for ignition.</p> <p>Ensure suitable security measures are in place once the site is established to reduce the risk of unauthorised access and deliberate fire setting. Implement effective waste management procedures, including the regular emptying of bins and removal of refuse throughout the event, to prevent the build-up of combustible materials.</p>	Arson	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• Waste is managed by <a href="#">Clean and Bright Cleaning Services Ltd.</a> who monitor and clear waste bins and passageways throughout the day</li> <li>• Collected waste is deposited in a locked skip supplied by by <a href="#">Middleton's Skip Hire Ltd.</a></li> <li>• The skip is located off the show field, isolated by safety barrier.</li> <li>• The skip is in open sight and monitored by security and cleaning services.</li> </ul>	Very Low Risk
Auckley Show	Fire Risk Assessment	Fire Safety Arrangements - Food Concessions	<p>Food concession stands will be operating on site, introducing additional fire risks associated with cooking processes, including the use of LPG and hot equipment. It is reliant on individual concession holders to provide their own fire risk assessments and suitable fire-fighting equipment, and it could not be confirmed that this will be consistently implemented or verified prior to operation.</p> <p>Ensure that all food concession operators provide suitable fire risk assessments and are equipped with appropriate fire-fighting equipment relevant to their cooking processes prior to being permitted to operate on site. Verification checks should be carried out as part of the vendor approval and site setup process.</p>	Cooking	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• All caterers are required to submit in advance copies of Risk Assessments and proof of relevant servicing and safety testing of ALL their equipment</li> <li>• All caterers are required to carry fire-fighting equipment suitable to their processes.</li> <li>• Information is provided to caterers of our own fire alarm procedures and the location of additional extinguishers</li> </ul>	Very Low Risk
Auckley Show	Fire Risk Assessment	Contractor and Vendor Fire Safety Documentation	<p>Concessionary stand holders and food vendors will be operating on site, each introducing their own fire risks through equipment, processes, and materials. It is reliant on individual vendors to provide suitable risk assessments and public liability insurance, and it could not be confirmed that a formal process is in place to verify this prior to site access.</p> <p>Implement a formal verification process to ensure all concessionary stand holders and vendors provide suitable risk assessments, including fire safety considerations, and valid public liability insurance prior to being permitted onto site. Records of these checks should be maintained by the event organisers.</p>	Outside Contractors	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• All caterers are required to submit in advance copies of Risk Assessments and proof of relevant servicing and safety testing of ALL their equipment</li> <li>• All caterers are required to carry fire-fighting equipment suitable to their processes.</li> <li>• Information is provided to caterers of our own fire alarm procedures and the location of additional extinguishers</li> </ul>	Low Risk / Monitor
Auckley Show	Fire Risk Assessment	LPG Cylinder Storage and Control	<p>Food stall holders are expected to utilise LPG-fired cooking appliances, introducing a risk associated with gas storage and use. It could not be confirmed that all LPG equipment will be suitably maintained, or that spare cylinders will be stored in a controlled manner away from public areas with appropriate fire safety measures in place.</p> <p>Ensure all LPG appliances are suitably maintained and used in accordance with relevant guidance. Spare LPG cylinders should be stored in designated, secure cages located away from public areas, clearly signed, and provided with appropriate fire-fighting equipment, such as a 9 kg dry powder extinguisher.</p>	Dangerous Substances	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• All caterers are required to provide evidence of maintenance and safety certification for equipment used</li> <li>• Spare cylinders are required to be stored in a secure, externally ventilated, fire resistant, containment locker that has been approved by licensing authority.</li> <li>• Caterers are required to carry appropriate fire fighting equipment.</li> </ul>	Low Risk / Monitor

Property Name	Audit Title	Risk Title	Risk Description	Risk Section	Risk Severity	Mitigation Measures proposed by Auckley Show	Residual Risk
Auckley Show	Fire Risk Assessment	Lithium-Ion Battery Use and Storage	<p>It is possible that some stall holders may use, store, or charge lithium-ion batteries, which present a heightened fire risk due to potential thermal runaway. It could not be confirmed that these risks have been adequately assessed or controlled by all stall holders.</p> <p>Ensure that all stall holders using or storing lithium-ion batteries provide suitable risk assessments addressing the associated fire risks. Appropriate control measures should be implemented, including safe charging practices, suitable storage arrangements, and provision of appropriate fire-fighting media relevant to lithium-ion battery fires.</p>	Battery Storage & Use	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>All stall holders are required to have Public Liability Insurance.</li> <li>All stall holders are required to perform a Risk Assessment.</li> <li>Stall holders are required to declare the use of any Lithium Ion batteries, with the exception of those contained within small portable equipment such as mobile phones and card payment devices.</li> <li>Stall holders are requested to bring extinguishers and/or fire blankets to facilitate immediate response to an incident.</li> <li>Stall holders are informed of our fire alert process and the location of fire extinguishers</li> <li>On site equipment includes fire-blankets and a fire management policy is in place</li> </ul>	Very Low Risk
Auckley Show	Fire Risk Assessment	Emergency Lighting Provision - Marquees	<p>Marquees, including the entertainment marquee, may be in use during hours of darkness. It could not be confirmed that suitable emergency lighting will be provided to illuminate escape routes and exits in the event of a power failure.</p> <p>Provide suitable emergency lighting within all marquees and along escape routes intended for use during hours of darkness. This should include illumination of exit points, such as bulkhead emergency lighting with directional signage, in accordance with BS 5266.</p>	Emergency Escape Lighting	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>Only the main marquee is used during hours of darkness. Other marquees and equipment are 'off-limits'</li> <li>LED Flood lighting is installed to illuminate marquee entrance, toilet area and path to entrance during operational hours of darkness.</li> <li>Within the marquee mains powered lighting is operational.</li> <li>In the event of power failure, self contained power illuminated signs indicate all exits.</li> <li>Emergency 'grab-bags' contain functioning torches for use by safety stewards.</li> </ul>	Very Low Risk
Auckley Show	Fire Risk Assessment	Fire Action Notices - Provision and Display	<p>It could not be confirmed that fire action notices will be provided throughout the site to inform occupants of the actions to take in the event of a fire and the location of assembly points.</p> <p>Provide fire action notices in prominent locations across the site, including within marquees and at key access/egress points, detailing the actions to be taken in the event of a fire and the location of the designated assembly point.</p>	Fire Safety Signs and Notices	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>Fire Action Notices are displayed in all marquees.</li> <li>Fire Action Notices are included in our freely distributed Show Day Programme and on our website for advance publication of precautions</li> <li>Assembly points are indicated on the field plan contained in programme and also displayed at the Information Point</li> </ul>	Very Low Risk
Auckley Show	Fire Risk Assessment	Fire-Fighting Equipment - Food Concessions	<p>Whilst the overall provision of portable fire extinguishers across the site is considered adequate, food concession stands introduce additional fire risks associated with cooking processes. It could not be confirmed that all concession operators will provide appropriate fire-fighting equipment relevant to their specific risks.</p> <p>Ensure that all food concession operators provide suitable fire-fighting equipment appropriate to their cooking processes prior to being permitted to operate on site, and that this is verified as part of the site setup and approval process.</p>	Manual Fire Extinguishing Appliances	Monitor / Review	<p><b>See Event Management Plan. And point 4 above</b></p> <ul style="list-style-type: none"> <li>Caterers are required to carry appropriate, maintained and certified equipment with documentary evidence provided in advance</li> </ul>	Low Risk / Monitor
Auckley Show	Fire Risk Assessment	Emergency Shutdown Procedures and Training	<p>Equipment such as generators and other powered systems will be in use across the site. It could not be confirmed that formal emergency shutdown procedures are in place, or that stewards have been adequately trained to safely isolate such equipment in the event of an emergency.</p> <p>Develop and implement clear emergency shutdown procedures for all relevant equipment, including generators and fuel sources. Ensure that designated stewards are suitably trained in these procedures so they can safely isolate equipment where necessary during an emergency.</p>	Plant Shutdown	Monitor / Review	<ul style="list-style-type: none"> <li>Caterers will be required to provide clear, concise instructions, in advance, for the close down of their equipment in as emergency.</li> <li>Instructions will be reviewed by Safety Officer and designated stewards will be briefed.</li> <li>In the event of an incident, stewards will implement an area evacuation following established 'fire-alarm' procedures</li> <li>Only if it is safe to do so, trained stewards may assist in close down of equipment.</li> </ul>	Low Risk / Monitor (new policy)
Auckley Show	Fire Risk Assessment	Fire Extinguisher Training - Stewards	<p>Stewards will be responsible for initial response to fire incidents; however, it could not be confirmed that they have received suitable training in the safe and effective use of portable fire extinguishers.</p> <p>Ensure all stewards receive appropriate training in the use of portable fire extinguishers, including when it is safe to use them, in accordance with fire safety best practice.</p>	Procedures and Arrangements	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>Stewards, marshals, volunteers and committee members are briefed in the two weeks before the Show</li> <li>Briefings include instruction and refreshers, on the use of fire fighting equipment</li> <li>Instructions for the safe response to fire are included in our Event Management Plan.</li> </ul>	Very Low Risk

Property Name	Audit Title	Risk Title	Risk Description	Risk Section	Risk Severity	Mitigation Measures proposed by Auckley Show	Residual Risk
Auckley Show	Fire Risk Assessment	Steward Training and Fire Safety Awareness	<p>At the time of assessment, the fire safety arrangements are based on proposed plans, and it could not be confirmed what level of training will be provided to stewards. Stewards will play a key role in emergency response, including evacuation and initial fire-fighting measures.</p> <p>Ensure all stewards receive suitable fire safety training prior to the event, including instruction on emergency procedures and the safe use of portable fire extinguishers, so they are competent to respond effectively in the event of a fire.</p>	Training and Drills	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• Stewards, marshals, volunteers and committee members are briefed in the two weeks before the Show</li> <li>• Responsibility for ensuring briefings take place is with the Event Organiser supported by the Safety Officer.</li> <li>• All persons are briefed on fundamental safety policies and procedures. Selective briefings address the roles performed by specific individuals.</li> <li>• Briefings are revised in the light of any situations experienced.</li> <li>• A selection of briefing summaries and distributed literature are attached as appendices to the Event Management Plan. These are updated during the review of the EMP.</li> </ul>	Very Low Risk
						<p><b>CONCLUSION.</b> This report is based on the initial site inspection conducted by Pyro Fire Services Ltd.</p> <ul style="list-style-type: none"> <li>• While the inspecting officer has personal experience attending this event, only the vacant site was available for inspection—not the equipment yet to be installed.</li> <li>• The Event Management Plan (EMP) was not requested at the time of inspection.</li> <li>• At that time, the EMP was under review in preparation for 2026.</li> <li>• A follow-up review has been scheduled for the day before the event, allowing for a more detailed confirmation of the provisions in place</li> </ul>	The identified risks appear to be adequately managed. No urgent measures are required at this stage.

## Auckley Show. Preliminary Fire Risk Assessment - Observations and proposed mitigations.

Risk Section (see preliminary report by Pyro Fire Services)	Risk Severity	Mitigation Measures proposed by Auckley Show	Residual Risk
<b>Electrical Sources of Ignition</b>	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• ALL equipment used by Auckley Show is PAT tested in the week before the Show, by <a href="#">RJ ELECTRICAL SERVICES LTD.</a></li> <li>• No mains supply for any other trader.</li> <li>• Caterers who use a generator must supply Risk Assessment and all appropriate safety certification, this includes PAT test certificates.</li> </ul>	Very Low Risk
<b>Smoking</b>	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• Smoking is already prohibited in marquees and notices are already routinely displayed</li> <li>• 2026 sees the introduction of a signed designated Smoking Area</li> </ul>	Low Risk / Monitor (new policy)
<b>Arson</b>	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• Waste is managed by <a href="#">Clean and Bright Cleaning Services Ltd.</a> who monitor and clear waste bins and passageways throughout the day</li> <li>• Collected waste is deposited in a locked skip supplied by <a href="#">Middleton's Skip Hire Ltd.</a></li> <li>• The skip is located off the show field, isolated by safety barrier.</li> <li>• The skip is in open sight and monitored by security and cleaning services.</li> </ul>	Very Low Risk
<b>Cooking</b>	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• All caterers are required to submit in advance copies of Risk Assessments and proof of relevant servicing and safety testing of ALL their equipment</li> <li>• All caterers are required to carry fire-fighting equipment suitable to their processes.</li> <li>• Information is provided to caterers of our own fire alarm procedures and the location of additional extinguishers</li> </ul>	Very Low Risk
<b>Outside Contractors</b>	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• All caterers are required to submit in advance copies of Risk Assessments and proof of relevant servicing and safety testing of ALL their equipment</li> <li>• All caterers are required to carry fire-fighting equipment suitable to their processes.</li> <li>• Information is provided to caterers of our own fire alarm procedures and the location of additional extinguishers</li> </ul>	Low Risk / Monitor
<b>Dangerous Substances</b>	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• All caterers are required to provide evidence of maintenance and safety certification for equipment used</li> <li>• Spare cylinders are required to be stored in a secure, externally ventilated, fire resistant, containment locker that has been approved by licensing authority.</li> <li>• Caterers are required to carry appropriate fire fighting equipment.</li> </ul>	Low Risk / Monitor
<b>Battery Storage &amp; Use</b>	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• All stall holders are required to have Public Liability Insurance.</li> <li>• All stall holders are required to perform a Risk Assessment.</li> <li>• Stall holders are required to declare the use of any Lithium Ion batteries, with the exception of those contained within small portable equipment such as mobile phones and card payment devices.</li> <li>• Stall holders are requested to bring extinguishers and/or fire blankets to facilitate immediate response to an incident.</li> <li>• Stall holders are informed of our fire alert process and the location of fire extinguishers</li> <li>• On site equipment includes fire-blankets and a fire management policy is in place</li> </ul>	Very Low Risk

## Auckley Show. Preliminary Fire Risk Assessment - Observations and proposed mitigations.

Risk Section (see preliminary report by Pyro Fire Services)	Risk Severity	Mitigation Measures proposed by Auckley Show	Residual Risk
<b>Emergency Escape Lighting</b>	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• Only the main marquee is used during hours of darkness. Other marquees and equipment are 'off-limits'</li> <li>• LED Flood lighting is installed to illuminate marquee entrance, toilet area and path to entrance during operational hours of darkness.</li> <li>• Within the marquee mains powered lighting is operational.</li> <li>• In the event of power failure, self contained power illuminated signs indicate all exits.</li> <li>• Emergency 'grab-bags' contain functioning torches for use by safety stewards.</li> </ul>	Very Low Risk
<b>Fire Safety Signs and Notices</b>	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• Fire Action Notices are displayed in all marquees.</li> <li>• Fire Action Notices are included in our freely distributed Show Day Programme and on our website for advance publication of precautions</li> <li>• Assembly points are indicated on the field plan contained in programme and also displayed at the Information Point</li> </ul>	Very Low Risk
<b>Manual Fire Extinguishing Appliances</b>	Monitor / Review	<p><b>See Event Management Plan. And point 4 above</b></p> <ul style="list-style-type: none"> <li>• Caterers are required to carry appropriate, maintained and certified equipment with documentary evidence provided in advance</li> </ul>	Low Risk / Monitor
<b>Plant Shutdown</b>	Monitor / Review	<ul style="list-style-type: none"> <li>• Caterers will be required to provide clear, concise instructions, in advance, for the close down of their equipment in as emergency.</li> <li>• Instructions will be reviewed by Safety Officer and designated stewards will be briefed.</li> <li>• In the event of an incident, stewards will implement an area evacuation following established 'fire-alarm' procedures</li> <li>• Only if it is safe to do so, trained stewards may assist in close down of equipment.</li> </ul>	Low Risk / Monitor (new policy)
<b>Procedures and Arrangements</b>	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• Stewards, marshals, volunteers and committee members are briefed in the two weeks before the Show</li> <li>• Briefings include instruction and refreshers, on the use of fire fighting equipment</li> <li>• Instructions for the safe response to fire are included in our Event Management Plan.</li> </ul>	Very Low Risk
<b>Training and Drills</b>	Monitor / Review	<p><b>See Event Management Plan.</b></p> <ul style="list-style-type: none"> <li>• Stewards, marshals, volunteers and committee members are briefed in the two weeks before the Show</li> <li>• Responsibility for ensuring briefings take place is with the Event Organiser supported by the Safety Officer.</li> <li>• All persons are briefed on fundamental safety policies and procedures. Selective briefings address the roles performed by specific individuals.</li> <li>• Briefings are revised in the light of any situations experienced.</li> <li>• A selection of briefing summaries and distributed literature are attached as appendices to the Event Management Plan. These are updated during the review of the EMP.</li> </ul>	Very Low Risk
<b><u>CONCLUSION.</u></b>		<p>This report is based on the initial site inspection conducted by Pyro Fire Services Ltd.</p> <ul style="list-style-type: none"> <li>• While the inspecting officer has personal experience attending this event, only the vacant site was available for inspection—not the equipment yet to be installed.</li> <li>• The Event Management Plan (EMP) was not requested at the time of inspection.</li> <li>• At that time, the EMP was under review in preparation for 2026.</li> <li>• A follow-up review has been scheduled for the day before the event, allowing for a more detailed confirmation of the provisions in place</li> </ul>	The identified risks appear to be adequately managed. No urgent measures are required at this stage.

# FIRE SAFETY RISK ASSESSMENT: MARQUEE OCCUPANCY & ESCAPE ROUTES

**Date:** 23 May 2026 (pjr)

**Reference Standards:**

- *Fire Safety Risk Assessment: Open Air Venues* (HMSO Ref: 05 FRSD 03338), Dept for Communities and Local Government, Feb 2007.
- *MUTA Best Practice Guide 2026*, Mutual Aid Trust Association.

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## 1. OCCUPANT LOAD FACTOR

### 1.1 Maximum Permitted Occupancy

The maximum permitted occupancy for each closed-sided marquee is capped at **499 persons**. This figure exceeds the maximum anticipated occupancy by 100–150 persons, establishing a robust safety margin for all calculations.

### 1.2 Operational Controls

Briefed safety marshals are stationed within each marquee to actively monitor occupancy levels. In the event of a tendency toward increased or unsafe occupancy, marshals are authorized to:

- Suspend admission immediately.
- Encourage dispersal of attendees.
- Enforce the 499-person limit.

### 1.3 Load Factor Analysis

Based on the MUTA Best Practice Guide 2026 (Page 34), the load factors are calculated as follows:

Marquee Name	Area (m <sup>2</sup> )	Max Occupancy	Calculated Load Factor	Assessment
Main Marquee	637.5	499	1.3	Within expected range
Craft Marquee	360.0	499	0.7	Within expected range
Exhibits Marquee	438.0	499	0.9	Within expected range

**Conclusion:** All load factors fall within the expected values for typical social venues as defined by MUTA guidelines.

## 2. ESCAPE ROUTE PROVISION

### 2.1 Recommended Provision Calculation

Calculations are based on the MUTA formula:

- **N (Occupancy):** 499
- **T (Time to clear):** 2 minutes (Standard value)
- **U (Flow rate):**  $N/(40 \times T)$
- **Required Width:**  $U \times 525\text{mm}$
- **Required Exits (E):**  $(U/4)+1$ , rounded up.

Marquee	Occupancy (N)	Time (T)	Flow Rate (U)	Required Width	Req. Exits (Calculated)	Min. Exits Required (Rounded)
Main Marquee	499	2 min	(6.24) 6	3.15m	(2.5)	2
Craft Marquee	499	2 min	(6.24) 6	3.15m	(2.5)	2
Exhibits Marquee	499	2 min	(6.24) 6	3.15m	(2.5)	2

### 2.2 Actual Provision

The physical configuration of the marquees exceeds the calculated minimum requirements:

Marquee	No. of External Exits	Minimum Width per Exit	Total Exit Width
Main Marquee	3	3.5m	10.5m
Craft Marquee	3	3.5m	10.5m
Exhibits Marquee	3	3.5m	10.5m

*Note: Additional exits are available via walkways connecting to adjoining marquees (minimum 2m width). These inter-marquee connections are discounted from the primary calculation to ensure a conservative safety margin.*

### 2.3 Conclusion

The actual provision of exits (3 per marquee, 3.5m width each) significantly **exceeds** the recommended provision (2 exits, 3.15m width). The escape route strategy is compliant with MUTA Best Practice Guide 2026 and HMSO Fire Safety standards.

## Weather Forecast and Assessment

Forecasts beyond 30 days lack accuracy.

This section to be initiated **30 days** before Show Day and updated with increasing regularity .

**Critical Decision Assessment** at **5 days prior** and monitored **daily thereafter**.