

Event Management Plan

Event Name:

Adventure Overland Show + International Campervan Show,
Late Summer Edition 2021 (LSE21)

Event Location:

Stratford-upon-Avon Racecourse

Event Date:

June 5th – June 6th

Organisation:

Off-Road UK

Version: 003

Date submitted: April 26th 2021

Review Date: June 4th 2021

This a live dynamic document and is subject to change. A specific date will be agreed for the document to be shared by the Stratford-upon-Avon District Council (The Licensing Authority) with all relevant SAG members (agencies). The Event Organisers make a commitment to updating the SAG group members should any significant updates or alterations be made. A full copy will be held in the Event Office.

This document, the Event Management Plan (EMP) , is intended to detail the management plans and actions to be taken by the event organisers, as far as is reasonably practicable, to maintain the highest standards of health, safety and welfare for: the audience who may be attending the event, all workers, and anyone else who may be affected by their actions. This document is a statement of actions to be taken by those involved in the event in order to ensure that relevant legislation, standards and guidance are followed in relation to the safe operation of the event. The management plans include plans for dealing with untoward incidents, emergency situations and major incidents which are developed in consultation with the Stratford-upon-Avon District Council (The Licensing Authority) and the Statutory Emergency Services represented on the Safety Advisory group (SAG). This document is subject to constant revision on the advice of the SAG and should not be considered exclusively; the document is intended to complement the risk assessment (which can be found at Appendix C) and the existing major incident plans for the locality. The organisers will make every effort to ensure that all the information contained in this document is true and correct at the time of publication and will ensure that the document is updated and circulated amongst the relevant organisations and authorities on a regular basis. However, it must be accepted that due to the nature of the event that this document relates to, certain elements are outside the control of the event organiser and may be subject to change at short notice. It is the responsibility of the Health & Safety Manager and event organiser's management team to ensure an on-going assessment takes place throughout the build-up, the event itself, and the breakdown of the event. Any significant increase in the severity of a hazard or the discovery of a new hazard must be reported to the Event Director. Where appropriate the relevant SAG agency body should be informed. In all cases significant changes will be recorded in the Event Log which is maintained as a record of activity throughout the operation of the site, including the build-up and breakdown. The production of this document does not infer any increase to the perceived risk for the event but rather as an additional element of preparedness should such an incident occur.

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Section 1: Event Overview		
Section	Contents	Appendix
1.1 Event Description	<p>Our show is the Adventure Overland Show + International Campervan Show Late Spring Edition 2021, henceforth known as LSE21.</p> <p>LSE21 is a static motoring show that has no competitions, no races, no speedways, and no central arena. There is no vehicle movement in pedestrian areas during show opening hours.</p> <p>LSE21 is comprised of a combination of trade stands, display vehicles, and camping. Day visitors can browse the trade pitches in controlled pedestrianised areas between the set opening hours of the show.</p>	
1.2 Event Organisers	See attached index for organisational structure.	Appendix A - Organisat ional Structure
1.3 Dates and Duration	<p>The show is open to the public on the 5th and 6th of June 2021..</p> <p>We will operate a build up period up to a week before the event to setup the event. Our breakdown period normally lasts until Tuesday the 8th June but may extend until Wednesday the 9th June.</p> <p>Arrival Day for Traders Friday, 4th June 1300 – 2100 After these hours an overnight holding area shall be manned by security until the gate re-opens on Saturday at 0900.</p> <p>Public Show Days Saturday, 5th June 1000 – 1700</p> <p>Sunday, 6th June 1000 – 1600</p> <p>Departure Day Monday, 7th June All vehicles must be off-site by 1600.</p>	
1.4 Attendance	We will have a maximum attendance figure of 4,000 per day, which will be enforced through a limit on ticket sales. Most of our tickets are pre-booked, though a number will be made available on the	

	gate for those who are bringing friends/family members with them. All tickets are associated with a wristband number so it will be impossible for us to sell more tickets than our maximum allowed capacity as we will have no further wristband numbers to issue.	
1.5 Audience Profile	<p>Our audience demographic involves families, with an average age range of 40+. Most of our audience is male, at around 70%.</p> <p>Our audience enjoys folk music. This is reflected by our musicians who play folk and middle-of-the-road music.</p>	
1.6 Insurance	We are fully insured with 5 million Public Liability Insurance and Employer's Liability Insurance to cover our employees.	
1.7 Contractors	<p>All contractors on site will be checked for compliance with health and safety legislation. This includes requirements for RAMS (risk assessments and method statements), licenses for their work activities (medical, SIA, etc.), and appropriate insurance cover (public and employer).</p> <p>Preference will be given to contractors who can demonstrate commitment to health and safety by holding membership of SSiP (such as CHAS or Safer Contractor), and contractors who are members of a professional trade body.</p>	

Section 2: Licensing Objectives

Section	Contents	Appendix
2.1 Prevention of Crime and Disorder	<p>We have a qualified and experienced security team to prevent crime and disorder.</p> <p>All our attendees will be monitored on access and egress to ensure they enter and leave in a quiet and orderly manner.</p> <p>Logs and incident books will be kept by staff trained in their usage and held at event control for later review if needed.</p>	
2.2 Public Safety	<p>We have undertaken a suitable and sufficient risk assessment for foreseeable risks that may be present at our show.</p> <p>We have a suitable number of fire fire-fighting equipment on site.</p> <p>Medical provisions will be made available to staff and attendees during the show.</p>	
2.3	All alcohol will be served in plastic containers.	

Prevention of Public Nuisance	We will manage noise levels to ensure they do not become antisocial, including adhering to a 2300 cut off time for all loud music.	
2.4 Protection of Children from Harm	A robust lost child policy is in place. Suitable welfare provisions will be on hand to ensure that children are protected from harm, including underage drinking.	
Section 3: Location		
Section	Contents	Appendix
3.1 Venue	<p>Our event is held at Stratford Racecourse, an established venue in Stratford-upon-Avon.</p> <p>Venue Address: Stratford Racecourse Luddington Road Stratford-upon-Avon Warwickshire CV37 9SE</p> <p>What3Words: share.things.buyers</p> <p>Google Maps: https://www.google.com/maps/place/52%C2%B011'00.5%22N+1%C2%B043'50.1%22W/@52.1834677,-1.7306089,20z/</p> <p>The managing director of Stratford Racecourse is [REDACTED] and can be reached on [REDACTED]</p>	Appendix B1 – Overall Site Plan
3.2 Capacity	The venue has no capacity limit that would impact our event.	
3.3 Surrounding Areas	Stratford Racecourse lies on the western limits of Stratford-upon-Avon, surrounding by countryside and some suburban housing. We do not believe a weekend static motor show would unduly impact them. We have held our event previously in this area.	
3.4 Entrances and Exits	<p>Stratford Racecourse has an entrance located on Luddington Road. This shall act as the primary entrance and exit for our event and shall be labelled as Gate 1.</p> <p>What 3 Words Gate 1: basis.unity.film Gate 2: using.curving.clocks Gate 3: couches.taken.finest</p>	

	Gate 4: stays.wires.area Gate 5: spoke.cares.think Gate 6: torn.hooked.serve	
3.5 Emergency Exits	<p>The primary emergency exit to the site shall be via Gate 1.</p> <p>An additional emergency exit is available for emergency usage located on Paddock Lane. This will be labelled as Gate 6. This gate will be used in an emergency should an event-wide evacuation need to take place. It shall be an ancillary exit in addition to Gate 1.</p>	
3.6 Event Fencing	The venue has its own fencing that is suitable for our event. The venue has hundreds of crowd control barriers which will be available to us during the event for usage as required.	

Section 4: Admissions

Section	Contents	Appendix
4.1 Admissions Policy	<ul style="list-style-type: none"> • Clear signage will be placed to inform attendees that if they have had any symptoms of COVID-19 they will not be permitted to enter. • If required by current government guidance we will have on hand at least 4 non-contact electronic temperature checkers which will be used to check the temperatures of every guest. If their temperature is 38°C or above they will be asked to wait in an isolated area for up to 30 minutes, at which point their temperature will be checked again. If it is still 38°C or above they will not be permitted entry into the show. • If required by current government guidance all entrance stewards will be wearing face masks and have hand sanitiser and gloves available. • Tickets shall be checked upon arrival at Gate 1. This negates the need for visitors to step outside of their vehicles. • Vehicles shall be parked and day visitors shall enter the racecourse at Gate 2 (the racecourse side of the public footpath). Here a marshal shall manage pedestrian crossing from the day visitor's car park across the perimeter road. Another marshal will direct display vehicles to the International Campervan Show Display Vehicle Manager, and campers to the International Campervan Show Camping Manager who will lead campers to their marked out pitches. • Arriving at Gate 3 (in front of the racecourse's office) passes of traders and advance-booking campers will be scanned as they arrive, thus negating the need for visitors to step out of their vehicles. 	

	<ul style="list-style-type: none"> • 5. Gate 4 (inner field side of roadway across horse-racing circuit) – Marshal to direct traders either straight ahead on gravel road, through 5-bar gate across grass, or 90° right on the perimeter road depending on location of their trade stand pitch. Marshal to direct all advance-booking campers 90° right. • 6. Gate 5 (5-bar gate far end near railway carriage café) – Adventure Overland Show Camping Manager will lead campers to their marked out pitches. • Trade lanes (minimum of 6m wide) within the showground become pedestrian walkways from 1000 – 1700 on Saturday 5th June and 1000 – 1600 on Sunday 6th June. 	
4.2 Ticketing	Tickets will be sold on the gate by competent ticketing staff.	
4.3 Search Policy	Attendees and vehicles entering the venue will be subject to search for contraband.	
4.4 Prohibited Items	<p>The following items shall not be allowed to be brought onto site:</p> <ul style="list-style-type: none"> • Drugs or illicit substances. • Fireworks or pyrotechnics. • Laser pens and pointers. • Firearms (whether functioning or not). • BB guns, paintball guns, crossbows, bows and arrows, or other projective weapons. • Clubs, knives, swords, knuckledusters, or any melee weapons. • Chemical weapons, explosives, and incendiary devices. • Any items prohibited by law. 	
4.5 Amnesty Boxes	<p>We will not have a public facing amnesty box as we have had no recorded drug incidents in the past and our audience are predominantly older and not involved in the drug scene.</p> <p>We will maintain a lock box in case drugs are found and confiscated, the contents of which shall be recorded and turned over to the police after the show.</p>	
4.6 Animals	Pet dogs will be allowed on site. They must be under control at all times, and attendees must clean up after their dogs.	
Section 5: Camping		
Section	Contents	Appendix

5.1 Campsite	<p>80% to 90% of overnight campers who attend the show arrive in motorhomes, campervans or expedition trucks with integral toilets and showers. These campers will be positioned in a specific area, while campers with just tents will be positioned near toilet & showers blocks.</p> <p>Whatever type of camper, they will be laid out in a grid system following Caravan Club rules, that is 8m (wide) x 10m (deep) pitches to be a minimum of 6m apart. Also, roadways in between lanes of campers will be a minimum of 6m.</p>	
5.2 Facilities	<p>We will rent 12 portable toilets for the event, 4 of which will be disabled. The venue has 20 toilets of their own. This number exceeds current guidance in the Purple Guide. Taking into account that our campers will have their own toilets in their caravans, this allows us to safely social distance and minimise crowds.</p> <p>We have 12 shower blocks for usage by campers who do not have a shower in their campervan.</p> <p>No food or beverages will be sold within the campsite.</p>	

Section 6: Entertainment

Section	Contents	Appendix
6.1 Overview	<p>We will have a band playing on Friday and Saturday night in the beer tent.</p> <p>We also have an acoustic marquee with a one-man band entertainer. Members of the public can bring their own instruments for a jam session, distanced safely.</p>	
6.2 Attractions	<p>Seminars No indoor areas of the grandstands complex will be used for the LSE21. Instead, for the seminars we will house audiences in the covered outdoor tiered seating area adjacent to the main grandstand (to the left of the main double doors). This will allow audience members to be socially distanced at 1+ metres apart (or whatever the current government guidelines state come showtime). In case of increment weather, speakers providing the talks will be housed in a small marquee facing the outdoor grandstand, hence becoming open-air seminars.</p> <p>Funfair and Inflatable Rides There will be a funfair with rides and inflatable rides for our attendees. The fun fair is provided by Edwards Family Fun Fairs and the inflatables are provided through Truckmate. Both are</p>	

	reputable companies and have provided us with their own risk assessments and PLI.	
6.3 Noise Management Plan	<p>We are not a music festival and our live music is limited to small performances.</p> <p>We will cut off all music by 2300 and we have positioned our stage to be south facing toward the River Avon to avoid disturbing local residents to the north and west.</p>	
6.4 Traders	<p>A list of traders will be kept by the event office.</p> <p>When booking a Trade Stand, exhibitors complete a Trade Stand Booking Form whereupon they agree to conform to the following rules (only the relevant rules appertaining to Health & Safety are listed here):</p> <p>To meet our insurance requirements, all moving vehicles on site must be 'road legal'. Supervision when unloading/loading unregistered or non-road legal display vehicles is the responsibility of the trader. An exhibitor's car park will be available. Being a pedestrianised area, vehicle movement is restricted within the showground area between the specified show opening hours as stated above.</p> <p>Upon entering Stratford Racecourse, it is the responsibility of the trader to ensure that exhibition equipment, vehicles and all or any other property is in a condition that is safe for all persons and who may reasonably and foreseeably come into contact with or be affected by it. That you, your servants, and agents conform to all statutory and local conditions, directions, and advices of any whatsoever, wheresoever and to whomsoever. All goods or services sold at the show should conform to current trading standards legislation.</p> <p>Health & Safety requirements including Risk Assessments, Public Liability Insurance, shelters, and the good order/operation of all vehicles & equipment within the confines of Trade Stands (whether hired or owned) are the responsibility of the trader. Exhibitors are required to take out the necessary insurance against fire and all other risks including third party claims. The Exhibitor must also indemnify the Event Organisers against all claims, damages, or expense whatsoever in any way arising out of his attendance or his exhibits on the event site. The completed booking form for a Trade Stand shall be deemed as confirmation by the Exhibitor that the necessary insurance cover has been obtained, and the Exhibitor agrees to indemnify the Event Organisers, their staff and their agents against all and any claims which may arise.</p>	6.4 Traders

	<p>Trading Standards – Exhibitors must comply with all relevant Trading Standards legislation; this involves safety, fair-trading, and quality. There will be representatives from the local Trading Standards department on site during the Show. Please contact your local council if you require more information. Off Road UK will encourage the consumer to forward any complaints to the Trading Standards Office.</p> <p>It is the responsibility of the trader to ensure that safety items such as multiple fire extinguishers, whether mandatory or recommended, are visible and in good working order. Similarly, legal requirements such as No Smoking signs should also be clearly visible.</p>	
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Section 7: Communications

Section	Contents	Appendix
7.1 Public Relations	We communicate with our attendees through our social media channels.	
7.2 News Media	In the event of a major incident no statements shall be released to the media unless done so by an authorised representative of LSE21.	
7.3 Social Media	We have a Facebook following of around 7,000 likes across our two pages (International Campervan Show and Adventure Overland Show).	
7.4 Advertising	We will be advertising our show on Facebook and other social media channels. We are also hopefully advertising in the magazine Land Rover Monthly.	
7.5 Telephones	<p>The office manager can be reached on [REDACTED]. This should be the primary means of contacting the office.</p> <p>Our security control room can be reached on [REDACTED] for emergencies or if the office manager is unreachable.</p>	
7.6 PA System	The venue has their own PA system which we can use in an emergency.	
7.7 Megaphones	We have access to megaphones to make emergency announcements in the event of a power failure.	
7.8	We have walkie talkies that shall be issued to staff members to ensure quick and efficient communication.	

Two-Way Radios		
Section 8: Temporary Structures		
Section	Contents	Appendix
8.1 CDM Plan	A CDM plan will be provided before work activity begins. This will be stored in the event office for the duration of build up and breakdown.	
8.2 Stages	A stage will be setup for bands to perform. This stage will be set up by competent contractors Severn Cider Ltd, who have experience in staging and live entertainment.	
8.3 Backstage	There is no specific backstage area at our event.	
8.4 Marquees	We have several marquees purchased and fitted by competent contractors. See 18.1 Extreme Weather for controls relating to adverse weather conditions.	
8.5 Ticket Office	We operate an event office. This office is a brick building that forms as part of the venue. It is only used by staff.	
Section 9: Electrical		
Section	Contents	Appendix
9.1 Installations	Any contractors who bring electrical equipment, such as staging, must include a method statement with details of the electrical equipment they are bringing. In addition all such electrical equipment must be safe for usage (PAT).	
9.2 Generators	We will not be using any generators. All power will be provided by the venue. Generators will have their own sign offs which will be kept with event control and be available for inspection.	
9.3 Lighting	The venue has their own lighting, and we shall be bringing waterproof LED floodlights for dimly light areas. All lighting shall either be mains or diesel powered.	
9.4 Cabling	Cables shall be managed to ensure there are no trip hazards. Cables shall be buried if at all possible. Where they cannot be buried they shall be covered with rubber walkways or hazard markings.	

Section 10: Catering and Hospitality		
Section	Contents	Appendix
10.1 Information Desk	Members of the public who need information can proceed to the event office, or speak with a member of stewarding staff who will be present around the venue in high visibility vests. Their query will be dealt with or escalated as necessary.	
10.2 Food and Refreshments	<p>All food and refreshments are provided by competent catering companies. These companies are TBC. We require food companies to have strong hygiene standards. We check this by ensuring that food companies have a good hygiene rating from the Food Standards Agency.</p> <p>All catering companies shall comply with the following rules:</p> <ul style="list-style-type: none"> • Valid employer's liability insurance for their employees (including friends, family, and volunteers). • All persons coming into contact with food must be trained in food hygiene. • They must put into place, implement, and maintain a documented food hygiene management system based on the principles of Hazard Analysis and Critical Control Points (HACCP). • They must have a health and safety risk assessment. • If they use gas cylinders no more than 1 (one) additional cylinder may be stored with the vehicle. An emergency cut-off valve must be located on the exterior of the catering van. • Should any hot food be prepared a burns kit must be supplied with staff knowledgeable on its usage. 	
10.3 Alcohol Sales	<p>The Bar</p> <p>Housed in a 24m x 12m marquee, known as the beer tent, drinking at the bar is not permitted. Instead, utilising barriers this will have a one-way socially distanced queuing system to the bar counter. Once ordered, the collection point will be 6m to the left of the bar counter, immediately exiting on other side of the barrier one-way back outside. Located 20m at the other end of the marquee will be a raised stage for live music. Static 4-seater bench sets/picnic tables to be positioned 2m apart. Also 3-seat park benches 2m apart around the walls of the interior. There will be no single chairs which can be moved about. In the case of inclement weather, we can utilise the Falstaff Bar (not serving alcohol) – this is a static glass building with tables 2m apart like they have had in restaurants since 4th July 2020.</p>	

	<p>An age challenge policy shall be in place. Any refusals must be noted in the refusals book.</p> <p>License The venue operates their own premises license which shall cover our traders.</p>	
10.4 Drinking Water	The venue has two mains taps which shall be used to provide potable water to our attendees.	
10.5 Hygiene	All food outlets will be responsible for their own Covid precautions. All the catering is outside in separate catering trailers or individual gazebos.	
Section 11: Sanitation		
Section	Contents	Appendix
11.1 Toilets	<p>A suitable number of portable toilets will be placed on site for attendees to use. The number of toilets provided exceeds the guidance provided in the Purple Guide and shall be regularly cleaned to ensure they are sanitary and well stocked with soap, water, and toilet paper.</p> <p>See 5.2 Facilities to see an overview of toilets.</p>	
11.2 Disabled Facilities	There are two disabled toilets in the venue of which we have use of.	
11.3 Baby Changing Facilities	The venue has their own facilities.	
11.4 Cleaning Services	<p>Any handrails or areas within reach of stage crew shall be regularly sanitised. Any high contact areas (such as door handles) will be regularly cleaned. Any shared surfaces (such as tables and keyboards) will be cleaned after each usage.</p> <p>The ground shall be checked before the event to ensure it is free from any slip, trip, and fall hazards. Where hazards exist, they shall be filled in.</p> <p>Cleaning records will be kept so that staff are aware of how frequently and recently facilities are cleaned.</p>	

11.5 Recycling	Unfortunately, the venue does not have any recycling facilities. We will be encouraging campers to take home their rubbish and recycle it.	
11.6 Litter Picking	We have litter pickers who will patrol the event and ensure that all litter is cleared from the ground. After the event we will ensure that the area is clear of litter.	
11.7 Refuse Disposal	All refuse will be disposed of in bins which are located at key points around the venue. Should bins overflow, in order to avoid a potential fire hazard, bags will be transferred to the maintenance areas where large waste disposal facilities are available.	

Section 12: Disease Control

Section	Contents	Appendix
12.1 COVID-19 Risk Assessment	A full COVID-19 risk assessment has been undertaken.	Appendix D1/D2 – COVID-19 Risk Assessment
12.2 PPE	<p>All staff will be equipped with the necessary PPE in order to reduce the risk of spreading the virus. This included face masks and gloves.</p> <p>Signage shall be provided in staff areas to remind staff to wear their PPE.</p>	
12.3 Special Cleaning Requirements	<p>COVID-19 HAND SANITISER STATIONS</p> <p>These to be located at Gate 2, the Food Court incl. outside the bar, the outdoor seating grandstand hosting the Seminars, all toilets (both static and temporary portaloos), shower blocks.</p> <p>TOILETS</p> <p>As a Covid-19 precaution, all toilets whether static or temporary portaloos will be inspected and sprayed with liquid sanitiser at hourly intervals throughout the day. We have purchased large sanitization spray pumps which we will be using to regularly clean the toilet facilities. Careful attention will be paid to any surface contact points, such as door handles and taps. We will also perform a deep clean of all toilet facilities in the morning before the show opens. Toilet doors should be kept open when not in use to allow for ventilation.</p>	

	<p>SHOWERS</p> <p>As a Covid-19 precaution, all showers will be inspected and sprayed with liquid sanitiser at regular intervals throughout the day.</p>	
12.4 Social Distancing	<p>We will ensure social distancing requirements are maintained during the show.</p> <p>We have a large number of stewards who will be located at key points to ensure queues are controlled in a safe and distanced manner.</p> <p>We have booked a large enough venue to accommodate our attendees. The venue space is approximately 400,000 square metres, which when reducing for space taken up by trade stands, etc., places our capacity at one person for every 50 square metres. This will allow us to safely space out all stands and vehicles to ensure that good spacing is maintained. We have a safety officer who will be able to monitor and ensure that this is upheld.</p> <p>Special care will be taken to consider the rules and how those rules relate to families. Stewards will be instructed on the appropriate numbers that are permitted to be gathered together, both as groups and as families.</p> <p>Markers on signs and the floor will be used to assist stewards in maintaining social distancing.</p>	
Section 13: Health and Safety		
Section	Contents	Appendix
13.1 Risk Assessment	A suitable and sufficient risk assessment has been undertaken and shall be regularly updated throughout the build up and show period.	Appendix B – Health and Safety Risk Assessm ent
13.2 Briefings	<p>All staff shall receive a health and safety briefing before the event.</p> <p>Daily briefings for all stewards and staff will be performed each morning before the start of each day shift. These briefings will include any relevant information or updates regarding incidents that may have occurred on the previous day and night shift.</p>	
13.3	Event Control shall maintain a record of everything that occurs throughout the event. This record shall include radio logs, any	

Incident Recording	security, medical, and fire incidents, as well as anything else of note.	
13.4 RIDDOR	<p>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 should be included in your incident log.</p> <p>A summary of injuries and occurrences which must be reported include:</p> <p>For IMMEDIATE reporting</p> <ul style="list-style-type: none"> • Death (also to Police) • Major Injury – <ul style="list-style-type: none"> o Amputation, o Fracture (except fingers and toes) o Loss of sight (even temporarily) o Penetrating eye injury o Injury from electric shock o Loss of consciousness o Acute illness o Non consensual violence (i.e. not a boxing match) o Injury to non employee requiring hospitalisation o Dangerous occurrences (major power failure, structural collapse etc) <p>For reporting within 15 days of occurrence</p> <ul style="list-style-type: none"> • Death of employee within 1 year of accident • Hospitalisation of employee for more than 24 hours • Absence from work for more than 7 days (employee or visitor) • Incidence of a reportable disease (e.g. industrial diseases; dermatitis, asbestosis etc) <p>Reports must be made by a 'responsible person' (this should be the Safety Officer) and by the 'quickest practical means' (phone or fill in online form). See incident reporting folder for further information. The Operations Manager may also submit a RIDDOR.</p> <p>You must use Form 2508 to report the incident (2508a for diseases).</p> <p>This must be sent within 15 days even if you have already reported by phone etc.</p> <p>Reports can be made at the HSE website: www.hse.gov.uk/riddor/report.htm</p>	

	<p>N.B. A '7 day' should be calculated as follows:</p> <ul style="list-style-type: none"> • Not the day of accident • Includes weekend and bank holiday • On the 8th day, if still absent, report on. <p>N.B. need mode of notification from First Aid provider to report under RIDDOR.</p>	
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Section 14: Fire Safety

Section	Contents	Appendix
14.1 Fire Risk Assessment	A suitable and sufficient fire risk assessment has been provided.	Appendix C – Fire Risk Assessment
14.2 Fire Provisions	<p>We will have fire points located throughout the show. This shall include water extinguishers around campsites, foam extinguishers around vehicles, CO2 extinguishers around electrics, and dry powder at specific risk areas (such as generators).</p> <p>In addition stewarding staff shall have water backpacks on hand to put out campfires that become too large.</p>	
14.3 Portable Appliances	We do not have any portable appliances on site as we are located just 2 miles (7 minutes in average traffic) from the closest fire station. Instead we shall focus on proactive fire prevention, ensuring suitable fire points are available, and evacuating impacted areas while we wait for the fire brigade.	
14.4 Means of Giving Warning	Megaphones will be used to announce an evacuation. We have a suitable number of stewards who can be contacted via radio and assist in an orderly evacuation. In an emergency the venue also has their own PA system which we can utilise.	

Section 15: First Aid

Section	Contents	Appendix
15.1 Medical Risk Assessment	A separate medical risk assessment has been produced by St John Ambulance.	Appendix D – Medical Risk Assessment

15.2 First Aid Provisions	<p>We will have utilising St John Ambulance to cover our first aid requirements. We shall have on site one 4x4 ambulance, one nurse, and one licensed paramedic.</p> <p>A paramedic will be located on site and remain on call throughout the night. Overnight staff will include at least 1 qualified first aider.</p>	
15.3 Build and Breakdown	<p>A qualified first aider will be present during build up and breakdown.</p> <p>At this time no other events are planned that will crossover during build up and breakdown. Should this change we will cooperate our plans and procedures with the other event in full compliance with Regulation 11 of the MHSWR 1999.</p>	
15.4 Local Hospital Awareness	<p>Local hospitals shall be made aware of our event via the SAG meeting.</p>	
Section 16: Welfare		
Section	Contents	Appendix
16.1 Disabled Persons	<p>The site is fully accessibly. There are no anticipated problems with disabled accessibility.</p>	
16.2 Vulnerable Persons	<p>Vulnerable persons may be present at our event. This includes people with learning disabilities, mental illness, dementia, or those who are physically incapable.</p> <p>These people shall be treated with respect and staff shall work to be aware of their requirements and needs.</p>	
16.3 Lost Children	<p>Should a parent or guardian approach a member of staff and inform them their child is lost, that member of staff shall alert Event Control with the codename [REDACTED] and escort the parents to Event Control immediately. The security team will collect information regarding the description of the child, any vulnerabilities, medications, allergies, and pertinent information and then will coordinate that information to all relevant managers, security, and stewarding staff on site. Staff on gates shall stop any lone children from leaving the site and keep a careful watch over adults walking or carrying children out. If there is any suspicion then they should be stopped and the stop reported to Event Control immediately.</p> <p>Security shall escort the parents to the place they last saw the child and have a presence remain in that area in case the child returns. A</p>	

	full site lockdown shall be considered if the child does not return and the police notified if after 15 minutes the child is not located.	
16.4 Found Children	<p>If staff have found a child under 12 who is unaccompanied, they must radio in a [REDACTED] and their location. Event control will send at least two members of staff, one of which must have an SIA license, who will escort the child to the Lost Children's Point in Event Control. Two members of staff, at least one of which must have an Enhanced DBS, shall remain with the child until their parents or guardians are located.</p> <p>Any children entering the site must wear a wristband on which the parent or guardian's contact number can be written. Should a child be found this can be used to help locate the parent or guardian. Trained and qualified staff shall look after the child in a stress-free environment to reduce the trauma of being lost.</p> <p>If the child refuses to go with their parent or guardian then the police shall be called to assist.</p>	
16.5 Underage Drinking	Should anyone be found to be drinking underage their parents will be contacted and they may all be evicted from site.	
16.6 Lost Property	All lost property shall be handed in to Event Control and held until the owner can be located. Should any items be unclaimed after the show then all lost property will be handed over to the appropriate authorities.	
Section 17: Security		
Section	Contents	Appendix
17.1 Expectations	<p>Show management shall expect security staff shall be on site for their shifts, smartly and professionally dressed, and competent and qualified for the roles they will be undertaking.</p> <p>All security staff must hold an SIA license (door supervisor or close protection) to operate at a licensed venue.</p>	
17.2 Security Risk Assessment	A full security risk assessment for the show is provided.	Appendix F – Security Risk Assessm ent
17.3	<p>Ejections</p> <p>Persons who break the rules on site, the law, or cause significant</p>	

<p>Operational Procedures</p>	<p>disruption to the show may be asked to leave the venue. In this case a security response team will escort the persons from the premises. This shall be done with the coordination and consent of the event organisers where at all possible.</p> <p>Theft All gates shall always be manned by security and stewarding staff to prevent unauthorised entry. The campsite shall be patrolled on a regular basis, both day and night, to monitor for thieves. Should a theft be reported to security then details of the item taken and the person reporting shall be recorded, as well as a full description of the suspect. Security staff shall be alerted to the missing item and the suspect. This incident will be reported to the police.</p> <p>Assault Assault of any kind will not be tolerated. Should a fight break out a response team will respond to the area and break up the fight. Those responsible shall be evicted from the site.</p> <p>Other Serious Crime The event itself does not present a high risk of terrorist attack, and no attendees or staff are known to be at risk of attack.</p> <p>Confiscation Security may confiscate contraband during the show. If the contraband in question is legal but prohibited (e.g. laser pens) then they shall be ticketed and returned to the attendee after the show. If the contraband is illegal to possess then it must be securely stored by SIA licensed staff and handed over to the police at the earliest opportunity. This secure storage facility shall only be removed by the police. Where possible details of the individual bringing the unlawful contraband on site will be taken down. They will then be evicted from site.</p> <p>A register of all drugs found or seized within the premises shall be kept and handed over to the police as soon as is practicable.</p> <p>Preservation of a Crime/Incident Scene In the event of a criminal incident the security team shall be responsible for securing the scene of evidence and contacting the police. The provision of first aid must always take priority over the security of the scene.</p> <p>Witness Statements Details of all witnesses and statements shall be recorded by SIA licensed security and handed over to the police.</p>	
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17.4 Briefings	Security and stewarding staff will be provided with briefings before their shift. These briefings will include generic site information (including fire regulations), toolbox talks, and role-specific briefings.	
17.5 Entrance and Exit Gate Security	<p>The gates shall always be manned to ensure the protection of the site from trespassers during the show. These gates shall be supervised by a team leader to ensure the gate team receive relief.</p> <p>Gate staff shall be responsible for access and egress to the site and therefore must be aware of all emergency procedures and plans. They shall also be responsible for ticketing of the event and ensuring all vehicles entering are briefed.</p>	
17.6 Overnight Security	Two SIA licensed security staff will be present overnight to monitor the campsite and gates.	
17.7 Close Protection	We do not require close protection for our event. We do not have any high-profile acts.	
17.8 Stewarding	<p>We will have 30 stewards on hand to assist with social distancing, crowd management, vehicle movement, fire watch, and evacuations.</p> <p>All stewards shall be equipped with suitable PPE, including high visibility vests, face masks, gloves, and hand sanitiser.</p> <p>All stewards shall be competent and qualified for the roles they will be undertaking.</p>	
17.9 Crowd Management	Security and stewarding staff shall be on hand to ensure that crowds are managed to prevent a build up of gatherings. All attendees will be made aware of social distancing requirements. The venue is large enough that we do not need to worry about bottlenecks, so our primary focus will be on ensuring compliance among attendees through rigorous monitoring from our staff.	
17.10 Barriers	The racecourse has their own barriers which we may make use of. We do not require front of stage pit barriers as we will have no crowds, dance areas, or large stages.	

Section 18: Incident Management

Section	Contents	Appendix
18.1 Extreme Weather	Lightning storms present the largest hazard to free standing structures. If lightning is deemed to be close and/or is striking the site then the entire site will be evacuated to be safe. All marquees	

	<p>shall be staked deeply to ensure they are well earthed. We will also purchase a wind speed meter to monitor weather conditions.</p> <p>Below are wind ratings for the temporary structures.</p> <p>Marquees Action level 1 – 35mph: Standby, check anchorage secure Action level 2 – 40mph: Open up every third side-wall Action level 3 - 22m/s or 49mph: Evacuate</p> <p>This is based on previous marquees WMP's, once the supplier is finalised they will present us with their contractor WMP.</p>	
18.2 Counter Terrorism	<p>There are no specific counter terrorism requirements for this event. The event has received no threats and the audience is not at risk of attack. Security staff are suitable trained to be alert for terrorist activity, including the completion of ACT (Action Counters Terrorism) Awareness courses.</p>	
18.3 Event Evacuation Plan	<p>Members of the public shall hold in the assembly point before any evacuation so that they do not put themselves at risk on the main road. Nobody should move their vehicles during an evacuation as this will cause a danger for the public and obstruct emergency vehicle access.</p> <p>If attendees have to evacuate Gate 1 shall be turned into a two way system, with an entrance for emergency vehicles and an exit for pedestrians. Pedestrians shall be directed to walk northbound along the road into the town, staying to the footpath. Crowd control barriers shall be provided to ensure suitable segregation between pedestrians and arriving emergency vehicles.</p> <p>Gate 2 will act as a secondary exit for emergency evacuations. Gate 6 will act as a tertiary exit for emergency evacuations.</p>	
18.4 Emergency Vehicle Access	<p>Gangways These are a minimum of 6m wide, but can be up to 8m wide, thus allowing ample access to emergency vehicles such as the fire brigade or ambulance service. These constitute the aforementioned 'pedestrian areas' where there is a strict policy of no vehicle movement during show hours – this policy is rigorously enforced!</p> <p>Helicopter Landing Pad Should this be required, just east and adjacent to the showground is a level grassed area called The Meadow. 300m x 300m in size it is the ideal location for the Air Ambulance or civil helicopters with landing permission.</p>	

18.5 Handover Procedures	In an emergency the supervisor at Event Control shall hand over control of the incident to the emergency services. The emergency services will be provided with a radio and all codewords used by the security team.	
18.6 Show Stop Procedure	<p>In the event of a show stop the following announcement shall be made on stage: “Ladies and gentleman, due to circumstances beyond our control you are required to leave the arena. Please follow the instructions from security and stewards. Walk quickly but refrain from running as you exit the venue. Your cooperation during this evacuation is appreciated.”</p> <p>Security and stewarding staff shall then assist in a general evacuation.</p>	
18.7 Contacting Emergency Services	Event Control shall be responsible for contacting emergency services. Nobody else should call to avoid unnecessarily taking up phone lines and to ensure the handover of information is accurate.	
Section 19: Traffic Management		
Section	Contents	Appendix
19.1 Public Highways	In previous years we have never had a tailback onto the public highway. This is because we do not use the entrance gate, instead using the inner gates which allows us plenty of space for queuing traffic. In addition, we have a hardstanding area for vehicles to be held should the need arise.	
19.2 Road Closures	We do not require any road closures.	
19.3 Signage	We will not be installing any signs on the public highway.	
19.4 Site Access	Site access is from Luddington Road, which is accessed from Eversham Road (B439). Luddington Road operates a 40mph speed limit and is wide enough for two way traffic.	
19.5 Vehicle Movement on Site	<p>VEHICLE MOVEMENT – TRADERS, DAY VISITORS, CAMPERS</p> <p>1. A perimeter road circles the showground and operates under a 10mph limit. This road is specifically used for vehicles and has no pedestrian access. Vehicles may use this road 24 hours a day but may not enter any pedestrian areas.</p>	

	<p>2. Ticket checks of day visitors upon entry at Gate 1 (entrance to the boot sale field), thus negating the need for visitors to step out of their vehicles.</p> <p>3. Having parked their cars, day visitors enter the racecourse at Gate 2 (the racecourse side of the public footpath). Here one marshal to police pedestrian crossing from day visitor's car park across perimeter road. A second marshal to direct display vehicles to the International Campervan Show Display Vehicle Manager, and campers to the International Campervan Show Camping Manager who will lead campers to their marked out pitches.</p> <p>4. Arriving at Gate 3 (in front of the racecourse's office), passes of traders and advance-booking campers to be scanned as they arrive, thus negating the need for visitors to step out of their vehicles.</p> <p>5. Gate 4 (inner field side of roadway across horse-racing circuit) – Marshal to direct traders either straight ahead on gravel road, through 5-bar gate across grass, or 90° right on the perimeter road depending on location of their trade stand pitch. Marshal to direct all advance-booking campers 90° right.</p> <p>6. Gate 5 (5-bar gate far end near railway carriage café) – Adventure Overland Show Camping Manager will lead campers to their marked out pitches.</p> <p>7. Trade lanes (minimum of 6m wide) within the showground become pedestrian walkways from 10:00 – 17:00 Saturday 5th June 2021, 10:00 – 16:00 Sunday 6th June 2021.</p> <p>WASTE COLLECTION Early each morning before the show opens waste collection and refuse vehicles may enter pedestrianized walkways to clean the facilities. These vehicles will always be accompanied by a trained banksman. Reversing of vehicles shall be avoided if possible. Where not possible to avoid the banksman shall ensure the vehicle only moves under their direction.</p>	
19.6 Car Parking	<p>We have car parking for up to 1,000 vehicles. This car park is located adjacent to the entrance gates. Vehicles entering to park will not need to enter the show grounds and can drive directly into the car park without becoming a hazard to pedestrians. This area will be marshalled by stewarding staff to ensure that vehicles maintain a low speed and park in an orderly fashion.</p>	

	Stewarding staff will be in place to ensure pedestrian movement from the car parking areas is done in a safe manner. Pedestrians will walk along a pedestrian path and then cross into the event.	
19.7 Taxi Dropoff Point	The taxi drop-off point shall be at Gate 3.	
19.8 Pedestrians	Pedestrians that arrive at Gate 1 will be directed to follow a pedestrianized route into the event. All pedestrian walkways in the event will be free of vehicle movement during show hours (with exceptions for emergency vehicle traffic, including security and on-site medical). Only the perimeter road will allow vehicle traffic during show hours, and no pedestrians will be allowed on this road.	
Section 20: Event Debriefing		
Section	Contents	Appendix
20.1 Debrief	Upon conclusion of the event a full debrief with all key staff and managers will be held to learn lessons from the event about what went well, what did not go well, and what can be improved for next year.	
20.2 Lessons	We will keep logs of any incidents that may occur at the event so that we can prevent them from happening again.	