

Swallowfield Horticultural Society

The Two-Day Show

Otherwise Known as *“The Swallowfield Show”*

Safety, Health and Environment Management System (SHE)

Version 2.24
June 2026

Table of Contents

Table of Contents	2
Revision Record	4
Policy Statement	5
Our Mission - Motto	6
Management Principles	7
Documentation & Definitions	8
PURPOSE OF THE PROCEDURE	8
WHO CAN PRODUCE SHE DOCUMENTATION?.....	8
REVIEW AND APPROVAL OF SHE DOCUMENTATION.....	8
REVISIONS	9
STORAGE AND ISSUE OF ALL DOCUMENTATION	9
DEFINITIONS	10
Management Structure and Responsibilities	11
OUTLINE AND ROLES OF RESPONSIBILITY	11
THE SAFETY OFFICER	11
Risk Assessment	12
PURPOSE OF THE PROCEDURE	12
RISK ASSESSMENT TECHNIQUE.....	12
RISK IDENTIFICATION	12
LIKELIHOOD ASSESSMENT	13
CONSEQUENCE ASSESSMENT	13
RISK ASSESSMENT	14
RISK MITIGATION	14
RISK ASSESSMENT RECORD	14
RISK ASSESSMENT RECORD	15
Procedures	16
AREA OF RESPONSIBILITY	16
SECURITY RISK MANAGEMENT	17
INCIDENT PLAN	18
AREA PLAN	19
TRADE STANDS.....	19
EMERGENCY CLEARWAY	20
FIRE PROCEDURES	20
FIRST AID	21
LOST CHILDREN	22
BARRIERS AND FENCES	23
SPEED LIMIT AND PARKING RESTRICTIONS	24
The Environment	24
AREA OF RESPONSIBILITY	24
PUBLIC TOILETS.....	24
WASTE MANAGEMENT	25
LITTER COLLECTION.....	25
STORAGE OF FUEL	26
PREVENTION OF POLLUTION TO WATER COURSES	26
Trader / Supplier Procedure	27

AREA OF RESPONSIBILITY	27
TRADER / SUPPLIER PROCEDURE.....	27
Shortform Manual	28
Appendix - Risk Assessments.....	29
INCIDENT AND SECURITY RISK	29
FIRE RISK	33
TRAFFIC	39
MARQUEES.....	42
ENTERTAINMENT AND ARENAS	43
HORSE SHOW.....	45
GATES.....	48
DOG SHOW.....	49
TEMPORARY WATER SUPPLIES	50
TEMPORARY STAGE	51
INJURIES AND SICKNESS.....	52

Revision Record

Version Date	Version	Comment
August 2006	1.00	First release
August 2006	1.01	Published
December 2006	2.02	Published and distributed
July 2007	2.04	Published
August 2007	2.05	Final publication for the 2007 show
August 2008	2.06	Published for the 2008 show
August 2009	2.07	Published for the 2009 show
August 2010	2.08	Published for the 2010 show
August 2011	2.09	Published for the 2011 show
August 2013	2.11	Published for the 2013 show
August 2014	2.12	Published for the 2014 show
August 2015	2.13	Published for the 2015 show
August 2016	2.14	Published for the 2016 show
July 2017	2.15	Published for 2017 show
June 2018	2.16	Published for 2018 Show
July 2019	2.17	Published for 2019 show
May 2022	2.18	Draft for comment 2022 show
June 2022	2.19	Published for the 2022 show
March 2023	2.20	Published for the 2023 show
May 2024	2.21	Published for the 2024 show
March 2025	2.23	Published for the 2025 show
June 2026	2.24	Published for the 2026 show

Policy Statement

1. The Swallowfield Show is a combination of a horticultural show, a horse show, a dog show and a village fete. It is organised by the local non-profit making Swallowfield Horticultural Society (hereinafter referred to as SHS). Any fiscal surplus that the Society makes is either donated to charity or re-invested for future years. The individual members do not benefit financially from any of the Society's activities. The society's elected Committee forms a group of volunteers whose aim is to provide a two day show which is both safe and entertaining for all.
2. The Committee as representatives of the Society's Members have a duty to establish and implement the society's policy on Safety, Health and Environmental protection. This policy will be translated into action by means of this Management System hereinafter referred to as the SHE Management System.
3. The general provisions of the Health and Safety at Work etc. Act lay a duty on all organisers of public events to ensure, as far as is reasonably practicable, the safety of the event by maintaining safe premises and safe systems and also by ensuring adequate instruction, training and supervision. The Act also requires SHS to ensure, as far as is reasonably practicable, the safety, while on the show site, of all other persons, who (though not employees) are working or are otherwise using SHS's facilities.
4. SHS aims to conduct all of its activities in a manner that provides the highest practicable standards of safety and health for our members, visitors and contractors whilst also protecting our environment.
5. SHS aims to comply with all legal requirements and will comply with the standards developed from application of this SHE Management System.
6. Responsibility for preserving Safety, Health and the Environment lies with the SHS Committee, the SHS Members, Visitors and Contractors. All persons on the show site are expected to act responsibly and to support the objective of ensuring that SHS's activities are conducted in accordance with the Law, this Policy and the requirements of this SHE Management System which is openly available for review.
7. Health, Safety & Environmental concerns can be openly discussed by anybody involved in SHS's activities and to assist this, the SHS Committee will act as focal points for SHS's SHE Management System.

Signed by:-



Dated:-

June 2026

Chairman on behalf of the Swallowfield Horticultural Society's Committee

Our Mission - Motto

Our Motto is:-

(SHE) Who Must be Obeyed

Management Principles

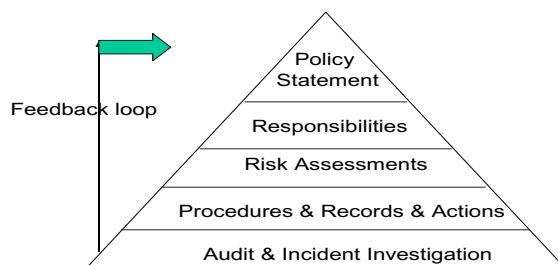
The architecture of this Safety, Health and Environmental (SHE) Management System has been designed to provide a simple fit for purpose mechanism for the identification and management of hazards in the activities of the Swallowfield Horticultural Society (hereinafter referred to as “SHS”).

Fundamental to this approach have been the following assumptions:

- The system must satisfy SHS’s obligations under the 1974 Health and Safety at Work Act.
- SHS is an amateur horticultural society and not an industrial or commercial enterprise.
- The system must be easy to use given the context of SHS, which has no employees and is only supported in its activities by voluntary work contributed by SHS members and friends.
- SHS has an excellent, albeit unmeasured, safety record in terms of accidents and incidents during the many years of running the Two-Day Show.
- SHS already applies a number of sensible SHE related measures that it has developed over the years. These have been built into this SHE Management System.
- Any workable SHE Management System for an event has to be easy to set up, maintain and enhance with the quick delivery of measurable results rather than being a manual that simply acquires dust and increasingly becomes irrelevant.
- Wherever possible existing SHS practices have been employed and formalised in order to allow a rapid system build and to yield user acceptance of already familiar items.

It has been agreed that the system should be hazard and risk based using a simple procedure for Risk Assessment as the key element. A graphical representation of the concept appears below:

SHE Management System - Concept



This system and its associated manual have been constructed on the basis shown above.

Documentation & Definitions

Purpose of the Procedure

This procedure is an integral and key component of this SHE Management System and describes how SHE Management System documentation is to be developed, issued and controlled.

This document also contains a list of defined terms as used throughout the SHE Management System.

It is essential that SHS employ a consistent set of procedures, rules and guidelines as follows:

- SHS conducts its activities in a manner that meets the objectives of SHS's Statement of Safety, Health and Environment Policy;
- the obligations and responsibilities of SHS's Committee and Members are clear and unambiguous
- new documentation is not produced which might be in conflict with existing and approved documents
- new practices are not introduced which detract from those good practices already approved by the Committee

Who can produce SHE documentation?

Any SHS Member may be asked to produce documentation for incorporation into the SHE Management System. However, it will not be formally incorporated into the System or Manual until it has been reviewed and approved by the Committee. This will ensure that the System and Manual documents are consistent and reflect the objectives of SHS's Policy Statement on page 5.

SHS's Committee and Members will be discouraged from producing ad hoc documents having SHE implications. It is to be understood that such documents are neither approved nor authorised by the Committee and as such have no status as statements of SHS policy, and do not form a commitment or intent on behalf of SHS.

Review and Approval of SHE Documentation

The SHE Management System and the Swallowfield Horticultural Society Manual have been carefully designed and assembled to meet the objectives of the Safety, Health and Environment Policy and to incorporate SHS's well-established operational practices that have yielded many years of safe show organisation. The Swallowfield Horticultural Society Manual describes the specific roles of the society's members whilst this SHE Management System defines the more formal Health, Safety and Environmental issues of, specifically, the Two-Day Show.

To ensure that new proposals, practices and documents do not conflict with the established and approved practices and documents it is essential that all new proposals, practices and documents are reviewed and approved by the Committee before being put into effect. Accordingly, all proposed revisions will be circulated to each Committee member to ensure that all factors are considered before the proposal, practice or document is approved for use. Any alterations will be recorded in the appropriate SHS Minutes under the Safety agenda item.

In addition to the above, each year, prior to the Two-Day Show, the Committee will review all the procedures in this documentation and the Chairman will re-sign the policy statement to be effective for that season. The Committee may wish to delegate the review to another SHS member but it must be the Chairman on behalf of the Committee who finally signs and accepts the procedures laid out in this documentation.

Revisions

All revisions to this document will be noted in the Revision Record section and the revision issue will be in the header section on each page of this document.

Storage and Issue of All Documentation

Fundamentally, two critical documents exist and are available as follows:-

1. The Society Manual which describes the specific roles of the society's members.

The master electronic document file for each revision is kept by the Show Manager.

A PDF version will be issued to Committee Members and Co-ordinators by the Secretary.

2. This SHE Management System which defines the Health, Safety and Environmental issues of the Two Day Show.

The master electronic document file for each revision is kept by the Show Manager.

Electronic copies are kept by the Safety Officer.

An PDF version is available for download from the Society's web site at <http://www.swallowfieldshow.co.uk>

Definitions

Defined Term	Meaning
Car Park	Designated fields adjacent to the Showground.
Chairman	SHS Member elected at the AGM.
Committee	Elected by SHS's members to manage the activities and finances.
Fire Officer	SHS member appointed by the Committee to supervise and advise on fire risk and management.
Incident	is any event or near miss event that endangers safety, health or the environment.
Members	Fully paid up (current) members of SHS
Risk	is a danger, peril or uncertainty that could place personal welfare, public welfare or the environment in jeopardy.
Risk Assessment Team	Small group of Members appointed by the Committee to carry out risk assessments and develop procedures.
Safety Officer	SHS Member appointed by the Committee.
Secretary	SHS Member elected at the AGM.
SHS	Swallowfield Horticultural Society consisting of its Committee and Members.
Show	the whole two-day event including the build-up and break down.
Showground	The Site where the Show takes place.
Society Caterer	A SHS Member providing catering services to SHS Members and its official visitors.
Steward	Person appointed by SHS to assist in maintaining site security and assistance to the public
The Site	Icewell Field, Swallowfield Park
Trader	Company / Individual who are conducting their business on site.
Supplier	Company / Individual who is employed by the Swallowfield Horticultural Society to provide goods and/or services.
Tadpole	Code for lost child issued to officers via the 2 way radio

Management Structure and Responsibilities

Outline and Roles of Responsibility

This SHE Management System details the Health Safety and Environmental issues of the Two-Day Show (otherwise known as The Swallowfield Show).

It should be read in conjunction with the Society Manual which describes the Society's "day to day" activities and the various individual roles within the membership. Each role within the Two-Day Show has been carefully identified by the Society and various members allocated to act as co-ordinators in their specific areas.

The Safety Officer

All Health, Safety and Environmental aspects of the Two-Day Show will be managed by the Safety Officer using the procedures detailed in this document.

The Safety Officer is assisted by a Fire Officer, who has specific knowledge, training and experience in fire risk assessment and safety.

Risk Assessment

Purpose of the Procedure

This procedure is an integral and key component of this SHE Management System and describes the techniques to be used for and contains templates of the forms required for the recording of Risk Assessment work.

Slavish adherence to this procedure is no substitute for the sound assessment of activities, the identification of hazards and the assessment of the associated risks by people familiar with the activities of SHS. In other words this procedure is for the guidance of those familiar with the activities of SHS and cannot be a substitute for the existence and possession of experience and breadth of knowledge within the members of the Risk Assessment Team.

Risk Assessment Technique

A team will be appointed by the Committee to carry out or review all risk assessments for the Two Day Show. This SHE Management System identifies a number of “Areas of Responsibility”. The Risk Assessment Team may call upon other members who have been given the responsibility for a particular area. The Risk Assessment Team will then assist in producing a set of risk assessments and procedures suitable for that particular area.

Risk Identification

The Risk Assessment Team, or Teams, will work together to review all the areas of SHS’s activities, and will then identify the hazards associated with those activities. The set of Risk Assessments will be divided into eight activity areas comprising

- General
- Fire
- Traffic
- Marquees
- Arena Acts
- Horse Show
- Gates
- All Dogs on Site
- Other

A hazard is a danger, peril or uncertainty that places personal welfare, public welfare or the environment at jeopardy. The Risk Assessment Team will group together the Hazards they have identified.

Likelihood Assessment

For high-risk activities such as aviation or oil refinery operations a number of sophisticated quantitative techniques and historic data exist for evaluating the likelihood of being exposed to a particular hazard. Fortunately such sophistication is considered unnecessary for SHS's use. The Risk Assessment Team will use their deep knowledge of SHS's activities together with the following qualitative guidelines when assessing the likelihood of exposure to a hazard. For example we know that being struck by lightning is a hazard with possibly severe consequences but we can all agree that the likelihood of such an event is rare.

But what is rare?

For the purposes of this Procedure the following grades will be used in assessing likelihood;

- Grade 1 – Rare – an event that might occur say once in fifty years
- Grade 2 – Unlikely – an event that might occur say once in ten years
- Grade 3 – Moderate – an event that has a about a 50% likelihood of occurring in a year
- Grade 4 – Likely – an event that has about a 75% likelihood of occurring in a year
- Grade 5 – Almost Certain – an event that has about a 95% likelihood of occurring in a year

Consequence Assessment

For each hazard we then assess the consequence of being exposed to that hazard and again we will use our understanding of the SHS's activities and the following qualitative criteria for assessing the severity of the consequence:

- Grade 1 - Insignificant – examples would be:
 - an injury such as a bruise or cut not requiring first aid attention
- Grade 2 – Minor – examples would be:
 - an injury such as a bruise or minor cut requiring simple first aid attention
 - an adverse article in the local press
 - an incident which can be absorbed as a part of SHS's normal activities etc.
- Grade 3 – Moderate – examples would be:

a serious injury(ies) requiring hospital attention such as a broken arm
an incident resulting in some adverse local reporting but which soon ends

an incident which can be absorbed but which requires a significant cut to budgets or activity curtailment etc.

- Grade 4 – Major – examples would be :

a fatality or multiple serious injury(ies) requiring extended hospital attention

an incident creating prolonged negative comment in the local press

an incident severely impacting SHS's activities and finances but which can be endured.

- Grade 5 – Catastrophic – examples would be:

a multiple fatality

total loss of a marquee

an incident creating widespread public outrage and negative headline articles in the national press

an incident requiring SHS to cease its activities altogether

Risk Assessment

The Risk from being exposed to a hazard is defined as the product of Likelihood and Consequence. Therefore, in assessing the risk, the Risk Assessment Team will multiply the Likelihood by the Consequence. For SHS's purposes, it is assumed that any Risk less than 13 is acceptable. Any Risk having a greater value than this must be specifically drawn to the attention of the Committee.

Risk Mitigation

In sophisticated Risk Assessment systems it is common to assess the Risk (Likelihood and Consequence) before mitigation measures have been taken and to assess the Risk again after mitigation measures have been identified. This approach is valid in industries having high risks but does create additional work for the Risk Assessment Team. A simpler procedure is considered appropriate for SHS.

When assessing Likelihood and Consequence the Risk Assessment Team will consider, discuss and then list any mitigation measures which have been assumed in their Risk Assessment.

Risk Assessment Record

The blank Risk Assessment Record form can be duplicated and will then be completed for each identified hazard. The subsequent Risk Assessment Record will then be filed with the SHE Management System's Master copy.

Risk Assessment Record

Risk Activity Area

Member Responsible

Risk Description

Cause & Background

Likelihood
(Grade)

Consequence
(Grade)

Risk
(Likelihood x Consequence)
(Should be less than 13)

Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)

Risk
Assessment
Review Date

Risk Assessment Team Members

Procedures

Area of Responsibility

This section covers the whole of the Showground in general but more specifically the following areas are covered: -

1. Security Risk Management
2. Incident Plan
3. Communication and use of two-way radios – see Society Manual
4. Area Plan
5. Trade Stands
6. Emergency Clearway
7. Fire Procedures
8. First Aid
9. Lost Children
10. Barriers and Fences
11. Site Speed Limit and Parking Restrictions
12. The Environment
13. Trader / Supplier Procedure

Security Risk Management

Background / Rationale

The society has published a separate Counter Terrorism Plan.

Attacks by terrorists or people with malicious intent are very rare, but tragic events from around the world remind us of the need to be prepared in the unlikely event of such an attack.

The following are some ways in which you can plan how to respond to and stay safe in such an event and to be better informed and better advised to protect yourself and those around you.

Identify Threats

Any known national or local threats to security at the show will be assessed in the weeks leading up to the event. A briefing session for all SHS Co-ordinators and Stewards is held on the Saturday before the show, providing a final opportunity to assess and disseminate knowledge.

Prevention

SHS management, co-ordinators and stewards, will maintain surveillance and will look out for unusual or suspicious behaviour. In the event that an imminent serious security risk is suspected, two way radios will be used to alert all co-ordinators and stewards and, where considered appropriate, the alarm may be raised by PA announcement and/or by stewards advising members of the public to take action in accordance with the following procedure.

Procedure

Run:

- If there is a safe route, run
- Insist others come with you
- Leave your belongings behind

Hide:

- If you cannot escape, consider a location to hide
- Avoid dead-ends and bottlenecks
- Stay away from doors / entrances
- Turn sounds and vibration of mobile devices off

Tell:

- If you can escape, move away from danger and call the Police (999) and give your location and the attacker(s)
- Provide information on the attackers and show ground access
- Inform the Safety Officer

When the Police arrive:

- They may be armed
- May be dressed differently
- They may treat you firmly
- You must comply with their request(s)
- Do everything they tell you to do

Having a plan in the unlikely event could save your life. The following video gives advice and instruction on what you can do.

https://www.youtube.com/watch?v=QUCW_mk35Xc

Training

Understanding of this procedure will be briefed to all duty holders prior to the opening of the two day show.

Stewards are encouraged to undertake the ProtectUK e-learning modules which can be found at <https://www.protectuk.police.uk/catalogue>

Incident Plan

Background / Rationale

It is likely that an incident will occur that does not require the extreme action of the “Security Risk Management” procedure. An “Incident” may occur within an isolated area of the Showground or its Car Park. The incident itself might be major to those concerned but would not affect the public in general.

An Incident **MUST** be taken seriously and SHS staff will be involved and the show will continue to operate.

An example of such an incident would be a motor accident in the Car Park requiring the emergency services.

Procedure

This procedure is an integral and key component of this SHE Management System and describes those actions that the Society will take to achieve the above background statement above.

1. The incident is reported to the Safety Officer immediately.
2. The Safety Officer will evaluate the situation – this may require visiting the site of the incident to ascertain the danger.
3. If required, a 999 call is made to the relevant emergency services
4. The Safety Officer need only involve the appropriate area co-ordinator (Traffic, Horse Show, Classic Vehicles or Gates) or where appropriate.
5. The Safety Officer will decide upon the action to be taken.

The Safety Officer will log the event once the incident is over.

Training

The Society believes that it is not practical to carry out a full-scale test of this procedure but will instruct all the Traders, Suppliers, Society's members and its friends to report any incident immediately to the Safety Officer.

Every member of SHS's Committee is expected to have read this documentation and the SHS Manual prior to the show.

The Shortform Manual will also be issued prior to the show. A copy of the Shortform Manual is on page 28.

Equipment Required

Two-way radios, distributed to designated persons within the site.

Area Plan

Background / Rationale

The Showground is located at Ice Well Field, Swallowfield Park. A geographical plan (map) detailing the positions of all the equipment and events is produced for each show.

Procedure

The Show Manager maintains a detailed plan showing positions and dimensions of the areas within the site. The plan has been drawn up from experience gathered over many years. Particular attention has been given to maintaining the Emergency Clearway and access areas between the various Trade Stands. The plan also considers the high voltage electric cables that cross the site.

Training

This work is carried out under the supervision of the Show Manager prior to the Show.

Equipment

Up to date site plan.

Trade Stands

Background / Rationale

Previous shows have proved that it is important to allow good access between the Trade Stands. This allows for easy access of emergency vehicles and reduces the risk of a fire spreading to other traders.

Procedure

Using information obtained from the Trade Stands Co-ordinator and the Show Manager, the Trade Stands spaces will be marked out prior to the show. The spaces between each trade stand will allow for emergency access behind each stand. A copy of the Traders site plan will be displayed at a suitable location to enable each trader to find their plot easily.

Training

This work is carried out under the supervision of the Show Manager prior to the arrival of the Traders. There is no specific training required.

Equipment Required

Marker flags for identifying trade stand pitches.
Traders site plan.

Emergency Clearway

Background / Rationale

It is important to allow good clear access across the whole site, allowing easy access for emergency vehicles, reducing the risk of a fire spreading within the site and providing a safe area for pedestrians.

Procedure

Whilst laying out the Showground, the Society maintains a wide area between the Marquees and the Entertainments area. With the exception of catering vehicles and certain specific official cars, no vehicles are parked in this area after 10:00 on either day.

Training

This work is carried out under the supervision of the Show Manager prior to the Show. There is no specific training required.

Equipment Required

Wooden pegs define the location for the marquees so that the sub-contractors erect the marquees in the correct place.

Fire Procedures

Background / Rationale

There is a risk of fire in many locations on the site, but it is considered that there is a particular risk of fire within the marquees.

Procedure

In the event of a fire starting in one of the marquees, the Co-ordinator in charge (or his / her deputy) will clearly instruct all occupants to leave by the nearest exit and move well away from the marquee. The Co-ordinator will then report the incident to the Fire Officer via two-way radio.

The Co-ordinator may then attempt to extinguish the fire but only if trained in the use of fire extinguishers and only if it is safe to do so and does not put him or herself in danger.

No Smoking will be allowed in any of the marquees. All exits in all marquees are deemed fire exits and will therefore be marked as such.

Water filled extinguishers will therefore also be provided for general use on the site, including the marquees.

Fire blankets will also be available for use as a back-up for food vendors' activities.

Water filled extinguishers and fire beaters will be kept in car parks to deal with any grass fires.

The electrical contractor will be required to manage the risk of fire at the on-site generators and electrical equipment.

Where dry grass is present or anticipated due to high temperatures, a site-wide smoking ban will be imposed, with signage at the show entrance, with sand buckets for extinguishing cigarettes.

Barbecues are only permitted on the site by specific agreement with the Safety Officer. Disposable barbecues are not permitted under any circumstances.

Equipment Required

1. Fire Extinguishers and fire blankets
2. Water sprays
3. Fire beaters
4. No Smoking signs
5. Emergency Exit signs inside all the marquee exits

First Aid

Background / Rationale

Professional emergency first aid services are provided.

Procedure

The Society employs a professional medical services provider who will deliver a full first-aid service on site, including provision of a fully equipped medical centre and rapid response vehicle. They will be located in a central position where they can be quickly dispatched to all areas. They will be issued with a society two-way radio.

Air Ambulance

If the Air Ambulance is required, it is unlikely that the Society will be able to communicate directly with helicopter. It is, therefore, expected that the Air Ambulance will make its own decision to land in a field adjacent to the Showground.

Training

The Safety Officer, Show Manager and stewards are briefed to direct any reported incidents to the medical services provider and will call upon or direct any incidents requiring first aid to them.

The first aid team will be briefed to follow the Society's incident reporting procedure where possible by informing the Society's Safety Officer of any incidents reported directly to them.

Lost Children

Background / Rationale

Each year, the Society experiences cases where children become separated from their parents/guardians. Either the parents / guardians discover that they have become separated, or the child is brought to the Society's attention.

Procedure

In either case, the incident will be reported immediately to the Safety Officer, who will co-ordinate subsequent actions.

A designated, DBS cleared SHS committee member ("Responsible Person") will be appointed to take charge of any lost child pending return to a parent / guardian. Wherever possible, the Responsible Person should be accompanied by another Society official.

A meeting point will be established at the First Aid post, which will clearly signed and identified on site maps.

When notified of a missing child by a parent / guardian, a description will be obtained and the Safety Officer will make a two-way radio call that there is a "tadpole" and radio holders are asked to assist in finding the lost child.

When the child is found, a radio notification will be made to the Responsible Person who will take charge of the lost child and will escort them to the meeting point.

Where any lost child is found on site but not yet reported by parents, the Society official making the discover should first notify the Safety Officer, who will co-ordinate the handover of the child to the Responsible Person. The identity of the parents / guardians should be obtained from the child, either by asking them or obtaining details from a wristband (if worn). The Safety Officer will endeavour to contact the parents or guardians, using the PA system or mobile phone and will co-ordinate the re-uniting of the child and parents / guardians.

On every occasion proof of identity and a signature should be obtained from the collecting parent / guardian prior to the child being handed over. A record of the event is kept.

If the child is reluctant to go with a parent / collecting adult then prior to the child being released from their custody, the Responsible Person must seek a second opinion from a Society Officer or, if the situation requires it, contact the police.

ID wrist bands will be made available, free of charge, to visitors at the entrance gate for use as an aid to identifying lost children.

Barriers and Fences

Background / Rationale

Some areas of the site require fencing to keep members of the public safe from potentially hazardous activities.

These areas are: the Main Arena and the Horse Show (public facing sides of the show jumping and showing rings).

Other areas of the site, including the classic vehicles, dog show etc., will be defined by roping off or by use of plastic mesh fencing, as appropriate.

Procedure

The Society will hire a number of interlinking fences. The fences will be erected under the supervision of the Show Manager to create one entertainment arena and the Horse Show rings. Other fencing will be deployed to other areas within the Showground as deemed necessary by the Show Manager.

Training

This work is carried out under the supervision of the Show Manager prior to the show. There is no specific training required.

Equipment Required

Order fences.

Show Manager to liaise with sub-contractor

Fencing pins and roping posts

Barriers

Plastic mesh and rope

Speed Limit and Parking Restrictions

Background / Rationale

Motor vehicles are driven on the site and within the Car Park. There is a need to control the vehicle speed and parking on the Showground.

Procedure

Between the hours of 10:00 and 17:30, movement of vehicles on the site will be strictly limited to the designated tracks. A 10 mph speed limit exists throughout the whole Showground and car parks. A limit of 5mph on the showground is mandated after 9.00am. Parking will be only in the designated areas. Traders, Suppliers, competitors and officials will be issued with appropriate vehicle passes. Movement of vehicles on site during show hours must be authorised by the Safety Officer.

Training

Car Park procedures are covered in the Traffic section. The general public are allowed to park their cars free of charge in the Car Parks and walk into the Showground. Traders, show officials and the Dog and Horse Show competitors are allowed to bring their vehicles into the Showground and park in designated areas. Disabled parking areas are also defined.

The Environment

Area of Responsibility

This section details the precautions that the Society takes to protect the environment.

1. Public Toilets
2. Waste Management
3. Litter Collection
4. Storage of fuel
5. Pollution prevention of water courses.

Public Toilets

Background / Rationale

The Two Day Show and Car Park are located on farmland. There are no toilet facilities on the site.

Procedure

The Society will arrange for portable toilets to be installed for the duration of the show. A specialist toilet hire Supplier will be appointed to deliver, install and collect the purpose made portable toilets. A separate area of the site is designated as the main toilet area, well away from food preparation areas. Toilets will also be distributed throughout the Showground.

The specialist Supplier will monitor the usage and arrange to collect and dispose of the waste during the opening hours of the show.

Training

Appoint specialist Supplier.

Signs to Toilets.

All this work is carried out by the specialist Supplier. There is no specific Society training required.

Waste Management

Background / Rationale

During the course of the show a large amount of rubbish is generated.

Procedure

Small waste bins will be distributed throughout the site, lined with plastic bags. Stewards will remove bags when full and replace the liner.

Large, wheeled bins, hired from a waste management company will be placed at strategic locations at the periphery of the showground, which will be used for deposition of filled bags.

Bins are not to be used by traders, who must make their own arrangements for waste disposal.

Training

Appoint specialist waste management company.

All this work is carried out by specialist Suppliers. There is no specific Society training required.

Litter Collection

Background / Rationale

Experience has shown that some litter is left on the Showground and its Car Parks.

Procedure

A “litter collection party” will be formed by the Show Manager to methodically collect litter across the whole site. The collected waste will be deposited in the dedicated waste bins for the waste management Supplier to dispose.

The Society’s aim is to leave the site clean and empty of any equipment as though the show had never taken place.

Training

This work is carried out by the Society’s members and their friends. Everyone is encouraged to join in. Any specific organisation is carried out at the time.

Storage of Fuel

Background / Rationale

Diesel generators are used to provide electricity to the Showground. The supplier is responsible for the safe storage of fuel on the site, utilising double skinned models (bunded integrally) on larger generators.

Prevention of Pollution to Water Courses

Background / Rationale

The installation of portable toilets, provision of a waste management strategy, collection of litter and, safe storage of fuel on site have been put in place to prevent pollution of the adjacent water courses. A spill kit will be provided on site.

Trader / Supplier Procedure

Area of Responsibility

This section details the procedure that Traders and Suppliers must carry out when first entering the Showground.

Trader / Supplier Procedure

Background / Rationale

With many different trades and companies within the Showground, there are bound to be a multitude of different standards and approaches to Health, Safety and the Environment. The Society considers that each of its contractors is “expert” in its field and will expect that the individual Trader or Sub Contractor have the appropriate standards in place. For this reason, the responsible Co-ordinator will simply read, check the validity of and file any documentation that they have.

The Society requires that all Traders and Suppliers have adequate third party and public liability insurance.

Procedure for Traders

1. Whilst completing their online application, each Trader confirms that they have adequate third party and public liability insurance cover.
2. The application forms ask each individual Trader for their HS&E documentation.
3. Obtain a copy where possible.
4. Read it.
5. Relevant Co-ordinator to file records.
6. The content of the Shortform Manual is linked to the online booking form and forms part of the Society’s terms and conditions which the Traders accept.

Procedure for Suppliers

1. Invitations for suppliers to submit offers or quotations will include the SHS Short Form Manual. All orders to Suppliers will reference the Short Form Manual.
2. The Short Form Manual requires the Supplier to send the Society a copy of their HS&E policy/documentation and confirmation that they have adequate insurance.
3. Any documentation returned will then be read and filed by the responsible Co-ordinator. Any test certificates will be checked for validity.

A copy of the Shortform Manual is overleaf.

Shortform Manual

Swallowfield Horticultural Society's Policy

Swallowfield Horticultural Society's (hereinafter referred to as SHS) SHE Management System provides a full statement of its policy for Health Safety and the Environment. Please read this shortform précis in conjunction with the full system which is readily available on request and published on the Society's web site.

Everyone on the show site is expected to act responsibly and to support the objective of ensuring that SHS's activities are conducted in accordance with the Law, SHS's Policy and the requirements of the SHE Management System.

Insurance and HS&E Policies

The Society expects that all Traders and Suppliers will have adequate third party and public liability insurance and anticipates that all Traders and Sub-contractors will have carried out their own risk assessments leading to their own Health Safety and Environment Policy. Prior to the event, Traders and Sub Contractors will confirm that they have adequate insurance and are asked to provide details of their standards and approach to Health, Safety and the Environment.

How to Report an Incident

The Society has implemented procedures that cover incidents, they will be initiated by the Society's Safety Officer. If you discover anything that you consider to be a danger to the Health, Safety or the Environment, please contact the Safety Officer immediately. Any SHS Co-ordinator or Steward will assist in making contact with The Safety Officer.

Fire

If you discover a fire, evacuate the local area and contact the Safety Officer or Fire Officer immediately. No barbecues are allowed on site without specific authorisation. Trader and Supplier risk assessment must identify necessary precautions and equipment. Any SHS Co-ordinator or Steward will assist in making contact with The Safety Officer or Fire Officer.

First Aid

If you require medical assistance, contact either the Show first aiders or the Safety Officer. First Aiders will be located in a prominent position.

Speed Limit

All vehicles must not exceed 10 mph whilst on the Showground or in the Car Park. After 9.00am all vehicles must not exceed 5mph on the Showground. Movement of vehicles during show hours must be authorised by the Safety Officer. Use of hazard warning lights is discouraged. Orange beacons should be used to warn of vehicle movements where required.

Vehicle Access and Parking

Please park your vehicle in the designated Car Park or in accordance with instructions which will be provided.

Emergency clearways between marquees and entertainment areas must be kept clear at all times.

Traders and Sub Contractors are asked to maintain the separation areas "adjacent to" or behind their pitches. This is required for emergency vehicle access.

Waste

Use of the Society's bins is prohibited, please remove all waste from the site before you leave.

Appendix - Risk Assessments

Incident and Security Risk

Risk Activity Area General – Security Risk Management		
Member Responsible Safety Officer		
Risk Description General public safety		
Cause & Background Risk to general public during a terrorist attack.		
Likelihood (Grade) 1	Consequence (Grade) 5	Risk (Likelihood x Consequence) (Should be less than 13) 5
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) The Society has a Security Risk Procedure, and a separate Counter Terrorism Plan. The procedure is briefed before the show opens. The attached risk assessment has been prepared following ProtectUK guidelines.		
Risk Assessment Review Date June 2026	Risk Assessment Team Members David Entwistle, Graham Stanley	

Terrorism Risk Assessment

Description

The Swallowfield Two-Day Show is medium sized country fair held on open parkland, with agricultural fencing that would deter vehicle access, but with low security to prevent unauthorised access by people on foot. There are two marquees housing horticulture, arts and craft displays; artisan food outlets; and craft sales. Other attractions include: a main arena with entertainment; a small stage with music and other entertainment; a funfair; other activities and amusements; a dog show; equestrian competitions; classic vehicle display and numerous trading and food/drink concessions. The show is open on two consecutive days, from 10:00 to 17:30. Voluntary stewards provide security cover. The maximum number of people likely to be on site at any one time is 6,000. There is a medical services provider on site to provide first aid cover.

Responsible Person

Show Manager

Competent Persons

Safety Officer, assisted by show co-ordinators responsible for the different activities.

Description of Process

All planning generally in compliance with Purple Guide, with additional consideration of terrorist threat. The Local Authority and Safety Advisory Group are notified.

Date of Assessment

June 2026

Date of Next Review

June 2027

What are the threats?

Type of Threat	Probability
1. Marauding Terrorist Attack (an attack by an individual or group of individuals using a gun or a bladed or blunt force weapon)	Low probability as there are no controversial or high profile targets, but such an attack could result in death or serious injury involving a large number of people on site
2. Improvised Explosive Device (a bomb that can placed, posted or carried into or close to the site)	Very low probability as there are no controversial or high profile targets and there are no large, dense concentrations of people, but such an attack could result in death or serious injury to many people on site
3. Vehicle as a Weapon (deliberate use of a vehicle to kill, maim or injure people)	Low probability but could arise as a single operator type incident with no terrorist connection. Could result in multiple deaths or serious injury.

Type of Threat	Probability
4. Fire as a Weapon (deliberate use of fire to kill, maim or injure people or to cause damage to the site)	Low probability but could arise from a misjudged prank or vandalism incident with no terrorist connection. Could result in multiple deaths or serious injury.
5. CBRN (use of chemical, biological, radiological or nuclear means to poison or otherwise cause harm to people)	Low probability as there are no controversial or high profile targets, but such an attack could result in death or serious injury to a large number of people on site

Other attack methodologies in the ProtectUK guidance document (e.g. Cyber) have been considered but are not thought to be relevant for this site, as we have a limited data presence.

Likely impacts

Each of these attack types could cause death or injury to participants and staff. In all cases the show would likely be cancelled which would have a financial impact on the society.

In addition, attacks of type 2 (bomb), 3 (vehicle) and 4 (fire) could cause significant damage marquees and adjacent property.

Controls that are already in place

- Co-ordinators issue vehicle passes to all traders, performers, participants and others who have a legitimate need to have their vehicles on site. Passes must include vehicle registration numbers and be displayed in vehicles at all times.
- Volunteer stewards are deployed at entrances around the site and are briefed to look out for unusual or suspicious behaviour.
- There is an incident response plan in place, including radio and public address communication.
- The site layout includes generous spacing, which will serve to mitigate the effects of threat types 1, 2, 4 and 5 and will help to prevent any crowd surging.
- There is plenty of open ground on and adjacent to the site for able bodied people to escape threats.

Additional control measures that could be taken if threat levels were to increase

All to be reviewed before 2026 event.

- Increased stewarding with closer scrutiny at access gates
- E-learning and/or enhanced briefing of volunteer stewards and co-ordinators
- Consider medical team required to triage and manage response

Swallowfield Horticultural Society – Two Day Show

Safety, Health and Environment Management System

Version 2.24 June 2026

Risk Activity Area General - Site Incident		
Member Responsible Safety Officer		
Risk Description General public, Traders, Suppliers and organisers safety		
Cause & Background An accident or injury can occur anywhere within the whole site. There is a risk that the incident will become more serious if it isn't dealt with quickly and efficiently.		
Likelihood (Grade) 3	Consequence (Grade) 3	Risk (Likelihood x Consequence) (Should be less than 13) 9
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) The Society has an Incident Procedure. The Society has a Communications Procedure. The Society makes provision for sufficient space behind the Trade Stands to enable emergency services access and to reduce the risk of fire spreading. The Society maintains an "Emergency Clearway" during the hours of the show. Full provision for First Aid on site. The above procedures are documented in the SHE and SHS Manual.		
Risk Assessment Review Date June 2026	Risk Assessment Team Members David Entwistle, Graham Stanley	

Fire Risk

Risk Activity Area

General - Fire

Member Responsible

Fire Officer

Risk Description

Fire

Cause & Background

Fire can break out anywhere within the site.
Risk to everyone's safety.

Potential ignition sources

- Cooking and catering appliances
- Faulty or misused electrical equipment and light fittings
- Lightning strike
- Discarded smoking materials
- Fire used in performers' acts
- Arson

Combustible Materials

- Tent and marquee fabric
- Packaging material, litter and waste
- Gas cylinders
- Fuel stocks for generators and other equipment
- Dry grass – cut or uncut
- Vehicles

Likelihood
(Grade)

2

Consequence
(Grade)

4

Risk
(Likelihood x Consequence)
(Should be less than 13)

8

Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)

- The main marquee Supplier will provide structures clad in flame retardant material
- Read Traders' and Suppliers' risk assessments and ensure mitigation measures are adhered to
- Any caterers cooking on site must have appropriate equipment e.g. extinguishers and/or fire blankets
- Fire extinguishers for general use to be hired and sited in main marquees and other key locations
- Where dry grass is present or may be expected, erect 'fire risk warning' and 'no smoking' signs at exit to the car park and entrance to the showground, with sand buckets for extinguishing cigarettes.
- Brief all stewards to enforce no smoking and no barbecue rules, where applicable.
- Emergency exit signs at all marquees exits
- Co-ordinators to evacuate marquees immediately in the event of a fire
- Restrict the use of petrol generators where possible.
- Prohibit fires and control the use of barbecue equipment
- Do not permit disposable barbecues to be brought onto, or used, on site.
- Do not permit surplus packaging or rubbish to accumulate
- Remove dry grass from any camping areas

The above procedures are documented in the SHE and SHS Manual.

Swallowfield Horticultural Society – Two Day Show

Safety, Health and Environment Management System

Version 2.24 June 2026

Risk Assessment Review Date June 2026	Risk Assessment Team Members David Entwistle, Graham Stanley
--	---

Risk Activity Area General – Crowd and General Site Control		
Member Responsible Safety Officer		
Risk Description There is a Risk to everyone, if areas of the site are not well enough defined.		
Cause & Background Show arenas need to be well defined. Traders need to be separated from each other and other attractions.		
Likelihood (Grade) 2	Consequence (Grade) 3	Risk (Likelihood x Consequence) (Should be less than 13) 6
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) Volunteer stewards are appointed Barriers and fences provided. The Society makes provision for sufficient space behind the Trade Stands to enable emergency services access and to reduce the risk of fire spreading. The Society maintains an “Emergency Clearway” during the hours of the show. A meeting point sign will be displayed. A child collection point sign will be displayed. The above procedures are documented in the SHE and SHS Manual.		

Swallowfield Horticultural Society – Two Day Show

Safety, Health and Environment Management System

Version 2.24 June 2026

Risk Assessment Review Date June 2026	Risk Assessment Team Members David Entwistle, Graham Stanley
--	---

Risk Activity Area
 General – Vehicles on the Showground

Member Responsible
 Safety Officer

Risk Description
 Risk to anyone where vehicles are involved.

Cause & Background

 Risk of injury to anyone from vehicles on site.

Likelihood (Grade) 3	Consequence (Grade) 4	Risk (Likelihood x Consequence) (Should be less than 13)
		12

Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)

Barriers and fences provided. Designated entry / exit to classic vehicles area. Classic vehicles are not allowed on the Show Ground.

Vehicle speed limits imposed.

Vehicles will be parked only in the designated areas, through a pass control system.

Limit movement of vehicles once the show is open.

A speed limit of 10 mph is imposed throughout the site. 5mph after 09.00am.

The above procedures are documented in the SHE and SHS Manual.

Swallowfield Horticultural Society – Two Day Show

Safety, Health and Environment Management System

Version 2.24 June 2026

Risk Assessment Review Date Juine 2026	Risk Assessment Team Members David Entwistle, Graham Stanley
---	---

Risk Activity Area General – Horse Show Volunteer Training		
Member Responsible Horse Show Coordinator (HSC)		
Risk Description Risk of injury to anyone from these activities		
Cause & Background The horse show is organised and run by a team of volunteers. The HSC will brief the team, before the start of events using the briefing notes on the following page.		
Likelihood (Grade) 4	Consequence (Grade) 3	Risk (Likelihood x Consequence) (Should be less than 13) 12
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) The HSC will give a verbal briefing to all volunteers, who will be provided with an opportunity to ask questions and/or raise any issues.		

Risk Assessment Review Date June 2026	Risk Assessment Team Members David Entwistle, Graham Stanley
--	---

Swallowfield Horse Show Volunteer Briefing

Background

The purpose of this briefing is to ensure the horse show runs safely, smoothly and pleasurably for competitors without undue delays.

Training will be given (before the horse show starts) to show how poles are correctly replaced and to familiarise inexperienced volunteers with how a jumping round works. Volunteers will be located outside of the show jumping ring, unless they are rebuilding jumps. Work levels are unpredictable, but volunteers at the jumping ring need to be agile and quick.

Health and Safety

- Under guidance from the HSC, learning how far from a horse is a safe distance and keeping to it – 5m. Do not cross in front of a horse.
- Under guidance from the course builder, learning how to pick up long poles in the centre so that they balance and are carried with least effort, or working in pairs and lifting at each end.
- Under guidance from the course builder, learning how to carry a wing safely.
- Do not try to catch a horse whose rider has fallen. Keep quiet and out of the way and leave the stewards or the rider's groom to attend the horse.
- REMEMBER, a horse has two blind spots – one directly in front of his nose and directly behind his tail. If you get in that position, he can't see you.
- DON'T touch or stroke a horse unless the owner says you may.
- REMEMBER – Horses are supposed to be dangerous at both ends and uncomfortable in the middle.

Main Show jumping ring

- Under guidance from the show jumping team leader, learn the course of the round. *The purpose of this is to know when it is safe to go to a fence, which way the horse is travelling, without waiting for the whole round to finish.*
- Replacing poles to the jumps, after a horse knocks them down
- Rebuilding a fence under the instruction of the course builder, after a horse demolishes it
- Raise the fences under the instruction of the course builder and where instructed place poles over fences. *This activity is done when there is a jump off between riders in that horse class and follows the first round. The poles are sometimes placed over fences which are not used in the jump off to warn competitors not to jump them.*
- Under the instruction of the course builder, raise and widen the fences and move the jump numbers. *This activity is done when the horse classes change and the course is re set.*

Working hunter / dressage ring

- Under guidance from the dressage team leader, learn the course of the round. *The purpose of this is to know when it is safe to go to a fence without waiting for the whole round to finish. This is simpler than the main show jumping ring, as there are no jump offs, the main work is replacing poles.*
- Replacing poles to the jumps, after a horse knocks them down
- Under instruction from the organiser, raise or lower the fences according to the requirements of the competitor. The organiser will check the work has been done correctly. *This occurs in the clear round jumping which is not competitive.*

General helping

Swallowfield Horticultural Society – Two Day Show

Safety, Health and Environment Management System

Version 2.24 June 2026

- Provide a delivery service, when required between the caterer's tent and the horse show secretary's tent for water and food.
- To act as a runner, such as taking messages to the Public Address system on ring 1, to the gate stewards, taking trays of rosettes and trophies to rings. *Two helpers could be based in the Horse Show secretary's tent for the day.*
- Help to take the jump wings apart and stack them and poles for the supplier to collect. *At the end of the show*

Traffic

Risk Activity Area

Car Parks – Layout, Signs and Operation

Member Responsible

Traffic Co-ordinator

Risk Description

Risk of accident or injury whilst parking of cars.

Cause & Background

Risk of injury to anyone using the four Car Parks.

Likelihood
(Grade)

2

Consequence
(Grade)

4

Risk
(Likelihood x Consequence)
(Should be less than 13)

8

Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)

Signs within the site define the entry and exit points.

A speed limit of 10 mph is imposed throughout the site.

Car Park attendants are trained/briefed in their duties.

The above procedures are documented in the SHE and SHS Manual.

Risk
Assessment
Review Date
June 2026

Risk Assessment Team Members

David Entwistle, Graham Stanley

Swallowfield Horticultural Society – Two Day Show

Safety, Health and Environment Management System

Version 2.24 June 2026

Risk Activity Area

Car Park – Surrounding Public Highways

Member Responsible

Traffic Co-ordinator

Risk Description

An accident on the public highway involving one of SHS's volunteers.

Cause & Background

Risk of accidents on public roads as a result of the show.

Likelihood
(Grade)

1

Consequence
(Grade)

5

Risk
(Likelihood x Consequence)
(Should be less than 13)

5

Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)

Briefing of car park attendants is undertaken by the Co-ordinator.

The above procedure is documented in the SHE and SHS Manual.

A Traffic Management Plan is in place.

Risk
Assessment
Review Date
June 2026

Risk Assessment Team Members

David Entwistle, Graham Stanley

Swallowfield Horticultural Society – Two Day Show

Safety, Health and Environment Management System

Version 2.24 June 2026

Risk Activity Area

Car Park – Dog/Pet Welfare

Member Responsible

Traffic Co-ordinator

Risk Description

Pets left in cars

Cause & Background

In the past, some of the general public have left their dogs unattended in their cars. This is deemed unsafe to the animals especially during hot weather.

Likelihood
(Grade)

2

Consequence
(Grade)

4

Risk
(Likelihood x Consequence)
(Should be less than 13)

8

Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)

The Society does not allow dogs left unattended in cars.

Should a car park attendant find a dog left in a parked car, they will radio the showground headquarters and ask for a tannoy announcement to be made requesting the owner to return to the car.

The above procedure is documented in the SHE and SHS Manual and a warning is included on the Dog Show schedule.

Risk
Assessment
Review Date
June 2026

Risk Assessment Team Members
David Entwistle, Graham Stanley

Marquees

<p>Risk Activity Area Marquees – Bad Weather</p>		
<p>Member Responsible Show Manager and the Horticultural, Crafts, Catering, Artisan and Food, Dog & Horse Show Co-ordinators</p>		
<p>Risk Description Collapse of marquee</p>		
<p>Cause & Background</p> <p>Stability and safety of marquees in high winds.</p> <p>During high winds, particularly following wet weather there is a risk that the stakes/pegs holding the marquees to the ground may become unstable, causing a risk of injury to those within, or near, the marquee.</p>		
<p>Likelihood (Grade)</p> <p style="text-align: center;">2</p>	<p>Consequence (Grade)</p> <p style="text-align: center;">5</p>	<p>Risk (Likelihood x Consequence) (Should be less than 13)</p> <p style="text-align: center;">10</p>
<p>Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)</p> <p>The main structures at the show are aluminium framed large span marquees are rated for wind speed up to 54mph (Force 9). In the event that such high wind speeds are forecast, the marquees will be evacuated and the entrances closed up.</p> <p>Before reopening the marquees, the Show Manager will inspect the fixings. Any minor loose pegs will be fixed but in the event of any more serious problem, the marquee supplier will be asked to attend site. The Society will keep the marquee(s) closed and / or until the marquee supplier has inspected, repaired and rectified the situation.</p> <p>Smaller tents and gazebos may be of several different types of construction and care must be taken to ensure that these are of suitable quality and adequately guyed to ensure that they remain stable during strong winds. The Show Manager will close these tents so that they are not available for use if there is any doubt about their stability during bad weather.</p> <p>The above procedure is documented in the SHE and SHS Manual.</p>		
<p>Risk Assessment Review Date June 2026</p>	<p>Risk Assessment Team Members David Entwistle, Graham Stanley</p>	

Entertainment and Arenas

<p>Risk Activity Area Entertainment – Arena</p>		
<p>Member Responsible Show Manager</p>		
<p>Risk Description Risk of accident or injury during arena acts.</p>		
<p>Cause & Background</p> <p>There is a risk to the general public if they are not properly separated from the acts and displays in the arena.</p> <p>Where necessary, Stewards will assist in providing safe access into and out of the arena. Additional fencing panels will be made available to keep the public clear of access routes.</p>		
<p>Likelihood (Grade) 2</p>	<p>Consequence (Grade) 4</p>	<p>Risk (Likelihood x Consequence) (Should be less than 13) 8</p>
<p>Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)</p> <p>The arena is defined using bespoke event barriers.</p> <p>Provision has been made for designated manned entry and exit points.</p> <p>The above procedures are documented in the SHE and SHS Manual.</p> <p>Stewards will assist in marshalling classic vehicles and performers into and out of the arena from their holding areas.</p>		
<p>Risk Assessment Review Date June 2026</p>	<p>Risk Assessment Team Members David Entwistle, Graham Stanley</p>	

Swallowfield Horticultural Society – Two Day Show

Safety, Health and Environment Management System

Version 2.24 June 2026

Risk Activity Area

Entertainment – Birds

Member Responsible

Show Manager

Risk Description

Welfare of the birds that are brought onto the Showground.

Cause & Background

The birds of prey are not protected against “Avian Flu” and need to be suitably isolated from other birds or poultry.

Likelihood
(Grade)

1

Consequence
(Grade)

3

Risk
(Likelihood x Consequence)
(Should be less than 13)

3

Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)

The Society has taken steps that any other acts who bring birds or poultry onto the site, will be segregated from the birds of prey.

The above procedure is documented in the SHE and SHS Manual.

Risk
Assessment
Review Date
June 2026

Risk Assessment Team Members
David Entwistle, Graham Stanley

Horse Show

<p>Risk Activity Area Horse Show – Control of Horses</p>		
<p>Member Responsible Horse Show Co-ordinator</p>		
<p>Risk Description Risk of accident or injury to persons and horses.</p>		
<p>Cause & Background</p> <p>There is a risk to the general public and the horses, if horses are not properly supervised or controlled.</p>		
<p>Likelihood (Grade) 2</p>	<p>Consequence (Grade) 4</p>	<p>Risk (Likelihood x Consequence) (Should be less than 13) 8</p>
<p>Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)</p> <p>The arenas are defined using bespoke event barriers and roping posts.</p> <p>The horses are controlled by their grooms / riders at all times.</p> <p>Provision has been made for designated entry and exit points.</p> <p>Horses are only allowed in the designated areas.</p> <p>The above procedures are documented in the SHE and SHS Manual.</p>		
<p>Risk Assessment Review Date June 2026</p>	<p>Risk Assessment Team Members David Entwistle, Graham Stanley</p>	

Swallowfield Horticultural Society – Two Day Show

Safety, Health and Environment Management System

Version 2.24 June 2026

<p>Risk Activity Area Horse Show – Competitors</p>		
<p>Member Responsible Horse Show Co-ordinator</p>		
<p>Risk Description Risk of accident to riders, competitors and their grooms by horses.</p>		
<p>Cause & Background</p> <p>There is a risk of injury to; judges, the operators of horses and their grooms and, other authorised persons within the ring.</p>		
<p>Likelihood (Grade)</p> <p style="text-align: center;">4</p>	<p>Consequence (Grade)</p> <p style="text-align: center;">3</p>	<p>Risk (Likelihood x Consequence) (Should be less than 13)</p> <p style="text-align: center;">12</p>
<p>Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)</p> <ul style="list-style-type: none"> ▪ Each competitor accepts the conditions of entry when they register for the event. ▪ The arenas are defined using bespoke event barriers and roping posts. ▪ Ring entry points and horse box parking are on the far side of the rings from the main showground to minimise risk from runaway horses. ▪ Horses are only allowed in the designated areas and not on the general showground, with the exception of any donkey or pony rides. ▪ The above procedures are documented in the SHE and SHS Manual. ▪ First Aid / Rapid Response Vehicle to be located in close proximity to the rings. ▪ All competitors under 16 must be accompanied by an adult who is responsible for their safety and good behaviour at all times. ▪ All entire horses must be handled by an adult (over 16) at all times and signalled with a white ribbon on their tail. 		
<p>Risk Assessment Review Date June 2026</p>	<p>Risk Assessment Team Members David Entwistle, Graham Stanley</p>	

Swallowfield Horticultural Society – Two Day Show

Safety, Health and Environment Management System

Version 2.24 June 2026

Risk Activity Area

Horse Show – Injury to horse

Member Responsible

Horse Show Co-ordinator

Risk Description

Welfare of the horses that are brought onto the Showground.

Cause & Background

Risk of accident or injury to horses.

Likelihood
(Grade)

1

Consequence
(Grade)

3

Risk
(Likelihood x Consequence)
(Should be less than 13)

3

Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)

A veterinary practice is on call.

A privacy screen will be erected if required.

Risk
Assessment
Review Date
June 2026

Risk Assessment Team Members
David Entwistle, Graham Stanley

Gates

Risk Activity Area Gates		
Member Responsible Show Manager / Treasurer		
Risk Description Risk of accident or injury at any of the three Showground gates.		
Cause & Background Risk from entry onto the Showground.		
Likelihood (Grade) 2	Consequence (Grade) 2	Risk (Likelihood x Consequence) (Should be less than 13) 4
Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual) The Main pedestrian gate will be administered by the Treasurer Safe access into the Show Ground will be provided and supervised by stewards appointed by the Show Manager. Dogs will not be permitted to enter unless on a lead. The above procedures are documented in the SHE and SHS Manual.		
Risk Assessment Review Date June 2026	Risk Assessment Team Members David Entwistle, Graham Stanley	

Dog Show

Risk Activity Area

Dog Show – Control of Dogs

Member Responsible

Dog Show Co-ordinator

Risk Description

Risk of accident or injury to persons and dogs.

Cause & Background

There is a risk to the general public and the dogs, if dogs are not properly supervised or controlled.

Likelihood
(Grade)

1

Consequence
(Grade)

3

Risk
(Likelihood x Consequence)
(Should be less than 13)

6

Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)

The arenas are defined using single tape or plastic mesh fencing.

Dogs are generally allowed on the showground on leads.

The above procedures are documented in the SHE and SHS Manual.

Risk
Assessment
Review Date
June 2026

Risk Assessment Team Members
David Entwistle, Graham Stanley

Temporary Water Supplies

Risk Activity Area

Supply of wholesome drinking water to SHS members, traders, suppliers and members of the public

Member Responsible

Show Manager

Risk Description

Contaminated water supply (e.g. presence of cryptosporidium, campylobacter or E.coli O157. Potential sickness of anyone consuming contaminated water; risk of prosecution and/or civil action; and reputational damage.

Cause & Background

A temporary water supply is to be provided. This will become a private water supply under the *Private Water Supplies Regulations 2009*. The Wokingham Environmental Health Officer is responsible for enforcing this legislation. SHS are required to demonstrate compliance with *BS 8551:2015 Provision and management of temporary water supplies and distribution networks (not including provisions for statutory emergencies) – Code of practice*.

Likelihood
(Grade)

2

Consequence
(Grade)

3

Risk
(Likelihood x Consequence)
(Should be less than 13)

6

Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)

A specialist company will be engaged to provide advice and services to SHS.

A Water Safety Plan, including a detailed risk assessment and procedures for installation, testing and emergency supplies will be prepared in accordance with BS 8551.

All pipework tanks and fittings will comply with the *Water Supply (Water Fittings) Regulations 1999*. The installation will be installed and disinfected by suitably experienced and competent persons who hold a valid *National Water Hygiene Card*.

Samples will be taken from the source of supply before installation of the system and from distribution points following commissioning. Samples will be tested at a *UCAS* certified laboratory to confirm absence of contamination.

Risk
Assessment
Review Date
June 2026

Risk Assessment Team Members

David Entwistle, Graham Stanley

Temporary Stage

Risk Activity Area

Temporary stage for musical performances

Member Responsible

Live Music Co-ordinator

Risk Description

Injuries arising from;

- Falls from stage
- Slips, trips and falls on stage
- Electric Shock
- Lifting equipment on and off stage
- Fire

Cause & Background

The stage will comprise a number of tents with a low-rise platform. Several performers will be using the stage throughout the show, with a variety of equipment.

Likelihood
(Grade)

2

Consequence
(Grade)

3

Risk
(Likelihood x Consequence)
(Should be less than 13)

6

Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)

- The stage will be low-rise
- The stage will be kept clear of clutter and any spillages cleaned up immediately.
- In the event of rain ingress, consider closing the stage until weather improves.
- All incoming power supplies to be RCD protected. All equipment in use on the stage to be PAT tested and checked to ensure it is within date.
- Persons lifting equipment on and off stage to be supervised and encouraged to use safe lifting techniques and seek help when loads exceed safe personal capabilities.
- In the event of fire, evacuate stage and seek help. Ensure appropriate fire extinguishers are situated near the stage.

Risk
Assessment
Review Date
June 2026

Risk Assessment Team Members

David Entwistle, Graham Stanley

Injuries and Sickness

<p>Risk Activity Area Risk of injury or sickness involving any person on site.</p>		
<p>Member Responsible Safety Officer.</p>		
<p>Risk Description Any person on site may suffer injury or sickness, requiring treatment on site and or in hospital.</p>		
<p>Cause & Background Typical causes of injuries and sickness during the show are: -</p> <ul style="list-style-type: none"> ▪ Wasp and bee stings ▪ Heat stroke ▪ Minor cuts, sprains and strains ▪ Fall from horse <p>There is also the potential for injuries from fairground rides, inflatables and from participation in some arena acts (e.g. involving motorcycle acts).</p>		
<p>Likelihood (Grade) 2</p>	<p>Consequence (Grade) 3</p>	<p>Risk (Likelihood x Consequence) (Should be less than 13) 6</p>
<p>Mitigation Measures / Procedures / Training (Refer to SHE and SHS Manual)</p> <p>The Society employs a professional medical services provider who will deliver a full first-aid service on site, including provision of a fully equipped medical centre and rapid response vehicle. They will be located in a central position where they can be quickly dispatched to all areas. They will be issued with a society two-way radio.</p> <ul style="list-style-type: none"> ▪ The Safety Officer will brief the medical services provider before the show starts. ▪ The Safety Officer will brief the main vehicle gate Co-ordinator regarding emergency vehicle movements ▪ All serious injuries that may require evacuation will be reported to the Safety Officer. ▪ The Safety Officer will arrange for safe access for an NHS ambulance, where required. ▪ The Safety Officer will assist the medical services provider to determine the best way of evacuating a patient who needs additional off-site treatment, but where an ambulance is not warranted. ▪ Two first aiders are to be present at the horse show during events 		
<p>Risk Assessment Review Date June 2026</p>	<p>Risk Assessment Team Members David Entwistle, Graham Stanley</p>	