



Southwell Agricultural Society Ploughing Match and Show

Oxton Estate

Oxton

Nottinghamshire

NG25 0TD

28th September 2024

Health & Safety Guidance Notes For Stewards

Issued by Southwell Agricultural Society

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Latest version issued 26th August 2024

Version: 1.1

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HEALTH & SAFETY & GUIDANCE NOTES FOR STEWARDS 2024

The information contained in these guidance notes has been prepared to give you an overview of the Show arrangements and to provide you with the necessary information to enable you to undertake your role as Steward. Even if you have been stewarding for a while, there may be changes so please take a few minutes to read through this booklet.

1. Introduction

This guide is developed from the Event Safety Management Plan prepared for the Safety Advisory Group (SAG) and is intended to provide Stewards and volunteers with guidance on managing health and safety and responding to emergencies at the show.

Please familiarise yourselves with this guide, the risk assessment for the activity you are assigned to and any applicable rules that must be followed.

Your support is greatly appreciated and we couldn't run the show without you.

2. Event Management Team

The event management team comprises the following:

Event Manager;	Samantha Tooley	07748 468585
Deputy Event Mgr.	Peter White	07966 470987
Vice Chair;	Mike Hardstaff	07974 680422
Show Coordinator	Andy Hammond	07764 239703
Roving stewards;	Bruce Ashworth	07973 362944
	John Jackson	07966 229910
	Chris Collingham	07539 119524
	Adrian Hatton	07885 460270
	Tim Hinchley	07802 396931
H & S Advisor	Eddie Watts	07543 282980
Medical lead	NCFA	07940 022094

Chief Stewards

Each section has a Chief Steward. They are in charge of the Section and queries should be referred to them in the first instance. If any information needs to be relayed to the Show Team, this can be done by radio or phone. See contact details Section

3. Site Plans

Fig. 1 Show Site

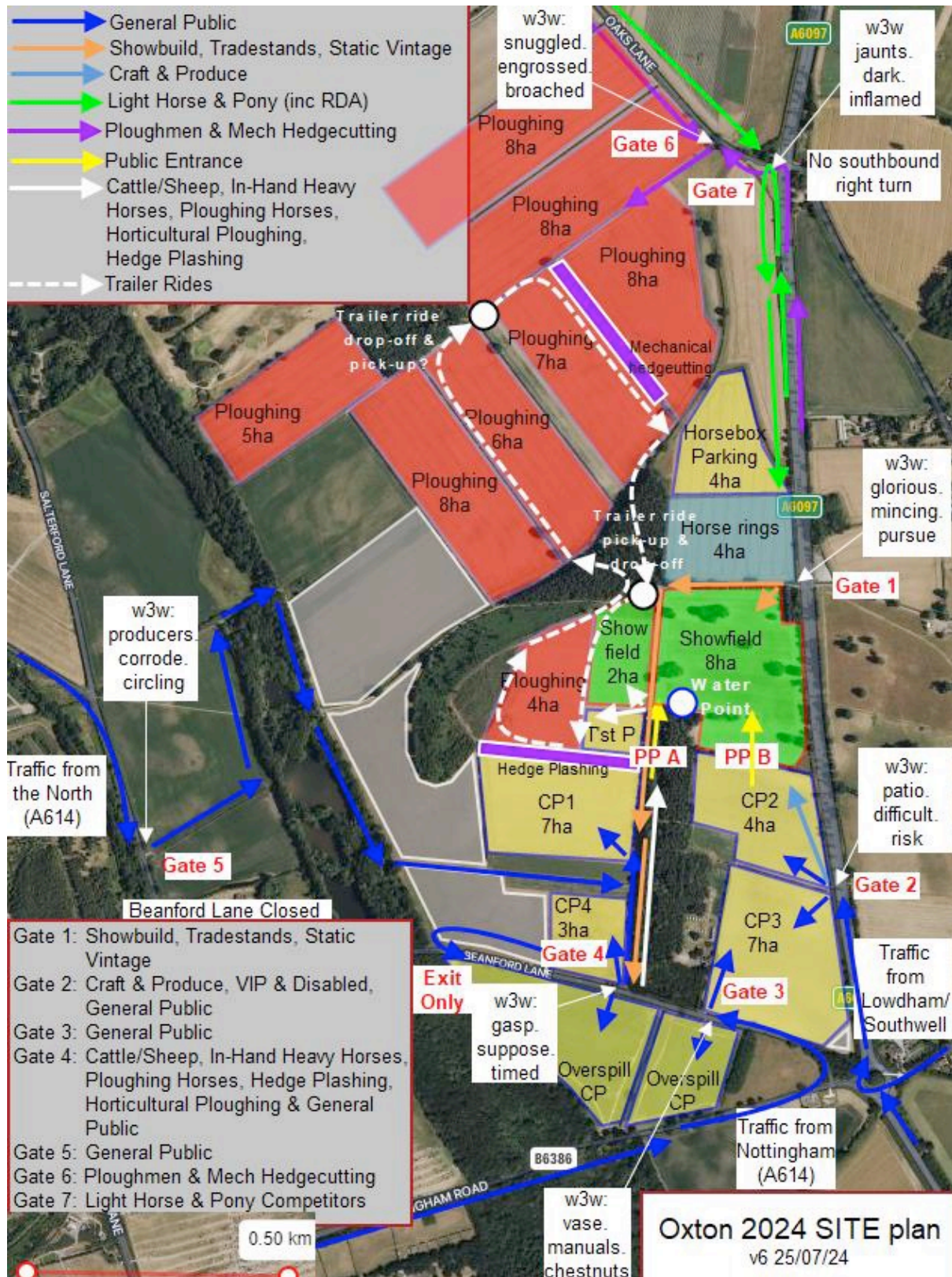


Fig. 2 Show Field

Oxton 2024 Showfield v4 25.08.24

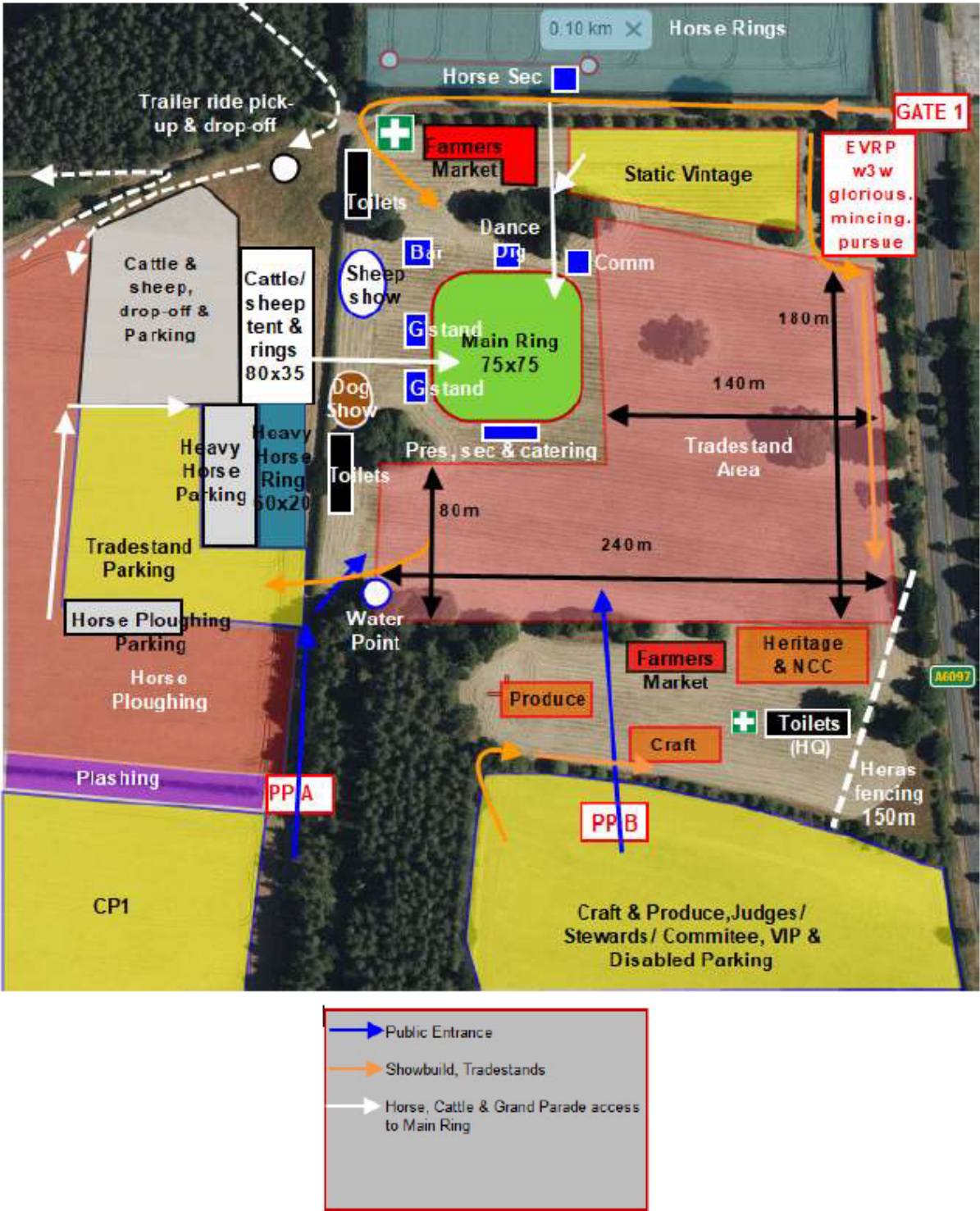
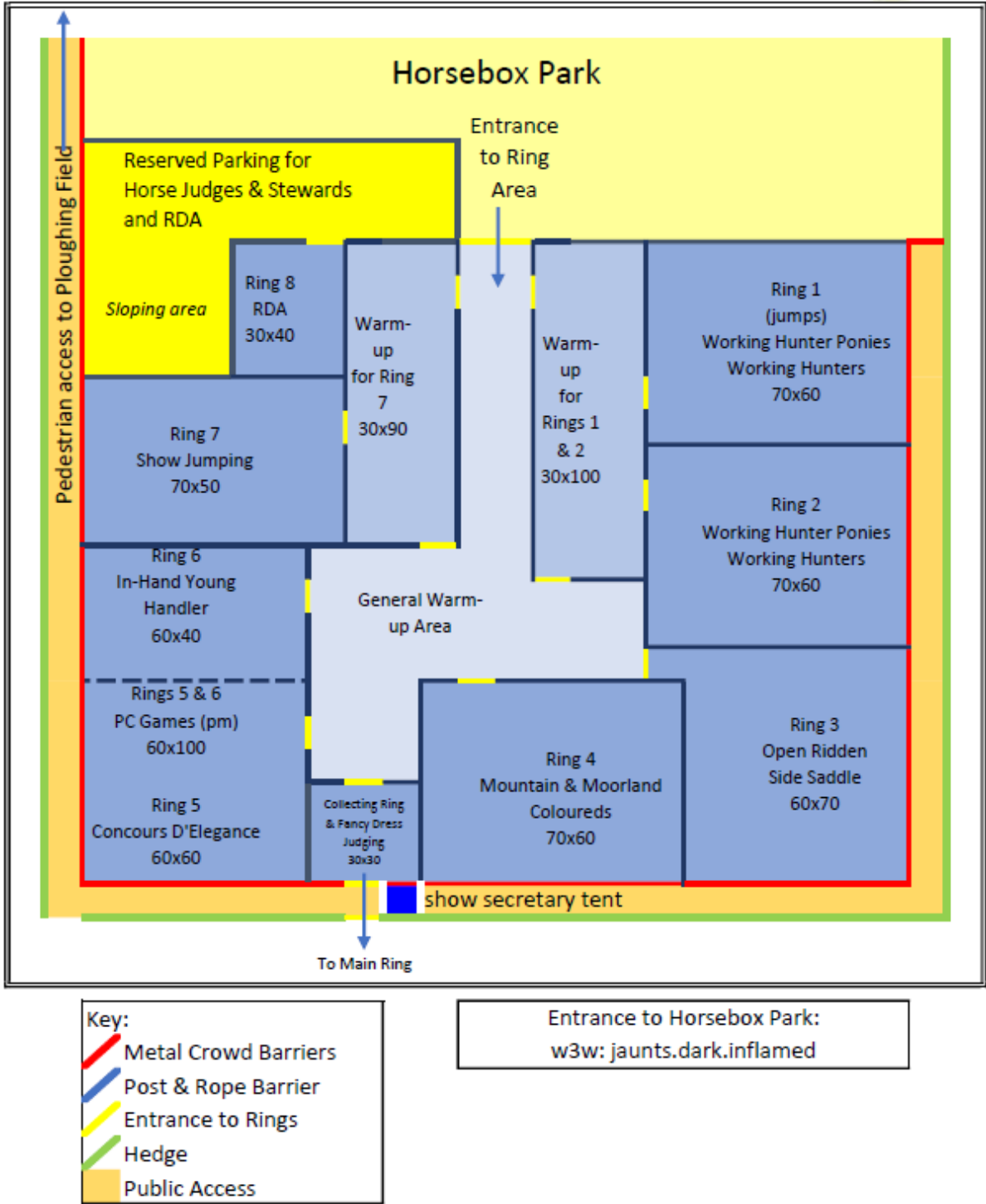


Fig. 3 Horse Rings



4. General Information

Please remember in your role as a Steward you represent the Southwell and District Agricultural Society at the Show in any dealings with exhibitors and the public.

On arrival at your point of duty, please acquaint yourself with the facilities and services listed within this guide plus the following:

- The general show features
- Location of Event Control and means of communication with Event Control
- The nearest Steward with a Radio, e.g. your Chief Steward.
- The nearest fire equipment.
- The nearest Emergency exit.
- The nearest rendezvous point in the event of an emergency.

Emergency services access point and RVP is gate 1 <https://what3words.com/glorious.mincing.pursue>

Please wear your Stewards' badge at all times for easy identification by other officials and members of the public.

Catalogues

A show catalogue is produced for each event listing the time and entries for all classes.

Radios

The chief steward of each element of the show will be issued with a two-way radio. If you are carrying a radio, it is your responsibility to sign this radio in and out – and you will be responsible for its safekeeping during the period it is in your keeping. Please make sure that the radio is working before the start of your classes. Ask for assistance from your Chief Steward if there is a problem with your radio or you are unsure how to use it. Communication through the radios should be brief and to the point, the call up should be for example 'Ring to chief steward' or 'Ring To the Secretaries'. Wait for them to respond and then ask the question. Stewards will be allocated a specific channel to use. This will be given to you by your Chief Steward.

First Aid

First aid cover is provided by Newark Community First Aid and can be requested by contacting directly by radio or **NCFA Control & Emergency Contact – 07940 022094**

Help Us to Make the Show Better

If anything goes wrong on the day that is out of your control, please inform the Chief Steward or a Member of the Show Team immediately. We can then try to rectify the situation.

5. Health And Safety Information

PLEASE ENSURE THAT YOU READ AND KEEP THIS BOOKLET WITH YOU AT ALL TIMES WHILST AT THE SHOW.

Event Control is located in the Secretaries tent.

Radio Control is located in the Secretaries tent and radios will be distributed from this point.

Medical cover for the event will be supplied by Newark Community First Aid.

Please read and be aware of the following points:

- It is your responsibility to check your area of work regularly for hazards likely to cause injury to you, your colleagues, exhibitors and visitors.
- Ensure that you know the location and types of Fire Extinguishers in your section.
- Ensure that all fire exit routes are kept clear of storage/blockages (however slight) both inside and outside the structure.
- Ensure that all emergency exits are kept clear.
- Report all accidents, near misses and hazardous occurrences to your Chief Steward in the first instance so that these may be investigated, and the appropriate action taken.
- Maintain a vigilant ban on people smoking and vaping in enclosed spaces. Please advise anyone you see smoking / vaping in the marquees to go outside or put the cigarette out. If the person persists in smoking after advice, please inform your Chief Steward.
- Good hygiene practice for show visitors must be encouraged. Please direct visitors who have touched livestock to the hand-washing facilities available.
- Detailed plans have been drawn up to evacuate the Showground in the event of a security alert or major incident. You are requested to be aware of any strange packages etc. that may be left in your area and generally be aware of the need for vigilance.
- If it is decided that it is necessary to evacuate the whole, or part of the Show site, a message to that effect will be transmitted to the Chief Stewards from Event Control.
- All Stewards are asked to report to their section in the case of an emergency arising and are asked to then assist with the whole or partial evacuation of the Show site as directed by Event Control.
- Should an incident occur in the livestock and equine areas or in the vicinity of any other animal features, Stewards may, in conjunction with handlers and veterinary officers, assist in the evacuation of animals. In such a situation the animals will be removed to a safe area away from the incident.

6. Animal Welfare

Vet, Horse Ambulance & Fallen Stock

A Vet will be on site along with the Horse Ambulance. If a Vet is required immediately, please radio through to Event Control for a vet to be sent.

Farrier

There will be a Farrier on call, they can be contacted via radioing Event control.

In the event of an animal dying, the relevant Chief Steward is in charge and should be prepared to delegate as he thinks fit. Immediately inform:

- The Chairman
 - The Secretary
-
- It should be borne in mind that both transmitting and receiving radios can easily be overheard - therefore to avoid sensitive messages being compromised, volume controls should be sensibly set and crowded conditions avoided.
 - He should ensure that key witnesses make immediate brief written statements. In conjunction with the vet, he should conduct an immediate and thorough enquiry, establishing the cause of the incident and death (if possible).
 - He should ensure that the owner is informed as soon as possible. If the owner is not at the event, other arrangements must be made probably through the exhibitor.
 - He should liaise closely with the vet.
 - He should not make any statements to the Press. Any statement will come from the Chairman.
 - If there are other people at the event site with telephones they must be briefed NOT to make statements, however much they may be pressed to do so. They should refer all callers to one telephone number which the appointed spokesman should answer.
 - Arrangements are in place to handle the subsequent removal of and final disposal of the carcase. Under no circumstances should a carcase be left near the scene of the fatality, even covered by a tarpaulin, nor should it be removed in a tractor bucket. Following removal from the scene the carcase should preferably be moved to an interim store and the vehicle released in case it is required again. The owner of a dead animal may express a particular wish regarding the final disposal and this should be respected. Arrangements are in place to dispose of the carcase.
 - The Chief Steward should ask the vet to supply a death certificate in case the owner requests one for insurance purposes. In some cases the owner/vet may wish a post mortem to be carried out to ascertain the exact cause of death.

Escaped Animals

Should an animal, such as a horse, cow, sheep etc escaping during the event, the following procedure should be initiated.

- Raise the alarm.
- Notify the Event Control by radio: let them know what type of animal has escaped and the location it was last seen/was heading towards.

- The immediate area should be cordoned and where possible gates closed so as to contain the escapee in as small an area as possible until such time as it can be safely secured.
- Where the escapee has entered a public or densely populated area it may be necessary to undertake a partial or full evacuation.
- Communication with the owner/exhibitor should be established to allow for a co-ordinated recovery of the escapee, it may also be necessary to involve the veterinary officer onsite (where present) as the escapee may be injured or distressed.
- If the escapee gains access to public areas outside of the event including the local road network it will be essential to inform and co-ordinate with the local police and other emergency service as appropriate.
- Only those persons trained and familiar with the type of escaped animal should participate in its recovery, untrained although well intentioned intervention could exasperate the situation and cause the animal to panic and take flight causing further damage and/or inflicting greater distress. It may also lead to a breakdown of any tentative containment arrangements that may have been established.
- Once recovered the escapee should be returned to its pen/stable/holding area as appropriate and examined by a vet to ensure the animal's welfare.
- PA announcements should be made and evacuated areas re opened for public access as soon as possible and when safe to do so.

- **PLEASE NOTE:**

The priorities for the Emergency Services will be to protect:

1. Human Life
2. Livestock, horses and other animals

It is essential that people do not endanger themselves or others to catch or rescue animals

7. Emergencies

Please note that in the event of an emergency this will be managed and co-ordinated through Event Control which is manned by key personnel. The Control Room and those persons therein are sometimes referred to as Tactical (Silver) Control.

As stewards, you are the eyes and ears for the Control Room in an emergency and are often referred to as Operational (Bronze) Control. In an emergency those in the Control Room rely upon information received from you to enable them to manage the situation and make key decisions.

Remember, if you are faced with an emergency situation, the public will look to you for guidance. **Take a deep breath and stay calm.** If you are the person who discovers a problem or who has concerns that there is a potential problem developing, using a radio, if you have one, call through to Event Control giving them as much information as possible. Once you have passed on the information wait for further instructions. **At no time should you place yourself in danger.** For your own safety it may be necessary for you to move back from the area concerned but try and maintain sight of the situation so that you can pass on further information and make yourself known to Emergency Services on their arrival at the scene.

When sending a message to Event Control either over the radio or via phone, remember that your conversation may be overheard by passers-by. Wherever possible please use the **Codes** below to prevent unnecessary panic developing. These codes will notify Event Control what the problem is without alarming anyone else.

Event Control will then decide what to do next and will send out instructions to the relevant persons. As a steward and representative of the Society you may be asked, in an emergency, to assist in managing the situation.

Code word	Situation
Blue	Loose livestock
Yellow	Missing Child/vulnerable adult Report & pass details securely Ch.2
Orange	Medical emergency / Accident Request medical assistance
Purple	Security / disturbance Report & pass details securely Ch.2
Lilac	Suspect package Report & pass details securely Ch.2
Red	Major emergency requiring partial or full evacuation of the site
Black	Extreme weather conditions. E.g. high winds requiring evacuation
Green	Return to normal / all under control

Radios

If you are allocated a numbered handheld radio, make sure you know how to operate it and how to contact the Event Control Room.

IT IS VITAL THAT YOU KEEP YOUR RADIO SWITCHED ON AND AUDIBLE AT ALL TIMES.

Hired radios are provided for communication between the event management team and the Stewards. The radio channel used at the event will be Channel 1

Event management will use channel 2 for communication of secure information e.g. for responding to emergencies, lost/found child or vulnerable adult.

The equine competition area will operate on a separate frequency to avoid excess radio traffic on channels 1 or 2

Radio Etiquette

The handset(s) will be collected from Event Control and handed back at the close of the show. All radios must be signed for.

- All radio operators should remain on their allocated radio channel and can speak to anyone on the same channel.
- If you wish to speak to someone on another channel, change to their channel and call them.
- Once your conversation has finished PLEASE return to your allocated channel.
- Please make sure the channel is FREE before you speak. If someone is already speaking on the channel WAIT until they have finished. Please keep conversations short, otherwise use a telephone.

Radio traffic will be constantly monitored by Event Control and if you are unable to raise an answer from someone you are contacting or there is an emergency, Event Control will help you.

When using a radio consider:

- Do I need to transmit this message?
- Do I have to do it now?
- Could I pass this message on personally later.
- Who else is listening?

Remember to:

- Always listen before transmitting – let others end their transmission before starting yours.
- Observe the use of call signs.
- Listen and respond quickly.
- Avoid chitchat and jargon.
- Keep brief and accurate.

Fire

Please be alert to the risk of fire due the presence of straw bales, bedding in livestock areas and fuel used for vehicles and generators. In the event of fire notify control and request fire service attendance. Evacuate people from the area. Assist stockmen and stewards in moving animals to safety if necessary.

Only use fire extinguishers if you have been trained and can do so without placing yourself at risk.

First Aid

First aid cover is provided by Newark Community First Aid and can be requested by contacting directly by radio or **NCFA Control & Emergency Contact – 07940 022094**

Public Order & Security

In the event of a disturbance, potentially violent altercation or organised protest action intended to disrupt the show immediately notify event control of the details and location. Field stewards will attend and determine if Police assistance is required. Do not place yourself at risk by intervening.

Do be alert to the potential for crime and question any suspicious activity e.g. people loading machinery at an inappropriate time. Challenge people as to their actions if safe to do so. Take details and notify control.

Adverse Weather

Weather conditions are monitored on the run up to the show and if necessary suitable measures taken e.g. track mates in entrances. If weather conditions deteriorate significantly during the day a decision may be taken to cancel certain activities e.g. equine classes or to evacuate marquees and structures if there are high winds. If necessary people may need to be evacuated from the showground and should be upwind of structures if there is a risk of them failing.

8. Safeguarding Vulnerable Groups & Lost Child Provision

Southwell Agricultural Society Lost Children & Vulnerable Adults Policy

The agreed Collection Point on the day of the show is the **Secretary's tent** alongside the Main Arena. Children / vulnerable adults awaiting collection will be supervised by the lost child coordinator in a separate private area adjacent to the secretary's tent where they would not be observed by the general public or disturbed by the general activities of the event control.

If lost children, parents separated from their children, vulnerable adults or personal assistants of vulnerable adults arrive at other points or speak to a member of staff or steward they should be directed or taken to the collection point as appropriate.

Children or vulnerable adults found without their parents

A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/ guardian are.

If a child or vulnerable adult still appears to be lost they should be led to the collection point or the coordinator should be contacted to come and collect the child or vulnerable adult and taken to the collection point, where they will be encouraged to remain until they have been re-united with a parent or guardian.

The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ persona assistant/ brother etc names, where they last saw them and a description of them. If the child is brought over by another adult, as much information as possible should be gained from them.

If the parent/ guardian /personal assistant's name is known an announcement will be made via the PA system "This is a public announcement, could (Name of person) please come to the collection point located at the Secretary's Tent.

If the name of the parent /guardian /personal assistant is not known the following announcement will be made via stage PA systems "This is a public announcement, please remember this is a busy event, if you have been separated from a family member, then please go to the collection point located in the Secretary's tent".

The PA announcement **should not** mention the name of the lost child.

If a parent /carer /personal assistant is not located with 30 minutes, Police will be informed.

Parent/ Guardian /Personal Assistants reporting lost children /Vulnerable Adults

Reassure parent/ guardian/ personal assistant informing you of a lost child, that a search will be organised.

Encourage the parent to come to the collection point if not already there, so they can give details. Ask them for the following details of the child or vulnerable adult – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.

Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found.

Stewards will conduct an initial search of the area, and all exits from the site will be closed.

When the child or vulnerable person is found, they will be lead to the collection point to be re-united with their parent.

If a child or vulnerable person is not found within 30 minutes police will be informed.

Re-uniting Parent /Personal Assistants with Children /Vulnerable Adults

If a child or vulnerable adult is reluctant to go with a collecting adult then the adult shall be asked for proof of ID and their signature. If necessary the police may be advised on any problems.

Photographs shall be taken of parent and child and any ID document used which shall be deleted after 30 days. The parent may witness this deletion at their request.

Once a child or vulnerable adult has been re-united with their collecting adult all stewards and police (if involved) will be informed immediately.

Lost persons log

All lost persons / children's incidents must be logged and filed.

9. Lost property

The event management staff will make every effort to return lost and found property to the rightful owners but in no way can we accept any responsibility for the loss, theft or damage of any personal property of the participants, event staff or officials.

Any person finding a lost item should hand it in at the Secretary's Tent. If not claimed the item will be handed to the Event Manager. Any property not claimed at the end of the event will be retained for 28 days. Items of significant value will be handed to the Police as found property. Other items will be disposed of as the secretary sees fit.

10. Additional Information

Cash Point

Please note that there is not a cash point on site.

Dogs

Well-behaved dogs are welcome at the Show, but they must be kept on a short fixed lead at all times and never left unattended. Any dog mess must be cleaned up by owners. **Dogs are not allowed in the Livestock or Cattle area.** No dogs should be left in a vehicle at any time. Any dogs found left in a vehicle must be reported to the Event Control Room who will inform the Police.

First Aid Centre

The main First Aid Centre is located in the NW corner of the show field adjacent to the farmers market and close to the horse rings.

Information

Public information point is the Secretary's tent

Opening Hours of Show

8.00 a.m. to 5.00 p.m.

Toilets

Disabled facilities toilet facilities located on the show site.

Public toilets located on the show field and in the ploughing fields.

Baby changing facilities located on the show site.

USEFUL MOBILE NUMBERS (CONFIDENTIAL)

Please attempt to make contact by radio before using mobile phones

Tracey Davenport	Horses	07850 616247
Gerard Murtagh	Cattle	07813 041014
John Miller	Gate	07966 519793
Phil Warham	Tractor/trailer rides	07813 051782
Michael Hardstaff	Main ring	07974 680422
John Allan	Ploughing	07831 468645
John Jackson	Traffic	07966 229910

Main Ring Schedule

8.30am	Ridden Hunters
11.15am	Private Driving
11.45am	Concours D'Elegance Parade
12 noon	J C Ball Dancing Diggers
12.45pm	Fancy Dress Parade
1.00pm	Tough Farmer (<i>Run by Notts YFC</i>)
1.30pm	Parade of hounds
2.00pm	Heavy Horse display
2.15pm	J C Ball Dancing Diggers
3.00pm	Grand Parade & Presentation of Trophies
4.00pm	Display / Parade of Vintage Tractors