

NATIONAL SWEET PEA SOCIETY EARLY NATIONAL SHOW RISK ASSESSMENT

<i>What are the hazards?</i>	<i>Who might be harmed and how?</i>	<i>Control measures (What are you already doing?)</i>	<i>Compliance monitoring (how and by whom?)</i>	<i>Contingency plans/ Actions in event of non-compliance (Action by whom? Action by when? Done)</i>
Crowd Management	Members of the public exhibitors, volunteers The harm throughout the first section is: COVID-19 Viral infection.	Pinch points/junctions. During staging access to the marquee will be to exhibitors only. Assistants may be permitted if the marquee is not full. At all times exhibitors will be socially distanced. Staging hours are long, 5pm to 8.45am so that staging times can be staggered. Extra staging space is outside the marquee where there is a large amount of space. Masks are requested. Sanitiser will be available at points where people may touch the same things, eg vases, water The marquee will be well ventilated at all times with doors open. When show is open to the public there is a long period of opening Saturday 10.30 – 5pm. Sunday 9am – 3.00pm	Head count system to be in place to ensure numbers attending do not exceed capacity (carried out by NSPS volunteers)	Actions in the event of more people turning up than have capacity to accommodate, a socially distanced queuing system will be put in place. Actions in event of non compliance consult Millets site manager (Ben) or the police

		<p>to enable staggered visiting/leaving times. If large numbers attend there will be restrictions on the numbers allowed in the marquee at any time. A one way system will be in operation with separate entrance and exit</p> <p>Temporary barriers to stop surges in the crowd and restrict free movement will be put in place if necessary.</p>		
Social Distancing		<p>Enable all present to adhere to social distancing reinforced with posters. Stagger access and egress in to and out of the venue.</p> <p>Groups of people not to exceed 6. One way system to be implemented and managed. Social distancing to be maintained within any queue. Social distancing to be maintained around parked vehicles behind the marquee for exhibitors parking. Public parking is in Millets Farm Centre car park and overflow car park and</p>		

		covered my Millets Farm own risk assessment. .		
Transport to/from site Vehicles		Dedicated parking for exhibitors behind the marquee in a large field. This is the extent of the additional visitors expected. Public visiting is assumed to be part of Millets Farm normal visitors Millets Farm has large parking capacity and overflow parking provision.	The Show has been advertised to NSPS members and is on Millets Farm Centre website. Other advertising including on site posters and leaflets normally produced have not been.	Actions if car parks become full. Who will deal with this Millets site manager Ben.
Welfare, hygiene and toilets		All exhibitors and their assistants are requested to take a COVID self test In the 24 hours before attending the show. Anyone with positive tests are asked not to attend as are anyone with symptoms or positive tests in the 10 days prior to the show. Quarantine areas close to medical/first aid locations to hold those who become ill. Stewards and event organisers to have access to hand washing facilities or hand sanitiser/wipes to allow for continual hand		

		<p>hygiene throughout the Show</p> <p>Public should not be touching anything in the marquee except possibly at the retail points where sanitiser will be available.</p> <p>Toilet provision is Millets Farm toilets under their control and risk assessments, regularly cleaned.</p> <p>Were possible cashless systems to be implemented, (please note cash cannot be refused). Frequent washing or sanitising of hands when handling cash, during cashing up and when changing</p>		
<p>Provision of PPE</p> <p>Wearing of face coverings</p>		<p>The show is technically in an outdoor location. Signage requesting that face coverings are worn will be in place nevertheless.</p>		
<p>Accidents, security, fire and other incidents</p>		<p>Fire evacuation sites are marked and are outside. Social distancing should be possible on evacuation and would be reinstated once</p>		

		clear of the location if necessary. None emergency first aid to ring 111 All emergencies ring 999		
Waste and waste removal		All waste to be double bagged		
Track and trace		Details of exhibitors attending will be provided to the NSPS and retained for a minimum of 30 days. Public attending will be covered by Millets Farm Centre normal track and trace provisions. Millets QR code applies to the Show venue		

NON COVID RISK ASSESSMENT

<i>HAZARD</i>	<i>CONSEQUENCES</i>	<i>RISK LEVEL</i>	<i>WHO IS AT RISK</i>	<i>RISK CONTROLS IN PLACE</i>	<i>FURTHER ACTIONS REQUIRED</i>
People approaching and leaving marquee	Car accident	M	All	People should be vigilant. Inform of nearest First Aider – inside the farm shop (radio in if required or physically seek assistance on foot) Cut grass and fill in holes as above re first aid	Record via accident report sheets as and when necessary
Trip hazards / glass on ground	Trips / Cut	L	All		As above re reporting
Children getting lost	Panic	L	Children and responsible adults	Advise site manager who will radio all departments, inform Police if negates and gain a description of child. Comfort parents. Inform all partners on site not on radio circuit in person. Supervisor to decide.	Seek guidance in relation to situation as and when

Emergency response procedure				Seek supervisor and follow company practice. Utilise open areas weather permitting and inform services as required.	Act dependant on situation
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