

Capel Show Volunteer Safety Briefing Note

Date Saturday 20th August 2022

Information

Event Capel Show featuring Capel Horticultural Society and Capel Classic Car Show

Event start time 07:00

Open to the public 12:00

Event End time 17:00

Key People

Key people you are likely to hear on the radio or meet on the Saturday.

Andy Collins – Public Parking

Dik Hoogmoed – Event Coordinator (07436 540451)

Mandy Schryver – Horticultural Society

Dik Hoogmoed – Capel Classic Car & Bike Show

Access/ Details

Entry times 08:00 - 10:00 marquee open for exhibitor judging
08:00 auto jumblers arrive, should be set up by 11:30
08:00 expect initial classic cars to arrive
10:30 onwards expect early public arrivals
12:00 Show officially opens

Ticket/Entry Prices £5 Per Adult, Children under 12 go free.

Late arrivals Late arrivals to the Classic Car Show may be turned away if the showground is full, or directed to the 'classic car overflow' within the public car park. Entrance to the public car park will be stopped at around 16:00 to allow for easy egress of vehicles leaving.

Anticipated Attendance It is anticipated that there will be up to 700 cars and bikes at the Capel Show. If the weather is fine, we could see 5,000 people attend.

Weather Forecast The latest forecast indicates it will be dry on the day.

Parking Arrangements Parking for Judges and the Band is available on the recreation ground and once directed through is managed by the Horticultural Society.

Dedicated disabled parking is provided in the public car park. Disabled passengers will then be transported from the public car park to the showground. Additional parking for disabled drivers will be provided at Carter's Car Care.

Residents for Old Barn Drive and Mortimer Road have all been issued with permits to allow them access to their houses. They should be hung on the rear-view mirror stating resident on them and OB for Old Barn Drive and MR for Mortimer Road.

General Information Loos are provided in three areas of the site, a disabled loo and a urinal are also provided next to the main entrance to the show.

Pre-event Information

Security Marquee security in the evenings has been arranged between the various organising committees.

Any other issues should be raised with the Event Management Team who will take appropriate action as required.

Fire Safety In the Marquee there will be signage marking the fire exit points. At Classic Car Registration, The Cricket Club, Marquee, BBQ there will also be a range of appropriate fire extinguishers with appropriate signage on use.

First Aid First Aid cover is provided by First Aid Cover Limited who will be based next to the main entrance in the Parish Hall, marked by a flag

Dress Code All Stewards must wear appropriate clothing for the weather. Those involved in parking must wear appropriate footwear (e.g. no flip flops) and must wear a Hi-Vis Steward's tabard at all times.

During Event Information

Management of Crowd Movement Movement of the visitors is managed via crowd barriers along the street leading to the showground. All visitors should be kept separate from vehicles at all times and separate vehicle and pedestrian access is provided.

Lost Property Lost property should be handed in to the Information Point.

Lost Children A Lost Children Officer will be employed to cover the Lost Children's Area situated at the Information Point (marked by a flag). A lost child that is found in the showground shall be handed over to the Lost Children Officer by a Steward.

Refreshments Water will be provided to all Marshals and Stewards throughout the day. There will be dedicated catering for anyone wearing the green Capel Show Polo Shirt.

Post Event Information

Egress procedures

When leaving the public car park and showground all vehicles will be subject to a left turn only policy in order to reduce congestion in the village and to help everyone leave as quickly as possible.

Emergency Procedure

In the event of an emergency, either Dik Hoogmoed or Mandy Schryver should be alerted immediately. They will then advise Stewards on the course of action to take and co-ordinate with the emergency services. The address to be provided to the emergency services is Capel Recreation Ground, Mortimer Road, Capel, Surrey, RH5 5LB.

In the event of an emergency Stewards will be required to move persons to a safe area and ensure that all Emergency Services have clear access to the site. All radio and mobile communication should be kept to a minimum.

Please familiarise yourself with the ground's layout, so that you know where to point / shepherd people should this become necessary.

Communications

All members of the parking team will be provided with a radio and will be in direct contact with Andy Collins who will be managing the site and parking.

Andy Collins will also be in communication with Mandy Schryver, Dik Hoogmoed, First Aid, and Classic Car Registration via a separate radio system. Spare radios will be distributed as necessary to Stewards based within the recreation ground.

Two megaphones will also be available in the event of a power failure or emergency situation.

Health & Safety

- Please wear appropriate clothing for the weather conditions
- Please be careful around all electrical equipment and ensure all electrical equipment is in a good state of repair before use.
- Manual handling
 - Avoid manual handling where possible.
 - Do not lift something unless you are comfortable in doing so.
 - If something appears to heavy find help to lift it.
 - Young persons and those at risk should not lift heavy weights. Where this cannot be avoided young people lifting should be supervised.
- Ensure all fire exits and emergency vehicle routes are kept clear at all times.
- If you have been given a Hi-Vis tabard please wear at all times while on duty.
- If in doubt ask!

Thank You

Thank you for reading this, sorry some if this included things you already knew but we have to mention it.

We would just like to say on behalf of all the events, thank you for volunteering it will help us a lot and will help ensure the event runs smoothly. If you have any questions about the Capel Show or what you have been asked to do please do not hesitate to ask one of the event team and we will be happy to help.

I look forward to seeing you all on Saturday.

Many thanks,

On behalf of the Event Management Team:

Dik Hoogmoed – Capel Classic Car Show – 07436540451 – Radio Channel 1

Mandy Schryver – Capel Horticultural Society - 07889756252 – Radio Channel 1

Sam Samuel – Health and Safety Officer – Radio Channel 1