

RISK ASSESSMENT – Venue (The risk assessment will be linked to the Steward’s briefing notes)

Event: School Farm and Country Fair	Show period (4) Wednesday 17 April 2024	Date 7 March 2024
Venue: Trinity Park	Signed off by Phillip Ainsworth, Chief Executive Officer – Suffolk Agricultural Association (SAA)	
Area(s): Showground	 Signed:	
Organiser: SAA		

Task:	Hazard(s):	Who’s at risk: Specify	Risk Level:	Current methods of control required to bring residual risk down to an acceptable level: (State existing measures if adequate)	Residual risk level after the control measures are in place
Children’s safety	Lack of control measures potentially leading to safeguarding issues.	All persons on site	Low <u>Medium</u> High Very High	<ol style="list-style-type: none"> Briefing is given to all stewards, (with the Suffolk Agricultural Association keeping a register of whom was briefed and when.) – not to be left alone with children and that a teacher must be present at all times. It is the schools responsibility to give adequate levels of supervision i.e correct ratio of teachers / helpers to children (excluding the steward(s) supplied by the Suffolk Agricultural Association). Schools must prepare their own risk assessment and raise any concerns with the SAA which must be addressed before the visit. Schools to be made aware that if a child gets lost or is found alone; this must be reported to the office reception immediately (SAA office). 	<u>Low</u> Medium High Very High

Visitor Safety	Communicable diseases	All persons on site	Low <u>Medium</u> High Very High	<ol style="list-style-type: none"> 1. Hand washing stations will be provided 2. Visitors are to bring their own drinking bottles and avoid sharing their use. 3. Note that this advice is subject to short notice amendments to ensure the risk assessment adheres to Government Guidelines 	<u>Low</u> Medium High Very High
Traffic management, coach arrival & departure. Safe unloading & loading of children	Injury to public (particularly children) from moving vehicles	All persons on site (particular hazard to children)	Low Medium High <u>Very High</u>	<ol style="list-style-type: none"> 1. Coaches etc arrive to a designated area. All dedicated coach stewards involved are fully briefed by the Suffolk Agricultural Association. 2. Coaches etc are unloaded and supervised by their teachers and appointed stewards. 3. Children are directed to a safe route and area away from moving vehicles. 4. For departure, children wait in supervised groups and are loaded under the supervision of teachers and stewards. Stewards stay with their groups until all children have safely boarded their coaches. 5. Moving vehicles are kept away from the activity area. 6. Traffic stewards wear a high visibility jacket or tabard. 7. A max speed limit of 15mph must be adhered to. 8. Within the event area no vehicles are permitted to move between 9.00 – 1430hrs unless with the agreement of the event organisers. 	<u>Low</u> Medium High Very High
Heavy machinery for STEM zone	Injury from touching static moving equipment	Machinery operators All persons on site	Low <u>Medium</u> High Very High	<ol style="list-style-type: none"> 1. All machinery in place and parked securely before the event starts. 2. Machinery manned by experienced personnel. 3. Visitors kept behind barriers away from machinery at all times and supervised. 	<u>Low</u> Medium High Very High
Display of animals	Injury from contact with animals /	Visitors esp. children Teachers	Low <u>Medium</u> High	<ol style="list-style-type: none"> 1. Animals kept in appropriate secure pens and in one area of the showground and when necessary, behind double barriers. 	<u>Low</u> Medium High

	<p>Risk of infection from contact with animals i.e. Ecoli</p> <p>Allergen risk posed by straw/dust within the animal areas.</p>	<p>Staff Stewards</p>	<p>Very High</p>	<p>a) Appropriate signage re. animal biting will be in place</p> <ol style="list-style-type: none"> 2. Secure walkways are created for movement of livestock. 3. Staff and stewards ensure secure walkways are clear for movement of animals. 4. Ensure children, teachers and helpers do not enter rings during animal displays. 5. Stewards are briefed on the importance of hand washing after touching the animals. Stewards will be asked to brief the teachers when they arrive with their school. <ol style="list-style-type: none"> a. Appropriate signage re. hand washing. Signs will advise schools to wash their hands with soap and water. To include pictorial hand washing signs. 6. Stewards on duty monitor and supervise walk ways. 7. There is extra vigilance when moving horses from the heavy horse centre to the Display Ring (D1). Stewards always accompany animal handlers clear a safe passage. Horses and hounds use the animal walk way. 8. Teachers will be made aware of the allergen risk posed by straw and dust and the risk of infection within the information programme – also briefed by stewards when they arrive. 9. Hand washing stations where animal petting is allowed. Facilities for this will be provided in the livestock areas. 10. A copy of the teacher’s supplement of the ‘Preventing or controlling ill-health from animal contact at visitor attractions’ guidance note will be sent to all schools with their joining instructions. 11. Use of an ‘in and out’ system within the livestock centre to ensure that children wash their hands when leaving the animal area. 	<p>Very High</p>
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Security of children on site	Lost children / Injuries to children / Unauthorised personnel on site	Children	Low Medium <u>High</u> Very High	<ol style="list-style-type: none"> Secure site with only one entrance open (Gate 1 - main entrance) – to be staffed at all times. Gate list of all visitors. Ambulance on site. Emergency contact numbers for each school group are held in the main office. Schools to be aware of needs of individual children re. medication etc and to be administered by the school. Child safety (lost / found children) to be highlighted in the programme to all parties. Schools briefed to remain a closely supervised group. 	<u>Low</u> Medium High Very High
Exhibits	Risk of injury from slips and falls and falling exhibits	All visitors, especially children	Low <u>Medium</u> High Very High	<ol style="list-style-type: none"> All exhibitors produce risk assessments for their stand. A copy completed and returned to SAA prior to the event, and a copy available for inspection on the day. Event staff visit stands after set up and during the event. Ensure exhibits do not obscure walk ways. 	<u>Low</u> Medium High Very High
Slips, trips and falls	Risk of injury from slips, trips and falls	All visitors, exhibitors, staff & stewards	Low <u>Medium</u> High Very High	<ol style="list-style-type: none"> Exhibitors set up only in designated areas. Event staff and stewards to monitor that walk ways are clear in the Food Zone (F2). Signage in Food Zone (F2). Minor injury or medical advice can be found at the First Aid location. A Patient Report Form will be completed. 	<u>Low</u> Medium High Very High
Food tasting	Risk of food poisoning Risk of burns from hot food Allergen risk to food tastings.	All visitors	Low <u>Medium</u> High Very High	<ol style="list-style-type: none"> Exhibitors providing food tasting produce a risk assessment prior to the event, providing SAA with a copy and abide by Regulation (EC) No. 852/2004 and the Food Hygiene (England) Regulations 2006. Exhibitors using gas bottle fuelled cookers must check that the connecting hose is in good condition. Replace any hose that's damaged or showing signs of wear, stiffness, or cracking. 	<u>Low</u> Medium High Very High

				<ol style="list-style-type: none"> 3. BBQ's fenced off out of reach of visitors. 4. BBQ's operated by dedicated staff. 5. Suitable fire fighting equipment available at hot food prep areas. 6. Exhibitors must provide the following documents to the organisers in advance of the event. <ul style="list-style-type: none"> • A current Public Liability Insurance certificate • A current Food Hygiene certificate • A completed HACCP plan 7. All exhibitors sent a LPG guidance sheet. 8. Schools are made aware that tastings are taking place (within their joining letter). 	
Power supply cabling	Risk of trips	All visitors	<p>Low</p> <p><u>Medium</u></p> <p>High</p> <p>Very High</p>	<ol style="list-style-type: none"> 1. Cable covered by rubber matting – cables highlighted with yellow and black tape. 	<p><u>Low</u></p> <p>Medium</p> <p>High</p> <p>Very High</p>
Farriery Area	<p>Risk from movement of animals from stables to Farriery area.</p> <p>Risk of animals kicking in farriery area.</p> <p>Risk of burns from forge.</p>	All visitors	<p>Low</p> <p><u>Medium</u></p> <p>High</p> <p>Very High</p>	<ol style="list-style-type: none"> 1. All visitors kept behind barriers at a safe distance from horses and the forge. 2. Teachers to supervise children in their groups closely. 3. Horse movements from stables to farriery kept to a minimum and undertaken only by experienced handlers. 	<p><u>Low</u></p> <p>Medium</p> <p>High</p> <p>Very High</p>
Fire	Risk from those exhibits using electrical and gas appliances,	All visitors	<p>Low</p> <p><u>Medium</u></p> <p>High</p> <p>Very High</p>	<ol style="list-style-type: none"> 1. All appliances must be deemed safe before use e.g. PAT tested. 2. Smoking is not permitted other than in the designated location on the event map, 3. Event Centre and Trinity Rooms are fitted with fire alarms. 	<p><u>Low</u></p> <p>Medium</p> <p>High</p> <p>Very High</p>

	particularly where straw / bedding is present.			4. Fire extinguishers situated in the Food Zone, Livestock Zone and Wildlife and Conservation Zone.	
Wind	High Winds	All visitors	Low Medium High <u>Very High</u>	<ol style="list-style-type: none"> Should the wind speeds likely exceed maximum limits the event will be cancelled the day before. The event organisers monitor wind speeds and will advise if any changes are needed e.g. deflate an inflatable display. 	<u>Low</u> Medium High Very High
Animals	Escaped animals	All visitors	Low Medium <u>High</u> Very High	<ol style="list-style-type: none"> Areas managed by experienced stewards / owners. Animals secured within pens (some double barriered). 	Low <u>Medium</u> High Very High
Tractor & trailer rides	Injury to public (particularly children) from moving vehicles.	All visitors	Low Medium High <u>Very High</u>	<ol style="list-style-type: none"> Set one-way route on the showground for tractor and trailers, which is shown on the site map. Tractor drivers to obey the 15mph speed limit. When loading/unloading children the driver must ensure that his parking brake is on and the tractor engine turned-off. Each trailer has a steward to oversee the loading and unloading of children / teachers. Tractor and trailer drivers / stewards must wear a high visibility jacket or tabard. Tractors will be driven by experienced competent drivers and risk assessments completed by each driver. The equipment will comply with the guidance note set by HSE 'Carriage of passengers on farm trailers'. Pupils must be supervised at all times. 	Low Medium <u>High</u> Very High
Media (newspaper and television) at the event	Safeguarding children	All visitors	Low Medium High <u>Very High</u>	<ol style="list-style-type: none"> When a photographer is photographing a small group of children they must gain permission from a senior person in charge of the school group. Teachers must be vigilant where they have children who cannot be photographed. 	Low <u>Medium</u> High Very High

				3. Ahead of the event, schools are asked if any of their children cannot be photographed.	
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