



The School Farm & Country Fair Event Management Plan (EMP)

Wednesday 17 April 2024

The event management plan is accompanied by the Trinity Park Site Information for Contractors, Exhibitors and Event Organisers (sent via email).

<i>Working Document Record</i>	
<i>Notes</i>	<i>Agreed by</i>
<i>Created January 2016</i>	<i>HW</i>
<i>Amended by SFCF Committee January 2017</i>	<i>PA</i>
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<i>SFCF 2020 cancelled due to Covid-19</i>	
<i>SFCF 2021 cancelled due to Covid-19</i>	
<i>Amended by SFCF Committee March 2022</i>	<i>PA</i>
<i>Amended by SFCF Committee Members March 2023</i>	<i>PA</i>
<i>Amended by SFCF Committee Members February 2024</i>	<i>PA</i>

Please read through carefully prior to the event and bring with you on the day to refer to if necessary.

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INTRODUCTION

Plan Production & Control

This plan has been produced by officers of the Suffolk Agricultural Association (SAA) who organise the School Farm and Country Fair.

Event Outline

School Farm and Country Fair (SFCF) is a one-day event, hosted at Trinity Park, Felixstowe Road, Ipswich, IP3 8UH. The event consists of interactive hands-on exhibits, livestock and equine exhibits, displays and feature areas. On average it is attended by around 4,000 Suffolk primary school children, aged 7 to 9, accompanying teachers and around 300 volunteer stewards and exhibitors.

Plan Aim and Objectives

The EMP is designed to bring together the plans of all the individual organisations and agencies involved with the event to provide a complete and integrated event plan.

Its main objectives are:

- to facilitate the running of a safe and enjoyable event;
- to consider and plan for problems that may happen;
- define trigger points at which point other directives may be implemented.

SAA EVENT MANAGEMENT TEAM

The SFCF committee, consisting of SAA's Education Department (permanent members of staff) and SAA members (voluntary members) is responsible for organising the event.

For the duration of the event (including set up and break down days) the responsibility of co-ordinating activities be they routine, urgent or emergency lies with the SFCF Committee. SAA Main Office (Philip Woodward Building) will act as the hub for taking key decisions, either directly – for example, to mend damaged equipment, or in support of other agencies should there be a major incident – for example, the police taking primacy for a significant incident.

SCHOOL FAIR & COUNTRY FAIR COMMITTEE

Phillip Ainsworth - Chief Executive (CE)	07974 921732
Brian Barker – SFCF Committee – Chairman	07876 496061
Hannah Woods – Education Manager	07715 067425
Shân Buss – Education Manager	07767 807700
Trevor Hubbard – Wildlife & Conservation Zone - Head Steward	07585 608557
Ed Bullock - Member of SFCF Committee / Wildlife & Conservation Zone	07593 576487
Oliver Pipe – STEM Zone - Head Steward	07802 250395
Tom Rouse – Member of the SFCF Committee / STEM Zone	07801 065845
David Pettitt – Member of the SFCF Committee	07766 815608
Tim Gilbert – Member of the SFCF Committee / Livestock Zone	07715 519694
Will Faulds - Member of the SFCF Committee / Food Zone	07733 477253
Jane Tibbett – Member of the SFCF Committee / Education Advisor	N/A
Will Pratt – Member of SFCF Committee / Livestock Zone	07795 521625
During preparations and on the day all SAA staff and SFCF Committee will be wearing SAA event clothing or Hi-Viz at all times outside of the office.	

GENERAL ORGANISATION

Whilst the event is organised by the SAA, its staff and stewards, the direction of the event is through the SFCF Chairman, supported by the permanent and voluntary members of staff. In the event that the SFCF Chairman, for whatever reason, is unable to provide direction, the Chief Executive will take responsibility.

It is the Association's responsibility to provide a safe environment for all SFCF attendees, exhibitors, stewards and guests.

The event is by invitation only and is not open to the general public.

GENERAL INFORMATION

On the morning of the SFCF all Stewards receive a formal briefing covering health and safety, evacuation procedures and individual local responsibilities. A Register of all briefings shall be created recording who has been briefed and when.

All exhibitors and stewards working with animals are briefed on DEFRA regulations regarding animals and livestock.

All Stewards make themselves acquainted with the event layout, the whereabouts of the SAA Main Office, individual zones and First Aid post.

GENERAL VIGILANCE

Special vigilance is required of all exhibitors and stewards to meet the requirements for Safety and Accident Prevention. Stewards and exhibitors are urged to report any situations where the safety of the event might have been compromised on the feedback form sent to all involved following the event.

- Any incident or potential danger must be reported to the SAA Main Office located at the Philip Woodward Building.
- An accident report book is available in the SAA Main Office where all incidents shall be formally reported and investigated

RISK ASSESSMENTS

Risk assessments are completed by all participating organisations and parties. General health and safety consultancy is to be provided by Vartan Consultancy (Miles Vartan Consultancy Limited) and includes:

- Advice on H&S legislation;
- Investigating all accidents and incidents, reporting under RIDDOR when required;
- Checking all documentation in relation to amusement devices (fun fair, simulators etc), catering outlets and any displays that are covered by legislation such as LOLER, (Lifting Operations and Lifting Equipment Regulations), Pressure Vessels etc.

Risk assessments are produced before and during the set-up of the event.

A copy of the SFCF Risk Assessment is available from the SAA Main Office. Risk Assessments are produced by all exhibitors and displays and copies are held in the SAA Main Office.

EVENT SET UP

The SAA Main Office is staffed during the following hours in support of the Event:

- Monday 15 April - 0830hrs – 1700hrs
- Tuesday 16 April - 0830hrs – 1700hrs
- Wednesday 17 April - 0700hrs -1700hrs
- Thursday 18 April - 0830hrs – 1700hrs

Exhibitors and relevant displays are issued with the 'Trinity Park Site Information for Contractors, Exhibitors and Events Organisers' booklet.

FIRST AID

First aid cover is provided by Essex & Suffolk Medical Ltd on site from 0900hrs – 1500hrs on the day of the event. First Aid Personnel will be based at the first aid point and instructed to collect a radio from the SAA Main Office on arrival to establish radio communications (Channel 1).

Outside these times normal procedures apply – for **emergencies** dial 999/112. For **advice** dial 111.

There is a 'no on-site vehicle movement' rule between 0900hrs to 1430hrs on the day of the event, unless with the formal permission of the SAA event organisers.

VISITOR MANAGEMENT

- First Aid post is located at the First Aid point.
- Stewards for each individual zone as well as the SFCF Chairman and members of the SAA's Education Department in radio contact across the Showground continuously during the day.
- Tea and coffee refreshments are available for stewards, exhibitors and teachers in the building along main avenue opposite D1 throughout the day. Stewards and exhibitors are provided with breakfast in the morning and late lunch after the schools depart. Both served in the Events Centre.
- Open and covered picnic areas available.
- Stewards briefed in evacuation procedures and issued with notes outlining procedures.
- Major Incident Plan in place.
- Minor Incidents dealt with appropriately.

LOST / FOUND CHILDREN

Wristbands for children are posted to all schools attending prior to the day. The teachers write their mobile telephone numbers onto each wristband worn by each child during the day.

All lost / found children will be taken to the SAA's Main Office accompanied by two adults. The Staff in the office will then contact the school's teacher using the emergency number on the wristband or emergency number provided by each school prior to the day.

All lost /found children incidents will be documented in the office.

LIVESTOCK/EQUINE

- Livestock are not moved from their pens whilst children are on site.
- Occupational hygiene observed.
- Washing facilities available.
- Bio security in place.
- Stewards have appropriate livestock/equine backgrounds.
- Procedures are in place should stock escape.

MEDIA

Representatives from TV, radio and other press may be present on the day. Media enquiries will be dealt with by the SAA Main Office and any statement to the media should be made by the SFCF Chairman / Chief Executive or a designated official.

In the event of a major incident, the SFCF Chairman and SAA Chief Executive will work in conjunction with the police to agree media briefings.

ACCIDENT ONLY

In the case of an accident at the event, the details of the accident are recorded in the Accident Book located in the SAA Main Reception and, if necessary, a RIDDOR form completed and sent to the appropriate authorities. The SAA's insurance company will be informed within 24 hours. The SAA H & S representative will also provide support and guidance.

CALLING FOR MEDICAL ASSISTANCE

When calling for medical assistance the steward/staff will identify the area by a grid reference from **A-Z and 1-18** as shown in the enclosed map.

Assistance is through the SAA's Main Office on 01473 707110 or direct at the First Aid point.

MEDICAL INCIDENTS/SEVERE INCIDENTS

- Stewards contact SAA's Main Office from their mobiles, or find the Head Steward for each individual zone who will in turn contact the Chief Executive, Phillip Ainsworth.
- Essex & Suffolk Medical Ltd will respond.
- If the incident escalates the Chief Executive or the SFCF Chairman will be contacted by the responder's call centre via radio and/or mobile phone to oversee the incident.
- Multiple Incident co-ordination will be done through the SAA's Main Office. The Chief Executive will be in charge and coordinate the medical response until emergency services are on site and manage the hand over.
- A severe incident could escalate to a larger scale emergency and at this point the Chief Executive and the SFCF Chairman will contact the emergency services and bring them on site. The management/control of what is now a Major Incident will be handed to the first responding officer from the emergency services with liaison and coordination with the Chief Executive and the SFCF Chairman.

FIRE PRECAUTIONS & EQUIPMENT

Stewards are briefed on the following at the SFCF briefing on the morning of the event:

- All temporary structures at the SFCF commissioned by the SAA and its permanent buildings are assessed for fire risk and appropriate fire-fighting equipment is provided.
- All fire-fighting equipment such as fire extinguishers or fire blankets will be provided by the SAA.
- Emergency exits must be provided in marquees and permanent buildings and be clearly marked.
- Exhibitors using flammable material on their stands must take special precautions against fire and in all cases must provide fire extinguishers designed to deal with the risk involved and of a type approved by the Suffolk Fire Service.
- Exhibitors are reminded that they are responsible for the observance by themselves, their employees and their contractors of the Health and Safety at Work Act 1974 and the relevant statutory provisions that cover all safety regulations. They must be able to provide proof (either in the form of a letter or certificate) that all marquees/tents and other structures are erected in a safe manner.

FIRE REGULATIONS

- No exhibitor is permitted to bring petrol/diesel in cans onto the site unless with the explicit permission of the SAA (e.g. chainsaw woodcarver).
- No petrol generators permitted.
- LPG Regulations observed.
- Fire alarms tested pre-event (where applicable).
- No smoking in marquees / buildings.

- All stewards briefed in evacuation procedures.
- Flammable and combustible material to be removed and disposed of correctly.

All stewards/staff are made aware of the following:

- How to raise the alarm and the action to take when a fire alarm is raised. On discovering a fire they shout ‘**fire, fire, fire**’ and leave the structure quickly.
- The evacuation procedures from the venue to a muster point.
- The location of muster points.

GAS LEAK

Move visitors, personnel away from the affected area.

- Ensure that all naked flames are extinguished.
- If possible isolate the gas supply.
- Inform the SAA’s Main Office once at a safe distance from the source (aware that the use of a radio or mobile phone may ignite the gas).

SUSPECT PACKAGES

Understand Suspicious Packages Recognition:

Think **H O T!**

- H** – Has the item been **Hidden**?
- O** – Is it **obviously** suspicious?
- T** – Is it **Typical** for the location?

- Ask people in the immediate area to identify their own belongings.
- Is the bag / package theirs?
- Does it belong to someone they know?
- Did they see who left it?
- Was there anything suspicious about the way it was left?

If any suspect package is found stewards are briefed as follows:

- To not touch the item.
- To move visitors, personnel away from the area.
- To inform the SAA’s Main Office immediately, not using radios or mobile phones in the vicinity of any suspect package.

Guidance for Telephone Operators

Any telephone operator receiving a suspicious call should, if possible:

- Try to gain the attention of another person nearby who should inform the Main Office.
- Try to obtain as much information as possible, by keeping the caller talking.

Noting:

- Is the caller male or female?
- Time of call.
- What the caller actually said.
- Caller’s accent.

- General manner (hurried, nervous, confident, boastful, intoxicated).
- Any background noises.
- Any indication as to whether the call was from a call box, mobile or land line.
- Whether the caller sounded as if they were reading from a prepared script.
- Any code-word given.

EMERGENCY PROCEDURE

Site Clearance

This procedure is followed in the event of an emergency

If an emergency site clearance has been started Phillip Ainsworth, Brian Barker, Hannah Woods, Tom Over and Bruce Kerr will be in charge once they arrive at the Emergency Muster Point, although those who have reached the muster point first must follow the procedure below.

Put the hi-viz tabard on and by using the loud hailer, please instruct the following:

- As stewards and schools arrive they must remain calm and line up away from the road to the perimeter fence.
- The steward must remain at the front of the line at all times.
- The school staff must then do a full head count.
- If people are missing the steward of that school must make themselves known to the person in charge with the Hi-viz tabard by raising their arms. (DO NOT SHOUT)
- The school name, number and names of the missing people written on the paper provided and given to the person in charge.
- If all are accounted for keep everyone in the line and reassure them and keep quiet and calm.
- Once people arrive at the Muster point they must not leave! Only those in charge will be allowed to go back into the showground.
- Once everyone is accounted for at the muster point, await further instructions to clear the site.

Site Clearance: Bus by Bus

- Buses will be brought forward one at a time.
- The school will then be called forward to the gate. (DO NOT RUN)
- The teacher of the school will then count everyone onto the bus.
- This process will be repeated for each bus.

Loose Animal

IN CASE OF A LOOSE ANIMAL(S) THE FOLLOWING EXTRA PROCEDURE MUST BE FOLLOWED

If an escaped animal(s) starts to approach you keep it away by waving your arms and making noise. The Association maintenance staff will try and contain the animal in a ring or suitable area.

CANCELLATION OF THE EVENT

In advance of the day

If the event needs to be cancelled due to inclement weather, most likely high winds, a decision will be made by midday on Tuesday 16 April. Advice will be taken from the MET office.

Procedure to cancel

An email will be sent to all stewards and a request for them to confirm receipt of the email will be made.

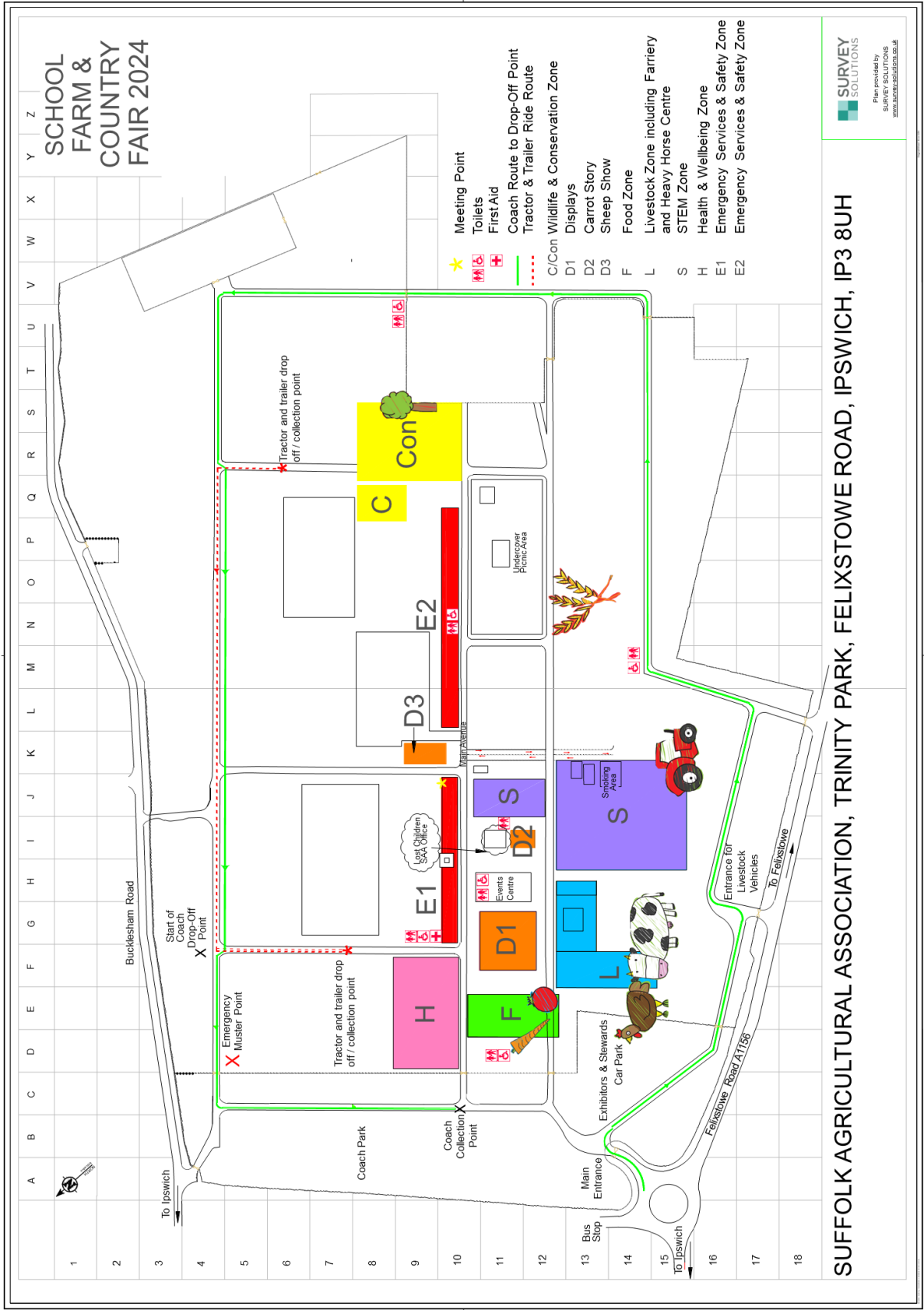
The Head Stewards will call the exhibitors in their areas.

The Education team will call schools to ensure they are aware and inform all staff.

WET WEATHER PLAN

If rain is forecast for the day a decision will be made to action the wet weather plan, which is detailed in the SAA office. Where applicable the exhibitors will be informed the day before and stewards will be made aware of this on the day.

Stewards will be issued with a wet weather plan at the stewards' briefing, so it is essential that they attend the briefing so that the change of locations for some exhibitors can be relayed to the schools on their arrival.



SUFFOLK AGRICULTURAL ASSOCIATION, TRINITY PARK, FELIXSTOWE ROAD, IPSWICH, IP3 8UH

INCIDENT RECORDING FORM

School Farm and Country Fair

IF YOU ARE AWARE OF ANY INCIDENT, PLEASE LOG THE FOLLOWING DETAILS

1. Your name
2 The location of the incident – as accurately as possible
3 The date and time of the incident
4 The name and gender of the injured party
5 An approximate age of the injured party
6 If appropriate contact details for the injured party (or teacher / school contact details)
7 The circumstances of the incident
8 The outcome of the incident
9 Who was notified at the time i.e. was first aid administered?
10 Your signature

