

# Capel Show Volunteer Safety Briefing Note

**Date** Saturday 19<sup>th</sup> August 2023

## **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.

**Dik Hoogmoed** – Event Coordinator (07436 540451)

**Mandy Schryver** – Horticultural Society

**Lee Robinson** – Classic car parking

## **Access/ Details**

**Entry times**                      08:00 - 10:00 marquee open for exhibitor judging  
08:00 auto jumbler arrive, should be set up by 11:30  
08:00 expect initial classic cars to arrive  
12:00 Show officially opens  
16:00 Last admissions to the show

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

**Late arrivals**                    Late car exhibit arrivals to the Classic Car Show will be turned away or directed to 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 there might be showers in the morning but dry in the afternoon, with a maximum temperature of 26°C.

**Parking Arrangements**    Parking for Judges and designated disabled members of the Silver 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. Parking for motorbikes 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. These should be displayed in the windscreen.

**General Information**        Loos are provided in four areas of the site. A disabled loo is provided next to the Cricket Club.

## **Pre-event Information**

<b>Security</b>	Any issues should be raised with the Event Management Team who will take appropriate action as required.
<b>Fire Safety</b>	In the Marquee there will be signage marking the fire exit points. At the Cricket Club, Marquee, and food stalls there will be a range of appropriate fire extinguishers with appropriate signage on use.
<b>First Aid</b>	First Aid cover is provided by First Aid Cover Limited who will be based in the Parish Hall.
<b>Dress Code</b>	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**

<b>Management of Crowd Movement</b>	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.
<b>Lost Property</b>	Lost property should be handed in to the Information Point, adjacent to the marquee, marked by a flag.
<b>Lost Children</b>	A Lost Children Officer will be employed to cover the Lost Children's Area situated at the Information Point. A lost child that is found in the showground shall be handed over to the Lost Children Officer by a Steward.
<b>Refreshments</b>	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**

<b>Egress procedures</b>	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.
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## **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. See the map on page 4.

Emergency Exits are marked with this symbol:



## **Communications**

All members of the classic car parking team will be provided with a radio and will be in direct contact with Lee Robinson who will be managing the site and parking.

Spare radios will be distributed as necessary to Stewards based within the recreation ground. A list of channels in use on the day will be issued with each radio.

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 if this included things you already knew but we have to mention it.

We would just like to say on behalf of all the Show Committee, 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.

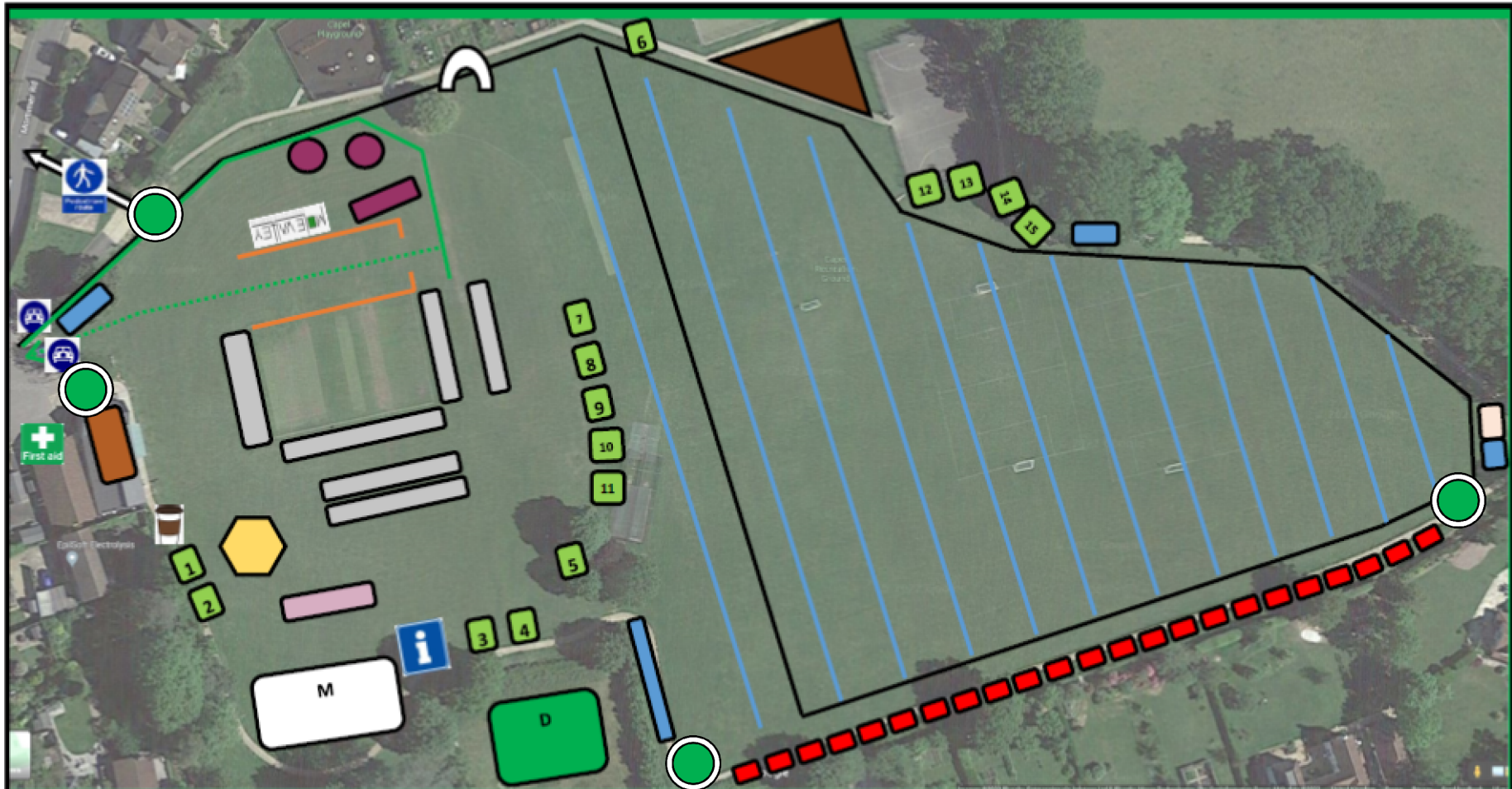
We look forward to seeing you all on Saturday.

Many thanks, on behalf of the Event Management Team:

Dik Hoogmoed – Capel Classic Car Show

Mandy Schryver – Capel Horticultural Society

Sam Samuel – Health and Safety Officer



	<ul style="list-style-type: none"> <li>• Car and Bike Entrance / Exit</li> <li>• Pedestrian Entrance / Exit to public car park</li> <li>• Mole Valley Specialist car Sales</li> <li>• Exhibitors Drive through Archway</li> <li>• Toilets</li> <li>• Urinals</li> <li>• Horticultural Marquee</li> <li>• Stalls</li> <li>• Band Tent</li> </ul>		<ul style="list-style-type: none"> <li>• Show Motorbike Area</li> <li>• Dog show Area</li> <li>• Childrens Entertainment</li> <li>• Information Tent / Lost and found</li> <li>• Bar</li> <li>• Fairground Area</li> <li>• First Aid</li> <li>• Auto Jumble</li> </ul>	<p><b>Food Areas:</b></p> <ol style="list-style-type: none"> <li>1) Donuts</li> <li>2) Gourmet Fries</li> <li>3) Bacon rolls, Tea, Coffee</li> <li>4) Filled Rolls</li> <li>5) Ice Cream</li> <li>6) Ice Cream &amp; Sorbet</li> <li>7) Gin Bar</li> <li>8) Thai Curries</li> <li>9) Pizza &amp; Smokehouse</li> </ol>	<ol style="list-style-type: none"> <li>10) Afro-Caribbean Curry</li> <li>11) Gourmet Burgers</li> <li>12) Toasties Bacon Rolls &amp; Coffee</li> <li>13) Dorking Brewery - Beer</li> <li>14) Scandinavian subs</li> <li>15) Gourmet Burgers</li> </ol> <p>Emergency Exit</p>
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