

Capel Show Volunteer Safety Briefing Note

Date

Saturday 16th August 2025

Event

Capel Show featuring Capel Horticultural Society and Capel Classic Car & Bike 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 (07889 756252)
- **Lee Robinson** – Classic Exhibit Area (radio channel 3)
- **Dineke van den Bogerd** – Traffic & Public Parking (radio channel 2)

Access/ Details

Entry times

06:00 auto jumbblers arrive, should be set up by 11:30
 08:00 - 10:00 marquee open for exhibit entries
 08:00 expect initial classic cars to arrive
 10:00 Horti judging starts
 12:00 Show officially opens to the public
 16:00 Last admissions to the show

Ticket/Entry Prices

£7 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 15:45 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 a warm day, with a maximum temperature of around 25°C.

Parking Arrangements

Volunteer parking is across the road in public car park PCP1 – accessible through Old Barn Drive. **To enter PCP1 you MUST display your pass.** If you have to leave the show before 16:00h we strongly advise to park in the new public car park (PCP2) north of Capel. (approx. 10 min walk). Until 15:00 incoming traffic into PCP1 will take precedence over outgoing traffic in the main car park. This can mean longer waits to leave than people expect.

Parking for Judges and designated disabled members of the Silver Band is available on the recreation ground and once directed through is managed by a marshal in the morning.

Dedicated **disabled parking** is provided in the PCP1. There is a drop-off and a pick-up point in front of the Capel Memorial Hall. Parking for motorbikes will be provided at Carter's Car Care.

Residents for Old Barn Drive and Mortimer Road have all been issued with passes to allow unhindered access to their properties. These should be displayed in the windscreen.

General Information

Loos are provided in four areas of the site. Disabled loos are provided next to the Sports Pavilion and at the south side near the bowling green/dog show.

These are the ONLY toilets available to visitors. No Village or Parish Hall.

Pre-event Information

Emergency / Security

Any issues should be reported to Dik Hoogmoed or Mandy Schryver who will take appropriate action as required.

Fire Safety

In the Marquee there will be signage marking the fire exit points. At the Sport Pavilion, Marquee, and food stalls there will 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 in the Parish Hall. There is a secondary First Aid Gazebo near the MUGA.

There is a crewed ambulance on site. DO NOT CALL 999

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.

Committee members and designated volunteers (Gate, Info Stand, Classic Marshals, committee members) wear Green Capel Show shirts.

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. From 15:00h the egress of both vehicles and visitors via the forecourt is controlled by marshals

Lost Property

Lost property should be handed in to the Information Point, adjacent to the marquee, marked by a flag.

Lost Children

A DBS checked Lost Children Officer is present at the Lost Children's Area situated at the Information Point. A lost child that is found in the showground shall be taken to the info stand and handed over to the Lost Children Officer by a Steward or Marshal. Details of child will be taken.

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.

Catering for designated Capel Show Team volunteers will be available from the catering tent near the MUGA.

Post Event Information

Egress procedures

When leaving the public car park and showground marshals will encourage a left turn only, in order to reduce congestion in the village and to help everyone leave as quickly as possible.

Show Communications

All marshals (both classic and public 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. See radio use instructions at the bottom of this letter.

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

Your mobile phone may be used for emergency messages. Please make sure it has sufficient charge and that you can hear or feel it ring.

Three megaphones will also be available in the event of a power failure or emergency situation. Locations: 1) Marquee, 2) Public Entrance Gate, 3) Roaming with the Event Co-ordinator.

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 it at all times while on duty.
- If in doubt ask!
- **First Aid cover**
 - is provided by First Aid Cover Limited who will be based in the Parish Hall.
 - A secondary First Aid point is present in a Gazebo the grounds near the MUGA
 - There is a crewed ambulance on site. DO NOT CALL 999
 - Contact First Aid via radio on Channel 4.

Emergency Procedure

In the event of an emergency, either Dik Hoogmoed or Mandy Schryver must be alerted immediately. They will then advise Marshals & 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.

Dik Hoogmoed – 07436 540451
Mandy Schryver – 07889 756252
Or contact direct on Radio Channel 1

- Dik Hoogmoed or Mandy Schryver will broadcast on each radio channel directing volunteers to switch to channel 1.
- All volunteers with a radio **MUST** switch to radio channel 1
- In the event of a *minor* emergency all Stewards and Marshals will be required to move persons to a safe area away from the incident and ensure that all Emergency Services have clear access to the site. All radio and mobile communication should be kept to a minimum.
- **In the event of a major emergency, you will hear the Megaphone sirens.** All Stewards and Marshals will be required to direct people to leave via the nearest exit **ON FOOT** as marked out on the map below.
- All traffic into the grounds will be stopped (both pedestrian and vehicles).
 - Visitors at the gate will be asked to return to their vehicles
 - Vehicle Entrance into the public car park will be stopped.
 - Marshalls in the road will require all traffic in the street to drive on in order to clear the road for emergency access.
 - Exit from the public car park will be stopped so as not to impede the flow of traffic in The Street.
 - Classic Vehicles and traders will not be permitted to exit the show ground for the same reason.

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 5.

All 4 emergency Exits are marked with this symbol:



Thank You

Thank you for reading this. Apologies 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 16th.

Many thanks, on behalf of the Event Management Team:

Use of radio's (walkie talkies)

USING THE RADIOS / CHOOSING A CHANNEL

Switch the walkie-talkies on using the On/Off/Volume control and adjust the volume level to suit your needs.

You simply hold down the Push To Talk button on the left side of the radio to speak, and let go of it to listen.

Attach earpiece/mics (if you hired them) or other headsets etc, to the socket provided – you may need to pull back a rubber flap protecting the socket first. Once the earpiece/microphone or headset plug is inserted, the radio speaker no longer functions – the sound can only be heard through the earpiece. You can then use the Push To Talk button on the microphone instead of the one on the radio itself when you want to speak.

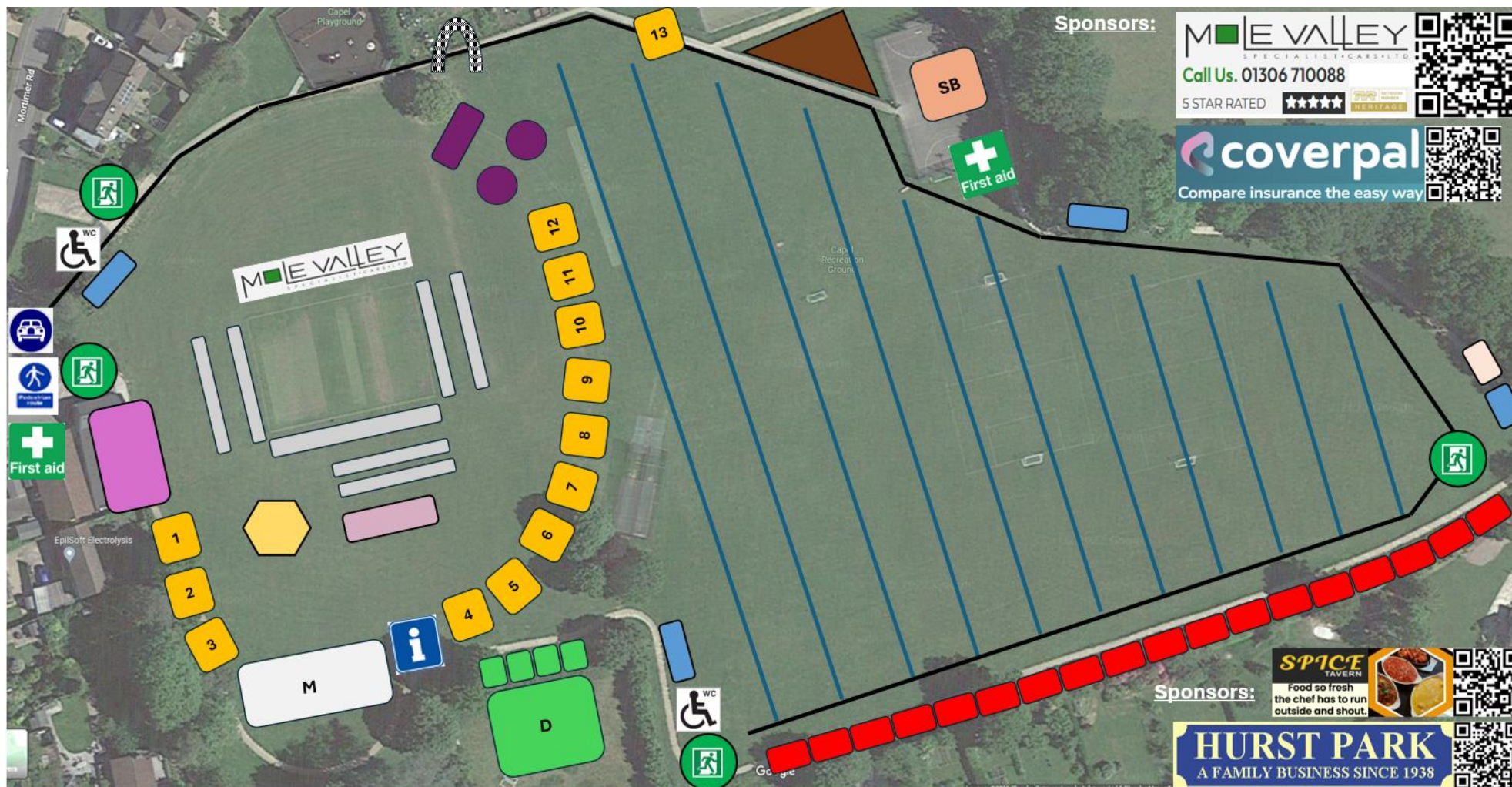
Choose a channel by rotating the channel selection knob to the channel of your choice. If you can hear other radio users on a channel, simply choose another that is not in use in your area. These radios have 16 channels.

Radio Channels

- Channel 1 - **Event Management Team** (Dik, Mandy)
- Channel 2 - Public Car Parking, Junction, Gate
- Channel 3 - Exhibitor Parking (Lee & Marshals)
- Channel 4 - Information Point, PA, **First Aid**
- Channel 5 - Grounds maintenance (Norman, waste collection etc.)

IN CASE OF EMERGENCY: ALL TO CHANNEL 1

The radios have a good range. They will cover ALL of the village easily.



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- Car and Bike Entrance / Exit
- Pedestrian Entrance / Exit
- Exhibitors Drive through Archway
- Toilets / Dis WC
- Urinals
- Horticultural Marquee
- Stalls
- Band Tent

- Show Motorbike Area
- Dog show Area and Stalls:
- Bull Dog Rescue, Guide Dogs
- Beare Green Pet Food, Therapy Dogs
- Children's Entertainment
- Information Tent / Lost and found
- Drinks/Bar
- Fairground Area
- First Aid
- Auto Jumble

- Food Outlets**
- 1) Heathcote's Coffee
 - 2) Summit Tasty Gourmet Fries
 - 3) Love Chilli
 - 4) Capel & Ockley Churches Burger Stall
 - 5) Capel friends of Guiding – Bacon rolls, tea & cakes
 - 6) Ladda Thai
 - 7) Fat Freddie's Foods German Grill
 - 8) Scandilicious
 - 9) Charlesworth Club Cocktails
 - 10) Chris' Gourmet Burgers
 - 11) 500 Degrees Sliced Pizza
 - 12) The Colonel's Fish & Chips
 - 13) Ice Cream

- SB Soap Box Challenge
- Car Exhibit rows
- You are Here
- Emergency Exit
- Emergency Exits

Free Wi-Fi – SSID Capelshow
Password - capelshow

Scan here for
the Show App:

