Suffolk Agricultural Association/ Trinity Park Events Ltd

Trinity Park Site Information for Contractors, Exhibitors and Event Organisers

2026

SUFFOLK AGRICULTURAL ASSOCIATION
FOUNDED 1831

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INTRODUCTION
Welcome to Trinity Park

Please read the enclosed information carefully

SAA/TPEL reserves the right to amend/change the contents of this document at any time.

Abbreviations and Definitions

In this document the Suffolk Agricultural Association is referred to as SAA and Trinity Park Events Ltd as TPEL.

Event organiser means: All third parties renting the site through agreement with TPEL and all tradestands/displays at SAA run events e.g. the Suffolk Show.

Ownership and Operating Responsibility

The Trinity Park estate (showground) and all buildings there-in are owned by the SAA. For non-SAA events the estate is managed by TPEL. All third-party event organisers will enter into a contract with TPEL giving them a license to operate their event on the showground. Integral to this license is an agreement to abide by the policies and procedures set out in this document.

For SAA run events e.g. the Suffolk Show **see Appendix B**.

Event Organisers will be responsible for the undertakings and actions of all of their contractors, exhibitors, staff and volunteers. Event organisers will be responsible for maintaining the safety of the site and their activities for all visitors to their event. Event Organisers are required to prepare an Event Management Plan which will include reference to the issues raised in this document, along with risk assessments, layout plans, running schedules, public liability insurance documents etc. The Event Management Plan must be sent to TPEL for review at least 3 months before the event.

Trinity Park Site Introduction

This information pack must be read by all contractors, exhibitors and event organisers ahead of arriving at the Trinity Park site, using the information to conduct their own event planning, risk assessments etc.

Health and Safety is of paramount importance at Trinity Park. It is the responsibility of all to ensure the safety of themselves and others, including members of the public.

During the planning stage of every event, it will be agreed the exact areas to be occupied by an event and the date from which those areas become the responsibility of the event organiser from a health & safety perspective.

Signing In & Out

Normal Site Working Hours (Mon-Fri, 8.30am-5.00pm, excluding bank holidays).
All visitors and contractors entering Trinity Park during normal hours must report and sign in and out at the main office.

Out of Hours. Event organisers must notify the SAA/TPEL if they expect to set up, operate or breakdown their event outside of normal hours. A gate key for the site may be issued to the event organiser who will be responsible for the safety and security of the site during this period. The out-of-hours duty manager can be contacted should an incident arise, see key contact numbers (page 4). The event organiser is responsible for maintaining a list of all trade visitors and contractors entering and leaving the site. They should liaise at an

appropriate time with the Trinity Park office/duty manager to confirm when they are content all contractors have vacated**.**

Approved and Temporary Contractors

All contractors on site, whether employed by the SAA or by event organisers, must provide their method statement, risk assessments and public liability insurance details in advance of any work taking place and prior to signing in. Event organisers will be responsible for issuing work permits to their own contractors. TPEL reserves the right to inspect these method statements at any time.

Appendix A is the site plan for all services and must be consulted ahead of any digging, tent pegging etc. A copy is on the main office wall.

Emergency Location Information

In the event of an incident the emergency services can be contacted by dialing either **999 or 112.**

Key Contact Numbers:

On Call Staff number: 07725 041548
TPEL Manager: 07918 745711
Assistant Estates Manager: 07738 717999
TPEL Office: 01473 707119
SAA Office: 01473 707110

ACCIDENT MANAGEMENT

All event organisers along with their teams are responsible for ensuring the tidiness and safety of the site. Poor housekeeping is one of the main root causes of accidents.

- Work areas should be kept as clear as possible at all times and trailing power leads kept tidy and to a minimum.
- Do not obstruct fire doors, walkways and paths.
- Do not allow materials or rubbish to be stored under site buildings.
- Store material in the correct area.
- Put tools away when not in use.
- Waste must be placed directly into the waste bins and skips.
- Waste should be segregated where possible or required.
- Hazardous waste must be disposed of in line with the appropriate regulations.
- Spaces beneath stands must be kept clear of paper and rubbish and should not be used to store any combustible materials.
- Lidded plastic receptacles should be provided for rubbish, especially where refreshments are served.
- Rubbish collection areas must be sited a minimum of 10m clear of tentage and buildings. Litter should not be allowed to accumulate. Where tents are erected for a long period, arrangements should be made for the removal of rubbish from the site.
- Any hay, straw or similar materials kept in the tentage should be in metal bins and the main store kept well clear of the tentage. Straw, sawdust or similar loose combustible materials must not be used as floor covering beneath stands or seats. Straw bales should not be used as barriers inside or outside the tent.

Accident Procedure

- Every event must have the correct number of CERTIFIED FIRST AIDER(s) ON DUTY. It is the responsibility of the event organiser to arrange and notify the event team of the first aid arrangements.
- If an accident occurs first make sure that nobody is in any immediate danger from electrocution, traffic, falling trees etc.
- Do not move the casualty(s) unless they are in further danger or doing so will place you in danger.
- Send someone to call the duty first aider.
- if competent, administer first aid, or otherwise await the duty first aider.
- If the casualty(s) is conscious reassure them.
- NEVER give the casualty(s) food ,drink or medication.
- Clear bystanders and onlookers from the area but keep a note of any witnesses.
- Encourage bystanders and witnesses to respect the privacy of the casualty and not take photographs or videos.
- If an animal is involved in an accident, it may be necessary to screen off the area from public view.

Accident, Incident and Near Miss Reporting

- It is essential that everyone involved in organising and running an event at Trinity Park has a basic understanding of health and safety and understands their personal responsibility for helping to prevent accidents. To this end every event organiser must have a health and safety plan that incorporates the guidelines of this document and The Purple Guide to Health and, Safety and Welfare at Music and other Events.
- Following an accident, the event organiser is responsible for completing an accident report and whenever possible taking witness statements. A copy of all accident reports must be given to the SAA/TPEL Duty Manager. This report should include notes on how the accident might have been prevented.

- Near Miss – 'an unplanned and unforeseeable event that could have resulted, but did not result, in human injury, property damage or other form of losses. The Event Organiser should ensure details are reported to SAA or TPEL Duty Manager to help prevent future accidents.
- Dangerous Occurrences – If any member of an event team sees someone working in an unsafe manner or sees an unsafe condition then they should:
  Take action to stop it or make it safe, without putting themselves in danger and then report the incident to the Event Organiser and the SAA or TPEL Duty Manager.

Emergency Location Information

- In the event of an emergency the local services should be contacted on 999 or 112.
  The postcode for Trinity Park is IP3 8UH.
- Location of nearest Accident & Emergency Department:
  - Ipswich Hospital, Heath Road, Ipswich,
  - Telephone (Hospital Switchboard) 01473 712233
  - Trinity Park Emergency Grid reference:

OS X (Eastings)	621184
OS Y (Northings)	242053
Nearest Post Code	IP3 8UH
Lat (WGS84)	N52:01:58 (52.032750)
Long (WGS84)	E1:13:23 (1.223133)
Lat,Long	52.032750,1.223133
Nat Grid	TM211420 / TM2118442053
mX	136158
mY	6772341
Mapcode	GBR VPH.J1V
W3W///	cage.blueberry.puzzle

Evacuation

Below is a short list of points the Event Organiser should consider if it becomes necessary to evacuate the showground.

- DETERMINE IF THE INCIDENT REQUIRES THE ATTENDANCE OF THE EMERGENCY SERVICES. If so, once the alarm has been raised, notify the Event Team via coded message.
- Before leaving each member of the Event Team should make a quick visual check of their area of responsibility. Is there anything unusual or anything they don't recognize, including items of personal property? IF THEY FIND SOMETHING, DO NOT TOUCH IT, REMEMBER THE DETAILS, INFORM THE SECURITY TEAM OR THE POLICE WHEN LEAVING.
- Evacuation of tradestands: Can cash receipts be removed easily from the stall?
  Yes – then traders should take them with them.
  No – secure them and leave.
- Ensure all event team members report to a central co-ordination point and are accounted for.
- Do not allow traders or members of the public to attempt to remove property or vehicles unless asked or directed to do so by the emergency services.
- Leave the Showground as directed by the emergency services.
- Do not attempt to return to the Showground unless cleared to do so by the emergency services.

DO NOT PANIC. WALK QUICKLY. DO NOT RUN.

First Aid

Every Event Organiser must bring a first aid kit and nominate a duty first aider to cover set-up, the event and breakdown. Appropriate levels of professional event first aid cover must be provided during every event. The location of the first aid post must be clearly marked on all event site plans and visitor maps. A defibrillator (code 112) and bleed control box (code C159X) is permanently located outside the SAA main office.

FIRE SAFETY

Fire Safety

The event organiser must have a fire procedure in their event manual. As part of the event planning meeting with TPEL the procedures for dealing with non-trivial fires must be agreed. *This will include agreement on what firefighting equipment the Event Organiser will bring to the site for outdoor areas and all tentage. Any events with camping will include provision for firefighting within the camping areas and adequate spacing between tents per the recommended guidelines.*

All site users should be aware of the location of firefighting equipment, fire alarm points and the location of emergency exits and routes in the area in which they are working.

If a fire is discovered the event team must raise the alarm and evacuate the area or building, assisting anyone who may require help.

For a small fire the area around it should be cleared and firefighting equipment used if safe to do so.

In the case of a large fire the area should be cleared, the alarm raised, the public evacuated, and clearance made for emergency vehicle access.

In the case of a very large fire the site will be evacuated.

If evacuation is necessary the event team should instruct the public, traders etc. to leave personal possessions, stock etc. behind.

Fire Risk Appreciations

- No hot works are permitted on site without first obtaining a venue permit for hot working from SAA/TPEL. This will include specifications for supervision of the cool down period of the work.
- Ensure all designated fire exits, fire vehicle corridors etc. are kept clear these should be inspected at least daily and a log of inspection retained.
- Never allow smoking around fuel or LPG stores or where indicated by signage.
- All cables or equipment should be flown, covered or trenched so as not to cause any obstruction at a fire exit or risk a cable becoming a trip hazard.
- All members of the Event team must familiarise themselves with the location of fire extinguishers and hoses and their fire class.
- Be aware of flammable materials coming into contact with hot equipment e.g. lighting.
- All set materials and temporary structures must be fireproofed to the relevant standard and certificates available for inspection if required.
- Ensure that the use of any smoke generators/cracked oil machines has been authorised by the TPEL Duty Manager before use.
- Place suitable class fire extinguishers beside any higher-risk equipment e.g. welding equipment, dimmers, amps.

- Ensure all Event team members are familiar with the fire exits/ corridors in their area and monitor for blockages at all times.
- Ensure all Event team members are familiar with the alarm sounds/emergency code words and procedure of evacuation.
- Ensure training has been given to all Event team members regarding which class of extinguisher is suitable for which type of fire.
- Ensure all Event Team members are able to offer assistance to anyone less able during evacuation of the event/site.

Fire Regulations

The event organiser should ensure that appropriate numbers of fire extinguishers of any appropriate type are available. The extinguishers must be in working order, clearly visible and easily available. A fire risk assessment must be completed in accordance with The Fire Safety Order 2005 by the event organiser and must form part of the Event Management Plan.

Firefighting Equipment

The most suitable pieces of equipment for general use are dry powder extinguishers..

can be used on;

- class A fires involving combustible solids like wood and paper
- class B fires involving flammable liquids like petrol diesel, spirits and paints
- class C fires involving flammable gases like methane and butane

- forms a barrier which excludes oxygen and prevents reignition
- can be used in environments over a wide temperature range of -20°C to 60°c (EN models)
- twice as effective as foam on class A fires
- not as susceptible to frost as water based extinguishers.

Buckets of sand and water are also useful for dealing with small fires class A fires only. Periodic checks should be made to see that extinguishers are charged, and buckets are filled. It is the Event Organisers responsibility to ensure that all fire extinguishers are correctly maintained, suitable for the hazards and environment and that staff are fully conversant with their use.

Any natural sources or static water supplies, which can be used, should be clearly marked to assist the Fire Service. (**See Appendix A** site plan).

Equipment is best kept at fire points, situated on main access lanes. Fire points should be conspicuous, and Fire Action notices should be posted, explaining in concise terms how to use the equipment. In large tents, fire equipment should be placed inside the tent adjacent to the exits.

Fire Staff Training

All members of the Event Team should be made fully conversant with what action to take to ensure the safety of all persons on the site. The pre-arranged plan should be included in the Event Management Plan. Instructions should include:

- How to call the Fire Service, including the location of the nearest telephone.
- How to evacuate tents in an orderly manner and in the shortest possible time.
- How to attack the fire with the equipment provided whilst awaiting the arrival of the Fire Service.

A responsible person should carry out regular patrols.

Special Fire Hazards

If it is proposed to hold events which pose a special fire hazard in, or adjacent to, tents or marquees (i.e. variety acts involving flame), the Fire Service should be consulted so that advice on the fire precautions relating to these special types of risk can be given.

***Open fires and disposable barbeques are not permitted on the site*.**

Smoking

- Any smoking by the event team, traders and performers must only take place in designated areas. No smoking is permitted in any structure including the Events Centre, Trinity Rooms, Cattle Building, other barns and marquees. *This includes the use of electronic cigarettes*.
- Appropriate containers for extinguishing cigarettes should be made available outside structures including marquees and around the event site.
- **'No smoking' signs must be displayed at the entrance to all covered structures.**

Gas/Oxygen Cylinders

The Event Organiser must ensure that these are supported at all times so that they cannot fall over. Ensure that gauges, valves and pipes are kept clear of all obstructions and free from external pressures. Ensure that all containers and equipment are kept away from sources of danger or potential damage.

The use of gas in demonstrations is permissible but protective screening must be provided to prevent injury to operators and viewers. Precautions must be taken to prevent fire risk and proper stands should be provided for hot torches, etc. A suitable covering is to be placed on the ground to give protection against falling hot material. A hot works permit will be required.

Gas cylinders must be secured to avoid theft or misuse. LPG cylinders are to be placed in a well-ventilated area, away from sources of ignition and caged to prevent tampering.

Cooking on Stands - LPG bottles must not be stored, used or placed within structures, including marquees and barns. These must be kept outside and in locked cages.

All Gas equipment must have a current CP44 Gas Safe Inspection issued by a Gas Safe registered engineer qualified for LPG and mobile catering systems accompanying the appliance.

Where operated within an enclosed space DW172 second edition (2018) with 2024 addendum ventilation requirements must be met.

EQUIPMENT AND SAFETY REQUIREMENTS

Equipment

- All electrical equipment must be PAT tested and certificates of safety available for inspection.
- All electrical work must conform to BS 7909/2023, BS 7671: 2018 + Amendment 4:2026 (IET Wiring Regulations -18th Edition., Orange Book)
- All cabling must be run with sufficient protection from the elements and vermin.
- All electricity supplies must be fitted with an RCD, preferably set to 30mA 30ms trip. If this is not possible then it should be set at this level for connection and disconnection of equipment.
- Be aware that underground services including electricity and water supply are routed across the site. **The Trinity Park Site Services Plan must be consulted** (**See Appendix A**) during setting out of an event and prior to the driving in of any stakes or digging of holes. All marquee contractors should have the training, competence and calibrated equipment to electronically scan for underground services prior to erection of tentage.

- The policy at Trinity Park is that no ground should be broken within 2m of an underground service. Where there is no alternative but to break the ground near a known underground service this can only be undertaken with a permit issued by a member of Trinity Park Staff authorised to issue such permits
- The white electrical boxes across Trinity Park are the property of the SAA and cannot be accessed without SAA approval/supervision. To gain access to them liaison must take place with the SAA/TPEL assigned/responsible event organiser.
- All tools and equipment to be kept in good working order and only to be used for the purpose for which they were designed, any defective tools or equipment should be reported as soon as possible to the relevant contractor, and withdrawn from use until repaired or replaced.
- Equipment and tools not in use must be safely and securely stored, so that they may only be accessed by authorised persons and do not pose danger to other workers or members of the public.
- All safety harness and fall arrests must be inspected by a trained and competent person prior to use. Safety harness or fall arrestor must be worn by all workers who are working at height, where the risk assessment shows this to be appropriate. Only trained and competent persons may operate lifting equipment in association with working at height.
- Exclusion zones must be established around areas where work at height is being carried out or where overhead loads are being slung. Where practical this must be barriered or adequately marshalled.

PPE Requirements

- Personal Protective Equipment required on site is as per the employer's Risk Assessment and Method Statement.

Portable Tools, Plant and Equipment

- All contractors and Event Team members must be adequately trained in the use of tools and equipment. Some items will require specialised training and certification. It is the responsibility of the Event Organiser to ensure that appropriate competency levels have been demonstrated, and records of training confirmed with copies retained.
- All electrical equipment must have a valid PAT and be visually inspected prior to use.
- All tools and equipment should be in good condition and have appropriate guards fitted and working.

Demonstrations of Working Machinery

The Event Organiser must notify SAA/TPEL as part of the Event Management Plan of all machinery which will be in motion or other live mechanical or electrical demonstrations which are planned.

Failure to give this notification may result in the equipment being excluded from the event. The equipment may not be used in demonstration or in motion unless the exhibitor/demonstrator concerned has complied with precautions specified in the risk assessment included in the Event Management Plan. No alterations to equipment should be made unless agreed to by the Event Organiser.

Any damage caused by machinery to the estate's land, surfaces, infrastructure, equipment and buildings will be held to be the responsibility of the Event Organiser. The cost of repairs will, in the first instance, be deducted from the damage deposit paid before the event. Should costs exceed the value of the deposit further charges will be levied with the final invoice.

Machinery Plant and Equipment

The following points are not intended to restrict the inclusion; display or demonstration of vehicles, machinery or equipment at events but to ensure that continuous safety precautions have been planned and are maintained. It must be realised that a large number of visitors attending an event on the Showground will not normally be familiar with machinery, equipment or animals with which they are likely to come into contact. When considering safety precautions to be observed, account should be taken of special problems which this might create, and these requirements will almost certainly be different and more comprehensive than would be the case under normal working conditions.

All machinery, plant and equipment whilst not being demonstrated or in use, and to which the public have access, must be immobilised to prevent accidental/unauthorised use.

The operating of plant and/or machinery is only permitted on site by people with the appropriate competencies and licenses, or certificates. These vehicles, such as tele handlers, may only be used with grass tyres.

All equipment with the facility to cause harm, including sharp spikes and sharp edges should be stored safely and used in restricted areas to prevent accidents.

Cutter bars, knives or other cutters should have blades removed or guards in position.

Belts, gearing and other moving parts should be guarded and roped off so that there is absolutely no access to unauthorized users or members of the public.

Hydraulic equipment must be locked as a part of a static display and propped if arms extended/raised.

Risk assessments should show consideration of the risk of injury from materials that may be ejected from a machine.

All plant and equipment used during set-up/breakdown or as part of a demonstration should be in a safe condition, display valid inspection certificates and should be checked daily.

Any machinery or equipment giving moving demonstrations must be appropriately separated/fenced from the public.

Under all circumstances live demonstrations should be supervised by a competent person whose attention at all times should be on the demonstration. Demonstrations that cover a large area or are a possible danger to the public should be adequately fenced.

Lifting: No persons are to use lifting equipment of any description unless they have undergone the relevant formal training. In the case of mobile lifting equipment all persons wishing to use such equipment must first have demonstrated their competence to a recognised person or body, i.e. by production of a valid training certificate to the Event Organiser.

Lifting equipment must not be used to lift loads above its design specification.

All lifting equipment to be accompanied by a current certificate of inspection.

Lifting accessories, and equipment used to lift people are required to have been

inspected within the previous 6 months.

Hard hats and high vis must be worn by all persons operating lifting equipment.

All lifting operations are to be carried out in the company of qualified slingers and a banksman.
Exclusion zones are to be put into place around all heavy and or awkward lifting operations. No persons to carry out duties or use equipment for which they have not received the relevant training.

Dust & Air

Keep dust to a minimum.
Dust prevention systems are to be used on equipment which has the facility.

Fumes or substance hazardous to health

No person may carry out any act which will generate

fumes included under the broad classification of substances hazardous to health in the COSHH (2002) regulations.

Storage of Flammable Liquids and/or Gas

The storage on the Showground of flammable liquids and/or gas by tradestands/exhibitors will not normally be allowed. However, should these be necessary for an activity the Event Organiser must ensure the satisfactory storage and operation guidelines are adhered to.

Organisers wishing to plan for the storage of specialized or unusual liquids or gas should apply to SAA/TPEL during event planning. The application will be forwarded to the Local Authority Environmental Health and Safety Officer and the Fire Service Safety Officer before permission is agreed. LPG cylinders are to be placed in a well-ventilated area, away from sources of ignition and caged to prevent tampering. All gas supplies and flammable materials must be kept secured to avoid theft or misuse. All gas cylinders must be disconnected when not in use.

Aerial Displays and Fireworks

Kite flying, Remote Control vehicles, drones, hot air balloons and fireworks are not permitted at any time unless authorised by SAA/TPEL. Commercial helicopters are not permitted to land on or take off from the site. Access for emergency services helicopters are subject to separate arrangements.

Flagpoles and High Signs

Whenever used these must be securely installed, of adequate strength considering wind and other stresses and must not be installed near overhead electrical cables. Before erection of any pole's consideration must be given to the location of underground utilities by reference to the Trinity Park Site Services Plan. (**See Appendix A**).

The policy at Trinity Park is that no ground should be broken within 2m of an underground service. Where there is no alternative but to break the ground near a known underground service this can only be undertaken with a permit issued by a member of Trinity Park Staff authorised to issue such permits

The use of guy ropes and wire should be avoided with this type of structure but if they must be used the guyed area should be adequately fenced.

Fencing

The type of exhibit will usually dictate the type of fencing. Whereas single or double rope and post fence might be adequate for minimum protection, a secure wire mesh or vertical barrier rail type fence will be needed where total public access is to be prevented.

Holes and Other Excavations

In general holes and trenches may not be dug without prior permission from SAA/TPEL and reference to the Trinity Park Site Services Plan (**See Appendix A**).

The policy at Trinity Park is that no ground should be broken within 2m of an underground service. Where there is no alternative but to break the ground near a known underground service this can only be undertaken with a permit issued by a member of Trinity Park Staff authorised to issue such permits

Wherever possible holes and trench excavations must be infilled as soon as possible. Holes and trenches not so filled must be clearly fenced. If poles and ropes are used, they should be of brightly coloured material and with streamers fixed. Warning lights must be provided after dark. No ground can be relied upon to stand unsupported in all circumstance, the event organised must undertake a task specific risk assessment to determine the need for temporary support.

Health and Safety

The Event Organiser will have responsibility for all aspects of the health and safety of their event. Ensuring adequate training has been given to the Event management Team and it is expected that The Purple Guide to Event Management is followed .Where considered necessary during the planning stages reference will be made to the SAA/TPEL team. Public liability insurance will be held by the Event Organiser for their event. Any limitations to that insurance, for example weather restrictions, will be acknowledged and accounted for in the running of the event.

Large Water Tanks and Swimming Pools

Nets of a satisfactory strength to prevent falling in should always be securely in place, other than when a demonstration is taking place and when supervision is constant. Pools and tanks should meet BS EN 15288-1:2018 and BS EN 15288-2. HSE Guidance HSG179 managing health and Safety in swimming Pools must be followed.

Ladders or Other Pieces of High-Level Equipment

Only access equipment meeting BS EN131 should be used this equipment must be securely fixed and `blanked off' at lower levels to prevent children climbing. They should not be positioned within 10m of overhead power lines. All ladders must be inspected prior to each use and safe system of work be in place ensuring compliance, with the Working at Height Regulations 2005.

Marquees & Temporary Structures

The selection of contractors, supervision and management of all marquee contractors is the responsibility of the Event Organiser. It is recommended that only MUTA registered contractors are used, however it is entirely at the Event Organisers discretion and liability if they choose to appoint non-MUTA registered contractors. However, the erection of all marquees must comply with CDM 2015 regulations .

All temporary structures must be inspected by the Event Organiser and a checklist completed and kept for every structure. Any damage caused to the site during the erection or deconstruction of the marquee will be deemed the responsibility of the event organiser.

The Event Organisers event plan must have an action plan to be followed in the event of high winds. It is essential that the Event Organiser is aware of the wind speed limits of all structures. Marquee contractors should undertake a site survey before commencing construction to ensure that they avoid damaging any underground services. The Event Organiser or their contractor **must** have the training, competence and calibrated equipment to electronically scan a location for underground utilities before setting out commences. (**See Appendix A).**

During the construction phase of temporary structures, the site becomes a designated construction project. All CDM 2015 regulations apply, due to hazards present during this period Hi-Vis must be worn. The MUTA RAG traffic-light risk rating tool framework should be applied during construction of temporary structures.

Noise & Vibration

Trinity Park is located close to a residential neighbourhood. It is incumbent upon the Event Organiser to take due consideration of the potential for noise nuisance from their event**.**

Keep noise to a minimum. The SAA/TPEL duty manager/staff will monitor noise at the boundary during events. SAA/TPEL reserves the right to reduce or switch off PA systems that are causing a nuisance to other users of the site or neighbouring properties.

- Keep engine covers closed.
- Turn the plant off when not in use.
- Must comply with the noise management policy.

Appropriate personal protective equipment (PPE) e.g. Hi-vis vests, ear protection and safety boots to be worn in line with risk assessment requirements. The Event Organiser must ensure all contractors comply with their duty of care towards their workers and others.

Security

All site security provided by an Event Organiser must be appropriately licensed by the Security Industries Association (SIA). Licenses must be worn and displayed by all relevant personnel whilst on duty.

The security of property belonging to the Event Organiser, tradestands, exhibitors and any other event attendees is at their own risk. It is recommended that insurance cover is held by individuals to protect any personal property.

SAA/TPEL makes every effort to ensure that the estate is secure. A regime of gate security must be maintained by Event Organisers and their teams whilst on site. Number plate recognition and other CCTV is in operation around the site and will be used to assist the police with their enquiries. It is recommended that tradestand holders and exhibitors are advised to protect their stands against any possible "trophy hunting" e.g.: flags and planters.

Any site keys issued to Event Organisers, their security team or representatives remain the property of SAA/ TPEL. **However, once these keys have been issued responsibility for the out-of-hours security of the site rests with the Event Organiser.**

Should the Event Organiser or their team become aware of any security issues they must immediately notify the SAA/TPEL duty manager/staff.

During the construction phase of temporary structures, the site becomes a designated construction project. All CDM 2015 regulations apply, due to hazards present during this period Hi-Vis must be worn. The MUTA RAG traffic-light risk rating tool framework should be applied during construction of temporary structures.

Food Hygiene & Alcohol

At all events full compliance with statutory regulations is required and the Event Organiser should allocate a responsible person to oversee this activity. All food providers at events must be registered with a local authority food hygiene team and carry public liability insurance. Further advice and information on food safety and associated laws may be obtained from the Food and Safety Team at Suffolk Coastal District Council, Melton Hill, Woodbridge, Suffolk IP12 1AU (Tel: 01394 444357).

TPEL holds a premises licence for the permanent buildings and some areas of the site. Agreement will be made during the event planning stage of the event whether the TPEL licence can be used to cover the sale of alcohol at an event. In all cases it will be the responsibility of the Event Organiser to ensure that compliance with the Licensing Objectives of Suffolk Coastal District Council are observed regarding the sale of alcohol to minors and the prevention of anti-social behaviour.

Straw Bales

Straw bales may be used as part of an exhibit for tradestand exhibitors. Straw bales used in outside displays must be a minimum of 10m from marquees, buildings, or equipment, which would constitute a fire hazard. The use of straw bales must not be stacked, and a fire extinguisher must be on your tradestand. Where straw is being used as litter for livestock, water should be available for firefighting purposes.

Fairground Rides and Side-Shows

The event organiser is responsible for ensuring that all such attractions have the necessary compliance certificates, and that the owner of the equipment has appropriate valid liability insurance in place ahead of the event. Attractions must be assembled in line with the manufactures design specification. Inflatables must be anchored with no less than 6 anchor points. Risk assessments must be completed regarding the operation of such attractions in inclement weather. This is particularly the case for any inflatable equipment/exhibits e.g. a bouncy castle. (For these types of activities exhibitors must have a wind gauge on their stand)

Plants

The new plant passport regulations came into force on 14th December 2019 and the advice from the Animal & Plant Health Agency (APHA) is as follows:

Any person or organisation involved in the plant supply chain who is not an end user planting for their own personal use must record where applicable:

(a) the professional operator who supplied the trade unit concerned.

(b) the professional operator to whom the trade unit concerned was supplied; and

(c) relevant information relating to the plant passport.

If you are supplying a plant passport that you did not issue, then you must keep your own record of who you supplied it to and from whom you received it.

If you receive a plant passport you must know for each passported unit that you receive, the professional operator who supplied you with that unit.

This applies to the entire supply chain, therefore any operator within the chain, even if they do not issue plant passports, will need to be registered with the competent authority and keep a record allowing them to identify, for each trade unit of plant, plant product or other object supplied and the professional operators who supplied it.

How you record the PP is your decision, they can be kept physically or digitally. Furthermore, it is information within the passport that must be recorded, the information you record does not have to be facsimile of the PP.

All such records must be kept for 3 years and be available to competent authorities as maybe requested.

What this means is that you do not have to be a plant producer to be affected by this new rule. If you are a show organiser buying in plants to enhance the showground, such as planting around entrances/concessions/seating areas, then you will need to register with the APHA as a professional operator and keep the required records. If the plants are sold to the public at sell-off then you do not need to supply a plant passport at the point of sale to an end-user, but you do need to record where you bought them from. If the plants are sold onto another professional in the horticultural supply chain (such as a park or charitable group who are then selling them to the public) then you will need to ensure that the plants are accompanied by their plant passport and keep records of where you sent them.

In order to register as a professional operator please visit https://www.gov.uk/government/publications/plant-passports-application and click on the first document 'Application for Official Registration Under SRSF'

TRAFFIC MANAGEMENT

All persons driving any motorised vehicles of any sort around the site must hold a valid driving license and be insured to operate the vehicle they are driving.

Vehicle speed limits and routes on site

- During the event the maximum site speed limit is reduced to 10mph. At all other times the limit is 15mph.
- No reversing large or articulated vehicles without a banksman.
- Vehicles must use approved routes and follow any one-way systems.
- No additional gates may be opened without prior permission from event management organising staff.

The Event Management Plan site plan will indicate parking areas for traders, demonstrators, and the public. TPEL will advise the event organiser during the planning stages of any other events taking place concurrently on site and the overall traffic scheme for the site.

All vehicles moving about the showground must be driven by licensed drivers with due care and attention to pedestrians.

Reversing is to be avoided unless strictly necessary. When a vehicle is being reversed, a second person should ensure pedestrians are clear of the area . Vehicles must not be driven over or parked on neighbouring tradestands. Persons using tractors and trailers must also ensure that trailers are loaded safely and securely.

Passengers are not permitted to double-up in the cab of a tractor or to stand on trailers when in motion.

Tractors, motor vehicles and other self-propelled implements: when not in use should be immobilized and the keys removed.

During the construction phase of temporary structures including the arrangement of vehicles for display on stands, the site becomes a designated construction project. All CDM 2015 regulations apply, due to hazards present during this period Hi-Vis must be worn. The MUTA RAG traffic-light risk rating tool framework should be applied during construction of temporary structures.

ANIMALS & LIVESTOCK

Cloven hoofed livestock may only be brought on to the site with prior approval from the SAA/TPEL. If approval is given, relevant licenses, movement documentation and health declarations must be completed and obtained. Please contact the APHA on 03000 200301 for further information on the documentation required.

All other animals brought onto the site, whether for demonstration purposes or by the public, must be appropriately controlled, whether through enclosure, by lead, rein etc. The Event Management Plan will include a risk assessment including, when necessary, the arrangements for veterinary support for all anticipated animal activities and will demonstrate consideration for animal welfare, public health, and public safety.

Under no circumstances are animals permitted inside the Events Centre and Trinity rooms (unless they are officially tagged assistance dogs). Nor are they permitted in any outdoor toilet and shower blocks, and/or any food outlets.

Livestock on Tradestands

Any animals on exhibition stands must be housed in appropriate pens and comply with DEFRA regulations as to movement and animal welfare standards etc. Trinity Park must be notified accordingly, and exhibitors are required to complete an Animal Health Declaration form, identifying each individual animal being brought to an event.

To protect yourself and visitors to your tradestand from infections such as VTEC 0157, a particularly dangerous bacterium which may be transmitted by infected animals the following precautions should be followed:

Wash your hands thoroughly after handling animals (members of the public should also be advised to wash their hands particularly young children if they have come into contact with animals), keep the exhibition area clean ensuring that dung, manure, sewage or slurry are handled and disposed of carefully. Wash and disinfect protective clothing that has become contaminated.

Care is required where animals are tied in stalls to ensure they are not able to break loose. Livestock should only be tethered in the appropriate areas, i.e. horseboxes, cattle building, judging rings and cattle wash.

Where animals are in pens care should be taken to ensure that bolts or locks are in good sound mechanical order and properly closed, top and bottom latches should be used where fitted. When being handled for preparation etc. care should be taken with members of the public standing close by. Exhibitors should be aware that visitors are often unfamiliar with the characteristics of animals and unaware of the danger, which they might be in or which they might create by their own actions.

Where animals are present on site as part of an event a full safety plan should be prepared by the organiser for dealing with incidents of escaped animals.

Children must never be left in charge of animals unsupervised.

Animals must never be left unsupervised in enclosed vehicles for long periods.

Vermin or Dangerous Animals

If included in any exhibit these must be adequately fenced or caged to prevent escape.

EVENT ATTENDEES & PUBLIC SAFETY

Crowds

Remember that in a crowded situation, low level posts with or without ropes can become obscured and can cause injury. In crowds, steps and slopes cannot be easily seen.

Where steps are provided these must be firm and strong and should have non-slip surfaces and handrails. Signs, notices, and equipment at head height can cause injury. If they are unavoidable, they should always be clearly marked with streamers or in some other way.

Children and Safety

The Event Management Plan must make provision for dealing with lost children.

Attention is drawn to the safety requirements for children, which are often different from those for adults. For example, guards need to be lower; safety-fencing needs to go down to ground level to prevent small children getting underneath. Finger traps should be avoided. Hot surfaces must be suitably protected.

Moving equipment or moving demonstrations often attract more attention, particularly from children, so there is a need for greater precautions and safeguards. Demonstration knives, kitchen equipment, etc. should not be left lying about. Children under 13 must not be allowed to ride in or on high lift vehicles, agricultural machines or other unsuitable mobile equipment or to climb on high equipment including ladders.

Safeguarding policy

This policy sets out the measures the Association operates when organising and/or facilitating onsite and offsite events for children, young people and vulnerable adults in place that enable such events to taken place ensuring qualified people remain responsible for those
in their care or whom they manage. This policy also applies to third party users of Trinity Park.

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors, volunteers and trustees and will be used to support their work. The Association has a zero-tolerance approach to any form of abuse. The Association recognises that we all have a duty for the care and protection of children, young people and vulnerable adults. When organising/facilitating events it is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

The Association will always brief staff and volunteers at events on specific safeguarding matters and ensure:

- They are never directly responsible for or alone with children, young people and vulnerable adults. This is the role of teachers/guardians.
- They understand their responsibility to provide a safe environment and report any concerns.

The Association is committed to the following principles and third party organisers/users of Trinity Park are to ensure they have similar approaches/arrangements in place:

- The welfare of the child, young person or adult.
- Safeguarding is everyone's responsibility, for services to be effective each professional and organisation should play their part.
- All suspicions and allegations of abuse must not be ignored and should be properly reported.
- Staff, contractors and volunteers must be clear on appropriate behaviour and responses.
- Where appropriate, failure by staff to maintain principles may be dealt with using the Association's formal procedures.
- Clear whistleblowing procedures are suitably referenced in the SAA staff handbook
- A clear line of accountability for the provision of safe services exists.
- Regular review of the Associations' safeguarding arrangements by senior management.

Reporting incidents
In the event of a safeguarding concern or incident, the witness to the event must report the matter immediately to the event organiser. An incident form is required to be completed which must be passed to the event organiser and SAA Chief Executive (Incident form here is the link). If the incident concerns the event organiser then the matter must be taken to AN Other senior person.

Displays and Demonstrations of Sporting and Other Activities
Each activity should have a responsible and competent person over the age of 18 in charge to ensure that safety precautions are always being observed. Examples of requirements are fly-fishing; the area behind the person casting is dangerous because of the backlash of the lines. Where various demonstrations are being included under a combined heading i.e. "Crafts", particular care should be taken to the use of tools and equipment, gas torches, etc. within that area.

Amusement devices for example rides, shooting galleries and play equipment must have a valid Declaration of Operational Compliance issued by an inspection body that is registered with the National Association for Leisure Industry Certification. Copies of public liability insurance must also be provided.

The use of any firearm/shotgun is not permitted on the site.

Entrances and Exits to Marquees and Exhibits
Temporary accommodation such as prefabricated buildings or marquees should be erected securely and have adequate access, which is unobstructed. All structures must have the appropriate number of fire exits based on size and capacity.

The entrance or exit to marquees should be located so as not to coincide with main guy lines and should be free of obstruction by tent pegs. Any tent pegs in the vicinity of an entrance and exit should be suitably protected and highlighted to avoid tripping and injury.

All walkways, access points and emergency exit to be free from obstruction at all times. All contractors and tradestands should ensure that they do not obstruct any emergency exits thoroughfares or access points with any articles or materials.

During the construction phase of temporary structures, the site becomes a designated construction project. All CDM 2015 regulations apply, due to hazards present during this period Hi-Vis must be worn. The MUTA RAG traffic-light risk rating tool framework should be applied during construction of temporary structures.

Illegal Drugs and Alcohol
SAA/TPEL has a strict anti-drugs and alcohol policy that applies to all persons visiting or working on site. The Event Organiser must ensure:

- No person(s) can work at an event if they are under the influence of illegal drugs or alcohol.
- Caution should also be considered if a person's performance is impaired through medication or legal highs.
- No person suspected of being under the influence of Drugs or Alcohol must be allowed to operate plant, machinery or motor vehicles on site.
- SAA/TPEL reserves the right to eject any person from the site if they are suspected of being under the influence of illegal drugs or excessive alcohol consumption. In addition, those persons may be reported to the appropriate authorities. Any person found selling illegal drugs will automatically be reported to the Police.

Welfare Facilities

Toilet facilities are located around the site, the use of which will be agreed during the planning of an event. These will be cleaned and re-stocked by the SAA/TPEL contractor unless agreed otherwise. Provision of welfare facilities for events staff is the responsibility of the event organiser.

Bio Security

Covid has taught us that we need to be vigilant about communicable diseases. Whilst there are no longer any restrictions concerning Covid it remains the case that if unwell, particularly with a virus, avoiding contact with other people is advisable.

STATUTORY REGULATIONS

The following is an indicative guideline to the relevant legislation covering events. This is not an exhaustive list, and it is the responsibility of the Event Organiser to check which regulations will apply to their event. Assistance can be sought from the Safety Advisory Group of East Suffolk District Council.

- Working at Height Regulations 2005 and acceptable PPE for Working at Height
- Noise at Work Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998.
- Manual Handling Operations Regulations 1992 (MHOR)
- Electricity at Work Regulations 1989COSHH 2002 regulations
- Health and Safety at Work etc. Act 1974
- The Fire Safety Order 2005
- RIDDOR 2013
- Health & safety at Work Act 1974
- Food Hygiene Regulations 2013
- Licensing Act 2003
- The Private Security Industry Act 2001
- Terrorism (Protection of Premises) Act 2025
- The Animal Gatherings (England) Order 2010
- The Transport of Animals (cleaning and disinfection) (England) (number 3) Order 2003
- The Disease Control (England) Order 2007 and amendment Order 2008
- Purple Guide to Health, Safety and Welfare at Music and Other Events
- Trade guidance - MUTA Safe Use and Operation of Marquees and Temporary Structures

Trinity Park Site Services Plan (here is the link).

Appendix A

You must review the link and determine what is applicable to your event.

Appendix B

Suffolk Show & SAA Event Guidelines

Accident Procedure

All accidents, whether to exhibitors, their staff, members of the public or any other person, must be reported immediately to the Showground offices for the attention of the Senior Steward for Health and Safety and to the nearest First Aid Point. Patrolling Police Officers, First Aid Workers and Showground Stewards may be approached for immediate assistance. Certain types of accident are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). For further information contact the Health & Safety Executive's Incident Contact Centre on 0845 300 9923 or www.riddor.gov.uk.

Dismantling Stands at the Suffolk Show

Vehicles holding TSV passes will only be allowed entry onto the Showground before 0730hrs on both days of the Show through Gate 1 or directly from TSV car park. All vehicles holding TSV passes must then park in TSV parking area or any other public car park. Access to the Showground for dismantling on the final day of the show is only allowed from 1900hrs through the gate leading onto the Showground from TSV Parking area or Gate 1.

ANYBODY CAUGHT DISMANTLING THEIR STAND AND LEAVING THE SITE BEFORE THE CLOSE OF THE SHOW WILL NOT BE INVITED BACK TO EXHIBIT THE FOLLOWING YEAR.

Exhibitors must remove all of their equipment within 7 days of the Show and any exhibitor who breaks the soil for any purpose must restore it immediately after the Show. Any equipment left at Trinity Park will be charged a rental fee.

At this point, the site becomes a designated construction site. All CDM rules apply, including the requirement for high vis to be worn. Including Red/Amber/Green designation for marquee dismantling.

Displays and Demonstrations

Particular attention is paid to the safety aspect of displays in the Grand Ring and elsewhere on the Showground. The Grand Ring has a safety fence constructed, which is adequate for all displays in that ring. Sitting on the top of the safety fence is prohibited.

Each event should have a responsible and competent person in charge to ensure that safety precautions are always being observed. Examples of requirements are fly-fishing - the area behind the person casting is dangerous because of the backlash of the lines. Where various demonstrations are being included under a combined heading i.e. "Crafts", particular care should be taken to the use of tools and equipment, gas torches, etc. within that area.

Amusement devices for example Rides, shooting galleries and play equipment must have a valid Declaration of Operational Compliance issued by an inspection body that is registered with the National Association for Leisure Industry Certification. Copies of public liability insurance must also be provided.

All exhibitors are required to notify the Association in writing no later than 30 March of all machinery which will be in motion or other live mechanical or electrical demonstrations.

Failure to give this notification may result in the equipment being excluded from the Show. The equipment may not be used in demonstration or in motion unless the exhibitor/demonstrator concerned has complied with precautions needed to be taken and required.

No alterations to equipment may be made after the Senior Steward for Health and Safety inspection.

Any damage caused by such machinery will need to be put right after the show at the exhibitor's expense.

Delays, postponements, or cancellation of any displays are at the discretion of the Honorary Medical Officer and Honorary Show Director/Chief Executive.

Exhibitors will be notified in the programme, and with specific signage, of any planned bangs or loud noises on the Showground during Show opening hours.

Electrics

Exhibitors may employ their own Contractor (who must be insured and qualified to the appropriate standards) to install their electrical fittings from the switch fuse box provided.

All installations must be wired to the standard laid down in the latest edition of BS 7671 (the IET Wiring Regulations) which sets the standards for electrical installation in the UK and many other countries. The supply, terminating in a switch-fuse, will be installed by the Association's Contractor if requested and paid for prior to the Show.

The Association's Contractor will test all installations prior to connection. They may refuse to make a connection if the installation has not been carried out correctly. Once the installation has been inspected additions are only permissible by written consent of the Association and a further inspection will be made.

Exhibitors will be held responsible for the safekeeping of internal installations and fittings on their stand. All damage must be reported to the SAA immediately. Damage and losses will be chargeable to the Exhibitor after the Show.

Trade stand exhibitors are not permitted to use generators at the Suffolk Show.

Exhibitors' Cars on Show Days
Exhibitors are advised to check their route maps and to follow signs, using the appropriate car parks. Only those exhibitors who have been issued a "VP" pass will be permitted to use the Vice-Presidents' car park at Gate 1. Gate 1 will be used to access the Food Hall Vehicle car park and for TSV pass holders at the suggested times only. All other exhibitors whose vehicle does not form an integral part of their stand should use the Bucklesham and Foxhall car parks and MUST NOT park elsewhere on the showground.

Food Hygiene
Responsibility for this area lies with the Senior Catering Steward at the Suffolk Show. At all events full compliance with statutory regulations is required and the Event Organiser should allocate a responsible person to oversee this activity. All food providers at events must be registered with a local authority food hygiene team and carry public liability insurance. Further advice and information on food safety and associated laws may be obtained from the Food and Safety Team at East Suffolk District Council, Melton Hill, Woodbridge, Suffolk IP12 1AU (Tel: 01394 444357).

Forklift
A forklift and driver will be on hand from Friday prior to the show to help exhibitors unload if required. This service must be booked on the day with the Assistant Estate Manager tel: 07738 717999. Please accept that there may be a waiting period for this service at peak times.
A charge may be made for this assistance.

Grass Cutting & Damage
Grass on tradestand sites will be mown up until the beginning of May, weather permitting and if access for tractor drawn mowing machinery is unobstructed. However, once the stand is occupied before the Show, exhibitors must accept that the responsibility for grass maintenance passes to the stand holder.

Incidents
Notify the SAA Health & Safety Officer if there is an environmental incident, e.g. spillage or leakage.

All contractors, sub-contractors and other staff are to ensure they are familiar with procedures to be followed in the event of an emergency or major incident.

Livestock & Animals on Tradestands
Any animals on exhibition stands must be housed in appropriate pens and comply with DEFRA regulations as to movement and animal welfare standards etc. The Association must be notified accordingly, and exhibitors are required to complete an Animal Health Declaration form, identifying each individual animal being brought to the Suffolk Show. At the Suffolk Show the forms will be passed to the Honorary Show Veterinary Officer who will check on the animals during the Show days. To protect yourself and visitors to your tradestand from infections such as VTEC 0157, a particularly dangerous bacterium which may be transmitted by infected animals, the following precautions should be taken. Wash your hands thoroughly after handling animals (members of the public should also be advised to wash their hands particularly young children if they have come into contact with animals), keep the exhibition area clean ensuring that dung, manure, sewage or slurry

are handled and disposed of carefully. Wash and disinfect protective clothing that has become contaminated.

Marquees & Temporary Structures
All marquee contractors provided by the SAA will be MUTA registered and will comply with MUTA guidelines on the erection of marquees. It is highly recommended that all exhibitors employ contractors who follow the MUTA guidelines for structures & build.

At this point, the site becomes a designated construction site. All CDM rules apply, including the requirement for high vis to be worn. Including Red/Amber/Green designation for marquee construction.

Medical Facilities
St John Ambulance will provide medical services on the Showground during the Show's opening hours. For out of hours services please telephone 111 (NHS advice line)

Preparation Work (Adhere to the Breaking Ground Policy)
Work on tradestand sites may commence from Monday 10 days prior to the show, although covered marquee accommodation provided by the Suffolk Agricultural Association might not be completely ready until the week prior to the Show, please check before arriving to set up.

Exhibitors are advised to check the measurements and the exact nature of their stand space well before the Show as any complaint relating to their site cannot be dealt with just a few days or hours prior to the Show. Main toilet blocks will be open from the Saturday prior to the show.

Important: Please be aware that power cables and water supply lines are present across the site, do not drive in stakes or dig holes without contacting SAA staff. Please refer to the site services plan.

Pre-Show Set Up and Breakdown Passes
All vehicles will be required to have them prior to show days and after the close of the show at 19.00hrs on the last day of the show. No access to site without appropriate pass.

Public Entrances
Public entrances will be open from 07.00 until 17.30 on both days of the show. Exhibitors are expected to arrange for their tradestand to be open and available for business between 8.30 and 18.00 each day; we respectfully ask stand holders to co-operate.

Well-behaved dogs on leads are welcomed at the Show.

Refreshments
Refreshments will be available on site, the details of which will be produced in the event brochures.

Risk Assessments
Exhibitors are required to carry out a risk assessment and record the significant findings and arrangements for health and safety. A risk assessment report may be required for inspection by the Senior Steward for Health and Safety.

Rubbish and Litter
We would ask you to please separate your waste:

Cardboard – leave outside the front of your stand each morning ready for collection before the Show is open to the public. Wastepaper and plastic – can also be bagged and left with the cardboard. Grass cuttings – trailers provided only please, located around the Showground. General rubbish – bins provided around the Showground.

Security
Security guards will arrive on site the week prior to the Show. At this point all gates will be closed except Gate 1 and this will be open and guarded at the times (CCTV cameras will also be in operation).

At this point, the site becomes a designated construction site. All CDM rules apply, including the requirement for high vis to be worn. Including Red/Amber/Green designation for marquee construction.

Stand Locations
Please ensure that all people setting up your stand are aware of the new 2026 Stand Number issued in April (and that they refer to the 2026 map) and are not using the 2025 Booking Number, in most cases these differ.

Stands erected on the incorrect site will have to be moved immediately. Please do not move the pegs marking out your stand and do not encroach on any other stand spaces. Please set up your stand squarely to your front pegs.

Traffic
The responsibility for vehicular traffic on the Showground is with the Tradestand Stewards. The Senior Traffic Steward is empowered to take such action, as he considers necessary, to prevent dangerous situations occurring or to alleviate a potential hazard. Tradestand vehicles may not be left in avenues or on a tradestand on Show days without prior permission. Exhibitors requiring vehicle access to tradestands to deliver refreshments or stock on Show days may only do so prior to 0730hrs and after 1900hrs and must apply for a Tradestand Vehicle Pass prior to the Show.

Veterinary
The Veterinary Officers (who act in an honorary capacity) are appointed by the Association and are not responsible for or accountable to any person (whether or not an exhibitor) in respect of any loss, injury or damage of any kind incurred by a person, livestock or property as the result of any act or omission by them during, or in connection with the performance of their duties, save in respect of any death or injury caused by the negligence of such Officers, The cost of appropriate veterinary services and medicines used will be invoiced to you after the Show. During Show opening hours, the Duty Veterinary Officer will be contactable via the Show Office (Woodward Centre). Overnight, contact should be made via the Vet Centre or via Security at the Main Entrance.

SUFFOLK AGRICULTURAL ASSOCIATION
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Appendix C

Construction Design & Management (CDM) Regulations 2015 for Temporary Structures – Check List

To download a pdf, copy of the MUTA Marquee Safety Checklist, please CLICK HERE.

MUTA MARQUEE SAFETY CHECKLIST

10B Red House Yard, Gislingham Road, Thornham Magna, Eye, Suffolk, IP23 8HH

Tel: 01379 788673 Fax: 08712 647220 Email: info@muta.org.uk Web: www.muta.org.uk

RECOMMENDED MINIMUM CHECKLIST FOR ASSEMBLED AND PRE-ASSEMBLED STRUCTURES

This is a summary of best practice – individual contractors may use their own system of signing off completed structures, e.g. including these criteria in the contract.

During the build and breakdown, the site becomes a designated construction site. All CDM rules apply, including the requirement for high vis to be worn. Including Red/Amber/Green designation for marquee construction.

1	All aspects of the final structure are at a safe distance from power lines & other hazards	
2	Anchorages are suitable for the purpose and soil condition and are holding fast	
3	Bracing wires/bars on roof and walls are in place and adequately tensioned	
4	All ropes, including wire ropes, are sound	
5	Fabric is tensioned and not prone to ponding	
6	Emergency exits are in place, operating correctly and are without obstruction (Minimum of two for tents holding fifty or more people)	
7	Escape routes are clear of obstruction	
8	Exposed ropes and stakes adjacent to exits and entrances are marked and/or roped off	
9	All locking pins and bolts are in place and secure	
10	All structural supports are sound without cracks or significant dents and not overstressed	
11	Eaves connection joints are securely locked home	
12	No unrepaired tears in fabric are present	
13	Flooring is evenly laid and there are no tripping points	
14	Carpet and other floor covering is securely fixed to minimise the risk of tripping	
15	Roof lining does not drop significantly below eaves	
16	All timber uprights and ridges are free from splits that are likely to cause failure. [ii]	
17	Walls are securely pegged and/or secured	
18	A pole tent has a full complement of side uprights, anchor stakes, pulley blocks & guy ropes	

19	The main upright(s) is/are independently guyed where appropriate.	
20	Suspended weights are evenly distributed and do not overload the structure; no excessive weights suspended from roof beams, ridges etc.	
21	Flame retardant labelling is in place on every panel	
22	Final all-round visual check to satisfy that tent is erected securely.	
23	Client briefed on safe use of the structure and on unauthorised modifications	
24	Client briefed on precautions to take for adverse weather	
25	Client briefed on emergency contact procedures	

Signed on behalf of the company:		Name:		Date:	

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26	I have received and understood the briefings referred to in items 23-25 above	
27	I accept the structure as ready for use	

Signed on behalf of the client:		Name:		Date:	

NOTES for checklist

Two per gable/adjacent bay roof and two per gable/adjacent bay walls. Intermediates for structures over six bays as above.

The total depth of shrinkage splits at any point round the pole should not exceed in length more than half the diameter – use credit card or similar to measure.

SUFFOLK AGRICULTURAL ASSOCIATION
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Appendix D

Suffolk Constabulary Guidance Information

For those organising events at Trinity Park please be aware of the following guidance from Suffolk Constabulary which deals with maintaining vigilance at public events and the possible threats.

SUFFOLK CONSTABULARY

Stewards briefing - guidance information.

1. Vehicles are to be kept out of pedestrian areas /crowded places – All vehicles without exception unless authorised. Challenge culture is required!
Report suspicious and abandoned vehicles immediately. (Is there anything suspicious about or within the vehicle?)

2. Be alert and vigilant, know your stewarding area; take ownership of your stewarding area, get to know what is there, what should be there, and identify anything that is suspicious or a hazard.

3. People watch- identify what possessions belong to whom. Prevent persons leaving items unattended, thereby preventing unnecessary reporting of suspicious items, and preventing unnecessary evacuation and fear being created.

4. Watch out for suspicious activity / behaviour –body language -persons who look as though they do not belong there (all persons attending are attending a happy public event, in a public place and should be happy!) anyone looking uncomfortable and acting suspiciously may be conducting or preparing to commit crime.

5. Pay particular attention to those locations that have high density of crowd
Keep them clear of items lying around, refuse sacks etc. This is again to prevent suspicious item reporting –good housekeeping is essential to minimise disruption.

6. Communication –in the event of suspicious item or activity or even on-going incident please remain calm, communicate discretely and do not panic the general public and audience, use the pre-prepared briefed methods of communication to prevent panic and fear.

- **Have Robust Search Procedures in Place:**
  - Consider search of location before the event
  - Nominate individuals responsible to search
  - Nominate individual responsible for search coordination
- **Understand Suspicious Packages Recognition:**
  - **Think** **H O T !**
    - **H** – Has the item been **H**idden?
    - **O** – Is it **O**bviously suspicious?
    - **T** – Is it **T**ypical 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 in doubt treat as suspicious

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EVACUATION and INVACUATION

The purpose of evacuation is to move people from an area where they might be at risk to a place where that risk is reduced.

Evacuation may be achieved by:

- Full evacuation to outside the building or externally away from the location.
- Evacuation to another part of a building, if the device is small/ confined.
- Full or partial invacuation to an internal protected space.

"MAKE SURE THAT WHEREVER THE LOCATION IS, IT IS AWAY FROM GLASS/ GLAZING"

BOMB THREAT

- **Have Robust Telephone Bomb Threat Procedures in Place:**
  - Are your staff trained to take a bomb threat call?
  - Do you know the location of your bomb threat check list?
  - Is it up to date?
  - Do you know what to do in the event of receiving such a call?

  The exact wording of the threat should always be recorded or written down using the following 5 W,s
  - **W**hat kind of bomb is it? What does it look like?
  - **W**here exactly is it?
  - **W**hen will it detonate? And how?
  - **W**hy is it there? Was a code word used?
  - **W**ho put it there? Who is making the call?

PREVENTATIVE MEASURES

Recognise Suspicious Behaviour:

- Look at the behaviour – not the person!
- Is the behaviour out of the ordinary?
- Is it being done an extraordinary number of times?
- If challenged can they give good account?
- Know your rights?

- **Have A Plan - Know Your Plan – Know Your Responsibilities:**
  - Have a robust security and safety plan in place
  - Plan for the worse – hope for the best
  - Engage with staff and security contractors

"Remember - You Don't Have to Be Certain To Be Suspicious"

Call 101 or in an Emergency Dial 999