



Concorde Classics Classic and Sports Car Show

Sunday 21st September 2025

Event Management Plan

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1. Details of the Event

This is a charity car show which first started in 2009 with the intention of raising money for Children's charities. In 2010 the show coupled up with Naomi House Children's Hospice and now all the proceeds from the show go to Naomi House. The show is organised on behalf of the The Concorde and runs from the large car park and grounds at the rear of The Concorde and Ellington Lodge Hotel in Eastleigh.

- Date Sunday 21st September 2025
- Location Grounds of The Concorde, Stoneham Lane, Eastleigh
- Web site The show has its own web site which shows up to date information on the show and attractions. Click <http://www.concordeclassics.co.uk>
- Site Plan Please see attached plan - [Appendix A](#)
- Audience Profile Families (all generations)
- Audience Numbers Throughout the day approximately 3,500 people attend the show
Maximum on site at any one time is approximately 1000 people
- Event Duration Open to public between 11am to 4pm (5 hours)
Open to display vehicles and traders 8.30am to 6pm to set up and close down stalls and vehicles.
- Refreshments As below:
 - The Concorde will be laying on a BBQ from 11:00am to 3:30pm in the rear gardens of the club.
 - The Concorde will be also running a bar in the marquee in the rear gardens of club; they currently have a premises licence which is paid annually to cover such events.
 - The Concorde additionally have the Moldy Fig wine bar and restaurant which will be open throughout the day.
 - A mobile Coffee and Tea van will be selling teas, coffees and cakes. White Princess Ice Cream Van will also be on site selling ice cream and cold drinks throughout the show. These traders' vehicle and staff have all the appropriate hygiene certificates and registration. They additionally have liability insurance and Risk Assessments.
- Toilets As below:
 - The Concorde have a male and female toilet located within the Moldy Fig Wine bar
 - Additional toilets are on site within the show ground accessed through the marquee. This has shown to be sufficient in previous years. These will be monitored throughout the show and well sign posted.
- Tickets Will be purchased on arrival at the show at the ticket office. Costs:
 - Adult - £7
 - Child under 12 - £2
 - Tickets are available to buy online before the show at reduced cost
- Accommodation Part of the show site is situated in the car park of the Ellington Lodge Hotel and rooms are available for those attending to book.
There is no camping available on site.

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- Marshalling The event will be marshalled by the Volunteers.
- Electricity There is electrical power on site, only if previously arranged with the organisers. Exhibitors are allowed to bring quiet running generators if power is required.
- Parking No public parking will take place on site. All public parking will be:
 - Within designated bays at Eastleigh Football Club off Stoneham Lane
 - Within designated parking spaces at the Wellington Sports Ground
 - Overflow parking has been booked for use at Lakeside and will be opened up if and when needed. Attendees will be supplied a map to this when needed. [Appendix C2](#)
 - All parking will be controlled by Marshall's in all car parks
 - Direction arrows will direct the public from car parks to pedestrian crossing on Stoneham Lane into the site. See [Appendix D](#)
 - Park and Ride will be supplied by a minibus running from Eastleigh Football Club to Stoneham Lane and back. This will be extended to Lakeside as well if overflow parking is required. See [Appendix C3](#)
 - Marshals in key areas will be given two-way radios and additionally will have access to mobile phones with appropriate contact numbers provided.
 - Pedestrian entrance to the show is shown on [Appendix C1](#)
- Show Control The show will have a 'Show Control' tent. This will be the base for a Public Address system which will have coverage throughout the show site. Additionally, a two-way radio will be in place to liaise with key staff.
- Activities The show will have numerous attractions and events going on:
 - Large static display of pre-booked Ferrari's and Super Cars on the rear lawn, as well as a Movie / TV car display – Approximately 30 vehicles in total
 - Large static display of pre-booked vehicles, approximately 110 Classic, specialist, American and vintage vehicles in the large rear gravel car park of the site – see [Appendix A](#)
 - Marquee – Within the rear gardens of the Club is a large marquee which will house not only the bar, Scalextric track but also a number of trade stands – see [Appendix A](#)
 - Music may be played through speakers throughout the day. This will be controlled via the PA system at Show Control. The Concorde have within their licence permission to play music outside.
 - Apart from the Marquee, a number of traders will have stands in designated areas around the show – see [Appendix A](#)
 - Sporting Bears Motor Club will be sited in the front car park by the ticket office, as shown on [Appendix A](#). From here they will run a maximum of 17 cars for "Dream Rides". "Dream Rides" is a simple concept where people making an agreed minimum donation to a named charity are offered a **free** passenger ride in the car of their dreams. The rides have historically been of up to 10 miles duration on public roads. The drivers cover all their own expenses and thus are not driving for hire or reward. Given the above the integrity of the driver's own insurance is maintained and thus normal passenger cover remains intact. The driver is usually the private owner who is donating their car and time for free. ALL the money donated will go to Naomi House Children's Hospice. Sporting Bears Motor Club has been running this feature at the NEC Classic Car shows since 1994 and other car shows. See [Point 11](#) for more information.

2. Event Safety Policy Statement

It is the policy of Concorde Classics management team to provide and maintain safe and healthy working conditions, equipment and systems of work for all organisers, traders, volunteers and others involved in the event.

Whilst every possible precaution has been taken into account by the management to ensure that all areas of the event site are safe, all organisers, traders and volunteers are reminded that under the Health and Safety at Work Act 1974, Section 7, it is the duty of all employees (and sub-contractors) to take reasonable care of the health and safety of themselves and of others who may be affected by their acts or omissions.

All site staff will be made aware of the risk assessment as carried out by the management. All hazards, no matter how small, should be reported to the Health & Safety Officer, who will make a full assessment and advise what precautions need to be taken to reduce or remove the hazard.

The Current national terrorism threat level in England is 'Substantial' meaning an attack is likely. Due to this we have created two persons to be Security Officers throughout the show. These two peoples only role is security of the show and protection of those attending and displaying at the show. They will remain vigilant and intervene situations to assist to reduce any threat. They will wear fluorescent vests clearing indicating their roles to demonstrate a strong security posture. In the case of an emergency, they will assist with appropriate evacuation and sealing of appropriate areas as deemed necessary. When dealing with suspicious items they will apply the 4 Cs protocol: Confirm, clear, communicate and control

Due to no current restrictions due to Covid 19 risk we will have not this year added any sanitiser stations and except people will carry out their own individual risk assessments in relation to Covid 19. However, the show is held outside and the marquee will have doors and sides open, weather dependant to help the free flow of air throughout the show. Our website and advice to attendees asks that no one attends the show if they show any Covid or flu like symptoms.

Our responsibilities

The overall responsibility for all health and safety matters at this event is that of The Concorde (the site owners) with the assistance of the management team of the Concorde Classics Car Show who have been instructed by The Concorde to run the event under their overall control as unpaid employees. The Concorde Club hold public liability insurance for £5,000,000 which covers this event. See [Appendix J](#)

The Concorde Club and show management team must ensure that all personnel including all sub-contractors operate in a safe manner and comply with all regulations. This includes all equipment used in this event. Failure to do so will mean that offending sub-contractors will not be permitted to operate.

The show utilises volunteers to marshal the event within The Concorde Club grounds, but also in Eastleigh Football Club Car Park, Wellington Sports Ground Car Park, Stoneham Park Academy Primary School Car Park, Lakeside Grass parking (if needed) and Stoneham Place Industrial parking and footpaths. It has been confirmed that this is also covered by the Public Liability insurance held by The Concorde Club. This is documented by letter, see [Appendix J\(a\)](#)

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3. Key Event Personnel:

Concorde Classics Management Team;

Site Manager – Lynne Wicks, The Concorde

Tel - 02380 645981

Mob – 07748 906947

E-mail - info@theconcordeclub.com or lynne@theconcordeclub.com

- Responsible for overall safe management of The Concorde site during event
- Be specific point of contact for The Concorde site and facilities
- Deal with all matters in relation to The Concorde, Ellington Lodge Hotel and Moldy Fig Wine bar that may arise during the show
- Arrangement of supply of suitable Fire extinguishers and placement during the show
- Keep record of all management meetings in relation to the show and its activities
- Keep records of all licences in relation to selling of food and drinks by The Concorde
- Keep records of Liability Insurance held by The Concorde to run car show on site

Event Manager – Rob Heard,

Mobile - 07960 974540

E-Mail – concorde.classics@gmail.com

- Main event organiser – instructed by The Concorde and acting as unpaid employee
- Responsible for the smooth running of the event
- Should incident occur will assume overall responsibility for handing over to emergency services along with Security officers
- Coordinate the event management plan and ensure it is provided with timely information liaising with the Emergency Planning Officer for Eastleigh Borough Council and Emergency Services.
- Health and Safety Officer for event
- Liaise and brief Security officers
- Ensure adequate First Aid cover available
- Operate communication point via Show Control with PA system for any safety notices as well as two-way radios or Mobile phones.
- Ensure all event safety information is up to date and readily available for inspection
- Coordinator for bookings for display vehicle owners and traders and their attendance
- Treasurer for the event. Management of budget, accounts and finances for show
- Liaison with Chevron Traffic Management for traffic management plan and signage
- Web site manager
- Creator of advertising and information boards for show
- Responsible for placing and removing of advertising boards for event and obtaining appropriate permission

Event Coordinator 1 – John Barker

Mob – 07789 402427

E-Mail - johnbarker1957@aol.co.uk

- In charge of parking and car parking marshals for event on and off site
- Responsible for briefing of marshals and volunteers on health and safety at the show and evacuation plan.
- Ensure High Vis clothing worn by Marshal's
- Keep the Site Manager, Event Manager and Security officers informed of any potential hazards or incident that may occur during the show.
- In event of an incident liaise with Site Manager, Event Manager and Security officers to assist in coordination of emergency services

Event Coordinator 2 – Jamie Mattheson

Tel – 02380 613989

E-Mail - info@theconcordeclub.com

- Manager of The Concorde
- Assist Designated Health and Safety Officer with any Fire issues within The Concorde grounds

Event Coordinator 3 – Karen Sanderson

Tel – 01962 760060

Mobile – 07394 566702

E-mail - karen.sanderson@naomihouse.org.uk

- Charity Manager for Naomi House Children's Hospice
- Organising and running ticket stall and sales at entrance to show
- Running and set up of stall by Naomi House
- Marketing of show
- Organise and run publicity for advertising show
- Obtain sponsorship for show
- Organise Raffle tickets for sale prior to show and during show. This is licensed every year
- Attend to VIP's as requested by Event manager

Health and Safety Officer – Rob Heard – Event Manager under instruction of The Concorde

Mobile 07960 974540

E-Mail – concorde.classics@gmail.com

- Liaise with Event Coordinator 1 and assist with delivery of Health and Safety Briefing on the day to marshals, volunteers, Security officers and emergency services etc.
- Advise team on health and safety of contractors, traders, caterers and ensure all adequate health and safety measures in place
- Oversee efficient operation of Emergency Evacuation plan.
- Ensure High Vis clothing available for marshals and adequate first aid cover available
- Coordinate safety inspections and risk assessments
- Undertake actions as deemed necessary to ensure compliance with the Event site regulations and relevant legislation
- Operate communication point with PA system and two-way radios with safety advice etc

Security Officers x 2 – To be allocated

- Will liaise with Event manager / Health and Safety Officer
- Responsible to patrol show and identifying any hazards, suspicious items or activity and challenge such behaviour and take appropriate action when required
- Carry out security checks of site prior to show opening to public and during show
- Assist in Emergency evacuation procedures
- All marshals and helpers will additionally be on the look out for suspicious activity

Note: If key personnel are not available then the first point of contact should be to Rob Heard, Event Manager and then Lynne Wicks the Site Manager.

Sporting Bears Management of Dream Rides

Manager – Marcus Barr – Koala Bears Section of Sporting Bears

Mob – 07710 876131

E-mail - marcus.barr@outlook.com

Web site - <http://www.sportingbears.co.uk/>

- Set up and closing of Sporting Bears and Dream Rides in front car park of The Concorde
- Management of stall
- Responsibility of running stand and drivers taking people out for drives
- Management of money donated at stand
- Health and Safety of Sporting Bears and Dream rides
- Briefing of drivers taking people out for drives in relation to health and safety and manner of driving on public roads
- Responsibility for movements of Dream Ride vehicles into and out of car park and liaise with Event Organiser 1 concerning marshalling.
- Arrangement of Public liability insurance for Sporting Bears and dream rides to value of £5,000,000

Park and Ride Minibus Management

Park and Ride Coordinator – Karen Sanderson

Tel – 01962 760060

Mobile – 07394 566702

E-mail - karen.sanderson@naomihouse.org.uk

- Coordinate running of a minibus supplied and driven by qualified voluntary drivers.

Park and Ride Assistant – Peter Abrahams

Tel – 01962 760060

E-mail - Peter.Abrahams@naomihouse.org.uk

- Organise the arrangement in obtaining of a minibus and qualified voluntary drivers.

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4. Planning and Management

Three weeks before from Monday 1st September 2025 advertising signs placed:

- At agreed venues to promote show – placed by Rob Heard and supporter
- Banners erected at The Concorde – placed by Rob Heard and supporter

Site Build Phase – Friday 19th to Saturday 20th September

Date & Time	Activity	Responsibility
Friday 19 th September	Signage placed ready for show	Chevron Traffic Management
Saturday 20 th September All day	Gazebo's erected: ➤ Show Control – Rob Heard ➤ Tea and Coffee – The Concorde ➤ BBQ tent – The Concorde	Rob Heard The Concorde Staff The Concorde Staff
	Parking area signs erected in car park for Car displays and Traders areas	Rob Heard
	Disabled parking bays marked out on main car park	Rob Heard
	Fire Extinguisher, Muster points and First Aid signs placed	Rob Heard
	Bunting placed around Super Parking area	Rob Heard
	Set up of Scalextric Track in traders marquee	Dave Baddick
	Warning tape and bunting placed along edge of stream of Monksbrook	Rob Heard
	Set up PA Speakers and sound system	Stuart Gale
	Area for Ticket Office and Dream Rides area to be coned and taped off	Rob Heard
	Set up F1 Simulator - Silverlake	Allen Prebble

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Event Phase – Sunday 21st September

Date & Time	Activity	Responsibility
7:00 am	Show Organisers arrive	Rob Heard
7:15 am	➤ Ticket Office Gazebo erected ➤ Marshal Gazebo erected ➤ Barrier affixed at bridge entrance ➤ Banners and flags erected on perimeter of The Concorde fence ➤ Completion of PA speakers and show control sound system ➤ Placement of Fire extinguishers	Karen Sanderson John Barker Rob Heard Stuart Gale Lynne Wicks
8:30 am	Volunteer marshals and Security Officers arrive and briefed. Marshals on various shifts for parking will be briefed when arriving and issued: ➤ Site Plan ➤ Evacuation Plan ➤ Two Way radio for key location staff ➤ Mobile Phone numbers exchanged between group leaders ➤ Fluorescent tabards ➤ Given roles	John Barker Rob Heard
9:00 am	➤ Marshals place signs and cones in public car park directing public to pedestrian crossing ➤ Park and Ride signs erected and cones placed ➤ Concorde Club front car park shut to public, except exhibitors and disabled persons ➤ Sporting Bears stand, gazebo and parking for 20 cars for Dream Rides set up ➤ Rubbish bins placed around site	John Barker Rob Heard John Barker Marcus Barr Rob Heard
8:30 to 10:00am	➤ Traders arrive and directed to allocated spots in show ground – Issued Pass must be displayed to assist parking ➤ Display Cars arrive and directed to allocated parking slot – Issued Pass must be displayed to assist parking ➤ Ferrari, Super cars and TV and Movie cars arrive and directed to allocated parking slot – Issued Pass must be displayed to assist parking	Marshals and Trader liaison Marshals Geoff Lowe
10:00 am	Ticket Office staff arrive and briefed on role	Karen Sanderson
10:45 am	➤ Show Control sound check ➤ Site inspection	Stuart Gale Rob Heard and Security officers

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11:00 am	➤ Show open to Public ➤ Barrier placed across road bridge stopping vehicular entrance ➤ Site inspection by Fire Officer ➤ All vehicles static on site, unless escorted by marshal and approval of Event Manager	John Barker Rob Heard Rob Heard
11:00 am to 3:00 pm	Start of show competitions: ➤ Naomi House Raffle ➤ Vote for 'Car of the Day' ➤ Fastest on Scalextric track	Karen Sanderson Karen Sanderson Scalextric staff
11:00 am to 3:30pm	Barbeque Served	Concorde Club Chef
11:30 am to 3:30pm	Start of Dream Rides from Sporting Bears gazebo in front car park	Marcus Barr
12:00 pm	NASCAR Car start up	Rob Heard
2:30 pm	NASCAR Car start up	Rob Heard
3.30 pm	Raffle Draw	Rob Heard
3:45 pm	Competition winners announcements	Rob Heard
4:00 pm	Show closes Road Bridge barrier removed Collection of Car Parking signs and cones	Rob Heard John Barker John Barker
4:30 pm	Collection of show takings and taken to night safe	Karen Sanderson
5:00 pm	Park and Ride Signs removed Fluorescent tabards collected from Marshals	Chevron Traffic Management John Barker
4:00 pm to 8:00 pm	➤ All display vehicles, traders and exhibitors allowed to pack up and leave Gazebo's taken down: ➤ Show Control ➤ BBQ tent ➤ Ticket Office ➤ Sporting Bears ➤ Marshal Gazebo ➤ PA sound system dismantled ➤ Collection of all on site Signs and Bunting ➤ Collection of Fire Extinguishers ➤ Removal of banners and agreed locations for Show advertising boards ➤ Rubbish bins collected	Controlled by marshals Rob Heard The Concorde Karen Sanderson Sporting Bears John Barker Stuart Gale Rob Heard Lynne Wicks Rob Heard Rob Heard
8:00 pm	Site Inspection and End of event	Rob Heard

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5. Site Safety Planning

Site Security:

Due to the current national risk and increased terrorism activity being at 'Substantial' at some large events we have created two persons to be Security Officers throughout the show. These two people's only role is security of the show and protection of those attending and displaying at the show. They will remain vigilant and intervene in situations to assist to reduce any threat. They will wear fluorescent vests clearly indicating their roles to demonstrate a strong security posture. All other marshals and helpers will additionally be looking out for any suspicious activity and notifying the security officers and Control of any such activity. In the case of an emergency they will assist with appropriate evacuation and sealing of appropriate areas as deemed necessary. When dealing with suspicious items they will apply the 4 Cs protocol: Confirm, clear, communicate and control.

Muster Points:

Two muster points have been identified and will be signed within the show ground. They are in the grass area of the Super Car Parking and top section of gravel main car park. Show plans will be placed around the site showing these locations. There is an additional muster point in the front car park outside the show ground. Each family who attends the event will be given a free programme which contains a comprehensive show plan as well – Show plan is shown in [Appendix A](#)

First Aid Cover:

Trained First Aiders from Waterside EMS have been employed for the show and will be located at the First Aid station. This will comprise of at least 1 x First Responder, 1 x Paramedic and 1 x Ambulance. This First Aid Station is well signposted in the show plan. Show plans will be placed around the site showing this location. Additionally, each family who attends the event will be given a free programme which contains a comprehensive show plan as well – Show plan is shown in [Appendix A](#)

Lost / Found Children

The event has a show control gazebo. This will be a central place for all enquiries and place to bring lost children and is controlled by the Show manager who is a retired Police officer and as such has had all the relevant CRB checks done. If lost children, parents separated from their children, vulnerable adults or personal assistants of vulnerable adults arrive at other points or speak to a member of staff or marshal they will be directed or taken to the show control tent.

Children or vulnerable adults found without their parents

- A child or vulnerable adult appearing to be lost will be approached and asked if they know where their parents/ guardian are.
- If a child or vulnerable adult still appears to be lost they should be led to the collection point, where they will be encouraged to remain until they have been re-united with a parent or guardian.
- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ personal assistant/ brother etc names, where they last saw them and a description of them. If the child is brought over by another adult, as much information as possible should be gained from them.
- The information will be given to Security and Marshals via 2-way radio and mobile phones, who will then organise a search.
- If the parent/ guardian /personal assistant's name is known an announcement will be made via the PA system "This is a public announcement, could (Name of person) please come to show control".

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- If the name of the parent /guardian /personal assistant is not known the following announcement will be made via stage PA systems “This is a public announcement, please remember this is a busy event, if you have been separated from a family member, then please go to show control”.
- The PA announcement will not mention the name of the lost child.
- If a parent /carer /personal assistant is not located with 30 minutes, Show Control will inform the police.

Parent/ Guardian /Personal Assistants reporting lost children

- Reassure parent/ guardian/ personal assistant informing you of a lost child, that a search will be organised.
- Encourage the parent to come to show control, so they can give details. They will be asked for the following details of the child or vulnerable adult – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.
- Encourage the parent to regularly return to Show Control if they continue to search for the child, in case the child is found.
- Security and staff will conduct an initial search of the area.
- If the child or vulnerable person is not found the Event Management will organise a thorough sweep of the whole site including security and staff.
- When the child or vulnerable person is found, they will be lead to Show Control to be re-united with their parent.
- If a child or vulnerable person is not found within 30 minutes Show Control will inform the police.

Re-uniting Parent /Personal Assistants with Children /Vulnerable Adults

- If a child or vulnerable adult is reluctant to go with a collecting adult then the adult should be asked for proof of ID and their signature. If necessary the police may be advised on any problems.
- Once a child or vulnerable adult has been re-united with their collecting adult all marshals, security, staff and police will be informed immediately.

Lost persons log

- All lost persons / children’s incidents must be logged and filed.

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Parking

The event parking is split into two sections:

➤ Show parking

This is the parking for traders, display vehicles and attractions. Each one of these has been designated a place as shown on the show plan ([Appendix A](#)). All attendees have pre-booked and paid to attend the event, and no additional vehicles will be allowed on site without the express permission of the Event Manager. Each pre-booked vehicle has been designated an exact area for parking as shown on the Show Plan ([Appendix A](#)).

To assist with the ease of parking up vehicles and traders quickly in the right place, a pass will have been sent to each attending vehicle. This must be displayed on arrival. Example passes are as shown:

- Display car Show Pass – [Appendix H](#)
- Trader Show Pass – [Appendix I](#)

A list of all traders and vehicles being displayed will be kept at Show Control and also with the Security Officers and relevant Marshal's. No vehicle or trader will be allowed on the site without having their designated pass clearly on display.

There will be a minimum of 3ft/1m between vehicles and access for fire appliances between rows and all around the show site. A minimum width 3.7m is required for all the rows and access into the Ferrari field and between these vehicles to allow a Fire Engine to pass.

➤ Public Parking

Three offsite public car parking areas have been identified. They are:

- Eastleigh Football Club – Off Stoneham Lane
- Wellington Sports Ground – Off Stoneham Lane
- Overflow parking at Lakeside accessed off Wide Lane, additional signing will be erected if required

These will be controlled by marshals. The public will then be directed via mainly internal footpaths inside the Stoneham Place Industrial Park, marked by signs / cones to show entrance or the traffic light controlled pedestrian crossing, to enable safe passage across Stoneham Lane to the site. Public will then access the show site via the front car park, which will have no public vehicular movement. Any movement of vehicles will be limited and controlled by marshals.

Pedestrian routes from car parks are shown on [Appendix D](#)

Park and Ride will be run using a minibus from Eastleigh Football Club to Stoneham Lane. If the overflow car park is utilised the park and ride will additionally run from there.

Visitors arriving by Taxi

Will be directed into the front car park of the Concorde Club for drop off and collection

Visitors with Special needs

Parking for Blue Badge holders has been designated in the front car park. Access into the show for those in wheelchairs will be via the road bridge. During the show opening times, this bridge is closed off with a barrier to vehicular traffic. Additionally, this will be manned at all times by a marshal who can open wider for disabled access or emergency evacuation or entrance.

Ticket Sales

The Ticket office will be located by the pedestrian bridge to the entrance to the show. This will be well sign posted with high up banner. This will be resourced by a minimum of two ticket sellers at any one time. Entrance prices are cheap to encourage family attendance and further donations to charity boxes in the show. Any queues that occur at the ticket office will be managed by marshals in the safe and secure closed off car park. Visitors will enter the show by pedestrian bridge and exit via the marshalled vehicular bridge. Each visitor and exhibitor will be given a wristband.

Public can buy tickets prior to the event via online ticketing through www.concordeclassics.co.uk Additionally, all display vehicle and traders have booked and paid prior the event.

Litter

At least 5 litter bins will be placed around the site. These will be checked on regular occasions and at the end of the show will be placed in the large bins owned by The Concorde

Toilets

As previously mentioned, The Concorde have a male and female toilet located within the Moldy Fig Wine bar. Additional toilets are on site accessed via the Marquee. This has shown to be sufficient in previous years. These will be monitored throughout the show and replenished with toilet rolls etc when required.

Briefing

All marshals, staff and Security staff assisting at the show will be fully briefed on their roles and supplied with plans and fluorescent tabards when appropriate to there roles. Contact will be via either two-way radios supplied or mobile phones depending on the persons role. A Zoom briefing of available Marshals will be held on Wednesday 17th September at 6.30pm. A Whats App group will also be created for all marshals.

Marquees / Gazebos / Tents

We have a number of small 3m x 3m gazebos erected around the site for traders etc. All are small and often with no sides allowing easy escape in any direction. They are all CE approved. All are secured by weights or guy ropes.

We have large PVC trader's marquee, which is a permanent structure at the Concorde Club during the summer used for many events like weddings etc. This is approximately 21m long by 10m wide. The sides are made up of 3m panels which can all be easily unzipped to allow egress if required. During the show this has one main entrance and a side entrance. If the weather is hot, then the side panels are rolled up. This marquee is securely bolted to the floor by bolts into large concrete footings. There is a Fire Certificate for the marquee, see [Appendix Q](#)

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Staffing Levels

The number of marshals being supplied will be controlled and arranged by John Barker. They will arrange adequate marshals who will work in three shifts namely:

- 8.30 am to 11:00am – Assist parking of display vehicles and Traders
- 09:30 am to 2:00 pm – Public parking and front car park of show
- 1:00 pm to 5:00 pm – Public parking and front car park of show

Marshals will each be given refreshments and given regular breaks. They will be fully briefed by John Barker on arrival of their shift.

Marshals will be given briefing prior to event online by a Zoom meeting

Volunteers will be supplied by Naomi House and other sources to assist with Security roles and raffle ticket sales and collections. Raffle tickets are licensed every year.

A WhatsApp group will be set up for the Marshals allowing them to easily communicate during the show

Power Requirements

Generally, most displays or display vehicles will not require power. Those who do require power have been located by 24v outdoor supplies. These power points are shown on the Site Plan shown on [Appendix A](#).

All electrical boxes and marquee power and lights have separate cut off switches and regularly maintained by an electrician.

Any additional fuel required for generators or BBQ will be either in secure tanks of vehicles being displayed or in approved and secure appliances and storage and away from any equipment or vehicles. One gas bottle will be used for the BBQ, situated a safe distance away from the cooking area and will be removed at the end of the event.

Road Bridge Closure

Access to the show site for vehicular traffic is via a road bridge over the Monksbrook. During the show public opening times, this bridge is closed off with a barrier to vehicular traffic but used as the exit for pedestrians. This barrier will be manned at all times by a marshal who can open quickly for disabled access, emergency evacuation or entrance by emergency services. This barrier ensures that vehicular movement in the pedestrian area of the show is negligible.

[Appendix P](#) gives details of the bridge allowable weights

Event Information Sheet

Every trader or display vehicle that attends the show will be pre-booked before the event. They will be sent a detailed information sheet about the show, attendance and responsibilities. A copy of this show information is shown in [Appendix G](#)

6. Event Communication

Ten two-way radios will be available for use at the show. These will be given to designated staff in certain roles and locations to ensure good coverage and security is maintained. Additionally, all staff will have, or be in close proximity to a mobile phone. A PA system will be in operation covering the show ground. A list of mobile phone numbers will be given to all staff at the briefing prior to the event. What's App groups will be created for Key committee staff and another for all marshals.

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7. Crowd Management

The number of people on the site at any one time will be carefully monitored by ticket office, marshals and Event manager. We will endeavour to keep this to approximately 1000 at any one time. This event has been running for the last 15 years and during this time it has been established that attendance of public is spread across the day. The programme of activities during the day in fact encourages this. Visitors to the event often come for no longer than 2 hours and then leave. At no time has the event become overcrowded or even close to it. The first indication of excessive numbers will be when the public parking becomes close to full. If this does occur then the marshals in control of a certain area of parking will contact the Event Coordinator 1, John Barker. He will monitor the situation and make the Event Manager aware. Consideration will then be taken to shut relevant parking areas.

Should the crowds become too big within the show, and then entry to the show will be controlled or delayed by ticket staff and marshals. There is a large, closed car park by the entrance ticket stall which could be used to stack visitors safely. This problem occurring is negligible, as the show ground is large with plenty of room for visitors to spread across the show site, additionally there is plenty of parking available for visitors in the designated sites.

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8. Traffic Management Plan

Stoneham Lane outside the Concorde Club currently is made up of a roundabout. Entrance to The Concorde is via a ramp down from the roundabout. This forms one of the 4 junctions off the roundabout and is governed by give ways lines onto the roundabout.

A traffic management plan has been created. A traffic management team have been employed to manage this and will adjust, if necessary, on the day.

- It needs to be noted that the show is on a Sunday and traffic flow along Stoneham Lane is at a minimum compared to weekdays.
- The front car park of The Concorde will not be used for public parking. This will be controlled by marshals and sign posted only for entry by Exhibitors and Disabled persons from 9:00am.
- Visitors to the car show will be directed to the three designated public parking areas by Chevron Traffic Management, these parking areas have been listed earlier.
The sign schedule is shown in [Appendix F](#) which shows the road layout and signage required.
- The public once parked in the parking areas will be directed by marshals and signs to the show entrance. They will follow an internal private network of footpaths to a gate exiting North Stoneham Park business site. Visitors will then be directed to a traffic light-controlled pedestrian crossing which will allow them safe passage across Stoneham Lane and into The Concorde and show site by a pedestrian gate in to the front car park and towards to ticket booth. This is shown in [Appendix D](#) and [Appendix C1](#)

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- **Park and Ride** – One minibus has been donated for use at the event. These are fully licensed and insured. Volunteer drivers with the correct categories and experience to drive such minibuses will be utilised
 - **Eastleigh Football Club** – Public arriving by car to this parking area can either walk the 5-minute walk to the show on safe internal paths or can utilise the Park and Ride minibuses to freely run from inside the Eastleigh Football Club car park to a drop off by the water ford pull-in on Stoneham Lane, located by the side of The Concorde. This is shown in [Appendix C3](#)
 - **Lakeside** – This parking area will only be used as an overflow if required. Visitors will be directed by map (given to them when arriving at Eastleigh Football Club) and signs located off Wide Lane to the parking area. If this parking is used then public can take 5-minute walk through the park to the show, this will be signposted. The Park and Ride minibuses will additionally run to this car park when required. Route can be seen on [Appendix C4](#).
- Signage for the event will be split in to two groups:
 1. Chevron Traffic Management will be supplying all signage which falls within the public road network. The sign schedule is shown in [Appendix F](#)
 2. A number of large yellow A1 sized signs will be placed within private property of The Concorde, Eastleigh Football club and Lakeside to assist visitors entering or stopping entry to certain areas.
- **Protesters** causing potential traffic congestion or issues:
 - People under the law have a right to protest provided they do so peacefully and without causing damage or interference to the public attending the show.
 - Give them an area outside of the property where they can protest on the pavement.

As our event is on private property then we ask them to protest on the highway not private property. Marshalls are asked:

 - Look for individuals or groups who may be carrying unwanted items or acting suspiciously.
 - Staff on entrance duties should be aware of this.
 - We have no right to physically touch protesters, we can ask them to leave.
 - If they refuse and cause more issues we call the police on 999.
 - Use radio or mobile to inform the Show Control at once.

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9. Emergency Evacuation Plan

This plan has been prepared to enable persons providing marshalling and security for the event to respond in a professional, effective and rapid manner to an emergency evacuation of The Concorde Classics show site.

It is impractical to attempt to prepare for every eventuality, which could require emergency action due to the open nature of the area and proximity of buildings to the site, but the more likely type of incidents may include:

Vehicle fire
Building Fire
Public disorder
Discovery of suspicious packages / bomb

All Marshals will be part of a What's App group and issues will be highlighted using the below colour coding.

Incident Type			
RED	BLACK	BLUE	GREEN
Fire or Smoke	Suspect Package / Bomb Firearm	Crowd Disorder	Medical Emergency (Ambulance required not First Aid)

The plan will provide the basis of action but circumstances at the time of the incident will dictate the overall action.

An incident may require partial or complete evacuation of the site. Event personnel reporting the incident will immediately inform the Event manager, who will act as the Evacuation Control Officer. Should he not be available then the Event Coordinator 1 – John Barker, will take on this role.

An Evacuation plan has been created and this is shown in [Appendix E1](#) which shows the most direct routes to leave the show.

The evacuation route out of the show is naturally same as entrance area. In event of evacuation or emergency then the entrance road barrier will be removed allowing plenty of room for pedestrian egress. An additional evacuation route will be over the footbridge from the grass area into the Moldy Fig bar and also the main Club and then into the front car park. On an evacuation being called the emergency exits in both the bar and main club will be opened and Club staff will be ready to assist and direct people.

If a Fire occurs, then depending on where the fire is will depend on which evacuation route is used or both, if so required. However, once the Fire Brigade are called then the evacuation route will be via the footbridge into the club and not the road bridge, as this will be kept clear for attendance of the Fire Brigade.

The majority of the site is hard standing, namely being on a gravel car park. The Super car area is on grass which is cut very short and can take the weight easily of large vehicles, even when wet.

The access to the show ground for vehicles is by a singular bridge, the bridge can take very large vehicles over 42 tonnes with no problems. It regularly is crossed by articulated lorries and Fair ground vehicles with no issues and has a clear width not less than 3.1m. To see weight certificate for bridge, see [Appendix P](#)

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We do not have or know of a fire hydrant in the immediate area. Monks Brook, which runs through the garden area, would presumably be available for water

There is no need for additional Fire Escape signs, as the show ground is small and very obvious where exit is. No enclosed tents are being used at the event. No buildings are being used which don't already have sufficient and approved Fire Exit signs in place.

The show is being run in daylight hours and therefore no additional lighting required.

An additional muster point will be created in front car park of The Concorde Club, this will be signed. All muster points are shown on Site plan issued to all exhibitors prior to show arrival and additionally displayed around the show in large site plans.

A public address system is being installed for show which can be used to give instructions and directions for any evacuation.

Key marshals and Security staff will have two-way radios to assist in communication as well as mobile phones as well as use of the What's App group

Emergency positions have been identified for all staff and marshals, which would assist in the safe evacuation of the show site. All staff and marshals will be briefed fully on these procedures prior to the show opening. Each marshal and Event Coordinator will be given an evacuation plan.

On the decision by the Event Manager or his deputy to evacuate the show a coded message will be given over the public address system and two-way radios. This message will warn all organisers and marshals of a potential problem and to ensure they go to their emergency points.

The coded message will be: *"Will Mr Enzo go to Show Control immediately"*

The designated Health and Safety is the Show Manager. He will liaise with Event Coordinator 1 and 2 and if necessary, arrange appropriate evacuation of the site. An evacuation plan has been created just for Marshals, see [Appendix E](#)

All exhibitors are pre booked and list of those attending is known prior to the show. Each exhibitor / trader has been issued a pass and will not be allowed to enter the show ground without presenting the pass on arrival. All exhibitors and traders will have been sent detailed show instructions before attending the show which gives security advice and informs them that all vehicle engines will be turned off during show, unless prior permission of show organisers has been given and is then closely monitored.

All staff, marshals and security staff will be briefed on their roles and responsibilities. Additionally, all will be reminded to be vigilant of any suspicious activity. They will be reminded of the 4 C's, namely to Confirm, Clear, Communicate and Control.

CONFIRM whether or not the item exhibits recognisably suspicious characteristics.

The **HOT** protocol may be used to inform your judgement:

Is it Hidden?

- Has the item been deliberately concealed or is it obviously hidden from view?

Obviously suspicious?

- Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
- Do you think the item poses an immediate threat to life?

Is the item **Typical** of what you would expect to find in this location?

- Most lost property is found in locations where people congregate. Ask if anyone has left the item.
- If the item is assessed to be unattended rather than suspicious, examine further before applying lost property procedures

CLEAR the immediate area

- Do not touch it
- Take charge and move people away to a safe distance. Even for a small item such as a briefcase move at least 100m away from the item starting from the centre and moving out.
- Keep yourself and other people out of line of site of the item. It is a broad rule, but generally if you cannot see the item then you are better protected from it.
- Think about what you can hide behind. Pick something substantial and keep away from glass such as windows and skylights.
- Cordon off the area.

COMMUNICATE – Call 999

- Inform show control and/or supervisor
- Do not use radios within 15 metres.

CONTROL access to the cordoned area

- Members of the public should not be able to approach the area until it is deemed safe
- Try and keep eyewitnesses on hand so they can tell police what they saw

In the event of cancellation of show

The organiser reserves the right to cancel or amend the event if, in the reasonable opinion of the organiser, it is deemed necessary due to adverse weather conditions, or other reasons beyond the organisers control. If the event is cancelled any application fee paid will be refunded.

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10. Event Risk Assessment

A detailed risk assessment has been created for the car show. This is shown [Appendix B](#)

The Show Manager is the designated Health and Safety officer for the event and created a Fire Risk Assessment. This is shown [Appendix K](#). Additionally there are three RA for outside vendors at show [Appendix L](#) and [Appendix L1](#) and [Appendix L2](#) covers these. The Concorde additionally has completed Fire Risk assessments for its Barbecue [Appendix M](#)

Liability insurance has been taken out by The Concorde and covers this car show running on The Concorde site and surrounding areas controlled by marshals and is to the value of £5,000,000. [Appendix J](#). This expires in August every year and will be renewed again for 12 months. Cole Matheson, the Managing Director of the Club, has allowed the running of the event on the site as a Concorde Club event and thus the committee and event is covered under this liability insurance. See [Appendix O](#)

The show utilises volunteers to marshal the event within The Concorde Club grounds, but also in Eastleigh Football Club Car Park, Wellington Sports Ground Car Park, Stoneham Park Academy Primary School Car Park, Lakeside Grass parking (if needed) and North Stoneham Industrial parking and footpaths. It has been confirmed that this is also covered by the Public Liability insurance held by The Concorde Club. This is documented by letter, see [Appendix J\(a\)](#)

Public Liability has also been supplied by Pop and Grind Coffee. See here [Appendix L3](#)

Public Liability has also been supplied by Cork Gun vendor. See here [Appendix L4](#)

Public Liability has also been supplied by White Princess Ice Cream. See here [Appendix L5](#)

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11. Sporting Bears – Dream Rides

Sporting Bears Motor Club will be attending the show again this year to assist in raising as much money as possible for Naomi House. They will be sited in the front car park of the Concorde Club by the ticket office, as shown on [Appendix A](#). From here they will run a maximum of 15 cars offering “Dream Rides”. “Dream Rides” is a simple concept where people make an agreed minimum donation to a named charity and are thus offered a **free** passenger ride in the car of their dreams. This may be a Ferrari or Morgan 3-Wheeler. See [Appendix N](#) for proposed route to be used.

The rides have historically been of up to 10 miles duration on public roads. The drivers cover all their own expenses and thus are not seen to be driving for hire or reward. Given the above the integrity of the driver's own insurance is maintained and thus normal passenger cover remains intact. The driver is usually the private owner who is donating their car and time for free. **ALL** the money donated will go to Naomi House Children's Hospice. Sporting Bears Motor Club has been running this feature at the NEC Classic Car shows since 1994 and other car shows. See web site for more information: <http://www.sportingbears.co.uk/>

These are notes which have proved helpful when drivers discuss Dream Rides with their insurance company and give a good understanding of Dream Rides:

1. People donating to the charity collection at the show will be offered a free demonstration passenger ride in the car of their choice
2. Cars taking part will be presented at the show offering a number of rides. These will be allocated by the Rides organisers.

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3. Passengers accepting the offer of a ride will complete a signed disclaimer acknowledging that liability is limited to normal passenger insurance cover.
4. The Rides will start and finish in coned off area by the Show entrance. This area will be controlled and marshalled by Sporting Bears members and Rotary Club Marshals. It will also be the display parking provided for the cars taking part.
5. The Rides take place entirely on the public roads. Drivers will decide the route they follow and are expected to drive responsibly and obey all traffic laws **including speed limits**
6. There is no competitive or timed element to these demonstration rides.
7. Drivers will not receive any reward for providing the rides other than the thanks of all concerned. They will play no part in the collection or management of the charity donations.
8. All the money raised will go to the children's charities agreed by the Sporting Bears Motor Club
9. Drivers are expected to obey the instructions of those marshalling the activity particularly in relation to the movement of cars.
10. Dream Rides are organised and run, as an official event, by the Sporting Bears Motor Club who are registered with the MSA
11. The club has public liability insurance cover of £5 million pounds which covers this event
12. Sporting Bears have a recognised Child protection officer and relevant policy and procedures in this respect as well as public liability insurance.

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Appendix K Fire Risk Assessments The Concorde

Appendix L RA for Pop and Grind

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Appendix L3Public Liability cover for Pop and Grind

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