

Appendix B - Risk Assessment for Concorde Classics Car Show

Date: Sunday 15th September 2024

Venue: The Concorde, Stoneham Lane, Eastleigh

What are the Hazards	Who might be harmed and how	What is already in place	What further actions are necessary
Arrival of vehicles to display at show	Vehicles on Stoneham lane held up or turning into Car Park, and pedestrians	<p>40mph speed limit.</p> <p>Footpath for pedestrians.</p> <p>Pedestrian crossing already in situ, with traffic lights to assist pedestrians to cross from one side to other safely.</p> <p>Already pre-used entrance and car park, so vehicles and persons already have expectations or hold ups.</p> <p>Main Roads currently have signs directing persons to Concorde Club - Brown places of interest signs from all major roads and junctions in near vicinity - This will reduce confusion of persons coming to show who have not been to location before.</p>	<p>Signage by William Ford Traffic Management arranged to direct traffic in to show ground and warning of show.</p> <p>Parking Marshals to be employed who will be fully briefed and will wear Florescent vests for protection. Marshals to remain in car parks only not to direct traffic on road, they have no power to do this and signs should cover this.</p> <p>Arriving display vehicles will have already been issued with pass and map showing them where to park. They will additionally be assisted by marshals to that parking area. Plenty of room off road to stack if necessary vehicles, whilst positioning in show ground, will minimise disruption to free flow of traffic on Stoneham Lane.</p> <p>Local Police informed of event and possible congestions</p> <p>Traders will be reminded they are responsible for own equipment/stand H & S and should have insurance cover there display</p>
Parking of visitors cars In to Eastleigh Football Club, Wellington Sports Ground and Lakeside Overflow	Vehicles on Stoneham lane held up or turning into Car Parks, and pedestrians	<p>40mph speed limit. (30mph on old Stoneham Lane)</p> <p>Footpath for pedestrians.</p> <p>Pedestrian crossing already in situ, with traffic lights to assist pedestrians to cross from one side to other safely.</p> <p>Already pre-used entrance and car park, so vehicles and persons already have expectations or hold ups.</p> <p>Main Roads currently have signs directing persons to The Concorde - Brown places of interest signs from all major roads and junctions in near vicinity - This will reduce confusion of persons coming to show who have not been to location before.</p>	<p>Signage by William Ford Traffic Management arranged to direct traffic to 3 separate public parking areas depending on direction they will be arriving.</p> <p><u>Car Parks</u></p> <p>All Visitors to the show will be directed at roundabout outside The Concorde to go up Highwood lane and then turn left into Stoneham Lane. There they will then be either directed left into football clun car park or right into Wellington Footbal groups car park depending on how full each car park is becoming. This will be controlled by marshals.</p> <p>Should both these car parks be full then visitors will be given a map from Football Club car park to Lakeside overflow car park.</p> <p>No Public parking will be allowed in front car park of Concorde Club Parking unless visiting the Concorde Club for a pre booked meal or disabled visitor</p> <p>Marshals to be employed who will be fully briefed and will wear Florescent vests for protection. Marshals to remain in car parks only, not to direct traffic on road, they have no power to do this and signs should cover this.</p> <p>Local Police informed of event and possible congestions</p>
What are the Hazards	Who might be harmed and how	What is already in place	What further actions are necessary

<p>Parking of visitors cars at Lakeside Country Park (Only of used)</p>	<p>Pedestrian walking from car park to show and parking or vehicles on grass field</p>	<p>Lakeside is a quiet dead end road with speed humps to slow vehicles. Public would only have a short section of the this dead lane to walk along before getting to dedicated footpath</p> <p>The car park is on a grass field and the grass is always cut short. Access is off private lane and down a shallow drive into field. Agreement is already in place to ensure field will not be available if weather conditions not appropriate, for example too wet or too hot and risk of hot engines igniting dry brown grass.</p>	<p>Marshals will be on site to manage car park and field and signs will clearly direct visitors by footpaths to the car show.</p>
<p>Park and Ride Minibus users</p>	<p>People getting on and off the bus and waiting to be collected</p>	<p>Trained bus drivers used to operating buses where people get on and off buses on a daily basis.</p> <p>40 mph road</p>	<p>People arriving to the show will be directed by signs in Football Club car park or Lakeside to a collection place. The area will be clearly marked for collection and marshals will be present. All this will be controlled by marshals</p> <p>People exiting the bus at The Concorde will be directed off before anyone gets on. They will then enter through pedestrian gate at end of car park and walk through coned pedestrian area of car park to entrance gate. To add protection the minibus will pull off the road into ther tarmac exit to the water ford. This will ensure people remain in a safe area away from the road. This will be controlled by a marshal.</p> <p>People waiting to be collected by a bus to leave the show will be held in a large tarmacd waiting area near the to drop off / collection area. This will be taped off from the road and will be marshalled.</p>
<p>Pedestrians making way to show entrance from Lakeside Overflow</p>	<p>Pedestrians walking along Doncaster Drive to show and entering car park entrance.</p>	<p>Gravel and Tarmac road with speed humps</p>	<p>Additional signs from car park directing persons from car parks, to turn right along road edge and then onto footpath crossing by waterbridge and then to gate entrance</p> <p>Marshals will be working in car park to assist vehicles and pedestrians within this area.</p>
<p>What are the Hazards</p>	<p>Who might be harmed and how</p>	<p>What is already in place</p>	<p>What further actions are necessary</p>

<p>Pedestrians making way to show entrance from Old Mott Macdonald's and Eastleigh Football Club and Wellington Ground car park</p>	<p>Pedestrians crossing roads to show and entering car park entrance.</p>	<p>Fully functioning traffic light controlled pedestrian crossing within 50 yards of show entrance</p> <p>40 mph road</p> <p>Large and clear footpaths on both sides of road</p> <p>Show entrance to pedestrians is inside primary car park far away from road, and have a large stacking area</p>	<p>Additional signs from car parks directing persons from car parks, to crossing and then to gate entrance</p> <p>A gate will be open to allow pedestrian access from Eastleigh Football Club parking in to Old Mott McDonalds network of footpaths to allow safe movement of pedestrians to the traffic light controlled pedestrian crossing to the show, without walking or crossing public roads.</p> <p>Once pedestrians have crossed the road at the crossing they will be directed to pedestrian gate at end of car park and then directed along pedestrian area to entrance to show. Area to be coned for protection of pedestrians queuing to enter show. If excessive build up prior to show opening then consideration by organisers will be to open show gates earlier.</p> <p>Have at least two cashiers to speed entrance time of pedestrians through access gate at busy times</p> <p>Well marked entrance gate</p> <p>Marshals will be working in car park to assist vehicles and pedestrians within this area.</p>
<p>Pedestrian and public safety in show ground</p>	<p>Pedestrians looking at parked vehicles and small River running by main building</p>	<p>Large gravel flat car park as main display area, marked off in to areas by bushes and barriers</p> <p>Show ground is naturally segmented into regions by bushes and barriers and already defined parking areas.</p>	<p>Show open to public between 10:00am and 4:00 pm. From 10:00am to 4:00pm the vehicular gate will be closed by removable barrier which will be manned at all times. This will ensure no vehicles moving around show during public times.</p> <p>Grass bank leading down to river to be fenced off using fence pins and two lines of bunting / rope. River is shallow and very obvious. Not immediate risk to pedestrians, as some distance from display vehicles and official display area.</p> <p>Control of young children will be done by parental control but this will be reminded by announcements on PA during show, if required.</p>
<p>Medical hazards</p>	<p>Pedestrians and public</p>	<p>Large flat gravel car park and grass display area, which has been use for many years</p> <p>First Aid box available on site</p>	<p>Qualified First aider will be employed at First Aid Station to be located clearly in show grounds and signed on maps.</p> <p>Notify Hampshire Ambulance of show</p>
<p>Lost / Found Children</p>	<p>Children going missing from parents visiting show</p>	<p>Small and defined show ground in enclosed area</p>	<p>Show control will act as base for all lost or found children to be taken. This will be staffed by male and females. The show control staff will have access to PA system and be able to announce details of the lost or found child.</p> <p>Enclosed show area, where any child trying to leave show will go through marshalled post, this will minimise risk of child leaving show unaccompanied</p>
<p>What are the Hazards</p>	<p>Who might be harmed and how</p>	<p>What is already in place</p>	<p>What further actions are necessary</p>

Special needs access	Special needs persons and access around the show	<p>Site is already set up for disabled access to all buildings and number of pre-marked parking spaces are available just by show entrance.</p> <p>All of car park and show ground is level and well marked</p>	<p>No additional actions required on site</p> <p>Entrance to show if required on flat level will be by vehicular bridge. This is barriered off, but will be marshalled at all times and opened to those requiring such entry.</p>
Risk of Fire or other emergency during show	Pedestrians and vehicles	<p>Already numerous Fire extinguishers in place at hotel and Jazz club. Two muster points already signed within show area.</p> <p>Fire exit signs already in place for all buildings being used or possibly used during the show.</p> <p>Main show ground is gravel car park which limits risk of fires.</p>	<p>Additional Fire Extinguishers will be placed in suitable and marked areas.</p> <p>Location of all fire extinguishers is shown on site map issued to all exhibitors, prior to arrival.</p> <p>Large site maps will be placed around site during show.</p> <p>Notify Fire and Rescue of event.</p> <p>Evacuation route is naturally same as entrance area. In event of evacuation or emergency then entrance road barrier to be removed allowing plenty of room for pedestrian egress.</p> <p>Additionally the footbridge into the main club will be used to evacuate through the club with staff help.</p> <p>No need for additional Fire Escape signs as show ground is small and very obvious where exit is. No enclosed tents being used at event. No buildings being used which don't already have sufficient and approved Fire Exit signs in place</p> <p>Show is being run in daylight hours and therefore no additional lighting required,</p> <p>Additional muster point will be created in car park of Concorde club, this will be signed. All muster points shown on Site plan issued to all exhibitors prior to show arrival and large site plans on display around the show.</p> <p>PA system being installed for show which can be used to give instructions and directions for any evacuation.</p> <p>Emergency positions identified for all staff and Marshalls, which would assist in the safe evacuation of the show site. All staff and Marshalls briefed fully on these procedures prior to the show opening and given evacuation plan map each.</p> <p>Coded message in event of emergency to be given over to tannoy, to warn all organisers and marshalls of potential problem and to ensure they go to there emergency places.</p> <p>"Will Mr Enzo go to Show Control immediately"</p> <p>Fire officer has been identified for the show and will be at all times in contact with show control and other organisers by two way radio system.</p> <p>All display vehicles to have engines off during show, unless prior permission of show organisers and then closely monitored. This is detailed within show instructions sent to all exhibitors prior to show day.</p> <p>All display vehicles will be parked with 1m between them and all routes around the show and to the Ferrari field will have width of 3.1 metres to allow passage of Fire Engine.</p>
What are the Hazards	Who might be harmed and how	What is already in place	What further actions are necessary

<p>Risk of Suspicious activity, terrorism or suspicious package</p>	<p>All persons attending the show or present in the show ground or venue</p>	<p>Trained staff working for Concorde Club who are aware of security on the premises</p>	<p>Two Security staff will be designated to patrol the show grounds and look out for suspicious activity, risks and discarded property. They will wear fluorescent vests clearly identifying them as security officers. They will challenge suspicious activity and investigate any issues bringing them to the attention of appropriate staff. They will be reminded of the 4 C's, namely to Confirm, Clear, Communicate and Control and assist with any evacuation deemed necessary. Only prebooked vehicles and traders will be allowed access in the show to display. A list of this will be kept and all will be required to display relevant passes. All staff will be reminded to be vigilant and report any suspicious activity.</p>
<p>Sporting Bears and Dream Rides</p>	<p>Public who donate to have a 'Dream Ride' in car. Risk of injury by crash. Pedestrians in front car park of Concorde Club when Dream Ride car leaves or enters car park</p>	<p>Attraction arriving on show and not already in place The section where will set up is on flat tarmaced car park</p>	<p>The Dream Rides Gazebo and cars will be positioned to the side of the ticket office. Pedestrian visitors to the show will not have to walk around the stand as it will be situated to the side furthest from them on arrival.</p> <p>Those donating to charity to have a ride in a 'Dream Ride' as Passengers will be accepting the offer of a ride and will complete a signed disclaimer acknowledging that liability is limited to normal passenger insurance cover.</p> <p>The Rides will start and finish in a coned 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.</p> <p>Dream Ride cars arriving and leaving the site will be escorted in by a Marshal at minimum speed.</p> <p>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</p> <p>There is no competitive or timed element to these demonstration rides</p> <p>Sporting Bears Motor Club has been running this feature at the NEC Classic Car shows since 1994 and other car shows we no problems.</p>
<p>COVID 19 transmission</p>	<p>Concorde Club staff Marshals Show staff Attendees to the show</p>	<p>The show is being held all outside, this will massively reduce the risk of transmission of Covid 19. However, there are currently no restrictions due to Covid 19 in the UK</p> <p>This is a closed car show, only a limited pre-booked vehicles allowed to reduce numbers and allow more space between vehicles and encourage social distancing</p> <p>The names and contact details of all vehicle owners attending and number of people in their vehicle is recorded on booking and checked on arrival</p> <p>A separate outside refreshment area has been created away from the vehicles allowing people to easily social distance</p> <p>Detailed instructions have been sent to attendees prior to the show detailing preventative measures, encouraging social distancing</p> <p>Attendees are advised not to attend if have COVID 19 symptoms and list of symptoms will be sent in an e-mail before arrival</p> <p>Cleaning regime put in place for the site and toilets used by attendees at the show</p>	<p>Display Vehicles and Traders are already recorded will be kept for any track and trace</p>