

Construction Phase Plan for 2026 Totnes Show

PLAN	Client details: Totnes and District Show
	Principal Designer Details: Totnes and District Show
	Principal Contractor Details: Totnes and District Show
	<p>Description of work/ project: To carry out a safe build and dismantle of 12 marquees and associated water and electrical services for Totnes Show on a green field site.</p> <p>All other build work contracted by trade stands / exhibitors directly with their appointed contractors is the responsibility of those individuals. It is recommended that individual trade stands/exhibitors provide their contractors with a copy of this plan and the site rules contained within it.</p> <p>Totnes and District Show fulfils the roles of Client, Principal Designer and Principal Contractor for the purposes of CDM 2015. These duties are discharged through the Show Manager and Showground Stewards, supported by competent contractors who retain responsibility for their specialist activities.</p> <p>All contractors must report to the Showground Steward on first arrival, sign in, and receive a site safety briefing covering vehicle movements, emergency arrangements and coordination with other contractors.</p>
	<p>Key Dates:</p> <p>Start Set up 18/07/26</p> <p>Show Date 26/07/26</p> <p>Finish Breakdown 27/07/26</p>
WORKING TOGETHER / ORGANISE	<p>Key members of the project team during construction and their role/ responsibilities <i>(Insert name, role and summary of responsibilities)</i></p> <ul style="list-style-type: none"> • Linda Harvey, Show Manager – Showground Rules and Schedules • Robert Harvey, Chris Caunter - Showground Steward (SS) - Overall control of the showground layout, Health and Safety & control of contractors • Ian Dennis/Trevor Gambie - Trade Stand Steward (TSS) – co-ordinates trade stands and space only plots • John Palk – Traffic Steward (TS) - showground vehicle movement and car parks • Jamie Parffrey – Marldon Marquees, Contractor (MC) The erection, ongoing safety and dismantling of the Showground marquees • Martin French – The Hire Shop, Totnes - Electrical Contractor (EC): - Manages the installation of temporary electrical supplies • Andy Arkell, Water (WC) Manages the installation of temporary water supplies • Chris Caunter, Health & Safety Steward (HS) – Monitors contractor's activities

How the work will be managed safely

Key Arrangements:

1. The SS and TSS will ensure all marquees and build sites are marked out prior to the contractors arriving on the showground.
2. The Sec will send to the contractors prior to arriving on the showground; showground rules, terms and conditions of the show including location of utilities.
3. Contractors report to the SS on first visit to the showground and will receive a copy of the site rules which will include and an explanation of the importance of working safely with other contractors to ensure there is cooperation and coordination between all parties.
4. Welfare arrangements – toilets are located adjacent to the Sec tent and will be available throughout set up and break down, onsite catering is available.
5. First Aid arrangements -during the build contractors are responsible for their own provision of first aid however an emergency first aid kit is available in the Show Managers tent. From 08.30 till 18.00 on 26 July medical service will be located by the main ring
6. Fire extinguishers will be positioned throughout the showground in accordance with the Shows fire risk assessment. The Showground Steward is responsible for ensuring fire extinguishers are in place during build and remain accessible throughout the event.
7. Electrical – The EC will be responsible for commissioning and testing their respective service before handing it over to the show.
8. Water – The WC will be responsible for commissioning and testing their respective service before handing it over to the show.

Key safety risks on this project are:

1. Vehicle movement – TS will monitor and enforce speed limit of 5mph, no vehicle movements after 8:45 am and before 5:30pm on show day unless authorised to do so by the SS.
2. Pedestrians must be kept clear of areas during loading and unloading.
3. Collapse or partial collapse of structures - temporary structures will be designed incorporating a sequential method of erection / construction that must be complied with. Weather Conditions – If there is the likely hood of high winds and or storms the SS and Sec with MC will decide on what action to take concerning temporary structures during construction (MUTA guidance will be referred to).
4. Work at Height – SS and TSS will coordinate work to ensure suitable fall prevention/mitigation measures are in place. Contractors using scissor lifts/cherry pickers/forklift trucks must hold the relevant operator's certificate. All equipment used on site must be of an industrial standard and in good condition.
5. Design, erection methodology and structural integrity of marquees remain the responsibility of the Marquee Contractor.
6. Refer to Site Rules for *over-head power cable locations and underground services. (*Top of Show Field near main entrance)
7. Unloading and loading must be carried out in designated areas and workers to wear high visibility tabards in plant and vehicle operating areas. Ensure area is clear of pedestrians before loading and unloading