TOTNES & DISTRICT SHOW

HEALTH AND SAFETY SUPPORT FROM

Boxed Off
HEALTH & SAFETY • TRAINING • PEOPLE

RISK ASSESSMENT

Activity Name

Area of the showground · Totnes & District Show 2027

One or two sentences on what this assessment covers and why it matters.

REFERENCE	LOCATION	SHOW DAY	ASSESSED BY
TDS-RA-NN · v1.0	Area of the showground	Sunday 25 July 2027	Iain Wylie, Boxed Off

01 / ABOUT THIS ASSESSMENT

What this covers

Reference	Version	Date assessed	Show day	Review	Assessor
TDS-RA-NN	v1.0	Month 2027	Sunday 25 July 2027	After the Show, or sooner if anything changes	Iain Wylie, Boxed Off Health & Safety

Activity	What happens, when, and how many people are involved. Include build, Show day and breakdown if relevant.	**Location**	Great Court Farm, Berry Pomeroy. Where on the showground, and anything about the ground, access or nearby hazards.
Run by	Chief or Senior Steward responsible, and any contractor or external organiser	**Related documents**	Event Safety Plan (TDS-PL-01) · Fire Risk Assessment (TDS-FRA-01) · Security and Martyn's Law RA (TDS-RA-30) · Crowd Management RA (TDS-RA-31) · other related RAs
Legislation	Health and Safety at Work etc. Act 1974 · Management of Health and Safety at Work Regulations 1999 · add activity-specific law, by full name and year	**Guidance**	HSE guidance, the Purple Guide, ASAO or industry codes that apply

WHO COULD BE HURT

☒ Visitors, including children, older and disabled people ☒ Stewards and volunteers ☐ Traders and exhibitors ☐ Competitors and livestock ☐ Committee ☐ Contractors

02 / HOW WE SCORE RISK

The 5 × 5 risk matrix

L ↓ S →	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

Risk score = likelihood (L) × severity (S)

Likelihood (L)

1 Very unlikely
2 Unlikely
3 Possible
4 Likely
5 Almost certain

Severity (S)

1 Minor, first aid
2 Injury needing treatment
3 Serious or lost-time injury
4 Major injury or several casualties
5 Fatality or major incident

We score every hazard twice: Before (if nothing was done) and After (with the controls in place). The After score shows what the controls achieve.

Low	**1 to 6**	Acceptable. Keep the controls in place and monitor.
Medium	**8 to 12**	Reduce further where you reasonably can. Complete the further actions listed.
High	**15 to 25**	Not acceptable. Action needed before the activity goes ahead.

i GOOD TO KNOW

To add a hazard, click in a hazard row and use Insert Row Below in Word. When you change a score, change the cell colour to match the key (Low green, Medium amber, High red). Amber highlighted text is still to be confirmed.

! YOU MUST

Every hazard is scored twice. The After score must be lower than the Before score. Any hazard still High after controls stops the activity until more controls are in place.

03 / HOW TO USE THIS TEMPLATE

Filling it in

- Replace every amber highlight, then remove the highlighting (Home, Text Highlight Colour, No Color).
- Give the assessment the next free TDS-RA number from the document index, and update the header, footer and file name.
- Score each hazard twice on the 5 by 5 matrix: before controls, and after controls as they actually work on the day. The After score must be lower than or equal to Before.
- Write controls as what actually happens, at a named place, by a named role. Avoid “where possible” and “should”.
- Keep the two standard hazards at the end (security and crowding). Every Show RA carries them for Martyn’s Law and crowd safety.
- For a review, put new or changed text in red and list the changes in the change box. Remove the red once it has been approved.
- Delete this “How to use” section before issuing.

04 / HAZARDS AND CONTROLS

Hazard register

No.	Hazard and its effect	Who’s at risk	Before	Controls in place	After	Further action	Owner	Target
1. HAZARD GROUP 1 (FOR EXAMPLE: SETTING UP)								
1.1	**Hazard 1: what could cause harm** What could happen, and how bad it could be	Who could be hurt	**12** 3 × 4 **Medium**	• What is already in place, written as what actually happens on the day • One control per line, with names, places and kit • Delete or add lines as needed	**8** 2 × 4 **Medium**	Anything still to do (or leave blank)	Name	Date
1.2	**Hazard 2: what could cause harm** What could happen, and how bad it could be	Who could be hurt	**12** 3 × 4 **Medium**	• What is already in place, written as what actually happens on the day • One control per line, with names, places and kit • Delete or add lines as needed	**8** 2 × 4 **Medium**	Anything still to do (or leave blank)	Name	Date
2. HAZARD GROUP 2 (FOR EXAMPLE: ON SHOW DAY)								
2.1	**Hazard 3: what could cause harm** What could happen, and how bad it could be	Who could be hurt	**12** 3 × 4 **Medium**	• What is already in place, written as what actually happens on the day • One control per line, with names, places and kit • Delete or add lines as needed	**8** 2 × 4 **Medium**	Anything still to do (or leave blank)	Name	Date

No.	Hazard and its effect	Who's at risk	Before	Controls in place	After	Further action	Owner	Target
3. SECURITY AND CROWDS (KEEP IN EVERY SHOW RA)								
3.1	**Suspicious item, vehicle or behaviour, or an attack** Someone plans or carries out an attack in or near this area. Several casualties possible.	Visitors, stewards	**10** 2 × 5 **Medium**	• Stewards are briefed to See, Check and Notify (SCaN) and report anything suspicious to the Show Office or security by radio. • Suspicious items: use the HOT test, do not touch, keep people back, and do not use radios or phones within 15 metres. • If an attack happens, stewards Guide people away from danger, Shelter them where they can, and Report on 999 (Guide, Shelter, Report). • The full procedures are in the Security and Martyn's Law RA (TDS-RA-30).	**5** 1 × 5 **Low**	Stewards in this area complete the free ACT Awareness e-learning before the Show.	Chief H&S Steward	Show week
3.2	**Crowding and overcrowding** Visitors crowd into this area, leading to crushing, falls or blocked exits.	Visitors	**12** 3 × 4 **Medium**	• The Senior Steward watches crowd density and can start one-in-one-out, redirect people or pause an activity without asking first. • Exits and emergency routes are kept clear. • Crowd arrangements follow the Crowd Management RA (TDS-RA-31).	**6** 2 × 3 **Low**	None needed beyond the controls listed.		

05 / BEFORE AND AFTER THE SHOW

Briefing, sign-off and review

Other arrangements. Emergency response and evacuation are managed in line with the Event Safety Plan (TDS-PL-01) and Fire Risk Assessment (TDS-FRA-01). Security incidents follow the Security and Martyn's Law RA (TDS-RA-30), and crowd issues follow the Crowd Management RA (TDS-RA-31).

Who has been briefed

Brief the stewards named in this assessment at the stewards' briefing before the Show.

Name	Role	Date briefed	Signature

Sign-off

Assessed by	Iain Wylie, Boxed Off Health & Safety
Signed and dated	
Approved for the Show	Name, role
Signed and dated	
Shared with	Who receives this assessment

Review history

Version	Date	Reason for review	Reviewed by
v1.0	Month 2027	First issue	Name

Review after every Show, after any incident or near miss, or if the activity, people involved or site layout change.