

West Somerset Railway Association


Health and Safety Event Plan for Steam & Vintage Rally 2024

Overview

The West Somerset Railway Association (WSRA) is a support charity for the West Somerset

Railway, a not-for-profit heritage railway running from Bishops Lydeard to Minehead. The Steam and Vintage Rally provides entertainment by way of live steam including traction engines and miniature steam locomotives, exhibitions and other family entertainment with the object of generating funds for the West Somerset Railway Association (WSRA) charity no 1041901 registered in England and Wales.

This document sets out to provide the following:

- Effective planning
- Event safety plan
- Management arrangements to ensure the health and safety of contractors, traders, exhibitors and volunteers and the public, during all stages of the event
- Assessments of the risks to employees, volunteers, and the public
- Control measures identified by the risk assessment and identified the person(s) responsible for carrying them out
- Arrangements in place to monitor health and safety compliance 
- Thorough investigation of the site to be used

General information

The Location	<ul style="list-style-type: none">• WSRA Rally Fields, Norton Fitzwarren TA4 1BH which are owned by the WSRA• This is a 33-acre site which has been regularly used for this event over the last 25 years on an annual basis.
Event Activities	<ul style="list-style-type: none">• Working traction engines, tractors and road rollers Vintage cars, motorcycles, fire engines, buses, military and commercial vehicles• Vintage agricultural vehicles and tractors• Stationary engines• Parades of vehicles in the show ring• Demonstrations of steam engines and tractors at work• Brake Van Rides• 'Have a go' Archery• Beer tent and refreshments• Children's entertainment and model trains• Craft and artisan food and drink tent

Audience Profile	Adults and accompanied children
Crowd Numbers	Around 3000 per day based on experience of 25 years of running the event. Tickets are sold online and at the gates on the day The site has ample space to adequately accommodate the expected public attendance
Length and timing of Event	The event takes place over 2 days on 3 rd and 4 th August 2024. Gates are open to the public from 10:00hrs and the event closes at 17:00hrs There are no other large events in the local vicinity at that time within a 5mile radius as far as the WSRA understands.
Access	Access to the site is based on 3 entrances. One for exhibitors and traders and two for the public. The main public entrance is opposite the car park. A third entrance is used via a shuttle train from Bishops Lydeard to Norton Halt. The local town of Taunton has good facilities and the hospital is 3.9 miles distant.
Infrastructure	<ul style="list-style-type: none"> • Electrical power is supplied by the WSRA's own generators, and one provided by a contractor. • Toilet facilities are provided by contractor supplied portable toilet block and waste facilities. An independent cleaner is also employed. • Medical cover is supplied by contractor St. John's Ambulance during the public attendance and they have experience of attending this event on an annual basis and are therefore aware of the potential medical needs. • Security for the site is contracted out for the duration of setting up, the public event and packing away. The site is staffed 24 hours/day from 29th July – 5th August inclusive. • A marked rally office provides a communication centre for all volunteers and the public staffed by experienced Steam Rally volunteers.

The Management Structure

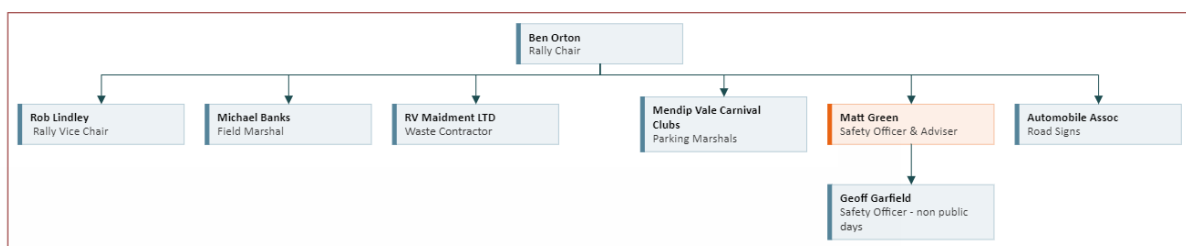
The event is run by the WSRA Steam Rally Ltd, a wholly owned trading subsidiary of the West Somerset Railway Association, registered charity No 1041901. The event is run in pursuance of the charity's objectives to promote education of the public in the heritage of the railway from Taunton to Minehead, including the social heritage and benefits of leisure occupation connected with the railway, and to raise funds for its charitable work. All profits from the event are covenanted back to the charity.

The charity (www.wsra.org.uk) is managed by an elected board of trustees. WSRA Steam Rally Ltd is managed by a board of directors appointed by the WSRA Trustees. Management of the event is delegated to the rally committee, which consists of around 24 people, who take responsibility for the organisation and management of the different sections (cars, tractors, working exhibits, models, commercials, military, steam exhibits (full size & miniature) motorcycles etc. Railway exhibits are provided by the WSRA charity and the West Somerset Railway.

The rally committee is managed by a chairman, who is an appointed director of WSRA Steam Rally Ltd, and has a vice-chairman, site manager, safety officer, office manager and volunteer coordinator in support. Facilities are managed by: parking managers, camping manager, refreshment manager, bar manager, trade, and craft supervisors.

Each key role has at least one assistant, and often a larger team. The committee is also assisted by many other experienced volunteers, drawn from the WSRA and the West Somerset Railway PLC. Many of these volunteers undertake safety critical roles for the railway and have received appropriate training.

Event Key Personnel



The event safety plan

The Site

The site is a 33 acre to the west of Norton Fitzwarren. The exhibitor and main entrance are off the B3227 from Norton Fitzwarren. The main car park is in an adjacent field and has space for 2000+ cars. Disabled parking is within the main parking field and accessed from the B3227. There is further access to the site via shuttle trains on the WSR from Bishops Lydeard to the railway platform on site Norton Halt. The site is bordered by the WSR to the right of the site, the main Taunton to Exeter main line and B3227. The remaining borders are securely fenced.

Emergency services if required would access the site via the Exhibitors or Red entrance. Marshals will be made available at the entrance to ensure safe and efficient access to the site and direct vehicle to the emergency.

Initial access to the site is Free of charge – train shuttles, bus shuttles and private car parking. All members of the public leave their method of transport and walk to the nearest entrance gate. At the Norton Fitzwarren platform there is an entry gate shortly

after leaving the platform where a ticket can be purchased or a pre-purchased ticket scanned for entry. The main public entry gate (blue gate) is cited well down from the lane. Members of the public leave their cars in the car park and walk down to the entrance where a ticket can be purchased or a pre-purchased ticket scanned for entry. Wristbands are used to allow swift re-entry for anyone needing to leave the site briefly during the day.

Inside the exhibitor's gate (red gate) is the unloading and loading area.

See also site plans.

Emergency Procedures

If emergency services are required to be called the site location is:
WSRA Rally Fields, Norton Fitzwarren TA4 1BH

Emergency vehicles will be met at the 'Red' gate (exhibitors' entrance) by marshals and escorted to the emergency site.

Rally office: Answered 24/7 from 29 July – 5 August

Rally organiser: Answered 24/7 from 29 July – 5 August

Safety officer: Event days – Matt Green 07956 865319
Set up days – Geoff Garfield 07780 675601

Terrorist attack and fire or explosion

In the unlikely event of such an attack, in the first instance call the emergency services. Section marshals, and event managers to evaluate and use discretion to evacuate the site to wherever appears to be the safest area. See attached guidance.

Fire and explosion, clear the area and cordon off. Call emergency services.

Extinguishers are primarily there to allow access to evacuate those endangered by the fire and should be used to tackle the fire if and when everyone clear and it is considered safe to do so. Consider the prevailing wind direction and preferable approach the fire from upwind. See risk assessments.

Crime and disorder

Marshals involved in any crime and disorder issues are instructed to call for assistance from other marshals and on-site security team overnight. The following are points of guidance and risks considered in this area:

Theft: Brief staff to ensure to direct visitors who have been the victims of theft are taken to the Rally control centre (Rally Office). Report the incident to the police and record all relevant details from the victim to provide to the police, particularly while the incident is fresh in the mind of the victim.

Alcohol: Bar staff should be instructed to take care not to provide alcohol to persons who appear to be becoming intoxicated and groups where underage persons are being provided with alcohol.

Ejection from site: Ensure that details of anyone ejected, along with the rationale for ejecting them is recorded. This is of particular importance if the individual could be vulnerable or ill. Consider duty of care extends. If criminal behaviour is suspected, the local police should be called.

Traffic plan

The WSRA Steam Rally places signage to assist visitors to locate the car park from the B3227 and A358. See signage plan.

The car park and the road crossing from the car park to the main entrance is staffed by marshals. The car park marshalling team marshals are reallocated after the initial arrival of visitors.

Movement of exhibitor's vehicles on site are managed by section marshals and their staff.

See Management Structure and risk assessments.

Under no circumstance will WSRA Steam Rally marshals direct traffic on the public highway.

Unsafe incidents/ actions

Any unsafe practice should be reported immediately to a section marshal or another colleague, event organiser/ safety officer, then, if intervening does not put your safety in danger, by all means take appropriate action or if in doubt monitor and await assistance.

Unattended or suspicion packages

All marshals will be briefed to keep a watch for unattended packages and to use the HOT protocol. This will form part of the staff briefing. Members of the public reporting unattended packages should be reported to Rally office and the government guidance followed. Please refer to government guidance attached about the HOT protocol.

Incidents/ Accidents/ Injuries

These should be reported to the rally office and section marshal and recorded in the accident book. First aid should be sought from first aid post or qualified Rally first aider during set up and packing up for any injuries sustained. See management structure. All incidents and accidents must be recorded with relevant times of reports and a description of action taken and time resolved in the Event Control centre log.

On-site security

On site security is provided for the duration of the Rally from setting up until the site is cleared. They are responsible for controlling entry/exit to the site and patrol the field during the evenings of 2,3 and 4 August. This includes the camping area and bar.

Dealing with lost/found children and vulnerable adults

Parents are expected to accompany their children at the event. There are no functions at the event where the WSRA Steam Rally takes responsibility for children. See attached policy for dealing with lost/ found children. All staff are briefed on this policy.

Amusements

All amusements, rides and inflatable structures like bouncy castles are constructed and maintained to the latest standard by a professional operator. The operator's liability insurance is sighted and confirmed in order with a public liability limit of at least £5 million.

The Archery sessions are run and managed by a local archery club, which is affiliated to Archery GB and follows all their guidelines, policies and procedures. The sessions are sited in a restricted access area and fenced and managed according to Archery GB rules. Their public liability insurance is £10 million.

Exhibitors

All exhibitors must have adequate liability insurance. Steam engines exhibitors should provide a risk assessment. The National Traction Engine Trust (NTET) provide a good proforma risk assessment on their website.

Toilet provision

This is based on an estimated 3000 visitors per day and the WSRA Steam Rally employ a full-time toilet cleaner whilst the public are on site. The provision is 29 cubicles (including 4 for disabled people) 2 caravan toilets, urinals, and hand wash stations. Large Elsan tanks are provided for camping areas and there is a hot wash facility for catering staff. The contractor empties and services the toilets on 3 and 4 August prior to the public arrival. Any issues with the toilets should be reported to the rally office.

Waste management

Bins are provided throughout the site for recyclables and waste and emptied regularly throughout the event. The waste is stored in skips in a locked compound and removed by a licenced waste contractor. The fields are cleaned by volunteers at the end of the event.

Power supply

This is provided for by the WSRA owned generators, and one hired from a contractor. All are serviced shortly before the commencement of the WSRA Rally. These are operated by experienced and qualified technicians. Care is taken that the generators and electrical cables are run so as not to form trip hazards and secure from the public. They are placed behind the beer tent and food court and cordoned off from the public.

Water Supply

This will be arranged and a contracted qualified plumber will provide necessary connection, notification, supply testing and risk assessments for the provision of clean fresh water to the site. Supplies of Bottled water will also be available.

Contingency

Contractors:

In the unlikely event that any contractor such as the first aid provider, toilet facilities, security staff or the provision of fresh water fail to honour their contract and the WSRA are unable to replace with another contractor or relevant staff or equipment and the event had to be cancelled this would be done by notifying the public through website, social media, email contact & local radio.

Electrical generators:

In the event of electrical generator failure, the WSRA has two generators each with sufficient power to supply the event. See also site plan.

Communication

Communication between section marshals, site manager and safety officer will be provided by the use of portable radios. Protocol to be the identity of the caller and to whom the call is directed. The information being transmitted with appropriate confirmation of understanding and concluding with any action required and subsequent confirmation.

WSRA Steam Rally volunteer staff

Section marshals have considerable experience in the past running of the WSRA Steam Rally who are familiar with and briefed on the risk assessments by Rally Chairman and Safety Officer. Volunteer staff will be briefed by section marshals. All key staff are identifiable as they wear hi-vis vests

Clothing: Suitable clothing and footwear to be worn appropriate to the weather conditions. Key roles will require the wearing of high-visibility tabards supplied and should be worn at all times when on duty. In hot sunny conditions it is recommended that appropriate sun screen should be used and head coverings to prevent sunburn and

heat exhaustion. All staff are provided with water and refreshments during the day. It must be considered that the weather can change dramatically in a short space of time. This will form part of the staff briefing

Setting up the rally and packing away and departing the rally site

Setting up the Rally site takes place from Monday 29 July and is set up by the evening of the 2 August. Clearing the site on 5 August.

All discharging, loading and securing of exhibits are the responsibility of the exhibitor. The WSRA Steam Rally will designate unloading and loading areas and parking slots for exhibitors. This area is the enclosed area adjacent to the exhibitor's gate (red gate).

Arrival setting up and departure

This will only be performed when the public are not in attendance.

Early departure (while public still in attendance) is discouraged and only permissible by special request.

Traders and catering vendors - Should a request be made to pack up and depart whilst public on site, this can only be agreed by the site manager or safety officer and subject to the marshals being able to arrange safe egress through the rally site to the public roads without endangering the public.

Exhibitors - If an exhibitor wishes to depart whilst the public are on site then this needs careful consideration, preferably with prior agreement. No loading or discharging of exhibits to be undertaken without being cordoned off from the public. Only if there are sufficient marshals to cordon off the loading area and escort the exhibitors transport off the site should this be undertaken and will need the authority of the site manager or safety officer.

General

The WSRA Steam Rally will:

- set out pitches for traders and catering vendors prior to their arrival on site.
- provide sufficient marshals to direct traders, catering vendors and exhibitors to the requisite area/ pitch. (Refer to Management Structure).
- Marshals shall be provided with and wear high visibility tabards and identity badges to identify them to traders and exhibitors. These should only be worn when on duty.
- provide sufficient clear, level space to unload and load exhibits provide cordons if necessary.
- provide 24-hour security for those exhibitors and exhibits whilst on site.
- will provide a camping area for those exhibitors staying on site overnight with their exhibits. See site plan.

Rally when open to the public

The WSRA will provide sufficient marshals to cover the car park and rally site as outlined in the Management Structure. Marshals shall be provided with and wear high visibility tabards and identity badges to identify them to members of the public. These should only be worn when on duty.

Car parking

Marshals on carpark management must be observant to traffic and keep themselves safe and high visibility tabards must be worn at all time. Marshals will manage a one-way entry/ exit system to reduce the risk of collision between vehicles.

In event of bad weather and muddy conditions. WSRA to provide tractor assistance should it be necessary to extricate cars from the parking field.

Public Entry

Sufficient marshals to be on duty at entrance to administer queues and prevent unauthorised entry or exit in event of lost children or vulnerable adults.

The WSRA rally is sited on fields to the south of the B3227 road, with car parking in the fields to the north. The road is not wide and has no pedestrian walkway, so measures have been put in place to minimise the risk of collisions between cars and pedestrians.

These are:

1. The road is supplied with warning signs to drivers “Slow”
2. The car entrance (marked C on site plan)
3. The pedestrian entrance from the car park (marked D on the site plan) is separated from the vehicle entrance by a hedge
4. Car movements in the car park are supervised by experienced staff, wearing high visibility vests
5. Cars are parked in defined lanes
6. A fenced pedestrian walkway is provided within the car park

It is preferable that local people do not access the rally on foot via the B3227. While this cannot be prevented, attractive alternatives are offered to persuade people from the undesirable option. These are:

1. A free railway shuttle service between Bishops Lydeard and Norton Fitzwarren (the railway platform marked M on site plan)
2. A free vintage bus shuttle between Silk Mills Park & ride, Norton village and the rally site. The bus stops in the layby outside the main public entrance (marked B on the site plan) and W3W location decide.beam.force. They will go on to a bigger access point at pontispool farm to turn around. The busses will be unloading and picking up on a large stones layby secured and all signposted off the highway The bus service is publicised in cooperation with Norton Fitzwarren parish council (see timetable)

Medical cover

St. Johns Ambulance provides contracted medical first aid cover for the event. The cover is based on previous experience gained at the WSRA Steam Rally event. The St. Johns ambulance provide two experienced first aiders. There are 4 first aiders on duty whilst the public are in attendance and are provided with a private treatment space and two-way radio communication with the Rally control centre. See risk assessment.

This policy is supported by the following attachments:

Risk Assessments

General

Fire

Brake van rides

Contingency

Vehicle movement

Provision of drinking water

Medical provision

Erection of gazebos

Risk of terrorist incidents

Operation of miniature steam on site

Operation of miniature steam on site Code of Practice

Guidance

Communication of HSE Policy

Marshals' emergency plan

Rally minimum manning

Bomb threats

Unattended or suspicious items

Lost/ Found Children

Camping safety

Covid policy

Bus timetable

Volunteer Safety Briefing

Brake van ride instructions

Visitor safety guidance

Plans

Site plan general, Fire point plan, including What3words location plan

Plumbing plan

Road signage plan

Exhibitor and Trader access plan

Public access plan