



## Risk Assessment for the STOW MOTOR SHOW

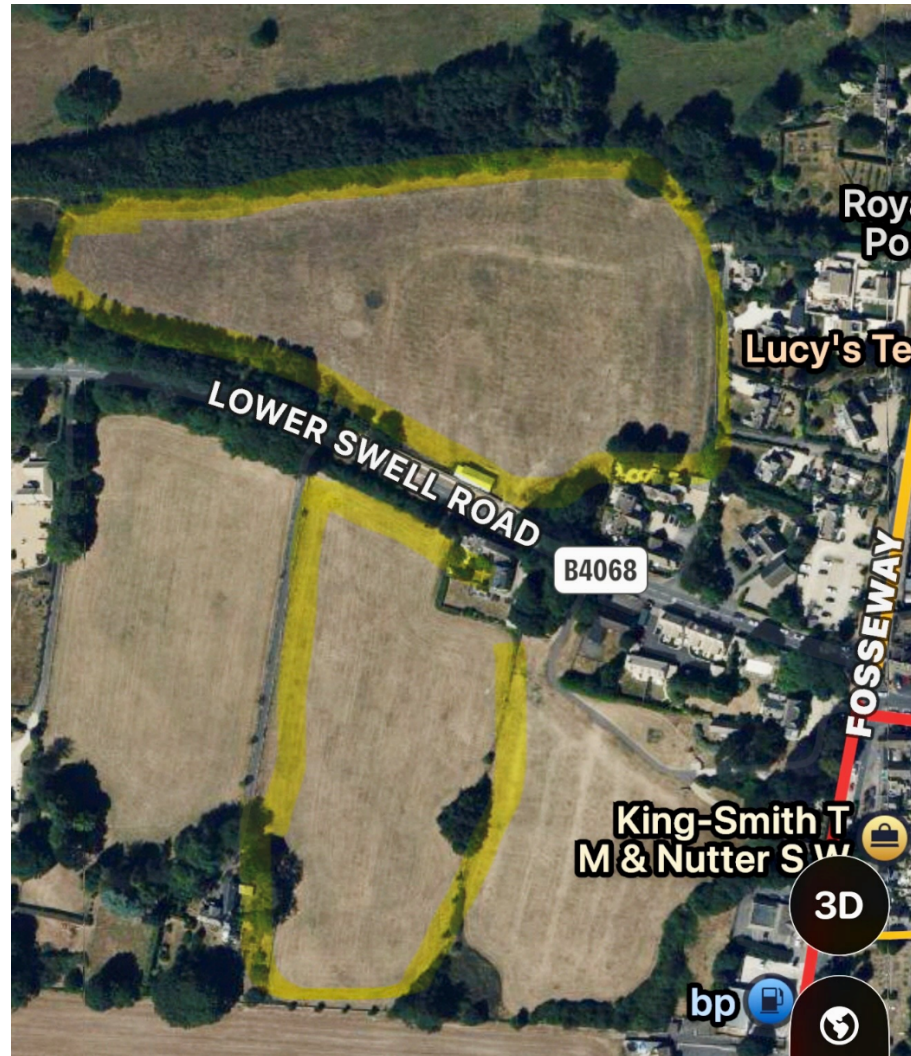
This Risk Assessment is carried out by the **Stow Motor Show (SMC)** for the **Stow Motor Show** to be held on the Stow Cricket Ground on Saturday 11 July 2026.

The Show which it is estimated will attract up to 2,000 visitors, features approximately 240 classic and modern show vehicles, the display of notable vehicles. the provision of food and drink through vendors stalls and the provision of entertainment for the younger generation. Public car parking will be available in an adjacent field.

Recces, planning and initial arrangements will be carried out in the weeks prior to the event. Final site preparation will start at 08:00 on 11 July. Access for approximately 220 display vehicles and numerous stallholders will be strictly between 08:00 and 11:00, after which there will be no vehicle movements in the display area. Gates open at 12:00 noon. Access to public car parking on the perimeter of the display area, and in an adjacent field, will be available for approx. 500 cars from 12:00 to 16:00. The event will close at 16:00 and the site will be cleared by 19:00.

The event is managed by the SMC. Manpower will be volunteers drawn from the Stow Motor Club itself, from the Air Cadets and from members of North Cotswold Rotary.

Plan of the Stow-on-the-Wold Cricket Ground (area outlined with a yellow border at the top here – i.e. at the North) and of the adjacent Car Parking Field to the South (also outlined in yellow):





## Risk Assessment Methodology

The Risk Assessment is based upon the 5x5 matrix shown below.

A hazard is defined as *“a potential source of harm or adverse health effect on a person or persons”*

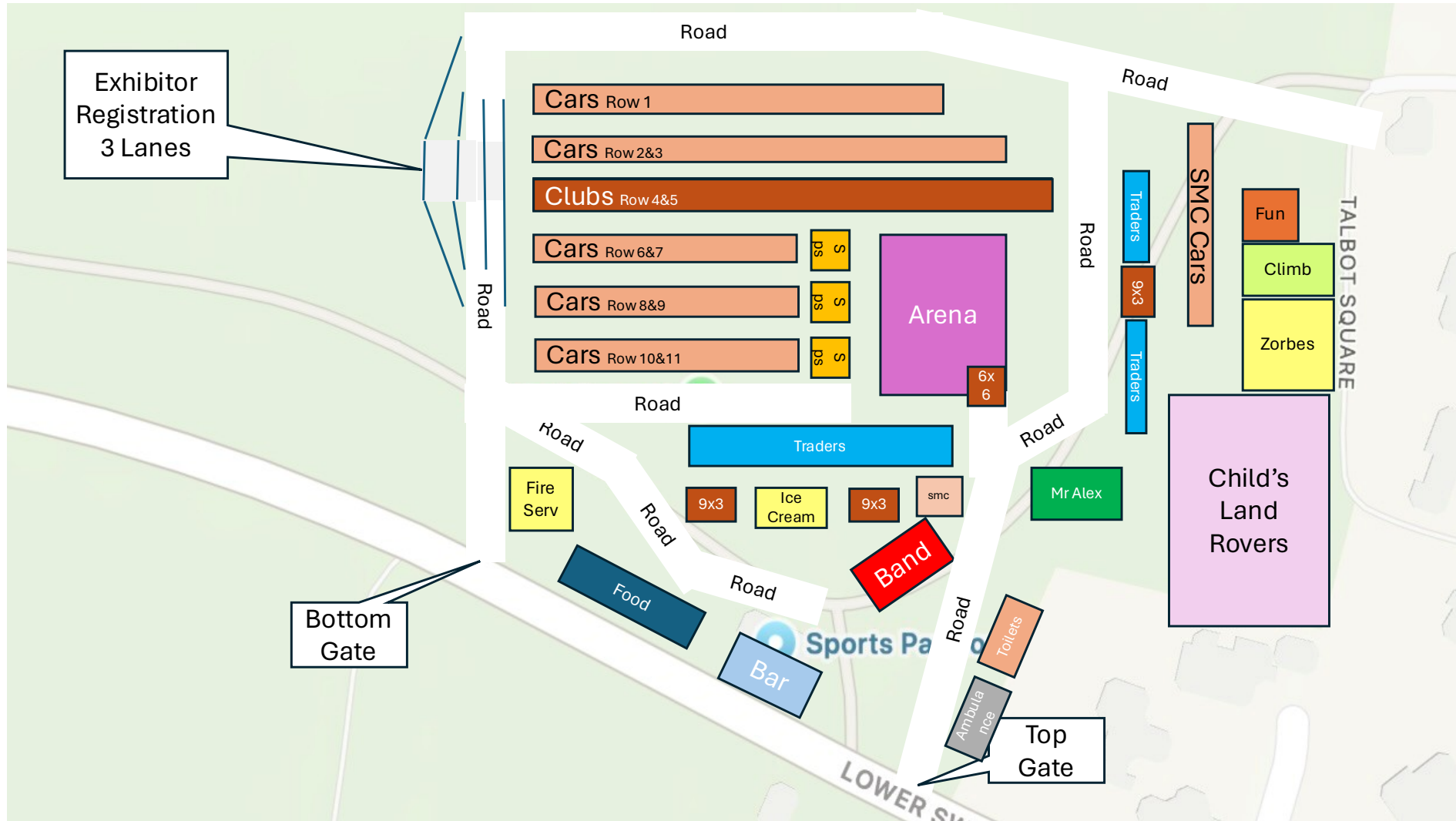
The residual risk is *“the likelihood that a person may be harmed or suffer adverse health effects if exposed to the hazard”*

The hazards are identified from past experience, from research of the Stow Motor Show and of other car events and village fetes, from talking to people who have managed similar events in the past and by considering how accidents may happen on the day. For each hazard it is considered who may be at risk and what control measures have been put in place. Such measures may be limitations imposed by the Council or by the SMC itself. Contractors, such as food vendors and other stallholders, are required to put their own measures in place, this assessment acknowledging the responsibilities of such persons and only addressing the interface with the SMC’s measures. Persons displaying cars are instructed to ensure that all vehicles brought onto the site meet all applicable Regulations and in themselves do not present any additional hazards.

		IMPACT 					
		1	2	3	4	5	
		Negligable	Minor	Moderate	Significant	Severe	
PROBABILITY 	1	1-20	MINIMUM	MINIMUM	LOW	MODERATE	HIGH
	2	21-40	MINIMUM	LOW	LOW	MODERATE	HIGH
	3	41-60	MINIMUM	LOW	MODERATE	HIGH	HIGH
	4	61-80	MINIMUM	LOW	MODERATE	HIGH	EXTREME
	5	81-100	LOW	MODERATE	HIGH	EXTREME	EXTREME

After all the control measures have been put in place, the probability of a hazard occurring and its subsequent impact is considered in order to arrive at a level of **acceptable** residual risk. The SMC accepts levels of **Minimum and Low Risk** (indicated in **light green** and in a **slightly darker green** in the final column of the matrix shown below).

Schematics showing Exhibitor Parking Plan and Stallholder Pitch positions





## Risk Analysis

Hazards	At Risk	Control Measures	P	I	R
<p><b>Through traffic on the A429 (the Fosse Way) and on the Lower Swell Road (the B4068)</b></p> <ul style="list-style-type: none"> <li>• Road congestion</li> <li>• Frustrated drivers</li> <li>• Collision between vehicles</li> <li>• Collision with general public walking on pavements and crossing the road</li> </ul>	<p>Pedestrians Car occupants Animals</p>	<ol style="list-style-type: none"> <li>1. High visibility and clear signs explaining what is happening on all approach roads</li> <li>2. Liaison with the Police and Authorities</li> </ol>	2	3	
<p><b>Moving, stationery and queuing vehicles on the Lower Swell Road (the B4068) and at the Site entrance and at the visitors' Car Park entrance</b></p> <ul style="list-style-type: none"> <li>• Road congestion</li> <li>• Frustrated drivers</li> <li>• Collisions between vehicles</li> <li>• Collisions with the general public walking on pavements and crossing the road</li> <li>• Collisions with pedestrians entering the site</li> <li>• Single entrance to the site</li> </ul>	<p>Pedestrians Car occupants Marshals Animals</p>	<ol style="list-style-type: none"> <li>1. Experienced marshals on the Gate and on the Lower Swell Road (the B4068) to expedite entrance and minimise disruption and back up of traffic</li> <li>2. Multiple "check in" attendees and maximum use of space available to speed up the entrance process</li> <li>3. Simple and effective "check-in" process</li> <li>4. Clear signage on show vehicles to aid identification</li> <li>5. Clearly defined route and signed route for vehicles</li> <li>6. Clearly defined and segregated route for pedestrians (two separate entrance points)</li> </ol>	1	3	
<p><b>Moving Vehicles in the Show ground</b></p> <p><b>1 Show and display vehicles parking up</b></p> <p><b>2 Show and display vehicles leaving</b></p> <p><b>3 Service vehicles parking up</b></p> <p><b>3 Public vehicles in transit to car park</b></p> <ul style="list-style-type: none"> <li>• Collisions between vehicles</li> <li>• Collisions with pedestrians</li> </ul>	<p>Pedestrians Car occupants Marshals Volunteers Stallholders Animals</p>	<p><b>Before 11:30 (Show, Display, Stallholders and other service vehicles)</b></p> <ol style="list-style-type: none"> <li>1. One way system in operation</li> <li>2. Parking plan in place</li> <li>3. Marshals with high viz vests direct vehicles</li> <li>4. No reversing without banksman</li> <li>5. Clear signage</li> <li>6. 5 mph speed limit</li> </ol>	2	2	

Hazards	At Risk	Control Measures	P	I	R
<ul style="list-style-type: none"> <li>Collisions with structures</li> </ul>		<p><b>After 11:30 and before 16:00 (Show and Display vehicles)</b></p> <p>7. No vehicle movement unless authorised 8. All vehicles to be escorted</p> <p><b>After 11:30 and before 16:00 (Public vehicles routing to car park)</b></p> <p>9. 5 mph speed limit 10. Clear signed route</p> <p><b>After 16:00 (Show and Display vehicles)</b></p> <p>11. One way system in the field 12. Clear signage 13. 5 mph speed limit</p>			
<b>Pedestrians and Vehicles in Vehicle 'check or pay' area</b>	Pedestrians Car occupants Marshals Volunteers Stallholders Animals	<ol style="list-style-type: none"> <li>Clearly marked lanes with separation</li> <li>Warning signs</li> <li>Traffic marshals</li> </ol>	1	3	
<b>Slip, Trips and Falls</b> e.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas	All persons on site	<ol style="list-style-type: none"> <li>Inspect the site before the event</li> <li>Mark potential hazards</li> <li>Continue to review the site during the event</li> <li>First Aid provided and St John's Ambulance on site</li> <li>Be aware of the changing weather conditions re slippery grass</li> </ol>	2	3	
<b>Physical Obstructions</b> <ul style="list-style-type: none"> <li>SMC equipment left out</li> <li>Damaged fencing</li> <li>Wire fencing</li> </ul>	All persons on site	<ol style="list-style-type: none"> <li>Inspect the site with the SMC representative prior to the event to identify and rectify hazards.</li> </ol>	1	1	
<b>Portable Equipment</b> <ul style="list-style-type: none"> <li>Malfunction of equipment brought on site by stallholders e.g. generators, air compressors, gas bottles, water</li> </ul>	All persons on site	<ol style="list-style-type: none"> <li>Instruct stallholders prior to the event of their responsibility to only bring equipment to the site which meets current Regulations and is certified as appropriate. Non-compliant equipment will be turned</li> </ol>	1	2	

Hazards	At Risk	Control Measures	P	I	R
<ul style="list-style-type: none"> <li>heaters, deep fat fryers</li> <li>Malfunction of SMC equipment</li> </ul>		<ul style="list-style-type: none"> <li>away</li> <li>2. Inspect SMC-owned and exhibitor-owned equipment to ensure it presents no hazards</li> </ul>			
<b>Inclement weather</b> <ul style="list-style-type: none"> <li>Heavy rain</li> <li>High winds</li> <li>Extreme heat</li> </ul>	All persons on site	<ol style="list-style-type: none"> <li>Instruct stallholders and others to make gazebos secure</li> <li>Have 4x4 vehicles available to assist others off the site</li> <li>Ensure there is no exposed electrical equipment</li> <li>Consider closing the event if conditions severe</li> <li>In heat provide shelter and water for those adversely affected</li> </ol>	1	3	
<b>Ignition and Fire</b> <ul style="list-style-type: none"> <li>Leaking petrol</li> <li>Naked flames</li> <li>Damaged gas bottles</li> <li>Deep fat fryer</li> </ul>	All persons on site	<ol style="list-style-type: none"> <li>Fire Brigade advised of the event and in attendance</li> <li>Instruct stallholders prior to the event of their responsibility to only bring equipment to the site which meets current Regulations and is certified as appropriate. Non-compliant equipment will be turned away</li> <li>Ensure stallholders have provided appropriate fire equipment where appropriate</li> <li>Advise persons displaying cars that all vehicles shall be roadworthy. Vehicles leaking fluids shall be turned away or told to leave</li> <li>Provide fire equipment at a central point</li> </ol>	1	3	
<b>Health and Hygiene</b> <ul style="list-style-type: none"> <li>Dog Poo</li> <li>Food poisoning</li> <li>Leakage from toilets</li> </ul>	All persons on site	<ol style="list-style-type: none"> <li>Provide dog poo bags at entrance to dog owners</li> <li>Provide waste bins for general use</li> <li>Ensure stallholders have appropriate Food Certificates</li> <li>Inspect toilets on arrival and regularly during the event</li> </ol>	1	2	
<b>Anti-Social Behaviour</b> <ul style="list-style-type: none"> <li>Aggression due to alcohol</li> <li>Aggression due to heat</li> <li>Disruption through general behaviour traits</li> </ul>	All persons on site	<ol style="list-style-type: none"> <li>Police advised of the event</li> <li>Police on site</li> <li>Ensure watch kept for "hot spots"</li> <li>Report all incidents, and potential incidents, to the police immediately (zero tolerance)</li> </ol>	1	2	

Hazards	At Risk	Control Measures	P	I	R
<b>Lack of Security</b> <ul style="list-style-type: none"> <li>Poor perimeter fencing</li> <li>Lack of gate control</li> <li>Sale of drugs or other substances</li> <li>Other nefarious activities</li> </ul>	All persons on site	<ol style="list-style-type: none"> <li>Only two entry points for the general public, attended by marshals</li> <li>Provide only one entry for classic cars and stallholders controlled by marshals</li> <li>Inspect and make boundary secure prior to the event</li> <li>Maintain a watch throughout the event for drug sale and other activities and advise the police immediately (zero tolerance)</li> </ol>	2	3	
<b>Noise Pollution</b> <ul style="list-style-type: none"> <li>Cars revving up</li> <li>Noisy exhausts</li> <li>Loud music</li> </ul>	All persons on site	<ol style="list-style-type: none"> <li>Provide instructions to drivers re behaviour on site</li> <li>Cars to be roadworthy (exceptions noted)</li> <li>Only official music to be played on site</li> </ol>	1	1	
<b>Stallholders</b> <ul style="list-style-type: none"> <li>Lack of or unclear instructions by SMC</li> <li>Lack of procedures or method statements</li> <li>Inadequate equipment used by stallholders</li> <li>Accidents involving stallholders/entertainment (e.g. ZORBS, Fire Brigade, Radio controlled cars, bar, etc.)</li> </ul>	Stallholders All persons on site	<ol style="list-style-type: none"> <li>Stallholders chosen on reputation and past experience</li> <li>Stallholders to have appropriate certification</li> <li>Instructions to stallholders to be sent out 14 days prior to event</li> <li>Briefing held with stallholders prior to public entrance</li> </ol>	1	3	
<b>Electricity</b> <ul style="list-style-type: none"> <li>Trailing leads across walkways</li> <li>Trailing leads in poor condition</li> <li>Non-certified equipment</li> </ul>	All persons on site	<ol style="list-style-type: none"> <li>Stalls to be inspected prior to opening</li> <li>Stallholders instructed all equipment to meet current Regulation</li> </ol>	1	3	
<b>Power Failure</b> Loss of PA system (emergency instructions)	All persons on site	<ol style="list-style-type: none"> <li>Loudhailer available at green and white striped SMC 'base camp' tent</li> <li>SMC officials and marshals to be briefed on emergency instructions</li> <li>Emergency exits to be clearly marked</li> </ol>	1	3	

Hazards	At Risk	Control Measures	P	I	R
<b>Lost Child</b> <ul style="list-style-type: none"> <li>• Separation from parent</li> <li>• Child wandering off</li> </ul>	Children under 15	<ol style="list-style-type: none"> <li>1. Lost child location to established and manned at SMC 'base camp' tent</li> <li>2. Lost child area to be clearly marked</li> <li>3. Lost child announcements to be made when appropriate</li> </ol>	2	2	
<b>Collapse of Structures</b> <ul style="list-style-type: none"> <li>• Gazebos</li> <li>• Climbing Wall</li> <li>• Other facilities</li> </ul>	Persons in or near structures at the time of collapse	<ol style="list-style-type: none"> <li>1. Instructions to stallholders to be sent out 14 days prior to event</li> <li>2. Briefing held with stallholders prior to public entrance</li> <li>3. Watch to be kept on stalls during the event</li> </ol>	1	2	
<b>Hazardous Substances</b> <ul style="list-style-type: none"> <li>• Cleaning materials</li> <li>• Hot fat at vendors stalls</li> <li>• Petrol and Oil</li> </ul>	Persons using substances	<ol style="list-style-type: none"> <li>1. Stallholders to be instructed re use of hazardous substances</li> <li>2. Car drivers told that no flammable substances are to be handled during the event</li> <li>3. First Aid (and ambulance) provided on site</li> </ol>	1	2	
<b>Crowding</b> <ul style="list-style-type: none"> <li>• Exits not clearly marked</li> <li>• Poor layout on site</li> <li>• Poor/no disabled access</li> <li>• Too many persons on site</li> <li>• Panic in emergency</li> </ul>	All persons on site Disabled persons	<ol style="list-style-type: none"> <li>1. All exits to be clearly marked in a standard method</li> <li>2. Layout to be checked out min 30 days before the event</li> <li>3. Parking to be tightly controlled by marshals</li> <li>4. PA system to be adequate to be heard in all areas</li> <li>5. Clear announcements to be made through PA system</li> <li>6. Provide Disabled Parking area</li> </ol>	2	3	