



Hemingford Classic Car Show 2026



SAFETY STATEMENT and RISK ASSESSMENT

Event

Hemingford Classic Car Show is being organised by The Hemingford Pavilion. The measures in place take into account that the area is basically a large field, and as such walking on a field has its issues; to minimise the risk we check the playing field before the event, normally at the end of July/beginning of August and advise HP trustees if we find any severe problems with the ground. They then rectify them before the show. We do not have any employees and so the traffic and pedestrian management measures will be managed by our team of volunteers. Public Parking will be at Winters Field and appropriate signage will be erected to direct traffic to the site.

Start and finish times

Public entry times are 11am to 4pm. Members of Hemingford Pavilion will set up the for the CC parking lanes and signage for public parking on the afternoon and evening of Friday 28th August. Access to the ground for the CC exhibitors starts at 08.30 hrs on Saturday August 29th.

Classic Cars and Bikes should be on the ground and parked by 10:00hrs. All Classic Cars and Bikes will have departed by approximately 18.00 hrs. Initial clearance of the playing fields will be started from about 18:00hrs and finished by approximately 20.00 hours on Saturday 29th August. Final clearance should be completed by the evening of 30th August. HP designated volunteers will de-rig the parking lanes and public parking signage once the event has finished. The Public Parking area will be checked on Sunday 30th August and cleared of any remaining litter and debris.

Event venue

Hemingford Pavilion and Peace Memorial Fields.

Number of personnel involved

Approximately 10 volunteers from various support groups, will be acting as Stewards at the event. There will also be representatives from MAGPAS who will help to collect voluntary charitable donations from spectators as well as other volunteers to assist with collecting the money. The names of all volunteers helping at HCCS will be registered by a member of Hemingford Pavilion at the HCCS Gazebo when volunteers sign in for their shift.

Traffic Stewards and Marshals will control the entry and exit from the Exhibition Area, and they will also help to install and de-rig road and on-site Fencing and signage.

How will helpers who are not members of Hemingford Pavilion be managed?

Designated Members of Hemingford Pavilion will be responsible for overseeing their work and for providing a thorough prior briefing.

Access and exits (including disabled and emergency)

Clearly marked access route for exhibitors from Manor Road together with emergency routes for emergency vehicles will be managed and staffed by Hemingford Pavilion Stewards.

First aid facilities

A First Aid Gazebo will be situated close to the Pavilion building and will be attended by qualified first aid personnel throughout the Show.

Safety equipment

No specific safety equipment is required but the site will be controlled by Marshals wearing hi-visibility tabards. Fire extinguishers and a PA system will be available for any necessary safety announcements.

Do the organisers have suitable contact details in the event of emergencies?

Yes, personal mobile phones and two-way radios for key personnel.

Special measures HP Club Members

Members of the constituent clubs will need access to the HP sports and social areas during the time designated for the show therefore the HP Car Parks should be reserved for this purpose and signage should be in place to enforce this. The Marshals will be briefed to this effect to prevent the HP Car Parks becoming full of show visitors.

Safeguarding

Two members who are DBS checked, will be present. These are the safeguarding officers for the show. In the event of a safeguarding event, typically a lost child, but generally with a young person or vulnerable adult, the Safeguarding Officer will be informed, the event will be recorded, and appropriate action taken.

Lost Child Reporting Procedure

1. The Marshal who is made aware of a lost child must accept immediate responsibility and must inform the Event Manager immediately by phone or radio.
2. The Event Manager will inform the other Lost Children's Officer and alert other marshals who are in the vicinity of the situation.
3. Information about the child will be relayed to Hemingford Pavilion and the incident recorded in the Incident Log.
4. The Marshal, and where possible the person finding the child, must remain in a safe place close to the location where the child was found for no less than 5 minutes (own discretion) to allow for immediate recovery by parents/guardians.
5. The Event Manager will ensure that two people attend all times with the child. Marshals should make their position easily visible to aid parents/guardians in their search for their child.
6. The Safeguarding Officer will report immediately to Hemingford Pavilion, this is where the Event Manager is based.

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7. If the child is not picked up after 5 minutes, the Marshal, accompanied by the person finding the child, and child will proceed to Hemingford Pavilion lounge. A child must be escorted to the Lounge by at least two marshals.
8. If necessary, announcements can be made advising of a lost child via PA system. If this is necessary, do not give the child's name, only state that a child has been found and advise on where to collect the child.
9. If necessary, the Safeguarding Officer will notify the Police who will continue the search until the child's parent or guardian has been found.
10. The lost child will be handed over to a Safeguarding Officer, who will complete a Lost Child Report Form and take care of the child until collected by the parent/guardian. The parent/guardian will be required to show proof of identity and their signature must be obtained.
11. Once a child has been reunited with their parent/guardian, the appropriate safeguarding officer will complete all documentation before the parent/guardian leaves the Hemingford Pavilion.

Advice to Marshals about How to Deal with Parents /Guardians of a Lost Child

1. If a parent/guardian approaches you about their lost child, act calmly. Contact the Event Manager by telephone or radio.
2. Ask for a detailed description of the child and where and when the child was last seen.
3. Other marshals in the vicinity will be notified immediately by the Event Manager to support a rapid search of the immediate area.
5. In the event of a lost child being reluctant to be handed over to an adult, please request police support.
6. If, for any reason, there is concern that a parent/guardian is not in a fit condition to resume care of the child, the police should be contacted for advice.

Availability of Toilets

There are toilets within the Pavilion building which are adequate for the expected attendance. These should be suitably signed from outside the building.

We have a gazebo with chairs that is a dedicated rest area for our volunteers. In here there is an ample supply of bottled water provided by HP. Whilst this is specifically for our helpers if a member of the public were to ask, they would be given a bottle, this is the emergency use referred to. Note also that our volunteers can get, free of charge, tea and coffee at any time and lunch is provided by HP.

The show is well catered for, and the general public are catered for by food trucks on the field, other cold and hot drinks will be available from the Pavilion Bars

Extreme Heat

The main factors to consider when carrying out a risk assessment that is located outdoors during in hot weather, either working or just enjoying the show are: temperature, humidity, heat radiation from direct sunlight and air movement the amount of time spent outdoors and the age of our volunteers and the public.

Our volunteers will be working in shifts throughout the day, they will be given adequate breaks when they can access to the Pavilion lounge for a rest and a drink. Volunteers and the general public are advised to:

1. **Stay hydrated.** Bring water to the show and drink plenty of it, about 16 ounces before starting your shift and 5 to 7 ounces every 15 or 20 minutes.
2. **Avoid dehydrating liquids.** Alcohol, coffee, tea and caffeinated soft drinks can hurt more than help.
3. **Wear protective clothing.** A hat and lightweight, light-and loose-fitting clothing helps protect against heat.
4. **Pace yourself.** Slow down and work at an even pace. Know your own limits and ability to work safely in heat.
5. **Schedule frequent breaks.** Take time for rest periods and water breaks in our shaded area under the gazebo.

6. **Use a damp cloth.** Wipe your face or put it around your neck.
7. **Avoid getting sunburn.** Use sunscreen and wear a hat.
8. **Be alert to signs of heat-related illness.** Know what to look for and keep an eye open for volunteers that may be displaying these symptoms and so at high risk.

Symptoms to look out for:

Heat stroke occurs when the body no longer sweats, and body temperature reaches dangerous levels. Symptoms of heat stroke include:

- Dry, hot reddish skin and lack of sweating
- High body temperature
- Strong, rapid pulse
- Chills
- Confusion
- Slurred speech

Heat exhaustion is the body's response to the loss of water and salt, typically through sweating. Symptoms of heat exhaustion include:

- Excessive sweating
- Weakness or fatigue
- Dizziness and/or confusion
- Clammy skin
- Muscle cramps
- Flushed complexion

Heat cramps are painful cramps in the body's muscles due to low salt levels and are typically caused by excessive sweating.

Symptoms of heat cramps include:

- Muscle pain usually in the abdomen, arm or legs.

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- Muscle spasms usually in the abdomen, arm or legs. Heat Rash is an irritation of the skin caused by excessive sweating. Symptoms of heat rash include:
 - Red cluster of pimples or small blisters
 - Usually on neck and upper chest, groin area, under the breasts, and in elbow creases.

Should the weather forecast look like it will be extremely hot in the days leading up to the event, the above advise that is being given to volunteers will also be shared with exhibitors and attendees on our website and our social media.

NOTES

1. Hemingford Classic Car Show is an annual gathering of privately owned Classic vehicles. The event will take place between 11.00 hrs. and 16:00hrs on the 29th August 2025 and will attract up to 200 classic and other exotic vehicles, and up to 75 classic motor bikes.
2. The entry donation is voluntary, but we would encourage exhibitors to make a generous contribution to this worthy cause. For spectators' entry is free but they are invited to make a voluntary donation to benefit MAGPAS our sole chosen Charity for this event.
3. The event is organised, managed and operated by Hemingford Pavilion with the assistance of others.
4. All vehicles attending the event must be roadworthy, taxed (where applicable) and have their own vehicle insurance.
5. There is a Combined Public and Products Liability insurance, together with Personal Accident insurance covering all members of Hemingford Pavilion and voluntary helpers as well as Legal Expenses Insurance to protect members in the event of a criminal prosecution arising while acting on behalf of Hemingford Pavilion.
6. Stewards will be fully briefed before the event.
7. A Risk Assessment to manage and control the safety of the participants, the public, Members of Hemingford Pavilion and other volunteers has been completed by Hemingford Pavilion, details of which follow.

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HAZARD	RISK	MITIGATION MEASURES	ACTION
1. Traffic congestion on public roads	Delays to motorists, public and/or participants	Traffic Management Plan includes erection of signs in advance warning of traffic delays in Manor Road and clear directions to off-site visitor parking.	Organisers to erect signs in advance, warning of possible traffic congestion. Organisers to erect local directional signs to assist exhibitors and spectators.
2. Classic Cars or motorbikes entering The Peace Memorial Feilds from Manor Road	Vehicle collisions and/or with marshals or public. Congestion on Manor Road	(i)Single entry (and exit) point for Cars and motorbikes (ii) Entry only by pre-booked Reference Number, clearly displayed on the vehicle. (iii)Vehicles parked expeditiously and safely. (iv) Speed Limit of 5mph on the field.	Marshals will not be allowed to direct traffic on public highways. They will expedite entry of Classic vehicles to Common and park vehicles expeditiously and safely. Marshals aware of Traffic Management Plan. Organisers to erect local directional signs to assist entrants and spectators.
3. Parking for Spectator Cars entering Winters Field via Manor Road.	Vehicle collisions and/or with marshals or public. Congestion on Manor Road.	(i) Single entry (and exit) point for cars in Manor Road. (ii) Speed Limit of 5mph on Winters Field	Marshals will not be allowed to direct traffic on public highways. They will expedite entry of Spectators vehicles to the field and park vehicles expeditiously and safely, see Item 5 below. Marshals aware of Traffic Management Plan. Organiziers to erect local directional signs to assist spectators.

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HAZARD	RISK	MITIGATION MEASURES	ACTION
4. Pedestrians entering the field from Manor Road	Pedestrian injury from impact with vehicles	(i) Marshalls will ensure that any vehicles entering or departing during the day adhere to the safe speed limit	Organizers to erect parking lanes and designated areas for display cars and spectators. Marshalls will oversee the arrival and departure of vehicles to and from the field.
5. Classic Cars and motorbikes exiting field onto Manor Road	Vehicle collisions and/or with marshals or public.	(i) 5mph speed limit within field area. Single exit for cars/motorbikes. (ii) Cars exiting field to be in groups of approximately 10 to avoid unnecessary delays and disruption to Manor Road traffic.	Marshals aware of Traffic Management Plan. Organisers to erect suitable directional signs when exiting the site.
6. Parking of classic cars/motorbikes/scooters on the field.	Vehicle collisions and/or with marshals or public	(i) 5 mph maximum speed limit on field (ii) Marshals briefed on safety issues. (iii) Vehicles parked expeditiously and safely in rows and emergency access routes maintained.	Organisers to erect 5 mph speed signs for all movements on field. Marshals to direct vehicles to parking at walking pace. Marshals to direct motorbikes to dedicated area.
7. Cars/motorbikes colliding with public on field	Injury to public.	(i) 5 mph max, speed limit on field.	Organisers to erect 5 mph speed signs for all traffic movement on field.

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HAZARD	RISK	MITIGATION MEASURES	ACTION
		(ii) Vehicles marshalled expeditiously and safely at all times. (iii) Cars parked in rows. Indiscriminate parking not permitted. (iv) One way traffic flow. (v) Single fenced off lane entry and exit for all vehicles.	Organisers to advise entrants of safety procedures and need for care when moving on the field. Marshals to direct vehicle movements at walking pace.
8. Restricted access for Fire, Ambulance and Police vehicles.	Delay in attending to emergency incident.	(i) Vehicles parked in rows maintaining clear emergency access routes. (ii) Emergency access lane established and clearly signed. (iii) Assistance provided to emergency services and moving public from incident. (iv) Effective communications.	Organisers to brief marshals on action to be taken in the event of an emergency incident and provide two-way radios to Leading Stewards. Marshals to be aware of action to be taken in the event of an emergency incident.
9. Fire	Damage to vehicles/property	(i) Provision of fire extinguishers at Control Point. (ii) Clear access ways maintained between rows of parked vehicles. Emergency access lane established between rows of parked cars. (iii) Effective communications.	Fire extinguishers are located in the main building Event Manager to notify Emergency Services by dialling 999. Leading Marshals to use 2-way radios.

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HAZARD	RISK	MITIGATION MEASURES	ACTION
		(iv)BBQ to be adequately guarded against collision or personal access	Temporary fencing to be erected to prevent access to anyone other than the BBQ attendant.
10. Minor Injury / First Aid response	Delay in providing assistance.	(i)Provision of First Aid facilities on field. (ii)Effective communications.	Organisers to arrange provision of First Aid facilities and will ensure that the First Aid Post is clearly identified on Field. Leading Marshals to use 2-way radios.
11. Wet weather	Short term damage to grass on field	Organisers to ensure timely notification of cancellation of event	Organisers to keep in contact with exhibitors and support staff to ensure timely notification of cancellation.
12. Litter	Unightly and unhygienic. Danger of slip/trip incident	(i)Litter bins to be provided and emptied during event. (ii)Field to be cleared of litter after event.	Organisers to provide litter bins and organise clearance of litter from Field during and after the event. Marshals and designated volunteers to remove litter from bins and place in skip during and after event and clear field after event with final clean up the following morning
13. Noise	Disturbance to public and/or to neighbours.	(i)Vehicle engines turned off once parked. (ii)Noise from vehicle sound systems monitored and turned down/off as appropriate. (iii) Loud engine demonstrations to be kept to a minimum and announced in good time to allow vulnerable	Marshals to monitor noise from vehicle sound systems and arrange turn down/off as appropriate. Organisers to provide ear protection and make the public aware of their location.

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HAZARD	RISK	MITIGATION MEASURES	ACTION
		people and animals to take the appropriate action	
14. Electricity cables from Main building to PA station. Generators	Trip Hazard and danger of electrocution	Cables to be covered with suitable high visibility safety material. Generators to be fully maintained and protected against public access	Organisers to always ensure the integrity of the covering and signage. Stall holders and vendors to maintain safety of the generators and other equipment at all times.
15. Slip/ Trip Incident	Injury to public	(i)Field to be kept free of debris and condition monitored. (ii)High visibility tape and plastic fencing to be used where appropriate. First Aid available on Field.	Organisers to ensure all barriers are clearly visible. Marshals and designated volunteers to move litter/debris to bins. First Aid facilities on Field.
16. Robbery / Theft	Loss of cash / valuables	(i)Authorised Food vendors and all stall holders responsible for the safe keeping of their own cash. (iii)Money from charity collection buckets regularly transferred to Central Cash Collection Point.	All Stall holders to ensure that they have suitable cash security. MAGPAS to ensure that the Cash Collection Point is permanently manned.
17. Uneven surfaces, damp grass, garden furniture and gazebos, Equipment including hammers,	Personal injury caused by tripping and falling.	Organisers and helpers to be observant	Point out hazards to colleagues and public.

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HAZARD	RISK	MITIGATION MEASURES	ACTION
stakes, netting, and signage.			
18. Dogs	Personal Injury to adults or children.	Dogs to be kept on a lead at all times.	Organizers to ensure suitable signage so that all visitors are aware of the requirement.