

BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH



THE LONDON BOROUGH
www.bromley.gov.uk

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FAX: 020 8290 0608 DATE: 30 July 2020

To: Members of the
LICENSING SUB-COMMITTEE

Councillors Robert Evans, Michael Turner and Stephen Wells

A meeting of the Licensing Sub-Committee will be held at Bromley Civic Centre on
FRIDAY 7 AUGUST 2020 AT 10.00 AM

There will be a pre-meeting for Council Members and officers at 9.30am.

(Please note that this will be a virtual meeting and a link will be available on the Council website meeting page to enable members of the press and public to see and hear the meeting. The link will be published before the start of the meeting.)

MARK BOWEN
Director of Corporate Services

A G E N D A

- 1 APPOINTMENT OF CHAIRMAN FOR THE MEETING
- 2 DECLARATIONS OF INTEREST
- 3 APPLICATION FOR TWO TEMPORARY EVENT NOTICES FOR CRYSTAL PALACE PARK TOP TERRACES IN THE NAME OF FOR WANDA NATION FOR 15/16 AUGUST

Objections to the applications are referred to in the attached reports of the Director of Environmental Services.

The Chairman will request the names and addresses of those giving evidence together with the names of any representatives.

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Report No.
ES20037

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: LICENSING SUB-COMMITTEE

Date: Friday 7th Aug 2020

Decision Type: Non-Urgent Non-Executive Non-Key

Title: APPLICATION FOR 2 x TEMPORARY EVENTS NOTICES FOR CRYSTAL PALACE PARK TOP TERRACES IN THE NAME OF FOR WANDA NATION FOR THE 15TH AND 16TH AUG 2020

Contact Officer: Steve Phillips, Head of Health Safety and Licensing
Tel: 020 8313 4659 E-mail: steve.phillips@bromley.gov.uk

Chief Officer: Colin Brand Director of Environment and Public Protection

Ward: CRYSTAL PALACE

1. Reason for report

- 1.1 To provide the Licensing Sub-Committee with information supporting them to determine whether to uphold or dismiss the objections placed against these two Temporary Events Notices.
-

2. **RECOMMENDATIONS**

- 2.1 **The Licensing Sub-Committee asked to determine this application having taken into account the Council's Statement of Licensing Policy 2016 to 2021 and written and oral representations by the applicant and objectors.**

Members can

1. Grant the temporary event notices as applied.

Note: Modification of a notice or the addition of conditions is not available for consideration in this case as no premises licence exists from which to draw any conditions)

2. Uphold the objection made by the Metropolitan Police and refuse the application by authorising the service of a Counter Notice.

Impact on Vulnerable Adults and Children

1. Summary of Impact:

When making decisions under the Licensing Act 2003 the Council is required to promote the licensing objectives, one of which is the protection of children from harm.

Corporate Policy

1. Policy Status: Existing Policy:

The Council has adopted a statement of its licensing policy under the Licensing Act 2003 for the period 2016 to 2021.

2. BBB Priority: Children and Young People Excellent Council Quality Environment Safe Bromley Vibrant, Thriving Town Centres Healthy Bromley Regeneration

Financial

1. Cost of proposal: Licensing statutes allow for an appeal to the Magistrates Court against the Council's decision. Should an appeal be made, costs are likely to be incurred but it is not possible to quantify these.
 2. Ongoing costs: Non-Recurring Cost
 3. Budget head/performance centre: Public Protection and Portfolio
 4. Total current budget for this head: ££2.4 m
 5. Source of funding: Revenue Budget 2020/2021
-

Personnel

1. Number of staff (current and additional): 2 Licensing Officers supported by 4.5 FTE admin
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Statutory Requirement: The Council is the Licensing Authority for the Licensing Act 2003. This is a Non-Executive function and is delegated to the General Purposes and Licensing Committee. Where representations are received about a licence application, it is referred to the Licensing Sub Committee for a hearing and decision.
 2. Call-in: Not Applicable:
-

Procurement

1. Summary of Procurement Implications: Not applicable
-

Customer Impact

1. When considering and making a determination on this application Members need to balance the benefits of holding the licence against any adverse effects to the Public, Local Residents and Businesses by considering its impact against the licensing objectives

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes. Ward Members were notified about the application by e-mail on 19th March 2020
2. Summary of Ward Councillors' comments: No Councillors responded to this application

Responsible Authorities Views

The following Responsible Authorities were notified about this application and their views sought

Responsible Authority	Date Notified	Comments (further details in Appendix 3)
Metropolitan Police	20 th July 2020	22 nd July 2020
Planning Authority	N/A	
Trading Standards Service	N/A	
Public Health Nuisance Team	20 th July 2020	No Reponce
Health & Safety Team	N/A	
Child Protection Team	N/A	
Immigration (Home Office)	N/A	
Fire Authority	N/A	
Public Health	N/A	

3. COMMENTARY

3.1. Licensing Act 2003.

The Licensing Act 2003 states that any premises require a licence/certificate issued by the Council (premises licence/club premises certificate) where the following activities occur:-

Provision of regulated entertainment

- a) Plays. (Where the audience exceeds 500 people)
- b) Films.
- c) Indoor sporting events. (Where the audience exceeds 1000 people)
- d) Boxing or wrestling entertainment.
- e) Live music. (subject to the Live Music Act 2013 exemptions)
- f) Recorded music.
- g) Performances of dance. (Where the audience exceeds 500 people)

Provision of late night refreshment (between 2300hrs and 0500hrs).

Supply of alcohol (on and off sales).

The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club.

The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place.

Licences/Certificates may be issued subject to any terms, conditions or restrictions the Council feels are appropriate to address any or all of the four licensing objectives.

The Council has previously agreed Bromley's Statement of Licensing Policy for the Period 2016 – 2021.

The Licensing Sub-Committee must consider the Statement of Licensing Policy and any Special Policy of Cumulative Impact currently in force when making any decisions in respect of these applications.

Where any premises are not licensed or their license does not permit any of the above activities or a premise wishes to have an activity without the restriction of a condition on an existing licence the Act provides for a person to give a Temporary Event Notice (TEN).

3.2 TENs are subject to limitations including

- a) Standard applications must be made a minimum of 10 clear working days before the event.
- b) Up to 10 late applications (conditions apply) can be made between 9 and 5 clear working days before an event.
- c) 15 applications can be made for any one premise in a year (Jan to Dec).
- d) An event can last 7 days.
- e) The maximum number of days in a year that can be permitted by TENs is 21.
- f) The maximum number of people attending an event is 499.

3.3 Where these conditions are met the Council must acknowledge the application on the following day (Within 48 hrs.)

3.4 Copies of an application are served on both the Police and the Public Health Nuisance Team. Either of these Responsible Authorities have 3 working days (within 72 hrs.) after the date of receipt to object to an application.

3.5 The Tens were submitted by Ms Wendy Cummins on 20th July 2020 in electronic means via the .Gov.uk website as shown in appendix 1.
The Metropolitan Police objection was received 22nd July 2020 and is shown at **appendix 2** submitted by PC T Dandridge

3.6 Where an objection is made to a standard TEN the Council must hold a hearing to determine the application at least 24 hours before the start of the period covered by the TEN.

3.7 The Licensing Sub Committee must consider both written and verbal representations made at the hearing and have the following options available to them:

3.8 The 2003 Act provides that the licensing authority can impose conditions to a TEN from the existing conditions on the premises licence or club premises certificate at the venue. The

licensing authority can only do so:

- if the police or the EHA have objected to the TEN;
- if that objection has not been withdrawn;
- if there is a licence or certificate in relation to at least a part of the premises in respect of which the TEN is given;
- if the licensing authority considers it appropriate for the promotion of the licensing objectives to impose one or more conditions.

3.9. Description of the Premises

The premises are a Large Park that sits on the edge of LB Bromley at the Crystal Palace Border with several other London Boroughs. This event is planned to take place on the terraces area of the park which closely borders Southwark Councils area and residents

3.10 Licensing History

The premises has been licenced under the Licensing Act 2003 for several short term premises licences during 2019 all of which have generated a small number of complaints in respect of noise from the events. This particular organiser had an event that took place earlier in 2019 and the applicant failed to meet all of the requirements of the noise management plans contained within the event documentation approved with the licence. A similar Event planned for 2020 did not occur due to the Covid 19 Pandemic Restrictions

3.11 Details of the Application

The area to be covered by the TENS is a public park open usually to the general public. The application is for two separate TENS however both events applied for are to be open to the public for the same hours and to operate alongside each other within very close proximity therefore almost making it one event. The total number of attendees stated as being 2 x 499

The TENS covers two separate areas marginally separated by a “walkway” area : Area A is described as a ticketed area but with an open flow for the community with attractions and music , poetry and one bar area alongside a culture market and local business stalls. Area B is described as a private event with pre sold tickets allowing for walk up tickets available if capacity allows but more of a seated “ pod “ area to sit and relax and with two bar areas. The Event has a long list of DJs and a performing artists stage area.

3.12 The current position on Covid 19 with Supporting Guidance and a Statement for Director of Public Health Bromley.

- Objection Notice, Police Objection with supporting letter form the Environmental Health Nuisance Team shown. **at appendix 2**
- Statement from Nada Lemic Director of Public Health Bromley at **appendix 2**
- The government issued guidance relevant to the Performing Arts on the 31st of July 2020. An extract is shown in **appendix 3** which identifies that the Local Authority should avoid issuing licences for large gatherings (see highlighted area in yellow)
- Industry guidance is confusing but still identifying large events as being problematic and that they may well not be able to take place in the current climate. See page 6 and 7 of guidance document **at appendix 4.**

- Boris Johnson announced on the 31st July that large events and pilot schemes had been delayed due to spikes in Covid cases. Shown **at appendix 5**

3.13 **Appendix 6** contains additional information submitted by Ms Cummins on 4th Aug to the Licensing Team at the London Borough of Bromley

4. IMPACT ON VULNERABLE ADULTS AND CHILDREN

- 4.1 Licensing regimes provide for additional controls through specific permissions to undertake activities. Both the Licensing Act 2003 and Gambling Act 2005 contain licensing objectives which seek to protect particular vulnerable groups. In the case of the Licensing Act 2003 it seeks to protect children from harm whereas the licensing objectives under the Gambling Act 2005 are wider and seek to protect children and vulnerable adults from being harmed or exploited.
- 4.2 Businesses and the Council are required to promote these objectives in the way they operate or make decisions.
- 4.3 Details of applications under both Acts are referred to the appropriate safeguarding teams for comment.

5. POLICY IMPLICATIONS

- 5.1 Both the Licensing Act 2003 and the Gambling Act 2005 require the Council to prepare, consult on and publish statements of their licensing policy. These must be reviewed at least every 5 years under the Licensing Act and 3 years under the Gambling Act.
- 5.2 Members should make decisions in accordance with these policies but are free to depart from them with good reason.
- 5.3 The current policies are -
- Statement of Licensing Policy 2016 – 2021
http://www.bromley.gov.uk/downloads/file/226/statement_of_licensing_policy_2016-2021
 - Statement of Gambling Policy 2016-2019
http://www.bromley.gov.uk/downloads/file/325/gambling_policy

6. FINANCIAL & LEGAL IMPLICATIONS

- 6.1 There are rights of appeal to the Magistrates Court against the decision of the Sub-Committee under both the Licensing and Gambling Acts. If an appeal were to be lodged there are costs associated with defending it. These are difficult to quantify and the Courts can award costs. In the event of a successful appeal we could pay the costs of the appellant as well as our own. Equally if we successfully defended an appeal, it is open to the Court to order our costs to be paid by the appellant.
- 6.2 Parties involved in a hearing before a Sub-Committee can also seek a Judicial Review if the Local Authority has failed to administer the hearing in accordance with proper procedures.
- 6.3 The Council has adopted a procedure for the conduct of hearings.

Non-Applicable Sections:	Personnel and Procurement implications
Background Documents: (Access via Contact Officer)	Soft File Computer based records

Appendix 1

Application Form



**Bromley
Temporary Event Notice
Licensing Act 2003**

For help contact
licensing@bromley.gov.uk
Telephone: 0208 313 4218

* required information

Section 1 of 9

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text" value="Culture Market & Picnic Event"/>	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name	<input type="text" value="Wendy"/>	
* Family name	<input type="text" value="Cummins"/>	
* E-mail	<input type="text" value="info@wandanation.com"/>	
Main telephone number	<input type="text" value="+4407944214692"/>	Include country code.
Other telephone number	<input type="text"/>	
<input type="checkbox"/> Indicate here if you would prefer not to be contacted by telephone		

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note: completing the Applicant Business section is optional in this form.
Registration number	<input type="text" value="10505944"/>	
Business name	<input type="text" value="Wanda Nation"/>	If your business is registered, use its registered name.
VAT number	<input type="text" value="GB"/> <input type="text" value="323848884"/>	Put "none" if you are not registered for VAT.
Legal status	<input type="text" value="Private Limited Company"/>	

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 9

APPLICATION DETAILS ([See also guidance on completing the form, general notes and note 1](#))

Have you had any previous or maiden names?

- Yes No

* Your date of birth / /
dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence Address

Is the address the same as (or similar to) the address given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

Additional Contact Details

Are the contact details the same as (or similar to) those given in section one? If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

E-mail

Telephone number

Other telephone number

Section 3 of 9

THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). [\(See also guidance on completing the form, note 2\)](#)

* Does the premises have an address?

Yes No

Address

Is the address the same as (or similar to) the address given in section one? If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

Neither Premises licence Club premises certificate

Location Details

* Provide further details about the location of the event

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below [\(see also guidance on completing the form, note 3\)](#)

Continued from previous page...

Describe the nature of the premises below ([see also guidance on completing the form, note 4](#))

Crystal Palace Park is a Victorian pleasure ground, used for cultural and sporting events. It is located in the south-east London suburb of Crystal Palace

This is a public park open for all

Describe the nature of the event below ([see also guidance on completing the form, note 5](#))

Community and Commercial event based on the top tier.

Day Picnic Party

Picnic Garden Space

Market with Local Traders and Businesses selling cultural goods

Event will have a private ticketed entry space and an open flow space for the Community

There will be some attractions, musical performances and dancing with food and alcohol available to purchase

Section 4 of 9

LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises ([see also guidance on completing the form, note 6](#)):

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment
- The giving of a late temporary event notice

[\(See also guidance on completing the form, note 7\).](#)

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

[\(See also guidance on completing the form, note 8\).](#)

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

[\(see also guidance on completing the form, note 9\)](#)

Event start date / /
dd mm yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Event end date / /
dd mm yyyy

Continued from previous page...

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

11:00 - 23:00

[\(see also guidance on completing the form, note 10\)](#)

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

499

Note that the maximum number of people cannot exceed 499.

[\(see also guidance on completing the form, note 11\)](#)

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

[\(see also guidance on completing the form, note 12\):](#)

- On the premises only
- Off the premises only
- Both

Section 5 of 9

RELEVANT ENTERTAINMENT [\(See also guidance on completing the form, note 13\)](#)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

~~11:00 - 22:30~~

Section 6 of 9

PERSONAL LICENCE HOLDERS [\(See also guidance on completing the form, note 14\)](#)

Do you currently hold a valid personal licence?

- Yes No

Provide the details of your personal licence below.

Issuing licensing authority

LB SUTTON

Licence number

PLH1761771

Date of issue

17 / 05 / 2018
dd mm yyyy

Any further relevant details

Continued from previous page...

Section 7 of 9**PREVIOUS TEMPORARY EVENT NOTICES** [\(See also guidance on completing the form, note 15\)](#)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

Yes No

Have you already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or Yes No
- b) Begins 24 hours or less after the event period proposed in this notice?

Section 8 of 9**ASSOCIATES AND BUSINESS COLLEAGUES** [\(See also guidance on completing the form, note 16\)](#)

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes No

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

- a) Ends 24 hours or less before; or Yes No
- b) Begins 24 hours or less after the event period proposed in this notice?

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes No

Continued from previous page...

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

Yes No

- a) Ends 24 hours or less before; or
b) Begins 24 hours or less after the event period proposed in this notice?

Section 9 of 9**CONDITION** ([See also guidance on completing the form, note 18](#))

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

This formality requires a fixed fee of £21

DECLARATION ([See also guidance on completing the form, note 19](#))

- * The information contained in this form is correct to the best of my knowledge and belief
- * I understand that it is an offence:
 - * (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and
 - * (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

[Add another signatory](#)

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/bromley/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

OFFICE USE ONLY

Applicant reference number	<input type="text" value="Culture Market & Picnic Event"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Next >](#)



**Bromley
Temporary Event Notice
Licensing Act 2003**

For help contact
licensing@bromley.gov.uk
Telephone: 0208 313 4218

* required information

Section 1 of 9

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text" value="Culture Market & Picnic Event"/>	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name	<input type="text" value="Wendy"/>	
* Family name	<input type="text" value="Cummins"/>	
* E-mail	<input type="text" value="info@wandanation.com"/>	
Main telephone number	<input type="text" value="+4407944214692"/>	Include country code.
Other telephone number	<input type="text"/>	
<input type="checkbox"/> Indicate here if you would prefer not to be contacted by telephone		

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note: completing the Applicant Business section is optional in this form.
Registration number	<input type="text" value="10505944"/>	
Business name	<input type="text" value="Wanda Nation"/>	If your business is registered, use its registered name.
VAT number	<input type="text" value="GB"/> <input type="text" value="323848884"/>	Put "none" if you are not registered for VAT.
Legal status	<input type="text" value="Private Limited Company"/>	

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 9

APPLICATION DETAILS ([See also guidance on completing the form, general notes and note 1](#))

Have you had any previous or maiden names?

- Yes No

* Your date of birth / /
dd mm yyyy

Applicant must be 18 years of age or older

National Insurance number

This box need not be completed if you are an individual not liable to pay UK national insurance.

Place of birth

Correspondence Address

Is the address the same as (or similar to) the address given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

Additional Contact Details

Are the contact details the same as (or similar to) those given in section one? If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

E-mail

Telephone number

Other telephone number

Section 3 of 9

THE PREMISES

I, the proposed user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry out a temporary activity at the premises described below.

Give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references). [\(See also guidance on completing the form, note 2\)](#)

* Does the premises have an address?

Yes No

Address

Is the address the same as (or similar to) the address given in section one? If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

* Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)?

Neither Premises licence Club premises certificate

Location Details

* Provide further details about the location of the event

If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, give a description and details below [\(see also guidance on completing the form, note 3\)](#)

Continued from previous page...

This is not a duplicate TENS

Describe the nature of the premises below ([see also guidance on completing the form, note 4](#))

Crystal Palace Park is a Victorian pleasure ground, used for cultural and sporting events. It is located in the south-east London suburb of Crystal Palace

This is a public park open for all

Describe the nature of the event below ([see also guidance on completing the form, note 5](#))

Community and Commercial event based on the top tier.

Day Picnic Party

Picnic Garden Space

Market with Local Traders and Businesses selling cultural goods

Event will have a private ticketed entry space and an open flow space for the Community

There will be some attractions, musical performances and dancing with food and alcohol available to purchase

Section 4 of 9

LICENSABLE ACTIVITIES

State the licensable activities that you intend to carry on at the premises

([see also guidance on completing the form, note 6](#)):

- The sale by retail of alcohol
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- The provision of regulated entertainment
- The provision of late night refreshment
- The giving of a late temporary event notice

([See also guidance on completing the form, note 7](#)).

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event.

([See also guidance on completing the form, note 8](#)).

Event Dates

There must be a period of at least 10 working days between the date you submit this form and the date of the earliest event when you will be using these premises for licensable activities.

State the dates on which you intend to use these premises for licensable activities

([see also guidance on completing the form, note 9](#))

Event start date / /
dd mm yyyy

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Event end date / /
dd mm yyyy

Continued from previous page...

State the times during the event period that you propose to carry on licensable activities (give times in 24 hour clock)

11:00 - 23:00

[\(see also guidance on completing the form, note 10\)](#)

State the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers

499

Note that the maximum number of people cannot exceed 499.

[\(see also guidance on completing the form, note 11\)](#)

If the licensable activities will include the supply of alcohol, state whether the supplies will be for consumption on or off the premises, or both

[\(see also guidance on completing the form, note 12\):](#)

- On the premises only
- Off the premises only
- Both

Section 5 of 9

RELEVANT ENTERTAINMENT [\(See also guidance on completing the form, note 13\)](#)

State if the licensable activities will include the provision of relevant entertainment. If so, state the times during the event period that you propose to provide relevant entertainment

None

Section 6 of 9

PERSONAL LICENCE HOLDERS [\(See also guidance on completing the form, note 14\)](#)

Do you currently hold a valid personal licence?

- Yes No

Provide the details of your personal licence below.

Issuing licensing authority

LB SUTTON

Licence number

PLH1761771

Date of issue

17 / 05 / 2018
dd mm yyyy

Any further relevant details

Continued from previous page... **Section 7 of 9****PREVIOUS TEMPORARY EVENT NOTICES** [\(See also guidance on completing the form, note 15\)](#)

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?

Yes No

State the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year

Have you already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before; or Yes No

b) Begins 24 hours or less after the event period proposed in this notice?

Section 8 of 9**ASSOCIATES AND BUSINESS COLLEAGUES** [\(See also guidance on completing the form, note 16\)](#)

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?

Yes No

Has any associate of yours already given a temporary event notice for the same premises in which the event period:

a) Ends 24 hours or less before; or Yes No

b) Begins 24 hours or less after the event period proposed in this notice?

Continued from previous page...

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice? Yes No

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:

Yes No

a) Ends 24 hours or less before; or
b) Begins 24 hours or less after the event period proposed in this notice?

Section 9 of 9**CONDITION** [\(See also guidance on completing the form, note 18\)](#)

It is a condition of this temporary event notice that where the relevant licensable activities described in Sections 4 and 5 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.
This formality requires a fixed fee of £21

DECLARATION [\(See also guidance on completing the form, note 19\)](#)

- * The information contained in this form is correct to the best of my knowledge and belief
- * I understand that it is an offence:
 - * (i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and
 - * (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both
- Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Continued from previous page...

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/bromley/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

OFFICE USE ONLY

Applicant reference number	<input type="text" value="Culture Market & Picnic Event"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Next >](#)

Event Organiser Details

Event Organiser Name	Wendy Cummins
Organisation	Wanda Nation
Contact Telephone Number	07944214692
Email Address	info@wandanation.com
Name of Event	Radiate Secret Garden
Location of Event	Top Tier Crystal Palace Park Crystal Palace Parade SE19 1UA
Date of Event	15 August 2020 16 August 2020
Contact Telephone Number on day of the event (if different to above)	

Event Overview

Wanda Nation is running a weekend programme of outdoor events on Saturday 15 August and Sunday 16 August 2020 in a new temporary events area on the North West side of the Top Tier of Crystal Palace Park. The open air event space will operate from 11:00 – 23:00 on both days.

As the organiser of the larger annual event Radiate Windrush Festival in Crystal Palace Park, this year due to COVID-19 the date of this event had to be postponed until 2021. Part of the desire to bounce back with the Government's efforts to recover the economy, Wanda Nation is seeking to create a temporary outdoor venue to deliver a number of smaller capacity events for up to 499 people each over the weekend.

The events over the weekend are ticketed entry and provide the opportunity for groups of up to 6 people from different households or 2 households to be able to come together in a social outdoor environment with the added security of being able to social distance whilst enjoying an event.

As part of the current normal, creating COVID-19 Secure environments is a Government requirement so there will be a range of measures followed including the provision of bubble areas for groups to socially distance as appropriate. These COVID-19 specific actions will be covered in the COVID-19 risk assessment.

The event will have a mixture of entertainment attractions including the form of live and pre-recorded music, face painting, fancy dress, food concession stalls onsite with 2 licenced bars.

The event will be ticketed with SIA and a stewards monitoring numbers enter and exit.

The venue will provide an outdoor venue for the local community, but also draw in a wider audience to enjoy COVID-19 Secure leisure activities whilst supporting the park and open space with

generating income for CPP.

The venue will be placed on the Top Tier of Crystal Palace Park, by the Parade.

It is expected that the people will use various types of transport to get to the event. There will be on-site parking provided within the lower tier car park, marketing will generally encourage local people to walk or use public transport.

Event Times

Event start time	11:00
Event end time	23:00

Event Itinerary

Main event actions, days and timings					
Date	AM or PM	Action	Location	Details	
Daily		Briefings	Virtual	Meetings	Organising events team
Daily		Monitoring	Virtual	Weather	Organising events team to monitor weather conditions
Mon 10 Aug		Works	Onsite	Grounds	Grounds maintenance
		Delivery	Home/Office	Signage	Banners & Signage delivered (Office/Home)
		Delivery	Home/Office	T-shirts	T-shirts delivered
Tue 11 Aug		Collect	Onsite	Handover & Park Keys	Park Keys - Event Manager to collect from Park Office
		Collect	Off Site	Van	Van – Collect from hire depot
		Collect	Off Site	Comms Radios	Comms Radios - Two way radios collected ready for use by team & stewards
Wed 12 Aug AM		Arrivals	Onsite	Events Team	Core Event team to manage build arrives
		Setup	Onsite	Event Site Office	Event Control Office gazebo set up & ready for deliveries & drop-offs
		Setup	Onsite	Signage	Working site signage setup
		Setup	Onsite	Sanitiser Stations	Set up sanitiser stations for staff
		Arrivals	Onsite	Setup Team	Event Set-up Team onsite daily to rig
		Delivery & Off-Load	Onsite	Fencing & Barriers	Heras Fencing & Ped Barriers – Delivery onsite
		Setup	Onsite	Fencing & Barriers	Perimeter build by core set up team

		Delivery	Onsite	Site Structures	Bar boards delivered and off loaded
		Setup	Onsite	Pods	Pod setup by core staff
		Decor	Onsite	Pods	Core staff setup base decorations for pods
		Delivery & Drop-off	Onsite	Skips	Skips delivery for waste
	21:00	Security	Onsite	Event Site	Event site is checked & secured overnight
Thur 13 Aug		Delivery & Placement	Onsite	Generator Power	Generator delivery & drop off
		Delivery & Setup	Onsite	Marquees	Marquee delivery & set up by contractor
		Delivery & Setup	Onsite	Platform Stage	Platform stage blocks delivery & set up
		Delivery & Placement	Onsite	Toilets	Temporary toilets delivered to site
		Setup	Onsite	Fire Extinguishers	Fire extinguishers placed in position
		Setup	Onsite	Site Cabling	Cables positioned for power
		Setup	Onsite	Lighting	Lighting set up
		Collect	Off-site	PA Systems	PA Systems staff driver to collect from depot
		Delivery	Onsite	PA Systems	PA Systems staff driver to deliver to site
		Delivery & Placement	Onsite	Catering & Bar Equipment	Catering Equipment (Refrigeration, Freezers, Bar Ice Boxes, cookers etc)
		Setup	Onsite	Pods	Continue Pod decoration by core staff
		Deliveries	Onsite	Goods Deliveries	Misc. Deliveries (Day 1)
	21:00	Security	Onsite	Event Site	Event site is checked & secured overnight
Fri 14 Aug		Setup	Onsite	PA System	PA Systems set up
		Deliveries	Onsite	Goods Deliveries	Misc. Deliveries (Day 2)
		Setup	Onsite	Event Sanitiser Stations & Event COVID-19 Signage	Setup COVID-19 specific sanitiser stations and event signage
		Setup	Onsite	Bar	Bar Structures set up
			Onsite	Catering / Hospitality	Catering Structures set up
		Arrivals	Onsite	Stewards & Staff	Event stewards arrive on site for briefings

		Briefings	Onsite	Stewards & Staff	Steward & Staff briefings on site to manage run through and arrival of traders, concessions, attractions, use of radios
		Arrivals	Onsite	Traders	Traders arrival & setup day 1
		Delivery	Onsite	Ice Delivery	Pre-Event Ice Delivery
		Setup	Onsite	Entrance & Exit	Set up main entrance and exit with signage, screens & check in equipment
	21:00	Security	Onsite	Event Site	Event site is checked & secured overnight
Sat 15 Aug	06:30	Arrivals	Onsite	Core Event Team	Ready for Day 2
	07:30	Arrivals	Onsite	Traders	Traders arrival & setup day 2
	09:00	Delivery	Onsite	Ice Delivery	Event Ice Delivery
	09:00	Arrivals	Onsite	Medic	First Aid Medic arrives onsite
	09:00	Briefings	Onsite	Stewards & Staff	Steward & Staff briefings
	09:30	Setup	Onsite (Secondary Site)	Parking Marshal	Parking marshal setups monitoring station on the lower tier
	09:45	Inspection	Onsite	Vehicles	All vehicles off site by 09:45
	10:30	Inspection	Onsite	Site Inspection	Site safety inspection by Event Manager prior to opening
	11:00	Opening	Onsite	Doors	Event Opens to Public
		Inspection	Onsite	Site inspection	Event Running Check by Event Manager
	16:00	Closing	Onsite	Doors	Event Closes to Public
	16:15	Cleaning	Onsite	Event Clearing	Event site is bulk picked
		Cleaning	Onsite	Event Clearing	All Pod tables are re-sanitised
		Cleaning	Onsite	Event Sanitising	Entrances & Exits sanitised
	17:30	Inspection	Onsite	Site inspection	Event Readiness Check by Event Manager
	18:00	Opening	Onsite	Doors	Event Opens to Public
		Inspection	Onsite	Site inspection	Event Running Check by Event Manager
	22:40	Closing	Onsite	Doors	Event Closes to Public
	23:00	Cleaning	Onsite	Event Clearing	Event site is bulk picked

	00:30	Inspection	Onsite	Event Site	Event site is checked & secured overnight
Sun 16 Aug	06:00	Cleaning	Onsite	Event Clearing & Preparation	Site is fine picked ready for opening day 2
	07:30	Arrivals	Onsite	Traders	Traders arrival & setup day 2
	09:30	Arrivals	Onsite	Medic	First Aid Medic arrives onsite
	09:30	Briefings	Onsite	Stewards & Staff	Steward & Staff briefings for day 2
	09:45	Inspection	Onsite	Vehicles	All vehicles off site by 09:45
	10:15	Inspection	Onsite	Site Inspection	Site safety inspection by Event Manager prior to opening
	11:00	Opening	Onsite	Doors	Event Opens to Public
		Inspection	Onsite	Site inspection	General site inspections & site tour by Event Manager
	16:00	Closing	Onsite	Doors	Event Closes to Public
	16:15	Cleaning	Onsite	Event Clearing	Event site is bulk picked
		Cleaning	Onsite	Event Clearing	All Pod tables are re-sanitised
Cleaning		Onsite	Event Sanitising	Entrances & Exits sanitised	
	17:30	Inspection	Onsite	Site inspection	Event Readiness Check by Event Manager
	18:00	Opening	Onsite	Doors	Event Opens to Public
	22:45	Closing	Onsite	Doors	Event Closes to Public
	23:00	Cleaning	Onsite	Event Clearing	Event site is bulk picked
	00:30	Security	Onsite	Event Site	Event site is checked & secured overnight
Mon 17 Aug	08:30	Cleaning	Onsite	Event Clearing & Handover Preparation	Site is fine picked ready for handover
	09:00 – 17:00	Collections	Onsite	Site Collections	Various collections according to collections schedule
Tues 18 Aug	09:00	Inspection	Onsite	Site inspection	General site damage inspections & site tour by Event Manager
		Handback	Onsite	Park Keys	Site keys handed back to Parks Management
	PROCESS ENDS				

Programme of Events

Time	Activity
11:00 – 16:00	Day Pods & Secret Garden (DJ Edition)
11:00 – 11:30	Welcome – Announcements & Background Music
11:30 – 16:00	Live DJ & Entertainment
17:45 – 23:00	Evening Pods & Secret Garden (Silent Edition)
18:00 – 18:30	Welcome – Announcements & Background Music
18:15 – 22:45	DJ & Entertainment

Event Management

Roles and Responsibilities on Event Day (s)

Role	Responsibilities
Event Organiser / Manager	The safety of staff, volunteers and visitors to the event. Overall control and coordination of the event Manage staff and assign their roles and responsibilities Event control on the day of the event
Site Manager (Includes Health & Safety Officer Role)	Deputy for the event manager in their absence Ensure the site is prepared as agreed for the event Carry out regular site inspection in the build up and during the event. Ensure event infrastructure is delivered on time and set up as per the agreed plan. Liaise with concessions, attraction operators, traders, stall holders to ensure they are located and operating correctly. Manage any issues that arise relating to the site during the event. Health & Safety duties
Entertainment / Tech Manager	Programme the entertainment in the arena and on stage for the duration of the event. Work with all entertainers pre event to ensure they are aware of what will be provided on site and agree any additional requirements.
Head of Security	Organise the provision of SIA Officers & stewards for the event Liaise with contracted security staff Manage steward & SIA rotas, breaks during set up, delivery and break down of the event. Manage communications between stewards & SIA. Run the steward & SIA briefing with the event manager Ensure all stewards & SIA have their protective equipment.
Press and PR coordinator	To co-ordinate all marketing and advertising for the event. Organise VIP attendance on the day and their itinerary Organise press attendance on the day and any statement to be made.

Crowd Management

There is additional information around crowd management further in the document

Ticketing Arrangements

This is a ticketed event venue and attendance is restricted by the selling of tickets for entrance
Single point of entry will be covered by check staff and SIA security

Managing Event Venue Capacity

Max attendee capacity is 450 people at any one time with up to 49 staff present
An allocated door steward will be responsible for check in and out to assure numbers
Event control can request a capacity check at any time throughout the event
The event site is a large open space measuring a minimum of **8,500 sq m** or **90,000 sq ft** although it is secured by a perimeter security fence. The available escape routes can comfortably accommodate the evacuation of well over 2500 people in a reasonable time. Those attending the event venue will be birthdays and friendship groups interested in being part of the event and compliant to instructions given. Evacuations will be managed by stewards and some SIA accredited staff will be in place to manage an evacuation as well as monitor the crowd. More information on incidents is available further in the documentation

Crowd Access and Egress

Queueing for access will be prepared 30 mins prior to opening.

The access queue will be directed up the pathway heading NW out of the park onto the main road where there is minimal traffic

2 search & access lanes will be in operation for the first 90 minutes then 1 search lane for another 60 minutes for later arrivals. After this time entry will be on request

Entry is not expected to be an issue.

On an average non-COVID-19 event the entire Top Tier can hold over 15,000 people with some infrastructure. We are proposing 499 people with the possible crossing interaction with an additional 450 people on exit at 23:00 from a space separated by a through fare on the South of the Top tier.

The thoroughfare next to the event perimeter is large enough for HGV vehicles so is wider than the width of a one way street.

The landscape of the Top Tier is very accessible to the main road which is Crystal Palace Parade. To avoid any pinch points, an additional exit on the West of the event perimeter leading directly onto the Parade can be opened at 22:45 by stewards where visitors will be directed to the nearest exit point.

At the end of the event or during an evacuation all visitors will be exiting at the same time however potential exit flows are possible to the NW, W, SW, S & SE also East down towards the mid-tier Terraces.

Crowd flow directions

Car Park = East

Train Station = East / South East

Buses & Bus Stand = West / South West
Local Residents = Any direction

Anti-Social Behaviour

Anti-social behaviour will be handles by trained SIA Officers with the final response from Head of Security prior to escalation through the incident reporting processes to the Emergency Service.

If situations cannot be diffused patrons will be requested to leave the event site and will be barred from re-entry, where required the Authorities will be contacted and the incident logged.

Anti-social behaviour related to alcohol will be result in the patron being refused any additional alcohol in accordance with the responsibilities of the Licence holder

Advertising

Types of advertising

Advertised on Facebook, Instagram, Email, Whats app, Twitter, Word of Mouth, Local Press Sources

Media, Press & PR

There are not media scheduled to attend however if any media request attendance they will be handled by a PR/Social Media Co-ordinator

Sharing with Press & Social Media

Current media contact –
Event Organiser - Wendy Cummins
info@wandanation.com
07944 214 692

Social Media

www.instagram.com/radiatefestival
www.facebook.com/radiatefestival
www.twitter.com/radiatefestival
www.radiatefestival.com

Site Management

Contractor Management

Company	What are they providing/doing?
Speedy Hire	Supply & place super silenced generators
American Marquees	Supply and erect 4 marquees 20m x 10m

	One 10mx 10m Three - 5m x 5m
Fresh Toilet Co	5 Portaloos

The site manager will request risk assessments, method statements and all other related site specific safety documentation from each contractor. These will be reviewed in part to establish competence and to ensure all relevant safety measures are in place and ensure other activities are not put at risk or vice versa.

Traders

Name of Organisation	Concession Type
To be updated	Food
To be updated	Food
To be updated	Food & Sweet Treats

Managing the Sale of Alcohol

There will be 2 bars on site selling and distributing alcohol. The Organising company is also the licence holder and has applied for the TEN/Temporary Event Notice.

Wanda Nation will be managing both bars and will hire trained bar staff to deliver the service. Operating a challenge 21 policy along with displaying the following posters around the bar.



Catering Requirements (Food, drink, water)

The following information is to be provided for each caterer

- Name of Business
- Address of Business
- Contact telephone number
- Name of local authority that they are registered with
- National food hygiene rating (if available)

Fencing and/or barriers

How fencing will be used

2.4m Heras fencing will be used as a perimeter fencing with one main entrance, one main exit and a secondary exit/emergency point. Erected by the Core set up team with reinforcing panels placed at agreed intervals with exact locations shown on the site plan.

Crowd control barriers will be used to keep the public away from hazards or staff areas. They will also be used to channel guests as required.

Electricity, Water, Gas Supply and Generators

How electricity, water, gas supply or other flammable liquids will be managed at the event

Food concessions will provide their own LPG and will be asked to provide the gas safety certificate for their appliances. Only one spare LPG cylinder will be permitted per concession/stand. Certification and storage of LPG will be checked by the site manager before the site opens to the public.

Gas LPG will be used for the cooker supplied by catering equipment company

Bottled water will be provided onsite and accessed for all uses of the event

There will be 2 generators provided to supply lighting and power to the marquees, open area and entertainment equipment. Each generator will be positioned away from public areas (see site plan) and be secured with security fencing placed (2.4m Heras) and have a CO2 fire extinguisher placed by it. The generators will run for the duration of the event without the need for refuelling.

Any refuelling will take place at the end of the first day or beginning of the second day.

All electrical supplies will be RCD unit protected and installed by a core crew electrician. All cabling will be run away from walkways, where this is not possible they will either be trenched or covered with a cable ramp. The electrical installations for the site will be signed off the crew electrician before the site is opened to the public.

Temporary Structures

The following temporary structures will be used e.g. gazebos, marquees, staging

Four - 5m x 5m

One 10m x 25m

One 12m x 18m

All marquees erected by competent contractor and signed off by their project manager. A completion certificate will be provided to the site manger before occupation

Ten 3m x 3m Gazebos will be placed for additional staff areas all weighted as appropriate

Traders stalls - Traders will provide purpose built stalls these will be checked for weighting prior to opening

80 Pods of 3 sides measuring 3.5m width and 2m height will be installed and covered with natural raw fire fabric material, stabilisers will be place at agree intervals to mitigate toppling

Low level platform staging will be used to create a raised bar and music area

Fire Safety

A 4m clear route will be established around the external perimeter for emergency services access.

- All concession structures will be separated by 4m
- Fire points will have a Water and CO2 extinguisher (placed on a stand with identifying signs) will be placed at the following locations (also shown on site plan)
 - One set by entertainment
 - One CO2 by each generator
 - One set by each bar
 - One set by Entrance/Exit
- Food concessions are expected to have their own fire safety equipment
- The perimeter fence will have 1 emergency exit, 1 exit and 1 main entrance.

The emergency exit will be a loose Heras fence panel, which will be opened by a named steward when evacuation from the site is required. All evacuation points will have a green and white fire exit banner secured on them, which is visible from the centre of the site. It is expected that the attendance for this event will not exceed the venue capacity.

- Work lighting will illuminate the site including the escape routes and exit points when dusk begins to fall.
- All food concession with cooking facilities will be asked to submit or complete the fire risk assessment form from the Fire and Rescue Service.
- Only one spare LPG cylinder will be permitted per installation. The location of all LPG appliances will be identified on the site plan.
- No more than 5 litres of spare fuel can be stored on site per portable generator and a CE approved container must be used. Anything not conforming will be taken off site.
- A bin area will be provided and all event participants asked to remove combustible rubbish throughout the day to ensure there is not a build-up. Stewards will also monitor this.
- Marquees open to the public will be open sided so not require designated exits, escape signs or emergency and have not specified limit on capacity.
- An emergency evacuation plan is in place with all stewards and other key staff briefed in its

Licence

A TENS has been applied for this event

Musical Entertainment

The event will have amplified music played in the arena throughout the day and the stage will have live music. As the expected attendance will be under 499 a TEN has been applied for by the event manager.

PRS will be contacted to make a notification regarding the live and pre-recorded music

The entrance desk area will have a sign displayed for any complaints of noise of the

Attractions

To be updated

Medical and First Aid Cover

There will be 2 first aiders on site, one floating and one stationed at the first aid / medic station within the Event Control.

The local ambulance service will be called for any emergencies

The nearest hospital is Croydon University Hospital

Public Health and Welfare

Toilet Facilities

Temporary toilets will be provided within the event at a location specified on the site plan. These will be self-contained units with sanitisation facilities

A total of 5 units will be provided one of which will be located by event control for staff use only. There will be 1 disabled access toilet included in this number

There will be 1 toilet attendant to provide compulsory hand sanitation for patrons before and after entry

Waste Disposal

Disposal, rubbish, litter

A skip will be provided for bagged waste and removed by contractor after the event

More waste facilities will be provided for customers to dispose of items in a non-touch way e.g. Open Bin receptacles

Frequent centralised disposal of all stored rubbish for staff, workers and customer bin receptacles

Traders will be required to use the central disposal point for waste

Additional open bins will be provided for the public to use, which will be monitored and collected by stewards not on station. Traders and stall holders are expected to remove their waste to the waste area provided that has large wheeled bins (identified on plan).

Litter will be picked throughout the event and all patrons encouraged to use the open bins provided

Noise Management

All speakers are facing in the South Eastern direction and positioned so that speakers are facing away from residential properties and will end by 23:00. There are large trees and bushes in between the event and residents, which will also help to act as a sound barrier. Sound levels will be monitored throughout the event by the sound technician including any attractions.

Event Site Accessibility

There is an accessible toilet onsite and all parking is also accessible. Guests can enter and exit the event site without encountering stairs as it has level access however since the site is on grass if the ground has become soaked it may be difficult for wheelchair users

Steward and Marshal Management

Steward Roles and Responsibilities

The event stewards will take on the following roles:

- Providing information to guests on the outline of the events & location concessions & facilities
- Monitor the accumulation of rubbish and report where this is happening. Emptying of bins may be required.
- Monitor stands, stalls, entertainment and attractions etc for any activity of concern that might put them or the public at risk and report this to the steward co-ordinator when this might be happening. Take action to stop the activity if there is imminent risk to safety otherwise take action as instructed
- Monitor visitor activity and report to the steward controller any antisocial or other. If a member of the public doesn't comply with a request this should be reported.

Steward & SIA Positioning

6 SIA Staff

10:00 – 22:00 Shift 1

12:00 – 0:00 Shift 2

2 SIA will be stationed on the door to perform searches on entry for each session with 2 stewards

1 SIA will be placed on the NW perimeter point to observe South & East vantage points

2 SIA Floating the floor

1 Head SIA will be allocated to Event Control and Revenue Protection

4 General Stewards

10:00 – 22:00 Shift 1

12:00 – 0:00 Shift 2

Stewards will be placed on perimeters on SIA relief breaks or incident response

1 Steward will remain on the door with 1 SIA for when a request for entry by late comers is made

Stewards will be placed in observing positions across the site

1 Parking Marshal 13:00 – 23:00

Steward Uniforms

All Stewards will be wearing official branded staff t-shirts and hi-viz jackets

SIA Roles

SIA Duties

Revenue Protection Door & Bar

Perimeter Protection

Anti-Social Behaviour Responses

Liaising with Authorities

Steward Training

Stewards will come from a pool of stewards previously used for events
A briefing will be held the morning of the event before the gates open to run through any changes, key responsibilities/concern and answer any last minute questions.

Stewards Briefing Information

- All stewards are accountable to the head steward / head of security
- Please stay at your allocated position until you are sent for a rest/lunch break.
- All stewards will be issued with a hi-viz vest and radio.
- Stewards will be briefed at the pre-event meeting on how to use radios.
- Stewards are not to get involved with crowd issues but to report this or any other incident to event control/head of security
- Please familiarise yourself with the location of the first aid point, fire extinguishers and the emergency procedures

Event Team & Steward Communication

2 way radios will be used by all stewards and the event team.
Radios will be tested and work in all parts of the event site. They will be charged night before and signed out to each steward on duty. There are spare batteries and radio units should one be lost, broken or stop working. Headset and mics will be provided so visitors can't hear the open messages. There is also a mobile phone list as a backup. Radios will also be issued to the SIA staff who become part of the steward team for the purposes of the event

Emergency Planning

Fire

In the case of fire – Extinguishers will be used in the first incidence, secondarily the area will be evacuated of any personnel or visitors and the fire service will be called to respond

Power Failure

In the case of partial power failure an announcement will be made to the area affected that there are technical issues and the backup generator will be used whilst reconnection for the failing part of the ring is corrected, if unable to reconnect to the main power a separate connection to the backup generator will be made.

In the case of total failure of the main generator the backup generator will used for the duration of the event.

If total failure cannot be corrected the event will be ended and closed down will take place

Determining Incidents & Escalation - Responsible Person(s)

The event manager in consultation with the head of security and site manager will be responsible for determining the escalation of incidents and the Event Manager will take ultimate responsibility for reporting. As a proxy Head of Security will be permitted to make the determination then finally the Site Manager will be the final proxy

Reporting Incidents to Emergency Services – Responsible Person

<p>Event Manager will contact the emergency services by mobile phone on instruction from the event manager</p>
<p>Contacting Local Emergency Services</p> <p>The emergency services are notified through the 999 system.</p>
<p>Emergency Services Arrival On Site – Responsible Person</p> <p>The Site Manager will make themselves known to the emergency services when they arrive and advise them on the nature and scale of the incident and what has been done by the event team to that point.</p>
<p>Emergency Services Responding to Incidents - Entrance/Access Points</p> <p>The main entrance/exit point for the event has a section on one side that is constructed of crowd control barriers and easily removed. This allows immediate access to the emergency route around the West and North of the perimeter of the event. There should not be a queue of visitors at this position and those that are there will be managed by stewards.</p> <p>Event Control is also located on the South side of the event site of the pathway which enables direct access for those already in the medical area</p>
<p>Crowd Control During Incidents – Responsible Person</p> <p>Head of Security will receive information from stewards, SIA and the event team on incidents and crowd behaviour. SIA Officers & Stewards will be instructed to react accordingly depending on the situation.</p>
<p>Crowd Control - Event Evacuation</p> <p>All incidents will be reported to the site manager who will attend the scene and either make a decision on the spot or consult with the Head of Security or Event Manager where there may be wider or significant impact.</p> <p>Small scale incidents, which are not likely to affect many people will be dealt with by stewards and a member of the event team if necessary. A cordon will be established around the incident to keep the public away for their protection and allow space for treatment.</p> <p>Medium scale incidents – small scale incident that have escalated or an incident that involves a larger number of people. Initial response will be by security and the site manager and a cordon established. A decision may be made to evacuate an area of the site by stewards moving out from the incident asking visitors to move back. This will be towards an exit in preparation for a full evacuation. The event manager will decide whether the incident is sufficiently serious to call the emergency services in anticipation of an escalation in seriousness (e.g. fire, large scale antisocial behaviour). The PA will be used to inform visitors.</p> <p>Large scale incident – a medium scale incident that has escalated a major incident or large scale disturbance where there is imminent danger to visitors. At this stage the emergency services would have been contacted and a full evacuation called. In this case stewards would be directed to continue moving out from the incident directing visitors to the exit point. Alternatively starting from as close to the incident as possible and start moving visitors to the exits.</p>
<p>Evacuation Communication</p>

To avoid unnecessary panic should radio conversations be overheard by visitors code words will be used to identify specific incidents, once an evacuation starts these aren't important:

Fire – Mr Sands (e.g. Mr Sands is at the stage)

Suspect packages – Mr Franks (e.g. Mr Franks is at the stage)

Creating a cordon – localised evacuation done by stewards giving verbal instruction as directed by the steward co-ordinator or event manager.

Partial evacuation – movement of visitor from the area of the event affected by the incident to a safe area still with the event ground. Started by stewards giving verbal instructions creating a cordon using of loud hailers as necessary. The PA system will be used to inform visitors.

Full evacuation – total movement of all visitors out of and away from the event ground. The PA is used to announce the evacuation and why. Steward will give verbal instruction (some with loud hailers) of where the nearest exits are and ensure everyone has evacuated the site.

Weather

The weather forecast will be monitored by the site manager during the week before the event. If the weather deteriorates and is likely to significantly affect the event, alternatives will be discussed by the event team.

Rain - If the ground become water logged in the run up to the event, the event manager will take the decision on whether the event should be cancelled. If there is heavy rain during the event the performances will need to be postponed or cancelled.

High wind - this will be measured on site. If the measurements reach the maximum recommended by the marquee supplier or the stage supplier additional securing straps will be added and the marquees evacuated/stage not used. If the strong winds continue and the safety of visitors is at risk the event will be cancelled and the event ground evacuated during site build or while the event is running.

High temperatures: Should high temperatures occur regular messages will be broadcast from the PA advising visitors to use sunscreen and drink plenty of water. Water will be available to those treated by first aiders and for staff. Drinks are available to buy from food concessions and visitors are able to come and go from the event as necessary.

Key Signage

The standard green exit signs will be placed above each of the emergency exits. This will be large enough to be seen from the centre of the event site.

The first aid tent/ event control will have sign large enough to be seen from a distance.

Incident Management

Welfare of Children

There will be no children on site as this is an over 18 event it is unlikely that there will be vulnerable persons however one of the steward team will liaise with the vulnerable person to ascertain any issues that they are facing and find out who they are at the event with to make contact. If the vulnerable person is alone they will be asked for contact information to contact a relative or guardian if applicable if they are in distress. The person will be check by medical and the appropriate services will be called if necessary.

If the vulnerable person has come to the event with another person an attempt will be made to locate them via the PA system or using a Megaphone

Incident Reporting and Investigation

A HSE incident log book will be held with Event Control to allow them to monitor the situation and take all the necessary details for review post event.

All accidents, medical incident or near misses will be investigated by the site manager/head of security during the event to establish whether any immediate changes are required to prevent similar accidents happening again. All accident, medical incidents and near misses will be recorded by the Site Manager/Head of Security as they are reported using an HSE accident book. Should an accident be reportable under RIDDOR this will be completed by the event manager and submitted to the Local Authority enforcement team. All accident reports will be considered in the planning for future event to identify any elements that should be done differently.

Communication with the Public

The PA system will be used to communicate with the public in case of emergency and megaphones will also be in use as required to direct & communicate with crowds

Traffic Management

Traffic Management

The event is taking place off of the highway and is fully accessible to all who are coming from the parade side for those parking in the lower tier car park they will be required to either drop off at the top of Anerley Hill before heading to the car park or make their way back up the hill to access the event entrance.

The location is the same as if patrons were to visit the fun fair which is regularly held on the Top Tier

Parking

All traffic will be directed to the lower tier car park which will be communicated prior to the event taking place.

The car park operating times are 11:00 – 23:00 this will close for entry at 9pm and become exit only.

Due to free parking being available on the Lower Tier it is less likely that patrons will park on side roads. There will be access to 350 spaces on the lower tier, which means that the roads in the local vicinity should be largely unaffected

There will be signage around the park to highlight to local residents the activity taking place on the Top Tier

Staff and Trader parking will be located on the Top Tier in an allocated area shown on map

Safest Exit Routes & Pedestrian/Vehicular interactions

Pedestrian Exit routes will be direct to the Parade and buses in various directions

Prior to 9pm it is safe to exit to the Train Station and Lower Tier car park heading East through the

park as a short cut – after 9pm patrons will be advised to go via the main road down Anerley Hill

However since Crystal Palace Park is an open public thorough fare patrons will not be prevented from exiting through the Park to various parts of the Borough

At no point will pedestrians interact with vehicles on site.

Road Closures

There are no planned road closures scheduled or required

Highway Signage

There are no requirements for highway signage

Appendices

- i. **Site Map**
- ii. **Risk Assessment**
- iii. **Public Liability Insurance**



**Community Market
Side A**
 includes
 alcohol + music activity
 Max No. People Unmonitored

**Private Event
Side B**
 includes alcohol + music
 Max 499 People Monitored

e Limited

Palace Museum
history of
ous building

Google

Appendix 2

OBJECTIONS

0208 313 4659
Steve.phillips@bromley.gov.uk

Our Ref: ehts/co/sp
Date: 22nd July 2020

Dear Wendy Cummins,

Re: **LICENSING Act 2003**
OBJECTION TO TEMPORARY EVENT NOTICE

Your application for a Temporary Events Notice on 15th + 16th August 2020 has been subject to an objection from the Police.

You have 3 options at this point as to how to proceed:-

1. Withdraw the application
2. Elect for the application to be put forward for the Licensing Sub Committee for a hearing.
3. Contact the PC Tina Dandridge and agree a compromise which they will accept.

Contact details:- Tina.L.Dandridge@met.police.uk

Please contact this department by **29th July 2020** to let us know how you wish to proceed, failure to contact this department will result in the assumption that you have withdrawn your application and no further action will be taken and the event will be unauthorised.

Yours sincerely

Steve Phillips

Steve Phillips
Licensing Officer



From: Police Licensing Team,
Bromley Police Station
High Street,
BROMLEY BR1 1ER

To: The Licensing Committee
W88, West Wing
Bromley Civic Centre,
Stockwell Close,
BROMLEY BR1 3UH

Re: TENS Application for 15th and 16th August Crystal Palace Park

Members of the Licensing Committee,

I respectfully submit the following representations under the Licensing Act 2003 for the proposed application for the Culture Market and Picnic Event at Crystal Palace Park covered by 2 x TENS for 15th and 16th August 2020.

The proposed licensed hours to the public are between 1100 hours and 2300 hours for both dates mentioned above.

The area to be covered by the TENS is a public park open usually to the general public. The application is for two separate TENS however both events applied for are to be open to the public for the same hours and to operate alongside each other within very close proximity therefore almost making it one event.

The TENS covers two separate areas marginally separated by a "walkway" area : Area A is described as a ticketed area but with an open flow for the community with attractions and music , poetry and one bar area alongside a culture market and local business stalls. Area B is described as a private event with pre sold tickets allowing for walk up tickets available if capacity allows but more of a seated " pod " area to sit and relax and with two bar areas.

Police would like to put in the following representations:

To prevent Crime and Disorder and Public Safety :

Following the submission of the TENS application for this two day event it is clear that there is simply not enough information attached to the application to satisfy police that the prevention of crime and disorder and public safety will be adhered to.

The TENS combined will potentially see almost 1000 people attend and leave the event at the same given time. There is no event management plan in place and no Covid 19 risk assessment in place at this time.

Area A is described as having an open flow for the community – there is no plan in place to suggest how the 499 capacity will be monitored or how the Covid social distancing restrictions will be managed for both the event and any extra members of the public that will attend and wait for entrance. Additionally there is no mention of how security will be deployed at the event.

Area B also needs to have a full plan in place to satisfy police that there is a risk management plan and covid plan in place to adhere to the licensing objectives.

This application needs to have a full event management plan in place alongside a Covid risk assessment in order for police to assess the event in full.

Kind Regards

Tina

PC Dandridge



Environment and Public Protection
Civic Centre, Stockwell Close, Bromley BR1 3UH

Telephone: 020 8464 3333
Direct Line: 020 8313 4332
Email: joanne.stowell@bromley.gov.uk

DX5727

5 August 2020

Dear Members of the Licensing Committee

Re: Letter in Support of Police Representation against the TENS Application for 15th and 16th August 2020 Crystal Palace Park

Environmental Health intended to make their own representation in response to the above TENS, however, due to resourcing issues we were unable to submit. Notwithstanding this, Environmental Health are writing in support of the Police representation, as submitted by PC Dandridge, specifically under the Prevention of Crime and Disorder and Public Safety.

Prevention of Crime and Disorder and Public Safety

The serious risk of COVID-19 infection spreading at an event may be considered under the Public Nuisance objective, however, the risk in this instance also engages the Crime and Disorder objective within the Licensing Act 2003 for the following reasons:

1. A “public nuisance” has its origins in common law and “causing a public nuisance” remains a criminal offence at common law punishable with up to life imprisonment: R. v. Rimmington & Goldstein [2006] 1 A.C. 459).
2. Causing a public nuisance is defined in Rimmington as follows (at [3] with emphasis added):

“A person is guilty of a public nuisance (also known as a common nuisance) who (a) does an act not warranted by law, or (b) omits to discharge a legal duty, if the effect of the act or omission is to endanger the life, health, property, morals or comfort of the public, or to obstruct the public in the exercise or enjoyment of rights common to all Her Majesty’s subjects” (Rimmington at [3]).

3. Historically, the offence of public nuisance has been successfully prosecuted in respect of a person causing a risk to public health on numerous occasions. In the case of R. v. Vantandillo (1815) 105 E.R. 762, a mother of a young child who took him through a public street well knowing that the child suffered from the contagious, infectious and dangerous disease of smallpox was convicted of causing a public nuisance. In R v Henson (1852) 1 Dears 24, a defendant was convicted of causing a common nuisance for bringing a mare, infected with a “contagious, infectious and dangerous disease”, onto the highway with knowledge of its condition.

4. In *Managers of the Metropolitan Asylum District v. Hill* (1881) 6 App. Cas. 193 Lord Blackburn said at 204:

Those who have the charge of a sick person, if he is helpless (whether the disease be infectious or not) are, at Common Law, under a legal obligation to do, to the best of their ability, what is necessary for the preservation of the sick person. And the sick person, if not helpless, is bound to do so for his own sake. When the disease is infectious, there is a legal obligation on the sick person, and on those who have the custody of him, not to do anything that can be avoided which shall tend to spread the infection; and if either do so, as by bringing the infected person into a public thoroughfare, it is an indictable offence, though it will be a defence to an indictment if it can be shewn that there was a sufficient cause to excuse what is prima facie wrong...

The above points clearly show the links between public health and crime and disorder, and when these are viewed together with this particular application, Environmental Health agree with the Police that the documentation submitted by the applicant does not support this event taking place. However, notwithstanding these omissions, holding a large gathering event where - despite the best intentions of organisers - attendees are unlikely to strictly abide by social-distancing and other health mitigation measures, in the time of a pandemic involving a potentially fatal respiratory illness like COVID-19 would, potentially, have the effect of endangering the life or health of the public or a section of it.

As part of my letter of support, I am also introducing the statement issued by the Bromley Council's Director of Public Health Dr Nada Lemic (JMS Enc.1). As you can see Dr Lemic (who is a Consultant in Public Health Medicine with over 20 years' experience) and issues strong advice against permitting large events from taking place. Dr Lemic advises that resultant of the points made within her statement, that the Council should take a precautionary approach, and not take unnecessary risks with the public's health by permitting large gathering events to take place in Bromley's outdoor spaces in August and September 2020.

Finally, I would like to submit the Government guidance on COVID 19: Guidance for the safe use of Council buildings. <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings>

This guidance, under the section 'Gatherings' states that 'Local authorities should avoid issuing licenses for events that could lead to larger gatherings forming...'

With the above points and submissions in mind, I reiterate I am in support of the representation made by the Police, and respectfully ask the Committee to reject this TENS.

Yours faithfully,

Joanne Stowell

Joanne Stowell

Assistant Director of Public Protection



Education, Care and Health Services
Civic Centre, Stockwell Close, Bromley, BR1 3UH

Telephone: 020 8464 3333
Direct Line: 0208 313 4167 Internet: www.bromley.gov.uk
Email: nada.lemic@bromley.gov.uk
Your Reference: Our Reference:

Joanna Stowell
Assistant Director of Health Protection
London Borough of Bromley

4 August 2020

Dear Ms Stowell,

PUBLIC HEALTH ADVICE ON LARGE GATHERING EVENTS

Below is my advice on holding large gathering events in outdoor spaces in the London Borough of Bromley through August and September 2020.

I have been a Consultant in Public Health Medicine for over 20 years and Director of Public Health in Bromley since 2002.

Although this advice is of general application, I have also considered the outline proposals for three specific events to be held over August and September 2020 in Crystal Palace Park (Transmission 2020 and Windrush) and in Croydon Road Recreation Ground (Soul Town). I understand that Windrush hopes to attract nearly 1,000 attendees and the other events considerably more.

Considering the current situation with the Covid-19 pandemic, and in order to promote public health, my strong advice is not to permit such events to take place for the following principal reasons:

1. There is an indication from the ONS data that the number of Covid cases is rising nationally.
2. In recent weeks there have been numerous outbreaks, both in London and nationally, indicating that there is still a sustained transmission of Covid-19 in the population.
3. Although the current figures in Bromley are relatively low, they can markedly increase within a couple of weeks. There is an inherent lag between the time when

a person is infected with Covid-19 and the time that infection is reflected in a positive test recorded in official statistics.

4. Visitors to the proposed gatherings would most likely come from all over London and nationally which will pose a significant risk for transmission of Covid-19 infection in Bromley. There are unlikely to be any realistic measures taken by the organisers that could effectively prevent a person travelling from an area with a higher infection rate in order to attend a large event in Bromley.
5. Given the nature of music and community-based outdoor festivals and events in Bromley it is unlikely that social distancing and other health mitigation measures will be effectively maintained in a large gathering event outdoors involving alcohol consumption, dancing and/or music. This is despite the best intentions of event organisers. There is a serious risk of transmission of the Covid-19 virus between individuals as there is likely to be close contact between attendees at some stage- whether it be on arrival, at the event itself, or on dispersal.
6. Taking all the above into account, it is my view that the Council should take a precautionary approach and not take unnecessary risks with the public's health by permitting large gathering events to take place in Bromley's outdoor spaces in August and September 2020.
7. I will continue to monitor the situation and, if my opinion changes, I will make it known to the Council.

Yours sincerely



Dr Nada Lemic
Director of Public Health
London Borough of Bromley

Appendix 3

Bromleys current position on Large
Events

[Work and financial support during coronavirus](#)

Working safely during coronavirus (COVID-19)

From:

[Department for Business, Energy & Industrial Strategy](#) and [Department for Digital, Culture, Media & Sport](#)

Published:

11 May 2020

Updated:

31 July 2020, [see all updates](#)

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1. [Contents](#)
2. Performing arts

Performing arts

Guidance for people who work in performing arts, including arts organisations, venue operators and participants.

Open allClose all

Applies to: England (see guidance for [Wales](#), [Scotland](#), and [Northern Ireland](#))

Introduction

This document is to help performing arts organisations, venue operators and participants including those who are employers, employees and self-employed, volunteers and non-professionals in the UK understand how to work and take part in the performing arts safely, and keep their audiences safe during the COVID-19 pandemic, keeping as many people as possible 2m apart from those they do not live with.

This document includes guidance for a return to training and rehearsal in line with the law, current social distancing advice and current understanding of certain activities which may have a higher transmission risk, such as singing and playing wind and brass instruments. We understand how important it is that you can work safely and support your employees' and customers' health and wellbeing during the COVID-19 pandemic and not contribute to the spread of the virus.

This document also contains guidance on managing premises or venues and audiences. As social distancing guidelines and our understanding of higher risk activities such as singing

and playing wind and brass instruments evolve, and as the law changes, further versions of this document will be published.

We have developed a **five-stage roadmap** to bring our performing arts back safely. These five stages of the phased return to performing arts are as follows:

- **Stage One** - Rehearsal and training (no audiences)
- **Stage Two** - Performances for broadcast and recording purposes
- **Stage Three** - Performances outdoors with an audience and pilots for indoor performances with a limited socially-distanced audience
- **Stage Four** - Performances allowed indoors and outdoors (but with a limited socially-distanced audience indoors)
- **Stage Five** - Performances allowed indoors / outdoors (with a fuller audience indoors)

5. Managing performances

In this section

- [5.1 Managing audiences](#)
- [5.2 Staging and capacity](#)
- [5.3 Ticketing and payments](#)
- [5.4 Cloakrooms](#)
- [5.5 Managing food, drink and retail purchases, and food and drink consumption](#)
- [5.6 Entrances, exits and managing people flow](#)
- [5.7 Seating arrangements and use of common areas](#)
- [5.8 Toilets](#)
- [5.9 Providing and explaining available guidance](#)

5.1 Managing audiences

Objective: To maintain social distancing wherever possible in performing arts environments.

People should continue to socially distance from those they do not live with wherever possible. Social interactions should be limited to a group of no more than two households (indoors and out) or up to six people from different households (if outdoors).

It is against the law for gatherings of more than 30 people to take place in private homes (including gardens and other outdoor spaces).

Businesses and venues following COVID-19 Secure guidelines can host larger groups. This is also the case for events in public outdoor spaces that are organised by businesses, charitable or political organisations, and public bodies, provided they take reasonable steps to mitigate the risk of transmission, in line with COVID-19 Secure guidance and including completion of a risk assessment. Any other gathering in an outdoor space must not be any larger than 30 people.

You should limit your social interactions to two households (your support bubble counts as one household) in any location; or, if outdoors, potentially up to six people from different households. It will be against the law for gatherings of more than 30 people to take place.

Premises or locations which are COVID-19 Secure will be able to hold more than 30 people, subject to their own capacity limits, although any individual groups should not interact with anyone outside of the group they are attending the venue with - so in a group no larger than two households or six people if outdoors.

In particular, those operating venues or running events following COVID-19 Secure guidelines should take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place. Venues should take account of this guidance and the [outdoor events guidance](#) in organising outdoor performances.

Individual businesses or venues should consider the cumulative impact of many venues re-opening in a small area. This means working with local authorities, neighbouring businesses and travel operators to assess this risk and applying additional mitigations. These could include:

- Further lowering capacity - even if it is possible to safely seat a number of people inside a venue, it may not be safe for them all to travel or enter that venue.
- Staggering entry times with other venues and taking steps to avoid queues building up in surrounding areas.
- Arranging one-way travel routes between transport hubs and venues.
- Advising patrons to avoid particular forms of transport or routes and to avoid crowded areas when in transit to the venue.

Local authorities should avoid issuing licenses for events that could lead to larger gatherings forming and provide advice to businesses on how to manage events of this type. If appropriate, the government has powers under Schedule 22 of the Coronavirus Act 2020 to close venues hosting large gatherings or prohibit certain events (or types of event) from taking place.

When members of the public are attending performances, organisers should ensure that steps are taken to avoid audiences needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult, for example during performance intervals. This is because of the potential for increased risk of transmission - particularly from aerosol and droplet transmission. We will develop further guidance, based on scientific evidence, to enable these activities as soon as possible. You should take similar steps to prevent other close contact activities - such as communal dancing in audiences. This is important to mitigate the risks of droplets and aerosol transmission. We will develop further guidance, based on scientific evidence, to enable these activities as soon as possible.

Audiences Outdoors

Organisers of outdoor performances should give particular consideration to:

1. The guidance on delivering [outdoor events](#), particularly where such performances are not typical to their operations.
2. In the case of drive-in performances, only allowing cars to park sufficiently far apart to ensure social distancing is maintained, for example by clearly marking available parking spaces.

3. Ingress and egress management, car parking, public transport, hand washing facilities and areas such as arenas, stages or concessions points where crowding could take place. Requirements for permanent structures will differ from green field sites.
4. Consulting with the relevant authorities and seeking specialist advice to best evaluate impact, developing mitigating strategies and coordinating relevant external agencies if required.
5. Managing family groups who may wish to remain closer than the required social distance but who, in doing so, may encourage others to cluster in a similar manner. Communication is key to this.
6. Where items are offered for customer use, so for example a picnic blanket or seating, this should be done only where they can be collected from an appropriate distance and with hygiene measures in place (for example, through the availability of hand sanitiser). Such items should be thoroughly cleaned before being offered for re-use.
7. Planning car parking to allow sufficient spacing for the social distancing of occupants. This will be particularly important at events where attendees may gather around their vehicles during an event or make frequent visits to their vehicles to collect chairs, coats, drinks etc.
8. People with symptoms of COVID-19, or who have been advised to self-isolate following contact with someone with symptoms of COVID-19, should be asked not to attend.
9. The expected interactions among participants occurring during the event and implementing sufficient controls to ensure social distancing is maintained.
10. Discouraging or avoiding activities or features that are likely to encourage audience behaviours increasing transmission risk, such as crowding, clustering, communal dancing and physical contact outside of household groups or support bubbles.

5.2 Staging and capacity

Objective: To ensure that the size of audience, the arrangements and performances staged are consistent with ensuring social distancing.

Risk assessments should specifically consider the maximum capacity for a given performance and the ability to manage audience behaviour to avoid compromising social distancing.

Steps that will usually be needed:

1. Reducing site, premises or venue capacity and limiting ticket sales to a volume which ensures social distancing can be maintained.
2. For performances or events where there is no ticketing, considering using other communications approaches, coupled with stewarding, to manage the numbers attending. Free, open, unticketed and unfenced performances or events will need to demonstrate a reasonable approach to control numbers if too many people begin to arrive and to encourage social distancing.
3. Managing performance scheduling so that audiences for different performances are not using the site, premises or venue at the same time in a way that compromises adherence to social distancing, and to allow for adequate cleaning.
4. Reconfiguring entertainment spaces to enable audience to be seated rather than standing. For example, repurposing ticketed standing areas as ticketed seating areas.
5. Considering using available spaces outdoors for performances with a live audience in attendance.

6. Considering the expected interactions amongst audience members and making sure sufficient controls are in place to maintain social distancing, for example providing clear communication, demarcating spaces, using sufficient ushers.
7. Making sure risk assessments carefully consider worker safety, especially of those working closely with a large number of members of the public or audience.
8. Discouraging or avoiding gatherings such as performances or screenings that may encourage audience behaviours that increase transmission risk, for example crowding, clustering or physical contact outside of household groups or support bubbles.
9. Considering where crowding could take place such as at points of ingress and egress, car parking, handwashing and toilet facilities, waiting areas, bars and restaurants and areas in proximity to performance area.
10. Considering the particular needs of disabled audiences when making adjustments to venues or premises, and communicating these appropriately before any performance as well as when in the venue or premises.
11. Consulting with relevant authorities and specialist advice to best evaluate impact, develop mitigating strategies and coordinate relevant external agencies if required.

Appendix 4

Industry Guidance



Keeping workers and audiences safe during COVID-19

In the Outdoor Event Industry in England

10^h July 2020

Version 1.1

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Introduction

The UK is currently experiencing a public health emergency as a result of the COVID-19 pandemic. It is critical that employers, employees, the self-employed, volunteers and attendees take steps to keep everyone safe.

This document, effective from 11th July 2020, is to help employers, employees, volunteers and the self-employed, and their customers and attendees, in the outdoor event industry in England understand how to work safely *and keep their customers safe during this pandemic*, socially distancing from as many people as possible from outside of their household or support bubble, in line with the current laws and guidance. We hope it gives you freedom within a practical framework to think about what you need to do to continue, or restart, operations during the COVID-19 pandemic.

We understand how important it is to work safely and support your workers' and 'attendees' health and wellbeing (and that of other people who may be affected by your business, such as attendees at your events) during the COVID-19 pandemic and not contribute to the spread of the virus.

We know that many businesses of this type are currently closed for their usual service by [government regulation](#); we hope this guidance will be useful for those businesses as they develop new ways of working or to help prepare for the time when they are able to reopen. The government is clear that workers should not be forced into an unsafe workplace and the health and safety of workers and attendees, and public health, should not be put at risk.

We know many people are keen to return to contribute to volunteering.

Organisations have a duty of care to ensure, as far as reasonably practicable, that volunteers are not exposed to risks to their health and safety. This guidance around working safely during COVID-19 should ensure that volunteers are afforded the same level of protection to their health and safety as others, such as workers and customers.

This document has been prepared by the Events Industry Forum with input from the Department for Digital, Culture, Media and Sport (DCMS) and in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE).

Public health is devolved in Northern Ireland, Scotland and Wales. This guidance should be considered alongside local public health and safety requirements and legislation in Northern Ireland, Scotland and Wales. For advice to businesses in other parts of the UK please see guidance set by the Northern Ireland Executive, the Scottish Government, and the Welsh Government.

While this guidance applies to England, you should always consider whether there are local restrictions in place in your area. If so, you should first read the guidance relevant to your area as this may supersede guidance in this document. You can find information on the lockdown in Leicester [here](#).

Face coverings

Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.

Fire risk assessment

Please remember that when a building or space is repurposed - when there is any change in use or type or use or other circumstance - there needs to be a fire risk assessment.

Updates

We expect that this document will be updated over time. This version is up to date as of 9th July 2020. You can check for updates at www.eventsindustryforum.co.uk. If you have any feedback for us, please email jim@tesa.org.uk

This document is one of a set of documents about how to work safely in different types of workplace. This one is designed to be relevant for people who organise and work in the outdoor event industry and should be used in conjunction with the Purple Guide which sets out good practice and health & safety standards for outdoor events.

Organisers must ensure that the General Data Protection Regulation (GDPR) is observed, which will involve understanding suitable lawful bases, notifying people of any testing that is undertaken and completing a data impact assessment.

How to use this guidance

This document sets out guidance on how to open workplaces safely while minimising the risk of spreading COVID-19. It gives practical considerations of how this can be applied in the workplace for workers, volunteers, attendees and visitors. This guidance only relates to activities permitted by English law.

Each business will need to translate this into the specific actions it needs to take, depending on the nature of the business, including the size and type of business, how it is organised, operated, managed and regulated.

This guidance does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as a business or an employer you continue to comply with your existing obligations and legislation, including those relating to individuals with protected characteristics. It contains non-statutory guidance to take into account when complying with these existing obligations. When considering how to apply this guidance, take into account agency workers, contractors, volunteers, attendees, visitors and other people, as well as your employees.

Any reference to 'households' includes 'support bubbles' as defined in the Government guidance on [Meeting people from outside your household](#).

To help you decide which actions to take, you need to carry out an appropriate COVID-19 risk assessment, just as you would for other health and safety related hazards. As part of this risk assessment, you should understand and take into account the particular circumstances of those with different protected characteristics. This risk assessment should be done in consultation with unions or workers.

What do we mean by 'Outdoor Events'?

Outdoor events cover a wide range of organised activities, ranging from (but not limited to) small community events to classical and jazz concerts and from agricultural shows and public firework displays to circuses and corporate hospitality. Some events may include fixed structures, such as the use of cattle sheds at agricultural shows.

Outdoor events include:

- Air Shows
- Agricultural Shows (including town and country shows)
- Carnivals, Fun fairs, fetes, steam rallies and Community Fairs
- Car boot sales
- Circuses
- Display and Performing Arts including Street Art Events
- Firework Displays
- Flower Shows and Gardening Events

- Historical re-enactment events
- Literature Fairs / festivals
- Pet and Animal Shows
- Some music concerts (see below)
- Outdoor theatres and performing arts

Event organisers should take account of Government guidance on Performing Arts when organising outdoor events with live performances, which are permitted from 11th July. Singing and wind and brass playing should be limited to professional contexts only.

At this time, venues and event organisers should not permit indoor performances, including drama, comedy and music, to take place in front of a live audience. This is important to mitigate the risks of droplets and aerosol transmission - from either the performer(s) or their audience. In addition, some large-scale concerts and festivals are unlikely to be feasible practically and economically under this current guidance (such as many of those represented by the Concert Promoters Association, The Association of Festival Organisers and the Association of Independent Festivals). Where permitted, some forms of smaller event, such as jazz and classical concerts, may be able to adapt to this guidance and manage social distancing. This guidance will remain under review with DCMS and will be revisited as the government regulation around social distancing and alert status evolves.

Where a mix of services may be offered within particular premises or an event, only those services that are permitted to be open should be available.

Where outdoor events are permitted to take place, social distancing should be maintained at all times between attendees who are from different households or support bubbles, and between attendees and staff and performers.

Social interactions should be limited to a group of no more than two households (indoors and out) or up to six people from different households (if outdoors).

It is against the law for gatherings of more than 30 people to take place in private homes (including gardens and other outdoor spaces), unless one of the exemptions set out in government Regulations applies.

Outdoor events, that are organised by businesses, charitable organisations, and public bodies, may have more than 30 attendees provided (i) they have carried out a thorough risk assessment and (ii) taken all reasonable steps to mitigate the risk of viral transmission, taking into account that risk assessment, in line with Covid-19 Secure guidance. This includes ensuring that social distancing between different households or support bubbles is maintained at all times, and between staff and performers. In particular, those operating venues or running events following COVID-19 Secure guidelines should take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place.

Individual businesses or venues should also consider the cumulative impact of many venues re-opening in a small area. This means working with local authorities, neighbouring businesses and travel operators to assess this risk and potentially applying additional mitigations. These could include:

- Further lowering capacity - even if it is possible to safely seat a number of people inside a venue, it may not be safe for them all to travel or enter that venue.
- Staggering entry times with other venues and taking steps to avoid queues building up in surrounding areas.
- Arranging one-way travel routes between transport hubs and venues.
- Advising patrons to avoid particular forms of transport or routes and to avoid crowded areas when in transit to the venue.

Local authorities should avoid issuing licences for events that could lead to larger gatherings forming, or pressure on public and local transport, and provide advice to businesses on how to manage events of this type. If appropriate, the Government has powers under Schedule 22 of the Coronavirus Act 2020 to close venues hosting large gatherings or prohibit certain events (or types of event) from taking place, and a power under regulation 6 of the Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020 to restrict access to a public place.

This guidance should be read in conjunction with [The Purple Guide to Health, Safety and Welfare at Music and Other Events](#) and the [Circus Safety Toolkit Guide](#) as well as the following Guidance:

Issued by BEIS:

- [Retail Shops Guidance](#)
- [Foodservice \(including takeaway\)](#)

Issued by DCMS/ALB:

- [Performing Arts Guidance](#)

This guidance applies to the organisation of outdoor events. It will be relevant to anyone who has some degree of responsibility for the venue or the event. Where there is more than one responsible person or organisation – for example, the venue owner/operator, a person who has hired the venue for a period of time and the users of the venue – they will need to co-operate to ensure that they give proper consideration to this guidance.

1. Thinking about risk

Objective: That all those involved in organising and staging outdoor events carry out a COVID-19 risk assessment.

Development of a health risk assessment should form part of the overall event risk assessment.

COVID-19 is a public health emergency. Everyone needs to assess and manage the risks of COVID-19, and in particular businesses should consider the risks to their workers and attendees. As an employer, you also have a legal responsibility to protect workers and others from risk to their health and safety. This means you need to think about the risks they face and do everything reasonably practicable to minimise them, recognising you cannot completely eliminate the risk of COVID-19.

You must make sure that the risk assessment for your business addresses the risks of COVID-19, using this guidance to inform your decisions and control measures. You should also consider the security implications of any decisions and control measures you intend to put in place, as any revisions could present new or altered security risks that may require mitigation. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. If you have fewer than five workers, or are self-employed, you don't have to write anything down as part of your risk assessment. Your risk assessment will help you decide whether you have done everything you need to.

There are interactive tools available to support you from the Health and Safety Executive (HSE):

- [Managing risks and risk assessment at work](#)
- [Working safely during the coronavirus \(COVID-19\) outbreak](#)

Employers have a duty to consult their people on health and safety. You can do this by listening and talking to them about the work and how you will manage risks from COVID-19. The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. Involving them in making decisions shows that you take their health and safety seriously. You should consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by workers. As an employer, you cannot decide who the representative will be.

At its most effective, full involvement of your workers creates a culture where relationships between employers and workers are based on collaboration, trust and joint problem solving. As is normal practice, workers should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer.

Employers and workers should always come together to resolve issues. If concerns still cannot be resolved, see below for further steps you can take.

How to raise a concern:

- Contact your employee representative.
- Contact your trade union if you have one.
- Contact your local licensing authority.
- Use the [HSE form](#)
- Contact HSE by phone on 0300 003 1647.

1.1 Managing risk

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers should work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. In the context of COVID-19 this means protecting the health and safety of your workers and attendees by working through these steps in order:

- In every workplace, increasing the frequency of handwashing and surface cleaning.
- Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people socially distances wherever possible).
- Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take to reduce the risk of transmission between their staff.
- Further mitigating actions include:
 - Increasing the frequency of hand washing and surface cleaning.
 - Keeping the activity time involved as short as possible.
 - Using screens or barriers to separate people from each other.
 - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
 - Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

(Note: The above list is not finite and each business should consider if there are other mitigating factors which apply to their circumstances)

Risk assessments should carefully consider worker safety, especially of those working closely with many members of the audience.

Where the enforcing authority, such as the HSE or your local authority, identifies employers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they are empowered to take a

range of actions to improve control of workplace risks. For example, this would cover employers not taking appropriate action to ensure social distancing, where possible.

Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law. The actions the enforcing authority can take include the provision of specific advice to employers to support them to achieve the required standard, through to issuing enforcement notices to help secure improvements. Serious breaches and failure to comply with enforcement notices can constitute a criminal offence, with serious fines and even imprisonment for up to two years. There is also a wider system of enforcement, which includes specific obligations and conditions for licensed premises.

Employers are expected to respond to any advice or notices issued by enforcing authorities rapidly and are required to do so within any timescales imposed by the enforcing authorities. The vast majority of employers are responsible and will join with the UK's fight against COVID-19 by working with the Government and their sector bodies to protect their workers and the public. However, inspectors are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.

Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.

In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.

The recommendations in the rest of this document are ones you should consider as you go through this process. You could also consider any advice that has been produced specifically for your sector, for example by trade associations or trades unions.

If you have not already done so, you must carry out an assessment of the risks posed by COVID-19 in your workplace as soon as possible. If you are currently operating, you are likely to have gone through a lot of this thinking already. We recommend that you use this document to identify any further improvements you should make.

1.2 Sharing the results of your risk assessment

You must share information with your workforce about health and safety matters, including the risks identified by your assessment and the preventative and protective measures you intend to take to address those. If possible, you should consider publishing the results of your risk assessment on your website (and we would expect all employers with over 50 workers to do so). We would expect all businesses to demonstrate to their workers and attendees that they have properly assessed their

risk and taken appropriate measures to mitigate this. You should do this by displaying a notification in a prominent place in your business and on your website, if you have one. Below you will find a notice you should display in your workplace to show you have followed this guidance.



- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

1.3 Communication to customers / attendees

- You should provide written or spoken communication of the latest guidelines to both workers and customers inside and outside the venue.
- You should display posters or information setting out how customers should behave at your venue to keep everyone safe.

1.4 Collecting of customer data for test and trace

The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. You should assist this service by keeping a temporary record of your attendees for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.

Many businesses that take bookings already have systems for recording their attendees – including restaurants, hotels, and hair salons. If you do not already do this, you should do so to [help fight the virus](#). We have worked with industry and relevant bodies to design a system in line with data protection legislation, details of which can be found [here](#).

2. Who should go to work

Objective: That those working on the event site are kept to the minimum necessary to deliver a safe event.

People who can work from home should continue to do so. Employers should decide, in consultation with their employees, whether it is viable for them to continue working from home. Where it is decided that workers should come into their place of work then this will need to be reflected in the risk assessment and actions taken to manage the risks of transmission in line with this guidance.

Steps that will usually be needed, include:

- Considering who is essential to be on the event site; for example, some administrative or marketing staff may not need to be on site and should work from home, if at all possible.
- Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.
- Keeping in touch with off-site workers on their working arrangements including their welfare, mental and social health and personal security.
- Providing equipment for people to work from home safely and effectively, for example, remote access to work systems.
- Planning for the minimum number of people needed on site to complete the work safely and effectively.
- Ensuring that those coming onto site are fit to work and are not suffering any symptoms of COVID-19 or otherwise feeling unwell.

2.1 Protecting people who are at higher risk

Objective: To protect clinically extremely vulnerable and clinically vulnerable individuals.

Clinically extremely vulnerable individuals have been strongly advised not to work outside the home during the pandemic peak and only return to work when community infection rates are low.

Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.

If clinically vulnerable individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). If they cannot maintain social distancing you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk, you must

take into account specific duties to those with protected characteristics, . Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.

Steps that will usually be needed:

- Provide support for workers around mental health and wellbeing. This could include advice or telephone support.
- See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.
- Ensure any changes to entries, exit and queue management take into account reasonable adjustments for those who need them, including disabled customers. For example, maintaining pedestrian and parking access for disabled customers.

2.2 People who need to self-isolate

Objective: To make sure individuals who are advised to stay at home under **existing government guidance** do not come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household or are in a support bubble with someone who has symptoms and those who are advised to self-isolate as part of the NHS **Test and Trace** service.

Steps that will usually be needed:

- Enabling workers to work from home while self-isolating if appropriate.
- See current guidance for [employees](#) and [employers](#) relating to statutory sick pay due to COVID-19.
- See [current guidance](#) for people who have symptoms and those who live with others who have symptoms.
- See [current guidance](#) for contacts with possible or confirmed Coronavirus (COVID19) infection who do not live with the person.

2.3 Equality in the workplace

Objective:

- Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.

Steps that will usually be needed:

- Understanding and taking into account the particular circumstances of those with different protected characteristics.
- Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them.
- Considering whether you need to put in place any particular measures or adjustments to take account of your duties under equalities legislation.

- Making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers.
- Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments.

Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.

3. Social distancing for workers

Objective: To maintain social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.

- You should maintain social distancing in the workplace wherever possible.
- 2m or 1m with risk mitigation (where 2m is not viable) are acceptable. You should consider and set out the mitigations you will introduce in your risk assessment.
- Where the social distancing guidelines for workers cannot be followed in full in relation to a particular activity, organisers should consider whether that activity needs to continue for the event to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between workers. Mitigating actions include:
 - Further increasing the frequency of hand washing and surface cleaning.
 - Keeping the activity time involved as short as possible.
 - Using screens or barriers to separate people from each other.
 - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
 - Reducing the number of people each person has contact with by using fixed teams or partnering (so each person works with only a few others).
- Social distancing applies to all areas, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing
- Social distancing measures should be applied wherever possible in relation to members of the public attending an event, especially, where there is direct interaction between them and those working on the site.
- Site access points for those working on site should be managed in respect of social distancing.
- Maintain good ventilation in the work environment. For example, opening windows and doors frequently, where possible.
- Particular attention needs to be applied to ingress and egress points to avoid crowding, including means for handling tickets and passes as well as how bag checking can be managed safely.

It should be noted that many outdoor events, such as large concerts and festivals, are unlikely to be feasible practically and economically under this current guidance (such as many of those represented by the Concert Promoters Association, The Association of Festival Organisers and the Association of Independent Festivals).

3.1 Coming to work and leaving work

Objective: To maintain social distancing wherever possible on arrival, before departure and on departure from work and to enable handwashing upon arrival.

Steps that will usually be needed:

- Avoiding the use of public transport, and aim to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory, unless you are exempt for health, disability or other reasons.

- Maintaining use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them.
- Informing all those coming onto the event site to work, including delivery drivers and contractors appointed by traders and suppliers, of the event's health requirements – in advance, if possible.
- Consideration should be given to all those coming onto the site – other than the attendees – being required to sign a register or form confirming they are not suffering from COVID-19 symptoms or living in the same household or support bubble as someone who is unwell. Also, whether they share a household or accommodation with anyone in a vulnerable group who is self-isolating. If yes, they should not be allowed onto the site. Event organisers have a responsibility for the safety of all those on site, whether directly employed or not.
- The signing of the register/form needs to be risk assessed so that it can be done safely, preferably before they leave home on-line. It is the responsibility of their employer to ensure that this is done.
- Organisers should consider the details they gather on the register/form, for example a mobile phone number. Care needs to be taken to comply with the GDPR – see Introduction.
- Consideration should be given to creating an isolation/quarantine point, close to the entrance or exit, where anyone found to be unwell or at risk can be taken.
- Consideration should be given to getting any workers who are unwell off the site and home safely.
- Staggering arrival and departure times to reduce crowding at ingress and egress points, taking account of the impact on those with protected characteristics.
- Limiting passengers in shared vehicles, such as minibuses. This could include leaving seats empty.
- Reducing congestion, for example, by having more entry points to the site at larger events.
- Using markings and introducing one-way flow at ingress and egress points.
- Providing handwashing facilities (or hand sanitiser where not possible) at ingress and egress points.
- Managing check systems at ingress and egress points to avoid contact and maintain social distancing.

3.2 On-site Management

Objective: To minimise the risk of cross-contamination

- A suitably trained manager should be appointed to coordinate and oversee the implementation of health management on site, including development of a health risk assessment which should form part of the overall event risk assessment. This may fall within the remit of the event safety manager, if they are suitably trained.
- Anyone working on the event site who starts to feel unwell, or shows any symptoms of COVID-19, should immediately isolate themselves from other workers and either stay in isolation until medical assistance can be brought to them or leave the site altogether.
- Consideration should be given to creating an isolation/quarantine area (ideally close to medical facilities) from the start of construction through to the conclusion of breakdown.
- Those taken ill should report their illness to their supervisor/manager immediately and ask for a [COVID-19 test on the NHS website](#).

- Consideration should be given to sending home any co-workers who have been in close contact with the person taken ill, including those who have shared transport with them, particularly as it is known that some people can carry the virus and show no symptoms at all. Close contacts of COVID-19 cases should follow the [government advice and self-isolate for 14 days](#).
- Where close proximity working is unavoidable (e.g. some construction makes it impossible), consider alternative risk mitigation measures including more frequent hand washing and surface cleaning, minimising the time spent in close proximity, avoiding face-to-face working and using fixed teams.
- In situations where gloves are needed for safety reasons (e.g. for handling certain materials) workers need to be reminded of the risks of them carrying pathogens and should be advised not to touch other parts of their body while wearing them.
- All those working on site should be encouraged to wash their hands regularly (and particularly before and after eating, drinking or using the toilets) with soap and water for 20 seconds.
- Sufficient hand washing and sanitiser facilities should be easily accessible around the site throughout the event, from build-up to break down. The number required will depend on the event.
- Disposable towels or electric dryers should be used – never use cloth hand towels.
- Sanitisers should be antiviral with a high alcohol content.
- Workers should be advised of the risk of severe burns if alcohol sanitisers are still present on the skin near naked flames or sources of static electricity.
- Microphones, headphones, tools and personal equipment should not be used by different people without being disinfected between each use or quarantined for sufficient time.
- Where box offices, customer service kiosks or similar constructions are needed on site, staff working in them should be protected by screens.

3.3 Cleaning

Objective: To reduce the risk of COVID-19 being transferred through cross contamination and safeguard cleaning sites.

- Frequent cleaning of work areas and equipment between use, using normal cleaning products.
- Review the Performing Arts Guidance, for additional advice on handling musical instruments, technical equipment and other similar objects.
- Areas that are likely to be touching points for the public and workers, such as door handles, waste bin lids, tables and chairs etc. need to be regularly disinfected. Particular attention should be paid to areas where there is high traffic, such as backstage and all common areas.
- When cleaning after a known or suspected case of COVID-19 (for example in designated isolation/quarantine areas), [refer to specific guidance](#).

3.4 Toilets

Objective: To ensure that toilets are kept open and to ensure/promote good hygiene, social distancing, and cleanliness in toilet facilities. Public toilets, portable toilets and toilets inside premises and outside should be kept open and carefully managed to reduce the risk of transmission of COVID-19.

Steps that will usually be needed:

- Using signs and posters to build awareness of good handwashing techniques, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- Consider the use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).
- To enable good hand hygiene, consider making hand sanitiser available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water, liquid soap and suitable options for drying (either paper towels or hand driers) are available.
- Setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage.
- It is recommended that alcohol-based cleaning products are used when toilets are in use as these are effective for COVID-19 within 1 minute. Normal cleaning agents, which take longer deal with COVID-19 can be used for the final clean.
- Particular attention should be given to cleaning frequently hand-touched surfaces and consider use of disposable cloths or paper roll to clean all hard surfaces.
- Keep the facilities well ventilated, for example by fixing doors open where appropriate.
- Special care should be taken for cleaning of portable toilets and larger toilet blocks.
- Putting up a visible cleaning schedule can keep it up to date and visible.
- Providing more waste facilities and more frequent rubbish collection.

3.5 Communications & Training

Objective: To ensure all those operating on the site are kept aware of the need to stay safe.

- All those working on site should be provided with written guidance on the site's health (COVID-19) policy, ideally in advance of coming onto the site.
- The site health rules should form a key part of induction training.
- Induction training should take place in accordance with social distancing rules and preferably on-line in advance of workers coming onto site to minimise contact.
- If induction meetings are held on site they should be held outdoors, if possible, with social distancing in place.
- Particular attention should be given to briefing volunteers who might not be familiar with COVID-19 work practices.
- It is important that event organisers require all their contractors to follow their rules and ensure that their staff are suitably trained and briefed about them.
- Requiring contractors, volunteers and other workers to arrive on site early for a health safety briefing is advisable.
- Signage on site should be used to remind workers of the need to socially distance and to wash hands regularly.

3.6 Suppliers, Traders and Caterers etc.

Objective: To ensure the safety of all those working on site.

- Organisers should consider requesting that suppliers only send staff to event sites who have declared themselves well that day.
- Organisers should require suppliers to sanitize equipment before it is handed over on site.
- Organisers should provide suppliers with details of their COVID-19 policy/requirements and ask them to sign up to abide by these in advance of the event.
- Organisers should consider requiring all those with stands or operating in areas where they will have an interface with the public, to undertake a risk assessment and provide the organiser with details of how they will shield their staff and the public to minimise risk and maintain social distancing.
- Organisers may wish to provide guidelines for traders etc. but this should not be an alternative to traders providing their own risk assessments and thinking through the issues. This should include plans to move staff to a safe place and in isolation if they become unwell.
- Organisers should insist on a consistent approach throughout the event.
- Consideration should be given to avoiding pinch points when deciding on trader siting.
- All catering facilities should operate taking account of social distancing and, where possible, avoiding queues.
- Catering facilities should be required to operate to the standards required of foodservice operations generally and should comply with [appropriate foodservice and food retailing COVID-19 guidance](#)
- Encourage caterers to operate a click and collect service, possibly through an event app.
- If tables and chairs are provided, these should be suitably spaced, in line with social distancing requirements and frequently cleaned with suitable detergents/sanitiser.
- Where tables and chairs are being used, it is preferable for these to be placed outside.
- All food should be suitably covered.
- Any indoor food and drink service should use table service, where possible.
- Caterers should not be allowed to trade without suitable hand washing facilities.
- Where possible single use containers should be used and attendees should be encouraged to throw these in waste bins after use.
- Organisers should agree in advance working requirements for food suppliers, including controls on incoming goods etc.
- Any food sampling should be done in a way to prevent cross-contamination.
- Traders should follow the [guidance for retailing](#).
- Where exhibitors/traders share a structure, the Government's retail guidance should be followed, including one-way systems and signage etc., to maintain social distancing.
- Any activity which involves close contact, such as printed materials or a 'thank you' (for example, a badge for adopting an animal), should only be done in a way that is safe. Where items are offered in exchange for support, only do this where it can be collected from an appropriate distance and with hygiene measures in place (for example, through the availability of hand sanitiser).

3.7 Moving around the event site

Objective: To maintain social distancing as far as possible while people travel through the workplace.

Steps that will usually be needed:

- Reducing movement by discouraging non-essential trips within sites, for example, restricting access to some areas, or encouraging use of radios or telephones, where possible. These items require cleaning between users if multi-use.
- Introducing one-way flow through the site and structures.
- Providing floor markings and signage to remind both workers and attendees to follow social distancing guidelines, wherever possible.
- Regulating the flow of traffic areas.
- Managing pinch points to avoid crowding.
- Where vehicles such as golf buggies and mobility scooters are used by staff or visitors to get around events, consideration will need to be given to keeping these away from potential pinch points around shows. Regular cleaning of hired buggies and scooters after each use will be important.

3.8 Workplaces and workstations

Objective: To maintain social distancing between individuals when they are at their workstations.

Steps that will usually be needed:

- Reviewing layouts to allow workers to work further apart from each other. For people who work in one place, workstations should allow them to maintain social distancing, wherever possible.
- Assigning workstations to an individual as much as possible. If a workstation needs to be shared, it should be shared by the smallest possible number of people and touch points disinfected between users where possible.
- If it is not possible to keep workstations socially distanced, then organisers should consider whether that activity needs to continue for the business to operate and, if so, take all mitigating actions possible to reduce the risk of transmission.
- Using floor tape or paint to mark areas to help people maintain social distance.
- Avoiding people working face-to-face. For example, by working side-by-side or facing away from each other.
- Using screens to create a social barrier between people.
- Using a consistent pairing system if people have to work in close proximity. This applies, for example, to maintenance activities that cannot be redesigned.
- Minimising contacts around transactions, for example, considering using contactless payments where this is possible.

3.9 Performances, including rehearsals, training and preproduction

See Performing Arts Guidance.

3.10 Stages, dressing rooms and similar areas

See Performing Arts Guidance.,

3.11 Meetings

Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings

Steps that will usually be needed:

- Using remote working tools to avoid in person meetings.
- Only absolutely necessary participants should physically attend meetings and should maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).
- Avoiding transmission during meetings, for example avoiding sharing pens and other objects.
- Providing hand sanitiser in meeting rooms.
- Holding meetings outdoors or in well-ventilated rooms, whenever possible.
- For areas where regular meetings take place, use floor signage to help people maintain social distancing.

3.12 Common Areas

Objective: To maintain social distancing while using common areas.

Steps that will usually be needed:

- Staggering break times to reduce pressure on the staff break rooms or places to eat.
- Using safe outside areas for breaks.
- Installing screens to protect workers in receptions or similar areas.
- Providing pre-packaged meals or similar to avoid queuing and unnecessary contact with catering staff
- Configuring seating and tables to optimise spacing and reduce face-to-face interactions.
- Encouraging workers to remain on-site and, when not possible, to maintain social distancing while off-site.
- Considering use of social distance markings for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.

3.13 Accidents, security and other incidents

Objective: To prioritise safety during incidents.

Steps that will usually be needed:

- Considering the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations.

- Considering whether you have enough appropriately trained staff to keep people safe. For example, having dedicated staff to encourage social distancing or to manage security.
- For organisations who conduct physical searches of people, considering how to ensure safety of those conducting searches while maintaining security standards.
- Following [government guidance on managing security risks](#).
- In an emergency, such as an accident, provision of first aid, fire or break-in, people do not have to maintain social distancing if it would be unsafe.
- People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.

Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.

4. Keeping attendees safe

Where outdoor events are permitted to take place, social distancing should be maintained at all times .

4.1 Planning

Objective: To ensure that the size of audience, the arrangements and performances (where permitted) staged are consistent with ensuring safe distancing.

Risk assessments should specifically consider the maximum capacity for a given performance and the ability to manage audience behaviour to maintain social distancing. Capacity should be limited, based on the size of the event space and expectations of audience behaviour, to ensure that social distancing can be maintained. It should also be limited to avoid putting pressure on local and public transport.

Outdoor structures and ventilation

Marquees or tented structures where performance occurs in front of a live audience, such as tented circus events, should limit audience capacity so that social distancing can be maintained. They should also consider additional mitigations to reduce the risks of transmission, such as providing sanitisation points, asking audience members to use face coverings, and reminding the audience to avoid raising their voices.

Good ventilation can help reduce the risk of spreading coronavirus, so event organisers should focus on improving general ventilation, preferably through fresh air or mechanical systems.

Where possible, event organisers should consider ways to increase the supply of fresh air, for example, lifting or removing side walls from outdoor structures such as marquees. Side walls should be lifted or removed for any live performances with an audience, such as circus events.

Where any indoor spaces are used, particular attention should be given to ventilation and sufficient circulation space, especially around equipment and between individuals and fixed groups.

Steps that will usually be needed:

- Event organisers should ensure social distancing can be maintained at all times between attendees who are from different households or support bubbles, and between attendees and staff and performers.
- People should only be gathering at an event in groups of up to two households (including your support bubble). Social interactions should be limited to a group of no more than two households (indoors and out) or up to six people from different

households (if outdoors). It is against the law to gather in groups of more than 30 people, except for the limited circumstances as set out in law (see page 7).

- In these specific cases, those operating venues and event organisers should take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place. Individual businesses or venues should consider the cumulative impact of many venues re-opening in a small area. This means working with local authorities, neighbouring businesses and travel operators to assess this risk and potentially applying additional mitigations. These could include:
 - Further lowering capacity - even if it is possible to safely seat a number of people inside a venue, it may not be safe for them all to travel or enter that venue.
 - Staggering entry times with other venues and taking steps to avoid queues building up in surrounding areas.
 - Arranging one-way travel routes between transport hubs and venues.
 - Advising patrons to avoid particular forms of transport or routes and to avoid crowded areas when in transit to the venue.
- Local authorities should avoid issuing licences for events that could lead to larger gatherings forming, or pressures on local and public transport, and provide advice to event organisers on how to manage events of this type. If appropriate, the Government has powers under Schedule 22 of the Coronavirus Act 2020 to close venues hosting large gatherings or prohibit certain events (or types of event) from taking place, and a power under regulation 6 of the Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020 to restrict access to a public place.
- Organisers should consider social distancing and factors such as avoiding pinch points when planning the event.
- Making attendees aware of, and encouraging compliance with, limits on gatherings, for example, on arrival or at booking.
- Organisers should consult with the relevant authorities and seek specialist advice to best evaluate impact, develop mitigating strategies and coordinate relevant external agencies if required.
- Particular consideration needs to be given to ingress and egress management, car parking, public transport, hand washing facilities and areas such as arenas, stages or demonstration sites where crowding could take place. Requirements for permanent structures will differ from green field sites.
- Evacuation plans will require careful consideration and are likely to be subject to scrutiny by authorities.
- Organisers, in consultation with those responsible for crowd management, should consider the need for social distancing and the risks of overcrowding when planning and, where necessary, restrict the numbers allowed on the site – or in a particular area – at any one time. Depending on the type of event, this may be best achieved through ticket numbers. However, for events where there is no ticketing, organisers will need to consider using other communications approaches, coupled with site stewarding, to manage the numbers attending.
- The expected interactions among participants occurring during the event will need to be considered and sufficient controls should be put in place to ensure social distancing is maintained.
- Activities or features that are likely to encourage audience behaviours increasing transmission risk, such as crowding, clustering and physical contact outside of household groups or support bubbles should be avoided and prevented.
- All venues and event organisers should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes – but is not limited to – refraining from activity, that may encourage shouting. This is because of the potential for increased risk of transmission – particularly from aerosol and droplet transmission.

- The risk of alcohol impairing social distancing should be managed through, where needed, controls on the purchase or consumption of alcohol (including alcohol brought by attendees on site or into the premises).
- Where there could be a risk from use of other substances, organisers should consult with the appropriate enforcement agencies and crowd management specialists.
- All events of over 30 people should be ticketed or otherwise controlled to ensure that Covid-19 secure guidance and government regulation is upheld. The numbers of tickets issued should ensure that social distancing can be maintained. Ticketing should also be used to support test and trace (see 1.4)
- All reasonable effort should be made to manage arrivals on site to avoid crowding and queuing, such as by ensuring that there are sufficient entrance points and advising attendees in advance which entrance to use.
- It is good practice for ticketed events to provide attendees with staggered arrival times and to provide barriered queuing systems that are marked out to encourage that social distancing is maintained between those queuing.
- Consideration will need to be given to managing family groups who may wish to remain closer than the required social distance but who, in doing so, may encourage others to cluster in a similar manner. Communication is key to this.
- Consideration should be given to planning car parking to allow sufficient spacing for the social distancing of occupants. This will be particularly important at events where attendees may gather around their vehicles during an event or make frequent visits to their vehicles to collect chairs, coats, drinks etc.
- Organisers should anticipate that with the public concerned about social distancing, more may travel to their event by car rather than using public transport. This may necessitate additional car parking arrangements.
- Advance ticketing should be considered to control parking. Alternatively, an A-Z or odd/even number approach might be used to stagger arrivals at car parks.
- Reconfiguring entertainment spaces to enable attendees to be seated rather than standing. For example, repurposing dance floors for attendee seating.

Organisers should be aware that, as service providers, their responsibilities under the Equality Act 2010 remain in place. This means that it is important to continue to ensure that any event is reasonably accessible to disabled people and that any COVID-19 related planning actions preserve existing accessibility, such as accessible car parking and access routes around a site.

4.2 Ingress and Egress

- Appropriate queuing systems should be deployed to manage social distancing at ingress points.
- Outside queues should be managed to ensure they do not cause a risk to individuals, other businesses or additional security risks, for example by introducing queuing systems, having staff direct attendees and protecting queues from traffic by routing them behind permanent physical structures such as street furniture, bike racks, bollards or putting up barriers.
- Advance ticketing should be encouraged, wherever possible, to minimise queuing.
- Those purchasing tickets at box offices should be encouraged to pay by card, contactless if possible. If cash is exchanged, hand washing facilities should be provided in these areas.
- On arrival, those checking tickets should ask attendees if they – or any member of their family – are suffering symptoms associated with COVID-19.
- Tickets should be designed for electronic scanning, if possible, to avoid the need for those checking to need to touch tickets.

- All reasonable effort should be made to maintain social distancing between staff and attendees at entrances. This should include requiring attendees to fit their own wrist bands etc. rather than this being done by members of staff.
- Where wrist bands are used, they should be passed to one member of the group arriving to minimise contact.
- People with symptoms of COVID-19, or who have been advised to self-isolate following contact with someone with symptoms of COVID-19, should be asked not to attend. Such individuals should be refused entry and asked to return home.
- Consideration should be given to providing advice on what people should do if they are unwell. This could be done by sending an advance email or printing on tickets etc.
- It is advisable to have an isolation/quarantine area near entrances where those refused entry can be taken until they can safely leave the site.
- In their pre-event communication, organisers should encourage attendees to bring the minimum of personal effects to the event in order to reduce bag search requirements.
- It is suggested that attendees are asked to empty bags into trays, if possible, to minimise the contact points for those carrying out checks.
- Hand washing and sanitiser stations should be available, and clearly signposted, around the event ingress and egress points.
- To avoid crowding, particularly around pinch points, at the conclusion of an event, organisers should consider the best way to manage exits given the structure and layout of the site.
- Extra stewarding/marshalling may be needed at key pinch points and care should be taken to remove any barriers at exits that might cause crowding. This should be considered as part of the event's crowd management plan, in consultation with those responsible for managing security and marshalling etc.

4.3 On site Management

- Management of crowd density points, such as where people stop to watch displays, should be considered as part of this planning to ensure social distancing can be maintained.
- Signage should be used on the approach to and around the event site to remind attendees of the need for social distancing and to clearly direct them to facilities such as hand washing locations and quarantine areas.
- Throughout the event, event staff should be used to encourage those attending to maintain the basic rules of social distancing, particularly around potential pinch points.
- Announcements should be made frequently to encourage attendees to respect distancing measures.
- Organisers should establish quarantine areas on site which can be used to isolate staff or members of the public that may become ill during the event and consideration should be given to providing suitable qualified medical staff at these points.
- Those with symptoms should be sent home and asked to request a COVID-19 test through the NHS Test and Trace service.
- Occupancy of toilets and similar areas needs to be carefully managed to avoid crowding and to allow for social distancing. Ideally a member of staff should be appointed to manage these areas and queuing systems should be clearly defined to maintain distancing and to keep those entering/leaving coming too close.
- Frequent cleaning of waste these spaces needs to be undertaken with suitable detergents and sanitisers, with particular attention paid to touch points such as taps, door handles etc.
- Ample stocks of alcohol sanitisers and wash facilities should be available in these locations.

- Frequent clearing of bins and waste from around the event site is important and those responsible should be provided suitable personal protective equipment and should be trained to clean surfaces around bins etc. that may be touched by the public, using a suitable detergent or sanitiser.
- Demonstration areas should be managed to discourage crowding, where possible using barriers or seating to manage social distancing.
- All seating arrangements should be managed to ensure the maintenance of social distancing. Key principles to follow for seating include:
 - Audiences should be seated as individuals or groups from the same household or support bubble;
 - These individuals and groups should maintain social distancing;
 - Seating and space for those requiring disabled seating or wheelchair space should be considered within the social distancing arrangements with due regard to accessibility responsibilities under the Equality Act 2010;
 - Providing allocated seating and managing seating plans through ticketing systems or manually to ensure social distancing is maintained;
 - If unallocated seating is provided, installing seat separation or labelling seats which should not be used, or deploying staff to support the audience in adhering to social distanced seating;
 - It is expected that guests will take responsibility for their own and others' welfare and abide by social distancing in seated areas. Staff should nevertheless be deployed to ensure that these measures are being observed. This may include increased checks and supervision, in particular before and at the end of each performance.
- Attendees who are accompanied by children should be reminded that they are responsible for supervising them at all times and should follow social distancing guidelines.
- Consider having clearly designated positions from which event staff can provide advice or assistance whilst maintaining social distance.
- Traders should discourage attendees from handling products, if at all possible, and should use display systems to avoid this.

4.4 Emergency Egress

Objective: To minimise the risk to both workers and attendees in the case of an emergency

- In planning the event site, consideration needs to be given to evacuating attendees in case of emergency in such a way as to maintain social distancing, where possible.
- Consideration might be given to multiple exit points and providing spaces where crowds can gather with space for social distancing.
- Sufficient trained security/marshalling staff need to be available at exit points to manage the exiting crowd.
- Planning for emergency egress should be undertaken as part of the event risk assessment and in full consultation with those responsible for crowd management.
- The priority should be maintaining public safety.

4.5 Community Assurance

Objective: To provide assurance to local communities around events

- Organisers should be aware that local communities are wary of visitors and the risks they perceive they pose to bringing infection into the area.
- Organisers should work to reassure communities of the steps they are taking to keep everyone safe.

5. Personal Protective Equipment (PPE) and face coverings

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It includes respiratory protective equipment, such as face masks.

Where you are already using PPE in your work activity to protect against nonCOVID-19 risks, you should continue to do so.

At the start of this document we described the steps you need to take to manage COVID-19 risk in the workplace. This includes working from home and staying socially distanced away from each other in the workplace if at all possible. When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE. For example, first responders and immigration enforcement officers. If you are in one of these groups, you should refer to the advice at:

- [COVID-19: personal protective equipment \(PPE\) plan](#)
- [COVID-19: cleaning in non-healthcare settings](#)

Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you should provide this PPE free of charge to workers who need it. Any PPE provided should fit properly.

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to

manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, should continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.

It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with Manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

You can make face-coverings at home and can find guidance on how to do this and use them safely at - [How to wear and make a cloth face covering](#).

6. Workforce Management

6.1 Shift patterns and working groups

Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.

Steps that will usually be needed:

- As far as possible, where workers are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.
- Identifying areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones.
- Creating zones to separate groups, for example those who work front of house (such as sound operators) from other production team members and performers.
- Ensuring that where things have to be passed to others, where possible, they are appropriately sanitised.
- Where an individual is operating on a peripatetic basis, such as a freelance musician or choreographer, and operating across multiple groups or individuals: Maintaining distancing requirement with each group;
 - Avoiding situations where distancing requirement is broken, for example a choreographer demonstrating partnering work in dancing;
 - Making efforts to reduce the number of groups interacted with and locations worked in, to reduce the number of contacts made;
 - Considering a regular private testing programme with an accredited provider.

6.2 Work-related travel

6.2.1 Cars, accommodation and visits

Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.

Avoid using public transport, and aim to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory, unless you are exempt for health, disability or other reasons.

Steps that will usually be needed:

- Minimising non-essential travel – consider remote options first.
- Minimising the number of people outside your household or support bubble travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.
- Cleaning shared vehicles between shifts or on handover.
- Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.

6.2.2 Deliveries

Objective: To help workers delivering to the event site maintain social distancing and maintain hygiene practices.

Steps that will usually be needed:

- Putting in place procedures to minimise person-to-person contact during deliveries.
- Minimising contact during exchange of documentation, for example by using electronically signed and exchanged documents.
- Staggering deliveries to avoid queuing at ingress and egress points.

6.3 Communications and training

6.3.1 Returning to work

Objective: To make sure all workers understand COVID-19 related safety procedures.

Steps that will usually be needed:

- Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.
- Engaging with workers, contractors, suppliers, volunteers, traders and all those working on the event site through existing communication routes to explain and agree any changes in working arrangements.
- Developing communication and training materials for workers prior to coming onto the event site, especially around new procedures for arrival at work.

6.3.2 Ongoing communications and signage

Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.

Steps that will usually be needed:

- Ongoing engagement with workers, contractors, suppliers, volunteers, traders and all those working on the event site to monitor and understand any unforeseen impacts of changes to working environments.
- Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).
- Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.
- Using visual communications, for example signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.

- Communicating approaches and operational procedures to suppliers, contractors, volunteers, traders and all those working on the event site to help their adoption and to share experience.

Reviewing external messaging to visitors and attendees to make sure it does not provide information that may present a security risk, such as the location of queues or the number of people permitted in a queue.

7. Inbound and outbound goods

Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations.

Steps that will usually be needed:

- Scheduling/pre-booking delivery times, wherever possible.
- Consider ways of avoiding queuing and congestion by creating separate off-site holding areas for deliveries.
- Revising pick-up and drop-off collection points, procedures, signage and markings.
- Eliminating unnecessary contact at ingress and egress points.
- Where possible and safe, having single workers load or unload vehicles.
- Where possible, using the same pairs of people for loads where more than one is needed.
- Enabling drivers to access welfare facilities when required, consistent with other guidance.
- Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing driveaways.

Making sure that hand hygiene facilities are available for drivers coming onto the site.

8. Considerations for events involving animals and show rings

DEFRA Animal health licensing and regulations: Organisers should consider how these requirements can be managed to maintain social distancing and the safety of those involved in handling animals. Due to the biosecurity regulations for animal areas, disinfectant and hand washing points are already enhanced and the use of hand sanitizer in these areas is prohibited.

Ring Events and similar areas: Consideration needs to be given to managing crowds gathering around rings where livestock are on show and displays take place. It will be important to provide guidance on social distancing in these areas. This may involve marking out spectator viewing points and creating tiered viewing points to help people see from further back. Access to viewing points to maintain distancing needs to be considered. It may be that some of these events will not be able to take place while social distancing is in place.

Small Animal Shows etc.: A feature of many shows are the small animal marquees where visitors can walk round and see the animals that are being judged. Social distancing rules need to be applied in these areas with clear signage directing people in one-way system around exhibits, much as they would follow signage in a supermarket. The petting of the animals in these situations also needs to be assessed separately as it could provide a contact point for passing on the virus.

Horses and Stabling: All reasonable precautions need to be taken to avoid crosscontamination where stables and other areas are used by more than one person.

Non-cleanable surfaces: Some materials used at events involving livestock, such as wood, are not disinfectable. The erection of these areas should be managed to minimise cross-contact between workers and consideration should be given to using other materials at points (such as gates) that are likely to be touched by workers or the public. Covering these areas with a disinfectable material might be considered. [See PHE guidance.](#)

For green field events:

See the following:

- [COVID-19: Cleaning historic surfaces](#) (Historic England)
- [Coronavirus \(COVID-19\): advice on accessing green spaces safely](#) (DEFRA)

9. Where to obtain further guidance

- [COVID-19: What you need to do](#)
- [Support for businesses and employers during coronavirus \(COVID-19\)](#)
- [General guidance for employees during coronavirus \(COVID-19\)](#)
- [Guidance on staying alert and safe \(social distancing\)](#)

Appendix Definitions

Common Areas	The term ‘common area’ refers to areas and amenities which are provided for the common use of more than one person including canteens, reception areas, meeting rooms, areas of worship, toilets, gardens, fire escapes, kitchens, fitness facilities, storerooms, laundry facilities.
Clinically extremely vulnerable	Clinically extremely vulnerable people will have received a letter telling them they are in this group, or they will have been told by their GP. Guidance on who is in this group can be found at: <ul style="list-style-type: none"> <li data-bbox="517 797 1294 869">• COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
Clinically vulnerable people	Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the ‘clinically vulnerable’ section at: <ul style="list-style-type: none"> <li data-bbox="517 1144 1094 1178">• Staying alert and safe (social distancing)
Support Bubble	Definition of ‘Support Bubble’: <i>‘The term ‘support bubble’ refers to single adult households, where adults live alone or with dependent children only, expanding their support network so that it includes one other household of any size. Further guidance on this can be found at:</i> <ul style="list-style-type: none"> <li data-bbox="236 1518 868 1552">• Meeting people from outside your household

Appendix 6

Boris Johnsons announcement of 31st
July 2020

1. Home (<https://www.gov.uk/>)
2. Coronavirus (COVID-19) (<https://www.gov.uk/coronavirus-taxon>)

Guidance

31 July announcement

The government made an announcement on 31 July about coronavirus (COVID-19)

Published 31 July 2020

From:

Cabinet Office (<https://www.gov.uk/government/organisations/cabinet-office>)

Applies to:

England

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- 7. Face coverings

Announcement

The government has announced some adjustments to the roadmap to recovery set out on 17 July. This is because we are starting to see warning signs that the virus may be growing again. We have always been clear that any planned changes are conditional and reviewed based on infection rates. We will continue to review these measures and set out further details of any changes.

Greater Manchester, East Lancashire, parts of West Yorkshire

We are restricting social contact in Greater Manchester, East Lancashire and parts of West Yorkshire. In these areas, we will be prohibiting in law any gatherings with people from other households in private homes or in their gardens. We will be strongly advising against household mixing in public venues, such as bars and restaurants.

People in these areas can still go to work, visit shops and carry out other activities as before. In addition, regulations will be passed to close gyms, pools and sports venues in Bradford, at the request of the local council.

Luton, Leicester

We are easing restrictions in other regions where the prevalence of the virus has decreased sufficiently. This includes Luton (from 1 August), and the Oadby and Wigston suburbs of Leicester (3 August). Some other premises in Leicester – in line with the national 4 July changes – will also be able to reopen from 3 August.

Face coverings and quarantine

We are extending the list of areas where face coverings are mandatory from 8 August. Face coverings will be made mandatory in a greater number of public indoor settings, such as museums, galleries, cinemas and public libraries. The full list is set out below, and will be reflected in updated guidance on face coverings. This is in addition to shops, supermarkets and public transport, as is currently the case.

We will enhance our approach to enforcing existing laws on face coverings and quarantine for people who have just arrived in the UK. If premises or event organisers are not complying with COVID-19 Secure guidance, local authorities will act to close them down or cancel events.

Pilot testing crowds at events

We are stopping the pilots testing the return of crowds to sporting and performing arts events. This means planned pilots at venues such as the Sheffield Crucible, Goodwood, county cricket, and concerts and business events will not go ahead.

Shielding paused

We are pausing national shielding guidance from 1 August as average incidence rates across the country remain sufficiently low. This will continue to be kept under close review. In areas where incidence and transmission rates are increasing, we will take a more targeted approach to shielding advice at local authority level. Specific areas where local measures are in place are currently Leicester, Luton and Blackburn with Darwen.

Working safely

We are giving employers more discretion on how they ensure employees can work safely, as set out in the roadmap published on 17 July, and in line with updated guidance on gov.uk. Working from home is one way to do this, but workplaces can also be made safe by following COVID-19 Secure guidelines.

Delaying proposed changes

We are not changing the list of premises allowed to open, aside from in places such as Leicester, Luton and others outlined above, where restrictions are being lifted. We are delaying the changes that had been proposed in the roadmap for 1 August until at least 15 August.

We set out in the roadmap that these changes would only take place if prevalence had not risen. Specifically, this means:

- remaining leisure settings, such as bowling, skating rinks and casinos, will remain closed
- indoor performances will not be permitted
- restrictions will remain on the highest risk close contact services, such as treatments on the face including eyebrow threading or make-up application

Guidance on weddings and civil partnerships will be unchanged. Ceremonies can be attended by up to 30 people, but larger receptions (that is, those that exceed the guidance on gatherings in your local area) including sit-down meals, should not take place.

Guidance on visiting care homes is unchanged. In the event of an outbreak in a care home or evidence of community hotspots or outbreaks leading to a local lockdown, care homes should restrict visits to exceptional circumstances only.

Q&A

1. Working from home

Who should go to work?

Those who are clinically extremely vulnerable should carry on working from home wherever possible, but can go to work if the workplace is COVID-19 Secure.

From 1 August, employers should consult with their employees to determine how to work safely.

What's changing from 1 August?

From 1 August, employers should consult with their employees to determine how to work safely. Working from home is one way to do this, but workplaces can also be made safe by following COVID-19 Secure guidelines.

These are tailored guidelines for employers, developed in consultation with businesses and trade unions, to help protect their workforce and customers from coronavirus while still continuing to trade or getting their business back up and running.

Where it is decided that workers should come into their place of work, this will need to be reflected in the risk assessment and other actions taken to manage the risks of transmission in line with COVID-19 Secure guidelines.

Your employer should consult with you on how you can work safely, and ensure workplaces are COVID-19 Secure if they are asking you to return.

Is it safe for me to go into work?

Your employer should consult with you on how you can work safely. Working from home is one way to do this, but workplaces can also be made safe by following COVID-19 Secure guidelines.

If employers decide that workers should come into their place of work, they need to make sure workplaces are safe by following the COVID-19 Secure guidelines, which have been developed in consultation with businesses and trade unions.

What are the 'COVID-19 Secure' safety guidelines workplaces have to put in place?

We have set out clear, practical steps that businesses should take to ensure their workplaces are COVID-19 Secure and give their staff the confidence to return to work.

These are tailored guidelines for employers to help protect their workforce and customers from coronavirus while still continuing to trade or getting their business back up and running.

The guidelines include how to keep as many people as possible safely apart from those they do not live within various workplace settings.

How will health and safety regulations be enforced?

If an enforcing authority, such as the Health and Safety Executive or your local authority, identifies employers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks they will consider a range of actions to improve control of workplace risks.

Examples of not complying could be not completing a new risk assessment taking account of the risk of COVID-19, or taking insufficient measures in response.

The action an enforcing authority might consider includes giving specific advice to a business, or issuing an improvement notice, which a business must respond to in a fixed time, or a prohibition notice.

Failure to comply is a criminal offence, which can lead to fines or imprisonment for up to 2 years.

Local authorities also have new powers to close any premises if they believe it necessary to help prevent transmission of COVID-19.

My employer is asking me to come to work but I'm scared – what should I do?

Your employer should consult with you on how you can work safely, and ensure workplaces are safe if they are asking you to return.

If you remain concerned that your employer is not taking all practical steps to promote social distancing then you can report this to your local authority or the Health and Safety Executive who can take a range of action, including where appropriate requiring your employer to take additional steps.

What if they try to fire me because I won't go to work but cannot work at home?

We urge employers to take socially responsible decisions and listen to the concerns of their staff. Employers and employees should come to a practical agreement about their working arrangements.

If individuals need advice, they should approach ACAS where they can get impartial advice about work disputes.

2. Close contact beauty services, leisure and sport

Will any financial support be offered to businesses who can't open now?

As part of the government's response to the pandemic, the Chancellor has announced a host of measures to help businesses, including loans, tax deferrals and cash grants.

There is particular support for smaller businesses and the self-employed, to help bolster the existing package of support available. For example, the Bounce Back Loan Scheme enables small businesses quicker access to finance, where they can borrow between £2,000 and £50,000 with no repayments due for a year, and no interest charged during that time either.

Can salons continue offering other beauty services?

Yes, salons can continue to offer other services which are not around the face, provided they are done in a COVID-19 Secure way in line with guidance.

What beauty treatments are still not allowed?

Services in the highest risk zone - the area around the face - which require staff and customers to be face-to-face and in very close proximity, are not permitted at this time. Examples include, but are not limited to, facial hair removal services, facial treatments, make-up applications and eyebrow treatments.

The highest risk of transmission is through aerosols and droplets when people are in prolonged close, face-to-face contact within 2 metres. Considering the balance of risks, we are postponing the resumption of these highest risk services.

Can I still do the other things you previously announced such as going to a restaurant?

Yes, you can still go to a restaurant provided you are with up to one other household or bubble inside, or with up to one other household or bubble or up to 6 people from different households outside.

When will casinos, bowling alleys and ice skating rinks be allowed to open?

The reopening of these venues has been postponed until 15 August at the earliest.

Does this mean indoor performances of any kind must be cancelled?

Indoor performances are not permitted at this time. We have been and will continue to work with the sector to determine how and when indoor performances can restart in a safe way.

Will there be any compensation for cancelled performances?

As part of the government's response to the pandemic, the Chancellor has announced a host of measures to help businesses, including loans, tax deferrals and cash grants.

Particular support for the sector has included the Culture Recovery Fund, where £500 million of grants and £270 million in long-term loans are being made available to organisations, and the Emergency Grassroots Music Venues Fund, where £2.5 million has been available for venues at risk of imminent closure.

Will performance trials continue during this pause?

We have been and will continue to work with these sectors to determine how and when they can safely open. This includes considering how to adapt our plans for pilot events, if and when it is safe to do so.

Will trials of sporting events with fans continue?

No - all pilots will be put on hold from today until such time that the balance of risk allows us to progress with plans. We will look to resume pilot events if and when it is safe to do so.

3. Weddings

What is changing to guidance on weddings?

Wedding and civil partnership ceremonies can still go ahead, but people should not be holding large wedding receptions and celebrations at this time. Any celebrations after a wedding need to follow the guidance, which allows up to 6 people from multiple households outdoors or 2 households indoors.

Some areas now have added restrictions in place on visiting people in their homes. In these areas you should not, and it will be illegal to, visit or host people in private homes or gardens. You should follow the specific rules in your local area.

Why do I have to cancel my wedding reception?

By their very nature wedding receptions and celebrations bring families and friends together from a variety of different locations. Unfortunately, we do not believe it is safe to hold such gatherings at this time.

What if I booked and paid for something already, can I get my money back?

We appreciate this is disappointing news for many couples. You should consult with your venue on what policy they have in place for cancellations.

Can I still have the ceremony?

Yes, wedding ceremonies up to 30 people can still go ahead. These are subject to COVID-19 Secure guidance and venue capacity.

How many people can I have at my home to celebrate my wedding?

Any celebrations after a wedding need to follow the guidance which allows up to 6 people from multiple households outdoors or 2 households indoors.

Some areas now have added restrictions in place on visiting people in their homes. In these areas you should not, and it will be illegal to, visit or host people in private homes or gardens. You should follow the specific rules in your local area.

If I have a reception in my garden, is that illegal or just advised against?

People should not be holding wedding receptions at this time. It is not safe to do so.

Our guidance states that up to 6 people from multiple households can meet outdoors and 2 households indoors.

Will I need to wear a mask at the wedding ceremony? Will the bride or groom?

Face coverings will be required in places of worship, including guests at wedding ceremonies, which have the potential to lead to the spread of coronavirus. Face coverings will, of course, not have to be worn by the bride or groom, and can be removed where required for the wedding ceremony.

4. Eid

Can I celebrate Eid this weekend?

People may attend a mosque, or other place of worship, subject to COVID-19 Secure guidance and venue capacity.

We also recommend at this time that, if possible, prayer and religious services take place outdoors.

We understand these measures are difficult, especially during Eid, but it is critical that we take all the precautions that are necessary to protect ourselves and our loved ones.

How many people can be in a mosque to worship?

There are no set limits on places of worship, but all places should follow COVID-19 Secure guidance to ensure they only host numbers they can do so safely, with social distancing in place.

How many people can I have in my house to celebrate? Are outdoor celebrations for Eid still allowed? For how many people?

You can meet in groups of no more than 2 households indoors, or of up to 6 people from multiple households outdoors. When you do so you should socially distance from those you don't live with and avoid physical contact.

Some areas now have added restrictions in place on visiting people in their homes. In these areas you should not, and it will be illegal to, visit or host people in private homes or gardens. You should follow the specific rules in your local area.

We understand these measures are difficult, especially during Eid, but it is critical that we take all the precautions that are necessary to protect ourselves and our loved ones.

5. Care Homes

Are care home visits allowed?

We appreciate the challenges which care homes face in safeguarding their residents, and difficulties that residents and their families have faced as a result of lockdown.

The decision on whether or not to allow visitors, and in what circumstances, is for each individual care home provider or manager of each home to make, based on assessment and advice from local directors of public health. In the event of an outbreak in a care home or evidence of community hotspots or outbreaks leading to a local lockdown, care homes should restrict visits to exceptional circumstances only to protect residents and staff.

What are the current rules for care homes?

Care homes can develop a policy for limited visits, following the advice set out in the guidance published on 22 July.

The decision on whether or not to allow visitors, and in what circumstances, is an operational decision and therefore ultimately for the provider and managers of each individual setting to make.

Any decisions on visits should be based on the advice from the Director of Public Health, as well as any additional advice or guidance from the local infection control lead from the clinical commissioning group and the local PHE Health Protection Team.

How will visits work if they are permitted?

Care home providers should encourage all visitors to wear a face covering and to wash their hands thoroughly before and after putting it on and taking it off.

Visitors should wear appropriate further PPE depending on the need of their visit, including gloves and aprons.

Providers should also consider whether visits, if they are permitted, could take place in a communal garden or outdoor area, which can be accessed without anyone going through a shared building.

To limit risk where visits do go ahead, this should be limited to a single constant visitor, per resident, wherever possible. This is to limit the overall number of visitors to the care home and the consequent risk of infection. A constant visitor is a nominated person, a son, or wife for example, who can visit the resident.

Will the rules for care homes be different in areas with stricter lockdown measures?

Yes, they could be.

In the event of an outbreak in a care home or if there is evidence of outbreaks in the community, care homes should rapidly impose visiting restrictions to protect vulnerable residents, staff and visitors.

6. Shielding

What is the advice from 1 August?

Based on the latest clinical advice, shielding for the clinically extremely vulnerable will be paused from 1 August.

Do elderly people and care home residents need to shield from 1 August?

From 1 August, clinically extremely vulnerable people are no longer advised to shield.

However those in the clinically extremely vulnerable category should continue to follow the updated guidance.

In areas where incidence and transmission rates are increasing, a more targeted approach to shielding advice at local authority level will be taken. Specific areas where local measures are in place are currently Leicester, Luton and Blackburn with Darwen.

What can those no longer shielding now do?

From 1 August:

- you do not need to follow previous shielding advice
- you should carry on working from home if you can, but you can go to work as long as the workplace is COVID-19 Secure
- clinically extremely vulnerable children should attend education settings in line with the wider guidance on reopening of schools and guidance on full opening of special schools and other specialist settings
- you can go outside as much as you like but you should still try to keep your overall social interactions low
- you can visit businesses, such as supermarkets, pubs and shops, while keeping 2 metres away from others wherever possible or 1 metre plus other precautions
- you should continue to wash your hands carefully and more frequently than usual and that you maintain thorough cleaning of frequently touched areas in your home and/or workspace

- you will no longer receive free food parcels, medicine deliveries and basic care from the National Shielding Service

Should those in Greater Manchester, East Lancashire and parts of West Yorkshire continue to shield?

Based on the latest clinical advice, shielding for the clinically extremely vulnerable will be paused from 1 August across most of England.

However in areas where incidence and transmission rates are increasing, we will take a more targeted approach to shielding advice at local authority level.

Currently specific areas where local measures are in place are Leicester, Luton and Blackburn with Darwen.

Will you bring back shielding if infections rise?

Clinically extremely vulnerable people could be advised to shield again if the situation changes and there is an increase in the transmission of COVID-19 in the community. NHS Digital will maintain the shielded patient list securely, and individuals will be contacted quickly if the advice changes.

Any future changes will be reflected in the clinically extremely vulnerable guidance.

7. Face coverings

Where will people need to wear face coverings?

We are now recommending that face coverings are worn in additional indoor settings and this will be enforceable in law.

Currently you are required to wear face coverings in shops, supermarkets, indoor shopping centres, indoor transport hubs and public transport.

For members of the public, from 8 August this will be expanded to include:

- funeral directors
- premises providing professional, legal or financial services
- cinemas
- theatres
- bingo halls
- concert halls
- museums, galleries, aquariums, indoor zoos or visitor farms, or other indoor tourist, heritage or cultural sites
- nail, beauty, hair salons and barbers - other than where necessary to remove for treatments
- massage parlours.
- public areas in hotels and hostels
- places of worship
- libraries and public reading rooms
- community centres
- social clubs

- tattoo and piercing parlours
- indoor entertainment venues (amusement arcades, funfairs, adventure activities such as laser quest, go-karting, escape rooms, heritage sites)
- storage and distribution facilities
- veterinary services
- auction houses

We recommend face coverings are worn in these settings now, but this will not be mandatory until 8 August.

Why do I now have to wear a face covering in more enclosed spaces?

In recent weeks, we have reopened more retail, leisure and other facilities, where you will come into contact with people you would not ordinarily. We want to give more confidence to people to use these facilities, and increase protection for those who work in them, minimising risk wherever possible.

Do I need to wear a face covering in school?

Public Health England does not recommend the use of face coverings in schools. This evidence will be kept under review. Face coverings are not required in schools because pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

Do I need to wear a face covering at work?

There is no universal face coverings guidance for workplaces because of the variety of work environments in different industries. The Department for Business, Energy and Industrial Strategy (BEIS) has provided detailed guidance for specific workplace settings. Employers must make sure that the risk assessment for their business addresses the risks of COVID-19 using BEIS guidance to inform decisions and control measures including close proximity working.

Coronavirus (COVID-19) needs to be managed through a hierarchy or system of control including social distancing, high standards of hand hygiene, increased surface cleaning, fixed teams or partnering, and other measures such as using screens or barriers to separate people from each other.

These measures remain the best ways of managing risk in the workplace, but there are some circumstances when wearing a face covering may be marginally beneficial and a precautionary measure. This will largely be to protect others and not the wearer.

If employees choose to wear a face covering, normal policies relating to occupational workwear and PPE will continue to apply.

Published 31 July 2020

Explore the topic

- Coronavirus (COVID-19) (<https://www.gov.uk/coronavirus-taxon>)

Appendix 5

Additional Information Submitted by Wanda Nation in
respect of the application

INFORMATION

Author: Wendy Cummins

ICONICUS CIC

Date:

27/07/2020

Ref: 2020/07/27/-02

Thinking. Reclaiming. Igniting. Being. Evolving

Government Guidance: Performing Arts

Guidance Link:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

Guidance:

Government's Five-Stage Roadmap

- **Stage One** - Rehearsal and training (no audiences)
- **Stage Two** - Performances for broadcast and recording purposes
- **Stage Three** - Performances outdoors with an audience and pilots for indoor performances with a limited socially-distanced audience
- **Stage Four** (AUG 1) - Performances allowed indoors and outdoors (but with a limited socially-distanced audience indoors) -
- **Stage Five** - Performances allowed indoors / outdoors (with a fuller audience indoors)

Event Response:

RELEVANT STAGE ON AUGUST SUMMER EVENT DAYS

Stage Four - Performances allowed indoors and outdoors (but with a limited socially-distanced audience indoors)

It is important to note that these five stages relate most closely to the reintroduction of indoor events where there is more risk of transmission.

Risk of transmission outdoors is deemed as LOW because there is the added factor of wind/air exchange dispersing the virus

This could be one of the key reason why the MET officers operating outside do not wear and have not worn face coverings throughout the pandemic

Outdoors is technically listed as a **mitigation** by the government and is defined as follows

mitigation

/mɪtɪˈɡeɪʃ(ə)n/ noun

noun: *mitigation*

1. ***the action of reducing the severity, seriousness, or painfulness of something.***

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do#visiting-public-places-and-taking-part-in-activities>

“In other spaces, mitigations could include installing screens, making sure people face away from each other, putting up hand washing facilities, minimising the amount of time you spend with people outside your household or bubble, **and being outdoors.**”

Dear Event Organiser

Cancellation of all Large Gathering Events

The current position in L B Bromley in respect of large gatherings has been brought to a head by the proposal by several event organisers planning to have events at which there will be a significant number of people (a large gathering) in the coming weeks and months.

Government guidance clearly states the following "At this time, venues should not permit live performances, including drama, comedy and music, to take place in front of a live audience."

I had serious reservations about the events in question taking place in the current Covid situation. Further to this I instigated a number of meetings to discuss the issues with Public Health England (PHE), Metropolitan Police and the London Covid Response Team to obtain their views and guidance to assist the authority to make a decision about whether these events should be allowed to go ahead.

Their responses are briefly summarised below.

- London Covid Response Team - "according to Government guidelines (<https://www.gov.uk/guidance/covid-19-guidance-for-mass-gatherings>): "In line with the social distancing guidance it is advised that large gatherings should not take place". For the time being, there is no reason to suggest that mass gatherings guidance will be altered. *Festivals are not compatible with social distancing and staying alert guidance.*"
- Colleagues in PHE confirmed that the Covid infection rate in Bromley is no longer decreasing and that guidance in their opinion would not permit large gathering to safely to take place. As such any event involving large gatherings should be prohibited from taking place.
- The Metropolitan Police stated they are of the opinion that currently no large gathering of people is advisable within the current covid restriction.

Clearly the advice we are getting from the lead bodies in this area is that large gathering of people are still not compatible with the current guidance and advice.

As a responsible organiser I am sure you appreciate the serious nature of the current covid situation. I also appreciate you have tried to mitigate the covid risk for your event however, at this time we do not feel it is appropriate to have large gatherings or movement of people where it is not for essential activities.

To that end the decision has been made to ban all large gathering events which involve live performances, including drama, comedy and music within the borough boundary. This will include festivals and similar type activities, it is highly likely that this will also include organised fireworks displays as well, if any proposals are received.

I hope that in light the early notification of this decision you will now cancel your event to prevent any further cost to yourselves being incurred.

I am afraid that if you do not cancel your event yourselves. I am satisfied that we have sufficient evidence to issue a "Direction" notice under the new powers bestowed on local authorities by The Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020 which will prevent the event from taking place.

This decision was not taken lightly and it will be regularly reviewed as the Covid situation progresses.

Yours faithfully

Steve Phillips

Steve Phillips
Head of Health, Safety and Licensing

INFORMATION

Author: Wendy Cummins

ICONICUS CIC

Date:

27/07/2020

Ref: 2020/07/27/-03

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COVID-19 Cases Data Chart – Bromley

Guidance Link:

<https://coronavirus-staging.data.gov.uk/cases?areaType=Itla&areaName=Bromley>

Stats on Covid-19 Infected Cases within the Borough:

- **Weekly** – Cases averaged over 7 days
- **Fortnightly** – Cases averaged over 14 days
- **3 Weeks** – Cases averaged over 21 days
- **4 Weeks** – Cases averaged over 28 days
- **5 Weeks** – Cases averaged over 35 days
- **6 Weeks** – Cases averaged over 42 days

Analysing the data from the official PHE website actually shows no significant increase in the last 28 days and a 50% decrease in the daily cases rate for Bromley since lockdown was lifted to allow gatherings in public places on 4 July 2020. The data seems to show that the 7-day average for new infection cases is consistently on a downward curve.

		Avg	Avg	Avg	Avg	Avg	Avg
W/END	Actual	7 day	14 day	21 day	28 day	35 day	42 day
13/6/20	6	0.9					
20/6/20	9	1.3	1.1				
27/6/20	2	0.3	0.8	0.8			
04/7/20	7	1.1	0.6	0.9	0.9		
11/7/20	7	1.0	1.0	0.8	0.9	0.9	
18/7/20	5	0.7	0.9	0.9	0.8	0.9	0.9
25/7/20	3	0.4	0.6	0.7	0.8	0.7	0.8

Covid-19 Case Rate Data for Bromley

Information No. 2020/07/27/03

www.iconicus.org.uk

Wendy Cummins - Wanda Nation

From: Wendy Cummins - Wanda Nation <info@wandanation.com>
Sent: 07 July 2020 11:32
To: 'Phillips, Steve'
Cc: 'Double, Paul'
Subject: Licensing plan - Aug 2020
Attachments: 2020-august-plans-cpp-basic.JPG

Dear Steve,

Could I schedule a brief call to discuss the correct licensing method for my plan attached.

I had a helpful discussion with Paul 2 weeks ago who advised an appropriate way to licence the event, however he advised speaking with you regarding it just to reconfirm.

Hopefully you can be of assistance.

Kind regards

Wendy Cummins

Project Director

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Producers of the Radiate Windrush Festival

The logo for Wanda Nation, featuring the word 'Wanda' in a large, black, cursive font above the word 'Nation' in a smaller, black, cursive font. A small green circle is positioned between the two words.

Wendy Cummins - Wanda Nation

From: Wendy Cummins - Wanda Nation <info@wandanation.com>
Sent: 07 July 2020 17:39
To: 'andrew.rogers@bromley.gov.uk'
Cc: 'Phillips, Steve'; 'Pablo Abraham'; 'Jack Thompson';
 'Tina.L.Dandridge@met.police.uk'
Subject: Culture Market & Picnic Pop-up - August 2020

Tracking:	Recipient	Read
	'andrew.rogers@bromley.gov.uk'	
	'Phillips, Steve'	
	'Pablo Abraham'	Read: 07/07/2020 18:58
	'Jack Thompson'	
	'Tina.L.Dandridge@met.police.uk'	

Dear Andrew,

Thank you for the conversation today.

As discussed I am currently in the application process awaiting finalisation for the planned micro open space activity for August 2020 so time is of the essence.

Our market & pop-up will have measures in place for social distancing so families coming to anything that we are doing should feel safe and secure as we all attempt to bring a semblance of irregular normality to our lives in some small way.

The plan is to have a Culture Market as the 'Community' provision attached to a private event pop-up as the 'Commercial' provision which should help to make the venture viable since funding is even more scarce than before. It would be really amazing to be able to help the local & cultural businesses affected by Covid-19 along with those who have created businesses due to Covid-19 having them as part of the Culture Market.

As you know I am a great advocate of parity for Black led events especially in this moment of Cultural clarity, so it is a great time to pump up & represent cultural diversity within the Borough which is always somewhere languishing behind the other 4 connected Boroughs. Thinking on it further, I feel what we do in the Borough is definitely something that maybe Lydia Lee's department should be connected with under her position as Head of Culture. I will definitely reach out to her department as I know she has a vested interest in Crystal Palace Park as one of the Borough's cultural gems.

Once I have all the required things in place I will be in touch again to see what Bromley can do to assist somewhat in making sure that we can reach enough locals within the West quarter of the Borough and also those further afield to be able to come and be part of the cultural offering before the end of Summer.

Thank you again for your time.

Kind regards

Wendy Cummins
 Project Director

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Producers of the Radiate Windrush Festival



REPORT

Report Author: Wendy Cummins

ICONICUS CIC

Date:

27/07/2020

Report Ref: 2020/07/27/-01

Thinking. Reclaiming. Igniting. Being. Evolving

Understanding Air Transmission of Covid-19

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Purpose of Report

This report was compiled to provide additional information and support for understanding the mitigation of COVID-19 in outdoor environments. This report is not meant to be exhaustive research however it is created to inform decision making

Transmission Characteristics

The transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. The predominant modes of transmission are assumed to be droplet and contact.

Outdoors as Mitigation

Outdoors has the lowest risk of transmission.

The greater the number of air changes per hour (ventilation rate), the sooner any aerosol [of COVID-19] will be cleared. Being in outdoors there is a consistent and constant flow of air being exchanged

Indoor Conditions & Environments

The time required for clearance of [COVID-19] aerosols, and thus the time after which the room can be entered without a filtering face piece (class 3) (FFP3) respirator, can be determined by the number of air changes per hour (ACH) as outlined in WHO guidance;

Citations for Outdoor Exacerbation

Again I will highlight that the open air/outdoors is a mitigation factor in the virus spreading. There are often 2 incidents which are cited in relation to the exacerbation of outdoor spreading. The first citation is "Game Zero" [2] in Italy which had no social distancing before, during or after the game and 30 busloads of fans travelling a number of hours home to their various cities, without face coverings being worn. The second citation is Wuhan, China [3] which had winter haze resulting in lower temperatures, air stagnation due to the city pollution levels and dust at PM2.5 which acted as a carrier. These conditions do not apply to the average outdoor events in the Summer months where there are measures in place that help to mitigate transmission.

Air Exchanges

I would like to draw your attention to a paragraph section entitled "Survival in the Environment" relating to Coronavirus & Air Exchange from the following government guidance document entitled "Transmission characteristics and principles of infection prevention and control" [4]

- *Where feasible, environmental decontamination should be performed when it is considered appropriate to enter the room or area following an AGP without an FFP3 respirator. A single air change is estimated to remove 63% of airborne contaminants, after 5 air changes less than 1% of airborne contamination is thought to remain. Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the room.*

Within a room, the process of air exchange removes old air from within an area replacing it with new air - if you are outdoors the air is constantly self-replacing therefore transmission likelihood is less than <1% according to the calculation of 5 air exchanges, considering air exchange is continuous in an open air outdoor environment with the factor of natural wind and an unhindered flow.

Airborne Precautions

The documents "Guidance / Reducing the risk of transmission of COVID-19 in the hospital setting" refer to airborne precautions, however it refers to patients in confined medical settings – the average person is not a patient in hospital therefore the information has less relevance for likely non-symptomatic individuals outdoors.

- *COVID-19 virus is expelled as droplets from the respiratory tract of an infected individual (for example during coughing and sneezing) directly onto a mucosal surface or conjunctiva of a susceptible individual(s) or environmental surface(s)*
- *droplets travel only short distances through the air; a distance of at least 2 metres has been used for deploying droplet precautions; however, this distance should be considered as the minimum rather than an absolute*

Further Reading

[1] <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/transmission-characteristics-and-principles-of-infection-prevention-and-control>

[2] Game Zero - <https://apnews.com/ae59cfc0641fc63afd09182bb832ebe2>

[3] Winter Haze - Wuhan, China - <https://www.pnas.org/content/117/26/14857>

[4] Environmental Decontamination Air Exchange
<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/transmission-characteristics-and-principles-of-infection-prevention-and-control>

[5] Guidance / Reducing the risk of transmission of COVID-19 in the hospital setting / Updated 23 July 2020

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/reducing-the-risk-of-transmission-of-covid-19-in-the-hospital-setting>

Legislations list

[The Health Protection \(Coronavirus, Restrictions\) \(England\) Regulations 2020](#)

[The Health Protection \(Coronavirus, Restrictions\) \(England\) \(Amendment\) Regulations 2020 \(revoked\)](#)

[The Health Protection \(Coronavirus, Restrictions\) \(England\) \(Amendment\) \(No. 2\) Regulations 2020 \(revoked\)](#)

[The Health Protection \(Coronavirus, Restrictions\) \(England\) \(Amendment\) \(No. 3\) Regulations 2020 \(revoked\)](#)

[The Health Protection \(Coronavirus, Restrictions\) \(England\) \(Amendment\) \(No. 4\) Regulations 2020 \(revoked\)](#)

[The Health Protection \(Coronavirus, Restrictions\) \(No. 2\) \(England\) Regulations 2020](#)

[The Health Protection \(Coronavirus, Restrictions\) \(No. 2\) \(England\) \(Amendment\) Regulations 2020](#)

[The Health Protection \(Coronavirus, Restrictions\) \(England\) \(No. 3\) Regulations 2020](#)

[The Health Protection \(Coronavirus, Restrictions\) \(No. 2\) \(England\) \(Amendment\) \(No. 2\) Regulations 2020](#)

COVID-19 SECURE & RISK ASSESSMENT

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COVID-19 SECURE

Key Covid Secure Measures

Training	Training and briefings for all workers on site relating to creating a covid secure environment. Implementing specific procedures for all to follow
Covid-19 Champion/Stewards	A member of staff on duty will be a designated COVID-19 champion and available to help if you have any queries or concerns
Staff Checks	Daily team temperate checks before shift starts may be conducted. In addition to signing a declaration of Fit to Work.
Sanitiser Stations	<p>Accessible sanitiser stations of gel and spray for all will be available throughout the event site for guests and wash stations will be available for staff and vendors</p> <p>All guests will also be advised to bring along sanitizer and gloves for their own personal care</p>
Visible Signage	Clearly visible social distance signage throughout
Cleaning	Cleaning will be conducted 30 minutes at a minimum with surface sanitisation and team members washing their hands for 20 seconds.
Seating Areas	We have carefully designed small group seating areas to adhere to guidelines on social distancing, households and bubbles
Event Capacity	We have kept the capacity numbers limited so that we can monitor various areas within the site
Event Area Size	We have dedicated 8500 sq m of space across the event site so that everyone has more than enough space to exercise personal responsibility
Seating & Social Areas	We have created a mix of pod spaces and open ground for individuals, couples and groups to be able to pick a space which suits them
Face Coverings	Face coverings can be worn in communal areas (Bar, Toilets and Attractions) and upon entry when being search –

	<p>guests will be asked to lower their face covering for identification purposes by security on entry to the site. When ordering from vendors guests will be expected to be wearing sufficient face covering to place their order.</p> <p>Those who are not required to wear a face covering due to medical, personal and religious reasons can request a medical exemption wristband.</p>
Symptoms	There will be clear communication advising any guest or worker who has been experiencing symptoms prior to arrival not to attempt to attend or enter the festival. All communication channels will be used to disseminate this message with clarity. Security and Event Management can refuse entry to any person suspected of having symptoms
Music	Music will be played in accordance with legally licensable activities and with consideration for creating a surround sound style environment
Food	Guidance for food service protocols will be followed
Alcohol	Guidance for bar service protocols will be followed
Dancing	The event site has been designed to allow for social distancing so that guests can feel safe to have enough personal space up to 1m+ radius
Attractions	Any attractions will adhere to Public Health best practice
Entrance & Exits	We have designed and extended the entrance and exit to enable as much social distancing as possible
Toilets	There will be sufficient toilets for the audience size, spaced further apart with queue management that allows for social distancing and sanitization on entry and exit
Environment	We want to create the safest environment for all our guests so open air, well ventilated spaces are the best option and are a key factor in reducing any potential risk of transmission
Anti-Social/At Risk Behaviour	Those who are deemed to be a risk to others or themselves can be asked to leave the event site and barred from re-entry
Queue Management	Stewards and workers will handle queueing and instruct guests how to move around certain parts of the event site along with having authority to share social distancing reminders.

Information Management	Information and enquiries whilst on site can be made at the Event Control Desk which will also serve as an Information Hub and Medical Point
Waste Management	Designation of specific waste bins for mask disposal in addition to increasing the frequency of the collection and removal of waste. The waste receptacles themselves can also be regularly disinfected. These efforts follow recommendations and advice of the UK Government.

COVID-19 Secure

Government Guidance for Workers

Employers should support their workers in using face coverings safely if they choose to wear one.

This means telling workers:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

Sanitising Guidance

HSE Guidance for Cleaning, Hygiene & Hand Sanitiser

Signs and posters are there to help all workers to practice good hand hygiene techniques and as a reminder to cough/sneeze into an arm and avoid touching the face.

Hand Hygiene

- Hand hygiene facilities are provided to sanitize with either Anti-Bacterial hand sanitizer or running water with soap and paper towels
- Hand sanitiser will be available at all toilet locations
- Hand sanitiser will be available nearby for people getting in and out of vehicles or handling deliveries

Surface should remain clean therefore you may need to increase in the level and frequency of cleaning as well as cleaning surfaces that you may not ordinarily clean.

Clean Equipment Frequently

- When accessing and using toilet facilities it is important that they are kept clean and social distancing is achieved as much as possible. Please sanitise hands before and after use of toilet facilities
- Clean work areas and equipment between uses
- Frequently clean and disinfect objects and surfaces that are touched regularly
- If equipment like tools or vehicles are shared then clean them after each use

For more specific guidance reference can be made to the **Decontamination Policy**

COVID-19 Secure

COVID-19 Legislation

Restrictions on gatherings

5.—(1) During the emergency period, unless paragraph (3) applies, no person may participate in a gathering which—

(a) consists of more than thirty persons, and

(b) takes place—

(i) in a private dwelling, including a houseboat,

(ii) on a vessel, other than a houseboat or a vessel used for public transport, or

(iii) on land which satisfies the condition in paragraph (2).

(2) Land satisfies this condition if it is a public outdoor place, which is not—

(a) operated by a business, a charitable, benevolent or philanthropic institution or a public body as a visitor attraction, or

(b) part of premises used for the operation of a business, charitable, benevolent or philanthropic institution or a public body.

(3) This paragraph applies where—

(a) in the case of a gathering described in paragraph (1)(b)(ii) or (iii)—

(i) the gathering has been organised by a business, a charitable, benevolent or philanthropic institution, a public body, or a political body,

- (ii) the person responsible for organising the gathering (“the gathering organiser”) has carried out a risk assessment which would satisfy the requirements of regulation 3 of the Management of Health and Safety at Work Regulations 1999 [F1](#), whether or not the gathering organiser is subject to those Regulations, and
- (iii) the gathering organiser has taken all reasonable measures to limit the risk of transmission of the coronavirus, taking into account the risk assessment carried out under paragraph (ii),

COVID-19 Secure

COVID-19 Compliance

Requirements

As part of making sure that environments are COVID-19 Secure organisations are being requested to implement a range of measures to assure and increase the safety of workers and visitors. Coronavirus is defined by the NHS as a new illness that can affect your lungs and airways, its main symptoms are high temperature, a new, continuous cough and a loss or change to your sense of smell or taste.

The Government guidance as at 23 July 2020 states the following:

- **For events in public outdoor spaces that are organised by businesses, charitable or political organisations, and public bodies, can host more than 30 people provided they take reasonable steps to mitigate the risk of transmission, in line with COVID-19 secure guidance and including completion of a risk assessment.**

Government Guidance:

Businesses and venues following COVID-19 Secure guidelines can host larger groups. This is also the case for events in public outdoor spaces that are organised by businesses, charitable or political organisations, and public bodies, provided they take reasonable steps to mitigate the risk of transmission, in line with COVID-19 Secure guidance and including completion of a risk assessment.

COVID-19 Secure

COVID-19 Risk Assessment

Requirements

HSE determines the following for employers and by nature of venue ownership the following

- **Identify** what work, activity or situations might cause transmission of the virus
- **Think** about who could be at risk
- **Decide** how likely it is that someone could be exposed
- **Act** to remove the activity or situation, or if this isn't possible, control the risk
- **Guidance** Government guidance provided

There are 4 main areas to being COVID-19 Secure



Covid-19 Secure

COVID-19 - Risk Assessment

Event Day

Identify Activity/Situation Causing Risk of Transmission	Guidance	Act & Control Remove Activity or Control Risk of Transmission
Large gatherings of people outdoors	<p>Government guidance provided</p> <p>https://www.gov.uk/guidance/covid-19-guidance-for-mass-gatherings</p> <p><i>...risks of transmitting the disease at mass gatherings are relatively low</i></p> <p>you can continue to meet in any outdoor space in a group of up to 6 people from different households</p> <p>single adult households – in other words adults who live alone or with dependent children only – can continue to form an exclusive ‘support bubble’ with one other household</p> <p>you can also meet in a group of 2 households (anyone in your support bubble counts as one household), in any location – public or private, indoors or outdoors. This does not need to be the same household each time.</p>	<p>Provide a Covid-19 Secure Pod System</p> <p>This makes it easier for observation and meeting Government guidelines. Each area will be marked with the traffic light system</p> <p>Green - Friends Definition: 6 people from different households Note: 6 Individual people Distancing: 2m or 1m with mask</p> <p>Yellow - Households Definition: 2 Households 2 Support Bubbles 1 Support Bubble + 1 Household</p> <p>Distancing: 2m or 1m with mask</p> <p>Red - Support Bubble / No Social</p>

Identify Activity/Situation Causing Risk of Transmission	Guidance Government guidance provided	Act & Control Remove Activity or Control Risk of Transmission
		Definition: 2 Households that are part of a support bubble acting as a single household - Distancing: Not required
Travelling to and from the venue		<ul style="list-style-type: none"> - Contact visitors pre-event to encourage walking, cycling, with access to free parking on site. - Public transportation requires the use of masks - If visitors visit shops they are required to use masks
Close contact on queuing outside and across the site		<ul style="list-style-type: none"> - Adequate signage and arrows to influence crowd behavior - Create 2m x 2m marked out areas in white spray for waiting - Encourage the use of face masks whilst waiting - Place a one-way system at potential bottle neck points - Provide stewards for queues at peak times to monitor the queue movement
Visitors with symptoms attending the event site		<ul style="list-style-type: none"> - Signage will be place on approach to the entrance. (See signage chart - Chart No.3) - All attendees will be provided with basic self-isolation guidance and a link to further gov guidance in all communication prior to ticket purchasing, on all confirmed guest communication, on all social / communication channels & on signage at entrance.
Security & Search		<ul style="list-style-type: none"> - Security and search on entry is still a requirement for events however new additional measures will need to be considered - SIA Officers will be requested to wear gloves, along with either a face shield or covering to conduct searches on customers - Visitors will be asked to remove face covering for identification

Identify Activity/Situation Causing Risk of Transmission	Guidance Government guidance provided	Act & Control Remove Activity or Control Risk of Transmission
Event Entry & Exit	To maintain social distancing wherever possible, on arrival and departure and to enable handwashing upon arrival.	<ul style="list-style-type: none"> - Any tickets will be electronic with scanners used for validation. The decontamination chart will be followed for cleaning - Free masks, hand sanitizer gel will be available on tables at entry/exit points - There will be a one way system for entry and exit with floor markings and separators to guide guests
Eating or drinking out with people	<p>3.10 Can I go to a pub or restaurant with people I don't live with?</p> <p>When eating or drinking out with people you do not live with (and who are not in your support bubble), you should keep to the wider guidance on group sizes: up to two households indoors, and up to either two households or six people from more than two households outdoors.</p> <p>In all cases, people from different households should ensure they socially distance as much as possible. You should think about where to sit at a table with this in mind - the premises should also take reasonable steps to help you do so in line with COVID-19 secure guidelines. It remains the case that you do not need to maintain social distancing with those in your support bubble. This change also does not affect the support you receive from your carers.</p>	<ul style="list-style-type: none"> - By creating the option of pods guests can sit with their allocated people whilst being able to socially distance from each other - There will also be enough open ground space for groups and families to distance appropriately from others

Identify Activity/Situation Causing Risk of Transmission	Guidance Government guidance provided	Act & Control Remove Activity or Control Risk of Transmission
Queue points - Cross contamination and close contact issues		<ul style="list-style-type: none"> - Remove pinch points where queues form for waiting - Create enough space for natural congregating with a 1m+ distance - Where necessary create one-way systems for guided foot flow
Vendor & Collection points - Cross contamination	UK Guidance on Food & Take Away (www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery)	<ul style="list-style-type: none"> - Follow the decontamination charts - Each Vendor point will have hand sanitiser provided for interaction with customers - Where possible items for collection will be pre-packaged - Where possible vendors will remove access to communal and self-serve use items such as sauce bottles, pick'n'mix self-service
General lack of Social Distancing		<ul style="list-style-type: none"> - Ensure that enough open space is provided for natural seating of for groups of 6 or family households to bring blankets and create hubs. - Create a marked out grid area for guided positioning - PA systems and loud hailers can be periodically used for reminders of social distancing - Covid Secure stewards can be briefed and trained to act as monitoring and control observers to provide advice and assistance for those who want further guidance or help to sanitise or socially distance - Guests and staff can also report concerns to Covid Secure Stewards who can escalate to event control team
Common Areas		<ul style="list-style-type: none"> - Create sufficient operational spaces across the venue to increase separation - Provide separated staff areas for breakout during event from visitors - Social distance marking for common areas such as toilets, collections points, entry points where queues typically form

Identify Activity/Situation Causing Risk of Transmission	Guidance Government guidance provided	Act & Control Remove Activity or Control Risk of Transmission
Contamination around toilet areas		<ul style="list-style-type: none"> - One way system in operation for portable toilets with observed hand sanitisation in and out. - Toilets will also be periodically disinfected throughout the day with disinfectants
Outdoor performances	<p>3.12 Can I go to the theatre or a concert?</p> <p>Outdoor performances are permitted given the risk of transmission is lower outdoors. You should only be seated with members of one other household and, wherever possible, socially distance from those you do not live with (or who are not in your support bubble) to reduce the risk of chains of transmission.</p>	<ul style="list-style-type: none"> - In order to preserve the outdoor mitigation any public access marquees or gazebos should have the sides removed/pinned to provide an open flow of air exchange and preserve the effects of mitigation
Indoor performances	<p>3.12 Can I go to the theatre or a concert?</p> <p>Currently, venues should not permit indoor performances, including dramatic, musical or comedy performances, to take place in front of a live audience. The government is piloting indoor performances with a socially distanced audience in accordance with COVID-19 Secure guidelines.</p> <p>From 1 August indoor performances to a live audience can begin to take place, in line with COVID-19 Secure guidelines, subject to the successful completion of pilots, and provided prevalence remains around or below current levels.</p>	<ul style="list-style-type: none"> - There will be no indoor performance areas

Identify Activity/Situation Causing Risk of Transmission	Guidance Government guidance provided	Act & Control Remove Activity or Control Risk of Transmission
	There may be an additional risk of infection in environments where you or others are singing, chanting, shouting or conversing loudly. This applies even if others are at a distance to you. Venue managers should ensure sing-alongs or similar activities are avoided. You should also avoid environments that require you to raise your voice to communicate with anyone outside your household.	
Contamination through insufficient or lacking cleaning & sanitisation		<ul style="list-style-type: none"> - Enhanced cleaning schedule with cleaners following the Decontamination Chart for guidance - Frequent cleaning of objects and surfaces that are touched regularly including counters, tills, and making sure there are adequate disposal arrangements for cleaning products. - Cleaning surfaces and objects between each customer use. For example, cleaning tables, card machines, chairs, trays and laminated menus in view of customers before customer use.
Contamination through insufficient waste management		<ul style="list-style-type: none"> - Collection and removal of waste bins can be increased to minimise risk - Providing more waste facilities for customers to dispose of items in a non-touch way e.g. Open Bin receptacles - Frequent centralised disposal of all stored rubbish for staff, workers and customer bin receptacles
Irresponsible disposal of masks		Specific waste bins for mask disposal can also be provided and clearly identified, with a schedule to regularly disinfect the mask waste bins

Identify Activity/Situation Causing Risk of Transmission	Guidance Government guidance provided	Act & Control Remove Activity or Control Risk of Transmission
Lack of hand hygiene	UK Government advice is to clean hands	<ul style="list-style-type: none"> - Hand sanitiser stations will be positioned at key locations throughout the event, including toilets, food points and bars and activity areas – visitors will be encouraged to used regularly and reminded via PA system - Using signs and posters to build awareness of good hand rub technique, the need to increase hand rub frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. -
Ineffective Vendor/Staff to Visitor Communication through use of masks		<ul style="list-style-type: none"> - Vendors & staff who wish to use face coverings will be encouraged to wear face shields to allow for unhindered communication with visitors - Masks for customers will generally be available and onsale
Visitor incident response e.g. fire risk		<ul style="list-style-type: none"> - Social Distancing does not need to be observed but should be once alert status is back to normal - Visitors will be reminded to sanitise on return to venue/area
Visitors suffering symptoms		<ul style="list-style-type: none"> - If a person enters the event site and is later presenting /with symptoms they will be immediately isolated, assessed by a medic/first aid personnel, details recorded and escorted off site to go home and self-isolate
Lack of contact tracing		<ul style="list-style-type: none"> - Registration will be encouraged prior to event taking place - Details will be retained for 21 days and contact made with visitors if any incidence of transmission has been identified

COVID-19 Secure

COVID-19 - Risk Assessment

Production / Pre & Post Event

Describe the COVID-19 Risk or Hazard	Which Groups are at Risk	COVID-19 Risk Before	How will the Risk be made COVID-19 Secured?	COVID-19 Risk After	Any Follow Up Controls Required?	Owner
Risk of spreading contamination through multiple different people working together	Volunteers Contractors Staff Traders	High	The following are considered mitigations: Face Coverings, Outdoor Environments Teams will work in maximum numbers of 6 people with 2m distancing where viable.	Low	Pre-Assign work teams where possible for workers to minimize excessive contact. Ensure that team members are briefed about the social distancing awareness policy and sanitization procedures	Site Assistant
Risk of spreading contamination through sharing equipment	Volunteers Contractors Staff Traders	High	Team members will be requested to disinfect equipment and tools between uses		Ensure that sanitization areas and products are available for the disinfection	Site Assistant
Risk of spreading contamination through working indoors	Volunteers Contractors Staff	Medium	Due to the event site being open air and outdoors the risk is lower than indoor venues. When workers begin to work under shelter of within walled	Low	Ensure that all personnel receive their PPE packs on signing the Fit to Work declaration. Site Manager or Site Assistant	Site Assistant

	Traders		environments they will be asked to wear a face covering		can remind workers about the wearing of PPE throughout the day if working in a walled environment	
Risk of spreading contamination through skin to skin contact	Volunteers Contractors Staff Traders	High	Teams will be requested to wear gloves provided for the duration of working time in their teams in order to mitigate skin to skin contact.	Low	All personnel will be provided with basic PPE in the form of fabric gloves to minimize skin to skin contact. Ensure that all personnel receive their PPE packs on signing the Fit to Work declaration.	Site Assistant
Risk of spreading contamination through saliva aerosol sprays	Volunteers Contractors Staff Traders	High	Teams will be asked to wear face coverings if possible particularly if operating at distances of 1m+ apart.	Low	All personnel will be provided with basic PPE in the form of a fresh unworn fabric mask or face shield to minimize saliva sprays whilst communicating.	Site Assistant
Risk of spreading contamination through carrying the Coronavirus	Volunteers Contractors Staff Traders	High	Team members will be subject to temperature checks on arrival for work as part of their working agreement. Team members will be asked to confirm and sign a fit to work declaration.	Medium	Any team members with a temperature of 37.8 degrees Celsius or above will be refused entry to work and requested to be seated in the “re-check” area which will allow the team member to be rechecked within 10 minutes to determine the resting temperature. If they fail a second check they will not be permitted to enter the site. Signage to be installed at work	Site Assistant

					<p>entrance highlighting the Gov Guidance along with the team member signing a Fit to Work declaration see appendices.</p> <p>Fit to Work Declarations will comply with GDPR and temperature information will be erased 15 days after the event has taken place. All personnel will be notified by email that their temperature information has been removed from the post event information files</p>	
Getting or spreading coronavirus by not sanitizing hands or not sanitizing them adequately	Volunteers Contractors Staff Traders	High	Team members will be briefed and directed regarding the Sanitizing Control Guidance	Medium	Ensure that the briefing takes place and provide visually accessible copies of the Sanitizing Control Guidance	Site Assistant
Contamination of common areas & environment			Identify, list and decontaminate surfaces within common areas		Develop an Environmental Decontamination Policy to be followed by staff and guests	

COVID-19 Secure

Decontamination Policy

The decontamination policy will focus on 3 key areas:

Surfaces, Touch Points, Electronics & Equipment

Prior to every new event session a visual cleaning assessment and cleaning sign-off must be completed to confirm and identify a checklist for the 3 areas. All disinfecting products should contain 70% ethyl alcohol

Staff Area: Places across the site contaminated by staff only

Public Area: Places occupied by guests and staff

DJ Controller	Staff Areas	Wipe	Changeover
Staff furniture	Staff Areas	Spray/wipe	Touch Point
Bar equipment	Staff Areas	Wipe	Changeover
Payment machines	Staff Areas	Wipe	Touch Clean
Electronic Tablets	Staff Areas	Spray/Wipe	Touch Clean
Comms Radios	Staff Areas	Wipe	Changeover
Communal Mobile Phones	Staff Areas	Wipe	Changeover
Scanners	Staff Areas	Wipe	Changeover
Laptops	Staff Areas	Wipe	Changeover
Door Handles of all	Public Areas	Spray	Touch Clean
Public Equipment	Public Areas	Spray	Touch Clean
Toilet Door & Flush Handles	Public Areas	Spray/Wipe	Touch Clean
Pod Tables	Public Areas	Spray/Wipe	Deep Clean
Pod Metal Framework – 2 edges per pod	Public Areas	Spray	Deep Clean
Bar Surfaces	Public & Staff Areas	Spray & Wipe	Deep Clean
Undisposed Litter	Public Areas	Picker	Pick & Disposal
Left behind personal belongings	Public Areas	Bagging/Disposal	Containment
Other surfaces	Any Area	Spray/Wipe	Deep / Touch Clean
Other touch points	Any Area	Spray/Wipe	Touch Clean
Other electronics	Any Area	Spray/Wipe	Touch Clean
Other communal equipment	Any Area	Spray/Wipe	Touch Clean

COVID-19 Secure

Public Display Notices

<p>Public Staff Notice</p> <p>Notice No. [1]</p> <p>Staying COVID-19 Secure</p> <p>Common Placements:</p> <p>Work entrances Work rest area</p>	<div style="background-color: #0056b3; color: white; padding: 10px;"> <h2 style="text-align: center; margin: 0;">Staying COVID-19 Secure in 2020</h2> <p style="text-align: center; margin: 0;">We confirm we have complied with the government's guidance on managing the risk of COVID-19</p> <div style="text-align: center; margin: 10px 0;"> <p>FIVE STEPS TO SAFER WORKING TOGETHER</p> </div> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> ✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here <li style="margin-bottom: 10px;"> ✓ We have cleaning, handwashing and hygiene procedures in line with guidance <li style="margin-bottom: 10px;"> ✓ We have taken all reasonable steps to help people work safely from a COVID-19 Secure workplace or work from home <li style="margin-bottom: 10px;"> ✓ We have taken all reasonable steps to maintain a 2m distance in the workplace <li style="margin-bottom: 10px;"> ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk <p style="margin-top: 20px;">Signed on behalf of employer _____ <small>Employer representative signature</small></p> <p>Employer _____ <small>Employer name</small> Date _____</p> <p>Who to contact: _____ <small>Your Health and Safety Representative</small> <small>(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)</small></p> </div>
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Hand Rub Notice


Notice No. [2]

How to Hand Rub

Common Placements:


Place on the door of each toilet unit

Place at each sanitisation station




Best Practice: How to handrub step by step images

1



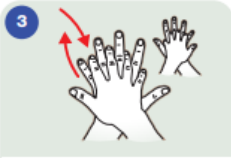
Apply a palmful of the product in a cupped hand and cover all surfaces.

2




Rub hands palm to palm.

3



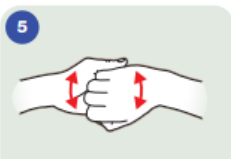
Right palm over the back of the other hand with interlaced fingers and vice versa.

4




Palm to palm with fingers interlaced.

5




Backs of fingers to opposing palms with fingers interlocked.

6




Rotational rubbing of left thumb clasped in right palm and vice versa.

7







Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.

8



Once dry, your hands are safe.

Adapted from the World Health Organization/Health Protection Scotland
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<p>Stop, Check, Think Notice</p> <p>Notice No. [3]</p> <p>STOP, CHECK, THINK</p> <p>Common Placements:</p> <p>Place near both the entrance perimeter</p> <p>Place at all the entrances</p> <p>Paper Size A2/A3</p>	 <p>STOP, CHECK, THINK</p> <p>Please do not attempt to enter this event site if you have ANY of the following:</p> <ul style="list-style-type: none">  High temperature  A new or continuous cough  A loss or change to your sense of smell & taste <p>You need to self-isolate and get a FREE test immediately https://nhs.uk/coronavirus</p>
<p>Welcome Notice</p> <p>Notice No. [4]</p> <p>WELCOME</p> <p>Common Placements:</p> <p>Place near both the entrance perimeter</p> <p>Place at all the entrances</p> <p>Paper Size A2/A3</p>	<p>Welcome!</p> <ol style="list-style-type: none"> 1. Stay Home If You Have Covid-19 Symptoms 2. Respect Social Distancing 3. Use Hand Sanitiser 4. Follow Any One-Way Signs 5. Stewards will be on hand to assist with any questions you have

COVID-19 Secure

Decontamination Example Checklist

What	Where	Method	Location	Frequency	Time
<i>E.g. Toilet Cubicles</i>	<i>Toilet Hub</i>	<i>Spray & Wipe Down</i>	<i>Common Staff</i>	<i>120 mins</i>	<i>14:00</i>

General Risk Assessments

Risk assessments are an ongoing process and a live document to continue to ensure that the risks are a review and action take where needed.

Pre-Event Production & Build / De-Rig Days

Describe the Risk or Hazard	Which Groups are at Risk	Risk Rating Before	How will the Risk be Controlled?	Risk Rating After	Any Follow Up Controls Required?	Owner
General risk of illness or injury to anyone working on site	Volunteers Contractors Staff Traders	High	Workers will be responsible for self-care and briefed in a health and safety meeting before being permitted to work on site	Medium	Medical first aid will be available for any person suffering a minor injury e.g. cuts. Medical intervention will be called if a major incident occurs. He welfare tent will be available for recuperation	Operations Manager / Construction Manager
Assembling Marquees & Large Structures	Volunteers Contractors Staff Traders	High	Contractor will be responsible for the installation of assembling of Marquee structures	Medium - Low	The post assembly construction will be inspected by the Marquee Project Manager to ensure that structures are secured and sound before signed handover to Site Manager.	Contractor / Site Manager
Assembling Gazebos & Smaller Structures	Volunteers Core Setup Team	High	Site Manager will be responsible for checking the structures and ensuring that personnel follow any installation instructions. Step ladders, step stools & general tools	Medium / Low	The post assembly construction will be inspected by the Site Manager to ensure that structures are secured, weighted and sound before	Site Manager

	Staff Traders		will be available for use		signed off by Site Manager.	
Driving/Moving vehicles on site – danger of collision with workers, volunteers or with other vehicles	Volunteers Contractors Staff Traders	High	5mph speed limit to be imposed when vehicles are moving around the site. Signage will be used to display the speed. All vehicles will be briefed/informed upon sign in registration at the entry to the park gate. All traders, Contractors, Staff & Volunteers will be advised to pay attention to their surroundings and vehicles drivers will be advised that they must drive with due care and attention whilst on site.	Medium - Low	Cars will be monitored whilst on site. Any cars not adhering to the speed restriction will be requested to leave	Site Manager
Accidents due to the movement, excessive loading & unloading of goods via forklift or other pump lift equipment	Volunteers Contractors Staff Traders	High	Fork lift will only be driven by responsible persons with a forklift Licence		Monitor to ensure that all workers are carrying out works in the loading/unloading areas during set up times & ensure that only permitted drive has keys to operate the forklift vehicle	Site Manager

Lifting & carrying equipment – danger of back strain or other minor injury.	Volunteers Contractors Staff	High	<p>Heavy items to be delivered as close as possible to point of use.</p> <p>Vans and Trolleys will be used for moving equipment. Staff/Volunteers will be briefed to work in pairs when lifting heavy or awkwardly shaped items or uneven loads.</p> <p>Staff will be working self-managed but under supervision & direction of the Operations Manager.</p>	Medium	Periodic Monitoring, it's requiring 2 or more persons to lift will be identified	Site Manager
Exposure to extreme weather in the build of the site for employees expected to work outside for long or extended periods e.g. Sunstroke	Volunteers Contractors Staff	High - Medium	<p>All staff and volunteers will be given adequate breaks in a sheltered environment to rest from the extreme weather conditions.</p> <p>Staff will be given access to sun cream, drinking water and also rain protection.</p> <p>Staff will be advised to dress appropriately for the weather.</p>	Medium - Low	Monitor the weather forecast 2 weeks prior to build dates in order to prepare. When staff arrive on site they will be briefed on where to find protective outerwear, creams & water. The Welfare tent will be set up first with the first aid packs, water, hats and sun creams will be available	Site Manager

Event Day Risk Assessment

Moving Vehicles throughout the event site causing the potential risk of motor	All	Medium - High	<p>All vehicles will be located outside of the site perimeter fencing to ensure no movement on site occurs.</p> <p>Only essential emergency vehicles will</p>	Low	To be monitored	Operations
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– pedestrian injury			be allowed any movement and will be guided by on foot steward whilst being limited to 5mph.			
Staff cars parked causing obstructions in the allocated car parks	All	Medium - Low	Car parking log held by Marshall for staff, suppliers, artists, traders & contractors They will be required to leave a mobile contact number with Reg No.	Low	Allocated marshal placed to direct car park – provide simple log sheet for recording information	Operations
Cars parked causing obstructions in the allocated car parks	All	Medium - Low	Car parking directed by Marshall for staff, suppliers, artists, traders & contractors	Low	Allocated marshal placed to direct car park to maximise parking	Operations
Crowd management - danger of fighting, vandalism, theft - other forms of anti-social behaviour.	Event Attendees Staff Traders Volunteers	High	SIA holders will be stationed at the points highlighted on the site map with a certain number of floaters patrolling the event site. Security have experience of open air outdoor events where a diverse range of attendees are present. Head of Security has performed a site visit to identify the vulnerability issues and note where placement of sia staff and stewards should be placed. Head of Security will be responsible for ensuring that situations which can be pre-empted are acted upon to diffuse accordingly or escalated to the proper authorities for additional	Medium	Head of Security and Event Control to brief SIA staff at the start of each shift. Experienced SIA staff with an understanding the crowd demographics will be employed to work the event. Head of Security will monitor activity throughout the event site on each event day. Depending on the level of severity of an incident the escalation process will be	Head of Security

			<p>response.</p> <p>Most event attendees are families consisting of younger children, parents and grandparents</p>		<p>followed.</p>	
<p>Noise: Risk of exposure to high levels of noise if operating near the stage or loudspeakers</p>	<p>Event Attendees</p> <p>Staff</p> <p>Traders</p> <p>Volunteers</p>	<p>High</p>	<p>Ear plugs Appropriate Signage and staff briefing</p> <p>All staff directly working in the stage areas within high levels of noise exposure over 85 dB, (including stage, event management staff, artists music curators, pit security, PA engineers) will be issued with Ear Plugs – Approved to EN 352 – 2 standard noise reduction of 37 decibels</p> <p>HSE standard signage indicating a high noise area – ear protection to be worn will be displayed on access points to stage and at the FOH positions.</p> <p>Ear plugs will be available to members of staff who request them.</p> <p>Staff will be briefed on site on the importance of hearing protection and shown how to use ear plugs correctly.</p>	<p>Med - Low</p>	<p>Noise will be continually monitored throughout the event</p> <p>Ensure ear plugs are available</p>	<p>Production</p>

			<p>Staff working for prolonged periods in areas operating over 85dB will be given adequate breaks.</p> <p>The Operations Manager will monitor the use of ear plugs issued to staff in high exposure areas, any staff directly employed by Wanda Nation failing to use the ear protection issued will be given warnings to comply and that failure to do so may jeopardise future work</p> <p>The Operations Manager will review the contractor's Health and Safety Policies including management of noise at work and monitor compliance with their policies.</p>			
Fencing or other structures – danger of collapse		High	A visual inspection of all structures will be part of the daily safety checks. The construction/erection of all tents, fencing, staging, lighting, etc. will be supervised by senior production staff	Medium - Low	Staff briefing	Production Manager
Illness or injury to public or staff		Medium - High	Fully qualified first aid staff at event with an ambulance on site. A dedicated mobile telephone in event Control will be used to call the emergency services as required. Emergency contact	Medium	Staff briefing	Medical

			<p>numbers will be in Event Control for instant reference. Access to the site for emergency vehicles will be maintained at all times and staff will be detailed to meet and direct vehicles on arrival.</p> <p>First aid kits will be kept on site for use by those working outside of public open hours.</p>			
Contractors working on site.	All	High	<p>Copies of contractors own risk assessments & method statements to be kept in Event Control.</p> <p>All documentation will be reviewed and monitored by the Operations Manager</p>	Medium	Documents	Operations
Evacuation due to bomb threat, extreme weather or any other unforeseen situation.	All	High	<p>A copy of the safety plan will be kept in Event Control which will contain the evacuation procedure</p>	Medium - Low	Follow procedure – ensure copy of safety plan is with Event Control 1 & 2	Head of Security Operations Authorities
Electric Shock from generators, mains, cables, etc.	All	High	<p>Qualified & approved electrical contractors will carry out any installation, cabling or other electrical work. All generators will be isolated from the public by fencing. All cabling will be isolated.</p> <p>Keys for generators, tower lights and mains supply access will be kept in the Event Control at all times and only</p>	Medium - Low	Contractors health and safety Staff briefing	Operations

			issued to authorised personnel.			
Fire from arson, electrical failure, cooking or otherwise.	All	High	<p>Fire safety equipment will be available at key points around the site as indicated in a copy of the Safety Plan. Staff and Security will be positioned around the site as indicated in the various rotas and schedules also kept in Event Control.</p> <p>All caterers are required to carry adequate fire safety equipment, which will be checked before they are allowed on site.</p> <p>The emergency services will be notified of the events taking place.</p> <p>The site plan allows for easy access of vehicles, staff, etc. Servicing and location of all relevant fire and safety equipment will be checked on a two hourly basis.</p>	Medium	Documents Safety equipment. Staff briefings.	Operations Manager
Electrical failure: PA, lights, etc. – danger of confusion & panic	All	Medium	<p>Site lighting will be provided by a combination of generators with back-ups available. Therefore the total blackout is unlikely. Staff will be briefed in evacuation procedures and will have access to torches and megaphones. There will be ample generator sets on site to ensure a link to a Loudspeaker / PA system to communicate with the public in the event of an emergency</p>	Low	Staff briefing. Ensure back up equipment is tested and in working order	Operations Manager

			separate from the main PA			
Food Poisoning	All	High	<p>All caterers will provide hygiene certificates. Hygiene & working practices will be part of the daily safety checks.</p> <p>Sanitation units will be provided for Traders to have access to hot and cold water</p>	Medium	<p>Operations to check that the traders arriving to trade match the hygiene certificates provided and to also do a walkthrough to observe procedures during the day.</p> <p>Operations will ensure sanitation facilities are in good working order and cleaned periodically throughout the day</p>	Operations Manager
Lost Children and Vulnerable adults	Event Attendees	High	<p>Ensure a dedicated lost children's point will be available where the staff will be in contact either via radio or text messaging with Event Control & Security. Messages can be relayed to through the site using the PA system. Stewards and Security staff can organise a search.</p> <p>A full Lost children procedure is available and will be part of the briefing for staff.</p>	Medium - High	Make Lost Children and Vulnerable Adults procedure available for staff	Operations Manager
Chemicals hazardous to health. Cleaning agents, diesel, petrol and any others.	Traders, Contractors, Operations and Production	High	Only essential chemicals to be kept on site and these will be locked in appropriate storage cabinets when not in use. Data will be kept with the container or in the site safety file if on separate sheets. Rubber gloves and funnels are provided for transfers.	Low	Data sheets. Proper equipment. PPE.	Operations

			Contractors will be required to supply full details of any chemicals they may bring on to site.			
Wet ground – danger of slips and sprains	All	Medium	Areas of water log or at risk of slipping will be treated with wood chip barks for extra density and protection where necessary	Low	Depending on weather ensure that wood chips are made available to use	Operations
Person being involved in a noxious substance attack (Acid Attack)	All	High	<p>All food and liquids are only permitted to enter the site by Traders and Staff.</p> <p>Search upon entry will remove any liquids or food from event goers.</p> <p>Any attacks that take place prior to entry will invoke the Acid Response procedure</p>	Low	All staff will be trained appropriately to identify if an attack has happened and to provide an initial response as per the guidelines Acid/ Noxious Substances	Medical

Event Organiser Details

Event Organiser Name	Wendy Cummins
Organisation	Wanda Nation
Contact Telephone Number	07944214692
Email Address	info@wandanation.com
Name of Event	Radiate Secret Garden & Night Market
Location of Event	Top Tier Crystal Palace Park Crystal Palace Parade SE19 1UA
Date of Event	15 August 2020 16 August 2020 Date - to be revised
Contact Telephone Number on day of the event (if different to above)	

Event Overview

Wanda Nation is running a weekend programme of outdoor events on Saturday 15 August and Sunday 16 August 2020 in a new temporary events area on the North West side of the Top Tier of Crystal Palace Park. The open air event spaces separated by an arterial pathway will operate from 11:00 – 23:00 on both days.

As the organiser of the larger annual event Radiate Windrush Festival in Crystal Palace Park, this year due to COVID-19 the date of this event had to be postponed until 2021. Part of the desire to bounce back with the Government's efforts to recover the economy, Wanda Nation is seeking to create a temporary outdoor venue to deliver a number of smaller capacity events for up to 499 people each over the weekend.

The events over the weekend are free entry and provide the opportunity for groups of up to 6 people from different households or 2 households to be able to come together in a social outdoor environment with the added security of being able to social distance whilst enjoying an event.

As part of the current normal, creating COVID-19 Secure environments is a Government requirement so there will be a range of measures followed including the provision of bubble areas for groups to socially distance as appropriate. These COVID-19 specific actions will be covered in the COVID-19 risk assessment.

The event will have a mixture of entertainment attractions including the form of pre-recorded music, face painting, fancy dress, food concession stalls onsite with 2 licenced bars.

The event will be ticketed with SIA and a stewards monitoring numbers enter and exit.

The venue will provide an outdoor venue for the local community, but also draw in a wider

audience to enjoy COVID-19 Secure leisure activities whilst supporting the park and open space with generating income for CPP.

The venue will be placed on the Top Tier of Crystal Palace Park, by the Parade.

It is expected that the people will use various types of transport to get to the event. There will be on-site parking provided within the lower tier car park, marketing will generally encourage local people to walk or use public transport.

Infrastructure

Market
Social Distanced Pods
Pop Up Bars
Community Areas

Event Times

Event start time	11:00
Event end time	23:00

Event Itinerary

Main event actions, days and timings					
Date	AM or PM	Action	Location	Details	
Daily		Briefings	Virtual	Meetings	Organising events team
Daily		Monitoring	Virtual	Weather	Organising events team to monitor weather conditions
Mon 10 Aug		Works	Onsite	Grounds	Grounds maintenance
		Delivery	Home/Office	Signage	Banners & Signage delivered (Office/Home)
		Delivery	Home/Office	T-shirts	T-shirts delivered
Tue 11 Aug		Collect	Onsite	Handover & Park Keys	Park Keys - Event Manager to collect from Park Office
		Collect	Off Site	Van	Van – Collect from hire depot
		Collect	Off Site	Comms Radios	Comms Radios - Two way radios collected ready for use by team & stewards
Wed 12 Aug AM		Arrivals	Onsite	Events Team	Core Event team to manage build arrives
		Setup	Onsite	Event Site Office	Event Control Office gazebo set up & ready for deliveries & drop-offs

		Setup	Onsite	Signage	Working site signage setup
		Setup	Onsite	Sanitiser Stations	Set up sanitiser stations for staff
		Arrivals	Onsite	Setup Team	Event Set-up Team onsite daily to rig
		Delivery & Off-Load	Onsite	Fencing & Barriers	Heras Fencing & Ped Barriers – Delivery onsite
		Setup	Onsite	Fencing & Barriers	Perimeter build by core set up team
		Delivery	Onsite	Site Structures	Bar boards delivered and off loaded
		Setup	Onsite	Pods	Pod setup by core staff
		Decor	Onsite	Pods	Core staff setup base decorations for pods
		Delivery & Drop-off	Onsite	Skips	Skips delivery for waste
	21:00	Security	Onsite	Event Site	Event site is checked & secured overnight
Thur 13 Aug		Delivery & Placement	Onsite	Generator Power	Generator delivery & drop off
		Delivery & Setup	Onsite	Marquees	Marquee delivery & set up by contractor
		Delivery & Setup	Onsite	Platform Stage	Platform stage blocks delivery & set up
		Delivery & Placement	Onsite	Toilets	Temporary toilets delivered to site
		Setup	Onsite	Fire Extinguishers	Fire extinguishers placed in position
		Setup	Onsite	Site Cabling	Cables positioned for power
		Setup	Onsite	Lighting	Lighting set up
		Collect	Off-site	PA Systems	PA Systems staff driver to collect from depot
		Delivery	Onsite	PA Systems	PA Systems staff driver to deliver to site
		Delivery & Placement	Onsite	Catering & Bar Equipment	Catering Equipment (Refrigeration, Freezers, Bar Ice Boxes, cookers etc)
		Setup	Onsite	Pods	Continue Pod decoration by core staff
		Deliveries	Onsite	Goods Deliveries	Misc. Deliveries (Day 1)
	21:00	Security	Onsite	Event Site	Event site is checked & secured overnight
Fri 14 Aug		Setup	Onsite	PA System	PA Systems set up
		Deliveries	Onsite	Goods Deliveries	Misc. Deliveries (Day 2)
		Setup	Onsite	Event Sanitiser Stations	Setup COVID-19 specific sanitiser stations and event signage

				& Event COVID-19 Signage	
		Setup	Onsite	Bar	Bar Structures set up
			Onsite	Catering / Hospitality	Catering Structures set up
		Arrivals	Onsite	Stewards & Staff	Event stewards arrive on site for briefings
		Briefings	Onsite	Stewards & Staff	Steward & Staff briefings on site to manage run through and arrival of traders, concessions, attractions, use of radios
		Arrivals	Onsite	Traders	Traders arrival Pre-Approved Trader setup
		Delivery	Onsite	Ice Delivery	Pre-Event Ice Delivery
		Setup	Onsite	Entrance & Exit	Set up main entrance and exit with signage, screens & check in equipment
	21:00	Security	Onsite	Event Site	Event site is checked & secured overnight
Sat 15 Aug	06:30	Arrivals	Onsite	Core Event Team	Ready for Day 1
	09:00 or 12:00	Arrivals	Onsite	Traders	Traders arrival & setup
	09:00	Delivery	Onsite	Ice Delivery	Event Ice Delivery
	09:00	Arrivals	Onsite	Medic	First Aid Medic arrives onsite
	09:00	Briefings	Onsite	Stewards & Staff	Steward & Staff briefings
	09:30	Setup	Onsite (Secondary Site)	Parking Marshal	Parking marshal setups monitoring station on the lower tier
	09:45 & 13:00	Inspection	Onsite	Vehicles	All vehicles off site by 09:45 & 13:00
	10:30	Inspection	Onsite	Site Inspection	Site safety inspection by Event Manager prior to opening
	11:00	Opening	Onsite	Doors	Event Opens to Public for Pre-Booked Sessions
		Inspection	Onsite	Site inspection	Event Running Check by Event Manager
	15:30	Opening	Onsite	Doors	Night Market Opens to Public
	16:15	Cleaning	Onsite	Event Clearing	Event site is bulk picked
		Cleaning	Onsite	Event Clearing	All Pod tables are re-sanitised

		Cleaning	Onsite	Event Sanitising	Entrances & Exits sanitised
	17:30	Inspection	Onsite	Site inspection	Event Readiness Check by Event Manager
	18:00	Opening	Onsite	Doors	Event Opens to Public
		Inspection	Onsite	Site inspection	Event Running Check by Event Manager
	22:40	Closing	Onsite	Doors	Event Closes to Public
	23:00	Cleaning	Onsite	Event Clearing	Event site is bulk picked
	00:30	Inspection	Onsite	Event Site	Event site is checked & secured overnight
Sun 16 Aug	06:00	Cleaning	Onsite	Event Clearing & Preparation	Site is fine picked ready for opening day 2
	09:00 or 12:00	Arrivals	Onsite	Traders	Traders arrival & setup
	09:30	Arrivals	Onsite	Medic	First Aid Medic arrives onsite
	09:30	Briefings	Onsite	Stewards & Staff	Steward & Staff briefings for day 2
	09:45	Inspection	Onsite	Vehicles	All vehicles to be escorted by marshals between 09:45 -
	10:15	Inspection	Onsite	Site Inspection	Site safety inspection by Event Manager prior to opening
	11:00	Opening	Onsite	Doors	Event Opens to Pre-Booked Activities/Sessions
		Inspection	Onsite	Site inspection	General site inspections & site tour by Event Manager
	15:30	Opening	Onsite	Doors	Night Market Opens to Public
	16:15	Cleaning	Onsite	Event Clearing	Event site is bulk picked
		Cleaning	Onsite	Event Clearing	All Pod tables are re-sanitised
		Cleaning	Onsite	Event Sanitising	Entrances & Exits sanitised
	17:30	Inspection	Onsite	Site inspection	Event Readiness Check by Event Manager
	18:00	Opening	Onsite	Doors	Event Opens to Public
	22:30	Closing	Onsite	Doors	Event Closes to Public
	23:00	Cleaning	Onsite	Event Clearing	Event site is bulk picked
	00:30	Security	Onsite	Event Site	Event site is checked & secured overnight
Mon 17 Aug	08:30	Cleaning	Onsite	Event Clearing & Handover Preparation	Site is fine picked ready for handover

	09:00 – 17:00	Collections	Onsite	Site Collections	Various collections according to collections schedule
Tues 18 Aug	09:00	Inspection	Onsite	Site inspection	General site damage inspections & site tour by Event Manager
		Handback	Onsite	Park Keys	Site keys handed back to Parks Management
	PROCESS ENDS				

Programme of Events

Side A + Side B

11am – 10.30pm (11pm)

Side A South

11am – 4pm

Pods Open Botanical Garden

For Pre-Booked Groups to Brunch & Munch (Walk-ins if available)

3.30pm – 10:30pm

Night Market

5pm – 9pm

Vendor Workshops Assorted Programme

Side B North

11am – 4pm

Pods Open Secret Garden

For Pre-Booked Groups to Brunch & Munch (Walk-ins if available)

12pm – 3pm

Activity Area North

Pre-booked Community Group Sessions

3.30pm – 10:30pm

Night Market + Activity Area

5pm – 9pm

Vendor Workshops Assorted Programme

Side A + Side B are both similar in structure

Markets will be split over both side A + B to allow an even flow of visitors on each side

- Face & Body Painting
- Music

- Activity Area - Group Circles with talks, drumming, dance, women circle, wellbeing group
- Markets with a range of goods & food for sale
- Bars serving alcohol
- Vendor Workshops – Writing, Poetry, Cooking, Art, Flag & Mask Making, Readings, Smudging, Affirmations, Yoga & Movement
- Sip n Paint Session
- Mural Display
- Art Collection
- Group Picnic Pods with Headphones and Pod Ordering Service

Event Management

Roles and Responsibilities on Event Day (s)

Role	Responsibilities
Event Organiser / Manager	The safety of staff, volunteers and visitors to the event. Overall control and coordination of the event Manage staff and assign their roles and responsibilities Event control on the day of the event
Site Manager (Includes Health & Safety Officer Role)	Deputy for the event manager in their absence Ensure the site is prepared as agreed for the event Carry out regular site inspection in the build up and during the event. Ensure event infrastructure is delivered on time and set up as per the agreed plan. Liaise with concessions, attraction operators, traders, stall holders to ensure they are located and operating correctly. Manage any issues that arise relating to the site during the event. Health & Safety duties
Entertainment / Tech Manager	Programme the entertainment in the arena and on stage for the duration of the event. Work with all entertainers pre event to ensure they are aware of what will be provided on site and agree any additional requirements.
Head of Security	Organise the provision of SIA Officers & stewards for the event Liaise with contracted security staff Manage steward & SIA rotas, breaks during set up, delivery and break down of the event. Manage communications between stewards & SIA. Run the steward & SIA briefing with the event manager Ensure all stewards & SIA have their protective equipment.
Press and PR coordinator	To co-ordinate all marketing and advertising for the event. Organise VIP attendance on the day and their itinerary Organise press attendance on the day and any statement to be made.

Crowd Management

There is additional information around crowd management further in the document

Ticketing Arrangements

This is a ticketed event venue and attendance is restricted by the selling of tickets for entrance

Single point of entry will be covered by check staff and SIA security

Managing Event Venue Capacity

Max attendee capacity is 450 people at any one time with up to 49 staff present

An allocated door steward will be responsible for check in and out to assure numbers

Event control can request a capacity check at any time throughout the event

The event site is a large open space measuring a minimum of **8,500 sq m** or **90,000 sq ft**

although it is secured by a perimeter security fence. The available escape routes can comfortably accommodate the evacuation of well over 2500 people in a reasonable time.

Those attending the event venue will be birthdays and friendship groups interested in being part of the event and compliant to instructions given. Evacuations will be managed by stewards and some SIA accredited staff will be in place to manage an evacuation as well as monitor the crowd. More information on incidents is available further in the documentation

Crowd Access and Egress

Queueing for access will be prepared 30 mins prior to opening.

The access queue will be directed up the pathway heading NW out of the park onto the main road where there is minimal traffic

2 search & access lanes will be in operation for the first 90 minutes then 1 search lane for another 60 minutes for later arrivals. After this time entry will be on request

Entry is not expected to be an issue.

On an average non-COVID-19 event the entire Top Tier can hold over 15,000 people with some infrastructure. We are proposing 499 people with the possible crossing interaction with an additional 450 people on exit at 23:00 from a space separated by a through fare on the South of the Top tier.

The thoroughfare next to the event perimeter is large enough for HGV vehicles so is wider than the width of a one way street.

The landscape of the Top Tier is very accessible to the main road which is Crystal Palace Parade.

To avoid any pinch points, an additional exit on the West of the event perimeter leading directly onto the Parade can be opened at 22:45 by stewards where visitors will be directed to the nearest exit point.

At the end of the event or during an evacuation all visitors will be exiting at the same time however potential exit flows are possible to the NW, W, SW, S & SE also East down towards the mid-tier Terraces.

Crowd flow directions

Car Park = East

Train Station = East / South East

Buses & Bus Stand = West / South West

Local Residents = Any direction

Anti-Social Behaviour

Anti-social behaviour will be handled by trained SIA Officers with the final response from Head of Security prior to escalation through the incident reporting processes to the Emergency Service.

If situations cannot be diffused patrons will be requested to leave the event site and will be barred from re-entry, where required the Authorities will be contacted and the incident logged.

Anti-social behaviour related to alcohol will result in the patron being refused any additional alcohol in accordance with the responsibilities of the Licence holder

Advertising**Types of advertising**

Advertised on Facebook, Instagram, Email, Whats app, Twitter, Word of Mouth, Local Press Sources

Media, Press & PR

There are not media scheduled to attend however if any media request attendance they will be handled by a PR/Social Media Co-ordinator

Sharing with Press & Social Media

Current media contact –
Event Organiser - Wendy Cummins
info@wandanation.com
07944 214 692

Social Media

www.instagram.com/radiatefestival
www.facebook.com/radiatefestival
www.twitter.com/radiatefestival
www.radiatefestival.com

Site Management**Contractor Management**

Company	What are they providing/doing?
Speedy Hire	Supply & place super silenced generators
American Marquees	Supply and erect 4 marquees 20m x 10m One 10mx 10m Three - 5m x 5m
Fresh Toilet Co	10 Portaloos

The site manager will request risk assessments, method statements and all other related site specific safety documentation from each contractor. These will be reviewed in part to establish competence and to ensure all relevant safety measures are in place and ensure other activities are not put at risk or vice versa.

Traders

Name of Organisation	Concession Type
To be updated	Food
To be updated	Food
To be updated	Food & Sweet Treats

Managing the Sale of Alcohol

There will be 2 bars on site selling and distributing alcohol. The Organising company is also the licence holder and has applied for the TEN/Temporary Event Notice.

Wanda Nation will be managing both bars and will hire trained bar staff to deliver the service. Operating a challenge 21 policy along with displaying the following posters around the bar.



Catering Requirements (Food, drink, water)

The following information is to be provided for each caterer

- Name of Business
- Address of Business
- Contact telephone number
- Name of local authority that they are registered with
- National food hygiene rating (if available)

Fencing and/or barriers

How fencing will be used

2.4m Heras fencing will be used as a perimeter fencing with one main entrance, one main exit and a secondary exit/emergency point. Erected by the Core set up team with reinforcing panels placed at agreed intervals with exact locations shown on the site plan.

Crowd control barriers will be used to keep the public away from hazards or staff areas. They will also be used to channel guests as required.

Electricity, Water, Gas Supply and Generators

How electricity, water, gas supply or other flammable liquids will be managed at the event

Food concessions will provide their own LPG and will be asked to provide the gas safety certificate for their appliances. Only one spare LPG cylinder will be permitted per concession/stand. Certification and storage of LPG will be checked by the site manager before the site opens to the public.

Gas LPG will be used for the cooker supplied by catering equipment company

Bottled water will be provided onsite and accessed for all uses of the event

There will be 2 generators provided to supply lighting and power to the marquees, open area and entertainment equipment. Each generator will be positioned away from public areas (see site plan) and be secured with security fencing placed (2.4m Heras) and have a CO2 fire extinguisher placed by it. The generators will run for the duration of the event without the need for refuelling.

Any refuelling will take place at the end of the first day or beginning of the second day.

All electrical supplies will be RCD unit protected and installed by a core crew electrician. All cabling will be run away from walkways, where this is not possible they will either be trenched or covered with a cable ramp. The electrical installations for the site will be signed off the crew electrician before the site is opened to the public.

Temporary Structures

The following temporary structures will be used e.g. gazebos, marquees, staging

Four - 5m x 5m

One 10m x 25m

One 12m x 18m

All marquees erected by competent contractor and signed off by their project manager. A completion certificate will be provided to the site manager before occupation

Ten 3m x 3m Gazebos will be placed for additional staff areas all weighted as appropriate

Traders stalls - Traders will provide purpose built stalls these will be checked for weighting prior to opening

80 Pods of 3 sides measuring 3.5m width and 2m height will be installed and covered with natural raw fire fabric material, stabilisers will be placed at agreed intervals to mitigate toppling

Low level platform staging will be used to create a raised bar and music area

Fire Safety

A 4m clear route will be established around the external perimeter for emergency services access.

- All concession structures will be separated by 4m
- Fire points will have a Water and CO2 extinguisher (placed on a stand with identifying signs) will be placed at the following locations (also shown on site plan)
 - One set by entertainment
 - One CO2 by each generator
 - One set by each bar
 - One set by Entrance/Exit

• Food concessions are expected to have their own fire safety equipment

• The perimeter fence will have 1 emergency exit, 1 exit and 1 main entrance.

The emergency exit will be a loose Heras fence panel, which will be opened by a named steward when evacuation from the site is required. All evacuation points will have a green

and white fire exit banner secured on them, which is visible from the centre of the site. It is expected that the attendance for this event will not exceed the venue capacity.

- Work lighting will illuminate the site including the escape routes and exit points when dusk begins to fall.
- All food concession with cooking facilities will be asked to submit or complete the fire risk assessment form from the Fire and Rescue Service.
- Only one spare LPG cylinder will be permitted per installation. The location of all LPG appliances will be identified on the site plan.
- No more than 5 litres of spare fuel can be stored on site per portable generator and a CE approved container must be used. Anything not conforming will be taken off site.
- A bin area will be provided and all event participants asked to remove combustible rubbish throughout the day to ensure there is not a build-up. Stewards will also monitor this.
- Marquees open to the public will be open sided so not require designated exits, escape signs or emergency and have not specified limit on capacity.
- An emergency evacuation plan is in place with all stewards and other key staff briefed in its

Licence

A TENS has been applied for this event

Musical Entertainment

The event will have amplified music at a level agreed. Headphones will be used in the Secret Gardens. As the expected attendance will be under 499 a TENS has been applied for by the event manager.

PRS will be contacted to make a notification regarding the pre-recorded music
The entrance desk area will have a sign displayed for any complaints of noise

Attractions

To be updated

Medical and First Aid Cover

There will be 2 first aiders on site, one floating and one stationed at the first aid / medic station within the Event Control for both sites.

The local ambulance service will be called for any emergencies

The nearest hospital is Croydon University Hospital

Public Health and Welfare

Toilet Facilities

Temporary toilets will be provided within the event at a location specified on the site plan. These will be self-contained units with sanitisation facilities

A total of 5 units for each site. There will be 1 disabled access toilet included in this number

There will be 1 toilet attendant to provide compulsory hand sanitation for visitors before and after entry

Waste Disposal

Disposal, rubbish, litter

A skip will be provided for bagged waste and removed by contractor after the event
 More waste facilities will be provided for customers to dispose of items in a non-touch way e.g. Open Bin receptacles
 Frequent centralised disposal of all stored rubbish for staff, workers and customer bin receptacles
 Traders will be require to use the central disposal point for waste
 Additional open bins will be provided for the public to use, which will be monitored and collected by stewards not on station. Traders and stall holders are expected to remove their waste to the waste area provided that has large wheeled bins (identified on plan).

Litter will be picked throughout the event and all patrons encouraged to use the open bins provided

Noise Management

All speakers are facing in the South Eastern direction and positioned so that speakers are facing away from residential properties and will end by 22:45. There are large trees and bushes in between the event and residents, which will also help to act as a sound barrier. Sound levels will be monitored throughout the event by the sound technician including any attractions.

Event Site Accessibility

There is an accessible toilet onsite and all parking is also accessible. Guests can enter and exit the event site without encountering stairs as it has level access however since the site is on grass if the ground has become soaked it may be difficult for wheelchair users

Steward and Marshal Management

Steward Roles and Responsibilities

The event stewards will take on the following roles:

- Providing information to guests on the outline of the events & location concessions & facilities
- Monitor the accumulation of rubbish and report where this is happening. Emptying of bins may be required.
- Monitor stands, stalls, entertainment and attractions etc for any activity of concern that might put them or the public at risk and report this to the steward co-ordinator when this might be happening. Take action to stop the activity if there is imminent risk to safety otherwise take action as instructed
- Monitor visitor activity and report to the steward controller any antisocial or other. If a member of the public doesn't comply with a request this should be reported.

Steward & SIA Positioning

5 - 6 SIA Staff

10:00 – 22:00 Shift 1

12:00 – 0:00 Shift 2

2 SIA will be stationed on the door to perform searches on entry for each session with 2 stewards

1 SIA will be placed on the NW perimeter point to observe South & East vantage points

2 SIA Floating the floor

1 Head SIA will be allocated to Event Control and Revenue Protection

6 General Stewards

10:00 – 22:00 Shift 1

12:00 – 0:00 Shift 2

Stewards will be placed on perimeters on SIA relief breaks or incident response

1 Steward will remain on the door with 1 SIA for when a request for entry by late comers is made

Stewards will be placed in observing positions across the site

1 Parking Marshal 13:00 – 23:00

Steward Uniforms

All Stewards will be wearing official branded staff t-shirts and hi-viz jackets

SIA Roles**SIA Duties**

Revenue Protection Door & Bar

Perimeter Protection

Anti-Social Behaviour Responses

Liaising with Authorities

Steward Training

Stewards will come from a pool of stewards previously used for events

A briefing will be held the morning of the event before the gates open to run through any changes, key responsibilities/concern and answer any last minute questions.

Stewards Briefing Information

- All stewards are accountable to the head steward / head of security
- Please stay at your allocated position until you are sent for a rest/lunch break.
- All stewards will be issued with a hi-viz vest and radio.
- Stewards will be briefed at the pre-event meeting on how to use radios.
- Stewards are not to get involved with crowd issues but to report this or any other incident to event control/head of security
- Please familiarise yourself with the location of the first aid point, fire extinguishers and the emergency procedures

Event Team & Steward Communication

2 way radios will be used by all stewards and the event team. Radios will be tested and work in all parts of the event site. They will be charged night before and signed out to each steward on duty. There are spare batteries and radio units should one be lost, broken or stop working. Headset and mics will be provided so visitors can't hear the open messages. There is also a mobile phone list as a backup. Radios will also be issued to the SIA staff who become part of the steward team for the purposes of the event

Emergency Planning

Fire

In the case of fire – Extinguishers will be used in the first incidence, secondarily the area will be evacuated of any personnel or visitors and the fire service will be called to respond

Power Failure

In the case of partial power failure an announcement will be made to the area affected that there are technical issues and the backup generator will be used whilst reconnection for the failing part of the ring is corrected, if unable to reconnect to the main power a separate connection to the backup generator will be made.

In the case of total failure of the main generator the backup generator will used for the duration of the event.

If total failure cannot be corrected the event will be ended and closed down will take place

Determining Incidents & Escalation - Responsible Person(s)

The event manager in consultation with the head of security and site manager will be responsible for determining the escalation of incidents and the Event Manager will take ultimate responsibility for reporting. As a proxy Head of Security will be permitted to make the determination then finally the Site Manager will be the final proxy

Reporting Incidents to Emergency Services – Responsible Person

Event Manager will contact the emergency services by mobile phone on instruction from the event manager

Contacting Local Emergency Services

The emergency services are notified through the 999 system.

Emergency Services Arrival On Site – Responsible Person

The Site Manager will make themselves known to the emergency services when they arrive and advise them on the nature and scale of the incident and what has been done by the event team to that point.

Emergency Services Responding to Incidents - Entrance/Access Points

The main entrance/exit point for the event has a section to one side that is constructed of crowd control barriers and easily removed. This allows immediate access to the emergency route around the West and North of the perimeter of the event. There should not be a queue

of visitors at this position and those that are there will be managed by stewards.

Event Control is also located on the South side of the event site of the pathway which enables direct access for those already in the medical area

Crowd Control During Incidents – Responsible Person

Head of Security will receive information from stewards, sia and the event team on incidents and crowd behaviour. SIA Officers & Stewards will be instructed to react accordingly depending on the situation.

Crowd Control - Event Evacuation

All incidents will be reported to the site manager who will attend the scene and either make a decision on the spot or consult with the Head of Security or Event Manager where there may be wider or significant impact.

Small scale incidents, which are not likely to affect many people will be dealt with by stewards and a member of the event team if necessary. A cordon will be established around the incident to keep the public away for their protection and allow space for treatment.

Medium scale incidents – small scale incident that have escalated or an incident that involves a larger number of people. Initial response will be by security and the site manager and a cordon established. A decision may be made to evacuate an area of the site by stewards moving out from the incident asking visitors to move back. This will be towards an exit in preparation for a full evacuation. The event manager will decide whether the incident is sufficiently serious to call the emergency services in anticipation of an escalation in seriousness (e.g. fire, large scale antisocial behaviour). The PA will be used to inform visitors.

Large scale incident – a medium scale incident that has escalated a major incident or large scale disturbance where there is imminent danger to visitors. At this stage the emergency services would have been contacted and a full evacuation called. In this case stewards would be directed to continue moving out from the incident directing visitors to the exit point. Alternatively starting from as close to the incident as possible and start moving visitors to the exits.

Evacuation Communication

To avoid unnecessary panic should radio conversations be overheard by visitors, code words will be used to identify specific incidents, once an evacuation starts these aren't important:

Fire – Mr Sands (e.g. Mr Sands + Location)

Suspect packages – Mr Franks (e.g. Mr Franks + Location)

Creating a cordon – localised evacuation done by stewards giving verbal instruction as directed by the steward co-ordinator or event manager.

Partial evacuation – movement of visitor from the area of the event affected by the incident to a safe area still with the event ground. Started by stewards giving verbal instructions creating a cordon using of loud hailers as necessary. The PA system will be used to inform visitors.

Full evacuation – total movement of all visitors out of and away from the event ground. The PA is used to announce the evacuation and why. Steward will give verbal instruction (some with loud hailers) of where the nearest exits are and ensure everyone has evacuated the site.

Weather

The weather forecast will be monitored by the site manager during the week before the event. If the weather deteriorates and is likely to significantly affect the event, alternatives will be discussed by the event team.

Rain - If the ground become water logged in the run up to the event, the event manager will take the decision on whether the event should be cancelled. If there is heavy rain during the event the performances will need to be postponed or cancelled.

High wind - this will be measured on site. If the measurements reach the maximum recommended by the marquee supplier additional securing straps will be added and the marquees/areas evacuated not used. If the strong winds continue and the safety of visitors is at risk the event will be cancelled and the event ground evacuated during site build or while the event is running.

High temperatures: Should high temperatures occur regular messages will be broadcast from the PA advising visitors to use sunscreen and drink plenty of water. Water will be available to those treated by first aiders and for staff. Drinks are available to buy from food concessions and visitors are able to come and go from the event as necessary.

Key Signage

The standard green exit signs will be placed above each of the emergency exits. This will be large enough to be seen from the centre of the event site.
The first aid tent/ event control will have sign large enough to be seen from a distance.

Incident Management

Welfare of Children

Minors under the age of 14 will not be admitted on site without an adult over 18. All minors will be offered a contact in case of emergency wristband which will be used to locate the parent or guardian

If a minor or vulnerable person is alone they will be asked for contact information to contact a relative or guardian if applicable if they are in distress. The person will be visually checked by medical and the appropriate services will be called if necessary.

If the minor or vulnerable person has come to the event with another person an attempt will be made to locate them via the PA system or using a Megaphone.

Incident Reporting and Investigation

A HSE incident log book will be held with Event Control to allow them to monitor the situation and take all the necessary details for review post event.

All accidents, medical incident or near misses will investigated by the site manager/head of security during the event to establish whether any immediate changes are required to prevent similar accidents happening again. All accident, medical incidents and near misses will be recorded by the Site Manager/Head of Security as they are reported using an HSE accident book. Should an accident be reportable under RIDDOR this will be completed by the event manager and submitted to the Local Authority enforcement team. All accident reports will be considered in the planning for future event to identify any elements that

should be done differently.

Communication with the Public

The PA system will be used to communicate with the public in case of emergency and megaphones will also be in use as required to direct & communicate with crowds

Traffic Management

Traffic Management

The event is taking place off of the highway and is fully accessible to all who are coming from the parade side for those parking in the lower tier car park they will be required to either drop off at the top of Anerley Hill before heading to the car park or make their way back up the hill to access the event entrance.

The location is the same as if patrons were to visit the fun fair which is regularly held on the Top Tier

Parking

All traffic will be directed to the lower tier car park which will be communicated prior to the event taking place.

The car park operating times are 11:00 – 23:00 this will close for entry at 21:00 and become exit only.

Due to free parking being available on the Lower Tier it is less likely that patrons will park on side roads. There will be access to 350 spaces on the lower tier, which means that the roads in the local vicinity should be largely unaffected

There will be signage around the park to highlight to local residents the activity taking place on the Top Tier

Staff and Trader parking will be located on the Top Tier in an allocated area shown on map

Safest Exit Routes & Pedestrian/Vehicular interactions

Pedestrian Exit routes will be direct to the Parade and buses in various directions

Prior to 22:00 it is safe to exit to the Train Station and Lower Tier car park heading East through the park as a short cut – after 22:00 patrons will be advised to go via the main road down Anerley Hill but free to still access the East direction of the park

Since Crystal Palace Park is an open public thoroughfare visitors will not be prevented from exiting through the Park to various parts of the Borough

At no point will visitors interact with vehicles on site.

Road Closures
There are no planned road closures scheduled or required
Highway Signage
There are no requirements for highway signage

Appendices

- I. Site Map
- II. Risk Assessment
- III. Covid-19 Secure Measures and Assessment
- IV. Supplementary – Covid Secure Egress & Ingress
- V. Supplementary – Security Overview
- VI. Public Liability Insurance

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Egress and Ingress Control Consideration Factors

A popular recent idea for larger events is to purposely stagger numbers of arrival and departure by dividing the event into sessions e.g. AM + PM staggering is not a priority due to the following factors, however there are different elements to the event which means that staggered arrival is inevitable which will reduce congestion

- **Size of event being outdoors**
The event is relatively small 499 total on each side in comparison to the size of the event space >7200sq m total space each side. Even with COVID-19 low risk transmission factored in, this is still an unusually large area for this number of visitors
- **Amount of space available on arterial approach to the event space**
The egress and ingress is also mitigated by being outdoors which means that there is no cause for transmission concern given that visitors will not be suppressed by any width to infringe on social distancing when arriving or departing
- **2m wide one-way lanes available for entry and exit**
There are 2m wide routes for both entrance and exit of 3 – 4.5sq m which ensures that you do not develop pinch points. Visitors will naturally be given enough space for social distancing both on arrival and departure
- **Multiple number of arrival and dispersal route options available**
There will be separate entry and exit lanes for each side of the event site
- **Amount of visitor space within the venue**
Each side has in excess of 5000sq m of usable space by visitors which equates to 10 - 11 sq m which is way beyond the pre-covid 0.5sq m per person outlined in the Purple Guide for events. Air born transmission cannot travelled further than 2m

Capacities

85% Max Capacity Visitors each side = 425 Visitors at any one time

15% Max Capacity of Staff/Contractors = 74 Staff / Contractors at any one time

Communal Corridor

The arterial pathway (communal corridor) which connects Side A and B measures 14 – 15m in width which allows a 5 lane system to operate with built in one way lanes and social distancing

At the end of the event the main exits will remain open and if at all necessary an additional exit on each side can be opened if a bulk amount of visitors are departing at the same time

Entry & Access

On arrival there will be 2 lanes on each side for entry merging into a central check points for bags

There will be a middle lane which will be open as the thoroughfare for the general public to continue to shortcut through the park

The entry lanes will be organised to queue against the perimeter of the event sites

Side A going down into the park 145m+ available in 2 lanes with an additional recess

Side B queues can either go down into the park or NW behind the Secret Garden

It is likely that 30% capacity will be pre-booked pods

There will be additional stewards drawn from floating positions at peak times to assist with the inflow of visitors

To assist visitors with picking the right side for them there will be a list of vendors and an overview of the activity space

Visitors are permitted to flow across the sites as long as capacity has not been reached on the selected side that they wish to enter, they will be required to do a bag check each time for basic contraband

Tickets

Tickets for free access will be available online and priority will be given to ticket holders, those not holding a ticket will be able to wait to if capacity has been reached on both sides. They will be permitted entry once capacity has eased in line with permissible numbers

Number Monitoring

Either a steward or security officer will do the initial counts of staff before the site opens so that it is clear what the ratio will be for the day

Additional Exits

Side A – 2nd exit would be located towards the South direction

Side B – 2nd exit would be located towards the North West onto the Parade

Closing

If necessary a soft close can be operated for any of the following

Activity Area Side A

Activity Area Side B

Markets Side A

Markets Side B

Pods Side A

Pods Side B

Dispersal Routes

There are multiple ways to leave the locality/local vicinity which means that you avoid concentration and dense pockets of visitor e.g. every one waiting on a shuttle service or one bus to do their onwards journey

Bus Terminal

Multiple bus routes in all directions

Walking Routes

East into the Park where there is unobstructed dispersal options

- Further East through the park towards Penge
- South East towards Crystal Palace train station or Anerley

North East towards Lawrie Park Ave heading towards Sydenham

North West towards Dulwich Wood Road / West Dulwich / Sydenham Hill

South towards Norwood

Car Park

Located on the lower tier

Trains

Crystal Palace Station

Level of Service

Pre-Covid LOS

The computation uses a standard min of LoS C per person which is $1.22\text{m}^2 = 1.49\text{sq m}$, where each person covers on average 73m per min

The average personal area of an individual is 0.35m^2

Pre-Covid there was a general consensus of allowed crowd density of 2 persons per m^2

The LOS determines how comfortable it is for a person to move within a crowd

Covid-Secure LOS

The computation will use a standard min of LoS C + 64% adjustment per person which is $2.00\text{m}^2 = 4\text{sq m}$, where each person covers on average 60m per min

The average personal area of an individual is 0.35m^2

Pre-Covid there was a general consensus of allowed crowd density of 2 persons per m^2

The LOS determines how comfortable it is for a person to move within a crowd

Crowd Density

Risk Levels

Crowd density if number of people per square metre, the higher the density the more the risk

Crowd Density	When	Risk Level
1	Ideal	Low
2	General	Low
2.5		Low – Med
3		Low – Med
4	Pre-Covid	Med

1 person takes on average 82 secs to cover 100 metres, if 2 people are walking same pace, average time is increased to roughly 100 seconds for a more leisurely pace and stoppage

$60000\text{ ms} = 60\text{ sec} = 1\text{ min}$

$0.00820 = 1\text{m} \mid 0.0820 = 10\text{m} \mid 0.820 = 100\text{m}$

Flow Rate - Pre-Covid

Crowd Density	1m	10m	25m	50m	100m
1 Crowd Density	820 milliseconds	8200 milliseconds	20500 milliseconds	41000 milliseconds	82000 milliseconds
2 Crowd Density	1000 milliseconds	10000 milliseconds	25000 milliseconds	50000 milliseconds	100000 milliseconds

It will take 100 seconds for each person to be 100m away from the event site where they can then continue to further disperse via various routes listed

Flow Rate - Covid-19 Secure

Time it takes for CD to flow x metres

Crowd Density	2m	10m	25m	50m	100m
1 Crowd Density CD1	1640 milliseconds	8200 milliseconds	20500 milliseconds	41000 milliseconds	82000 milliseconds
2 Crowd Density CD2	2000 milliseconds	10000 milliseconds	25000 milliseconds	50000 milliseconds	100000 milliseconds

100 seconds for a CD 2 to be 100m away from the event site where they can then continue to further disperse via various routes listed

Dispersal Times

First & Last Constant Flow Times - Pre-Covid

CD Measure completes 1 metre distance before the CD Measure starts. For the purposes of illustration we are setting computations at [time per 100 persons] and [time per 200 persons] per lane per side.

Crowd Density	Dispersal Start Time	Dispersal Finish Time
First CD1	00m:00s:000ms	01m:22s:000ms
Last CD1	01m:22s:000ms	02m:44s:000ms
First CD2	00m:00s:000ms	02m:30s:000ms
Last CD2	01m:13s:000ms	03m:43s:500ms

First & Last Constant Flow Times - Covid-19 Secure

CD Measure completes a socially distant 2 metre distance before the CD Measure starts. For the purposes of illustration we are setting computations at [time per 100 persons] and [time per 200 persons] per lane per side

Crowd Density	Dispersal Start Time	Dispersal Finish Time
First CD1	00m:00s:000ms	01m:22s:000ms
Last CD1	02m:42s:360ms	04m:04s:360ms
First CD2	00m:00s:000ms	01m:40s:000ms
Last CD2	01m:38s:000ms	03m:18s:000ms

Dispersal Using 1m Wide Egress Lanes Pre-Covid

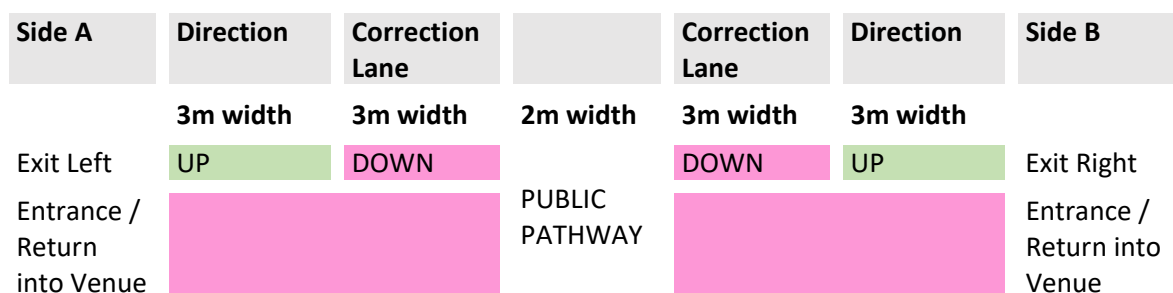
To Egress People 100m away from Site to Dispersal Routes	Side A Left Lane To Local Buses + Parade	Side A Right Lane To Car Park + Trains	Side B Left Lane To Car Park + Trains	Side B Right Lane To Local Buses + Parade	Total Possible Egress to 100m
CD 1 [100 per lane]	2m 44secs	2m 44secs	2m 44secs	2m 44secs	400 people 2m 44secs
CD 2 [100 per lane]	3m 43secs	3m 43secs	3m 43secs	3m 43secs	400 people 3m 43secs
CD 1 [200 per lane]	1m 22secs	1m 22secs	1m 22secs	1m 22secs	800 people 1m 22secs
CD 2 [200 per lane]	1m 52secs	1m 52secs	1m 52secs	1m 52secs	800 people 1m 52secs

Dispersal Using 2m Wide Egress Lanes Covid-Secure

To Egress People 100m away from Site to Dispersal Routes	Side A Left Lane To Local Buses + Parade	Side A Right Lane To Car Park + Trains	Side B Left Lane To Car Park + Trains	Side B Right Lane To Local Buses + Parade	Total Possible Egress to 100m
CD 1 [100 per lane]	4m 04secs	4m 04secs	4m 04secs	4m 04secs	400 people 4m 04secs
CD 2 [100 per lane]	3m 18secs	3m 18secs	3m 18secs	3m 18secs	400 people 3m 18secs
CD 1 [per lane 200]	8m 08secs	8m 08secs	8m 08secs	8m 08secs	800 people 8m 08secs
CD 2 [per lane 200]	6m 36secs	6m 36secs	6m 36secs	6m 36secs	800 people 6m 36secs

Visitor Directions Organisation Flow

If a visitor wants to change direction they will need to use the correction lane and cross into the lane they need to continue in the direct they would like



Exit Right **DOWN** **UP** **UP** **DOWN** Exit Left

Per Metre Per Minute Flow

Pre Covid-19

Flow Rates with Crowd Density Factored Low to Low/Med Risk

1 Crowd Density Factor per m ² = 73 people flow per metre per minute	$60/0.820 = 73$ people passing the metre mark per min
2 Crowd Density Factor per m ² = 40 people flow per metre per minute	$60/1.0 = 40$ people passing the metre mark

Per 2 Metre Per Minute Flow

Covid-Secure

Flow Rates with Crowd Density Factored Low to Low/Med Risk

1 Crowd Density Factor per 2m ² = 36 people flow per metre per minute	$60/1.640 = 36$ people passing the metre mark per min
2 Crowd Density Factor per 2m ² = 30 people flow per metre per minute	$60/2.0 = 30$ people passing the 2 metre mark

If 2m front and back distancing is factored we would increase the LOS C by 69.5% to achieve a 2m social distanced flow. This means that a safe mass egress of 30 persons per minute per exit can be effectively achieved with full visitor departure for one side within just 7 minutes to road side

Based on the data illustration and the capacity of the event site in numbers divided by Staff + Visitors expectation we can plan for safe egress using 2 lanes on each event site side with exit signage along with the use of ped barriers, floor markings or cones with guide rope

If too many visitor are egressing at one time the use of ped barriers can be used or an additional exit can be opened

Exit Lane Signage

Side A

Exit Right > to Car Park + Trains

Side B

Exit Left < to Car Park + Trains

Exit Left < to Local Buses + Parade

Exit Right > to Local Buses + Parade

Security Overview

Security information supplementary to the EMP

All events that we hold are very family friendly and do not usually require huge teams. We have a mix of security and stewards who work the event. The door for 425 people each side would be max 2 SIA to pat & bag search a steward to monitor numbers plus door staff to scan entry if ticketed and wristband visitors.

2 SIA and 3 – 5 Stewards also float the site and perimeter plus Head of Security assigned across the 2 sites with Event Control as the main liaison

Security will be checking for the following items

Alcohol

Drugs

Noxious Substances



This document is a response to the communication received regarding a ban on all large gatherings.

From: Steve Phillips – Head of Licensing

Each outlined box is a section from the email/letter with a response drafted by the

Responder: Wendy Cummins, Event Organiser - Wanda Nation

Email Received: Fri 24 Jul 2020 17:57

Borough: LB Bromley

Date of Organiser's Response: 27 July 2020 14:55

Licensing Statement:

Dear Event Organiser,

- a) *The current position in L B Bromley in respect of large gatherings has been brought to a head by the proposal by several event organisers planning to have events at which there will be a significant number of people (a large gathering) in the coming weeks and months. Government guidance clearly states the following "At this time, venues should not permit live performances, including drama, comedy and music, to take place in front of a live audience."*

Organiser's Response:

THIS INFORMATION IS OUTDATED AND SUPERSEDED BY LEGISLATION AND GUIDANCE RELATED TO ENGLAND'S RECOVERY FROM COVID-19

Please provide clarification of this statement since statutory legislation clearly states the following and the reference has been made to outdated guidance produced in March 2020 when the country was in the height of the pandemic. Since March 2020 legislation and guidance have been updated in respect of both outdoor and indoor events. In the guidance below it is clear that the following reference "Venue managers should ensure sing-alongs or similar activities are avoided." is in relation to the indoor venues as they reopen Aug 1.

Legislation:

States the following: -

Restrictions on gatherings

5.—(1) During the emergency period, unless paragraph (3) applies, no person may participate in a gathering which—

(a) consists of more than thirty persons, and

(b) takes place—

(i) in a private dwelling, including a houseboat,

(ii) on a vessel, other than a houseboat or a vessel used for public transport, or

(iii) on land which satisfies the condition in paragraph (2).

(2) Land satisfies this condition if it is a public outdoor place, which is not—

(a) operated by a business, a charitable, benevolent or philanthropic institution or a public body as a visitor attraction, or

(b) part of premises used for the operation of a business, charitable, benevolent or philanthropic institution or a public body.

(3) This paragraph applies where—

(a) in the case of a gathering described in paragraph (1)(b)(ii) or (iii)—

(i) the gathering has been organised by a business, a charitable, benevolent or philanthropic institution, a public body, or a political body,

(ii) the person responsible for organising the gathering (“the gathering organiser”) has carried out a risk assessment which would satisfy the requirements of regulation 3 of the Management of Health and Safety at Work Regulations 1999 **F1**, whether or not the gathering organiser is subject to those Regulations, and

(iii) the gathering organiser has taken all reasonable measures to limit the risk of transmission of the coronavirus, taking into account the risk assessment carried out under paragraph (ii),

Reference: <https://www.legislation.gov.uk/ukxi/2020/684/regulation/5>

Government Guidance

States the following:

Outdoor performances are permitted given the risk of transmission is lower outdoors. You should only be seated with members of one other household and, wherever possible, socially distance from those you do not live with (or who are not in your support bubble) to reduce the risk of chains of transmission.

Currently, venues should not permit indoor performances, including dramatic, musical or comedy performances, to take place in front of a live audience. The government is piloting indoor performances with a socially distanced audience in accordance with COVID-19 Secure guidelines.

From 1 August indoor performances to a live audience can begin to take place, in line with COVID-19 Secure guidelines, subject to the successful completion of pilots, and provided prevalence remains around or below current levels.

There may be an additional risk of infection in environments where you or others are singing, chanting, shouting or conversing loudly. This applies even if others are at a distance to you. Venue managers should ensure sing-alongs or similar activities are avoided. You should also avoid environments that require you to raise your voice to communicate with anyone outside your household.

Reference: Section 3.12 - <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do#visiting-public-places-and-taking-part-in-activities>

Licensing Statement

b) *I had serious reservations about the events in question taking place in the current Covid situation.*

Organiser's Response:

06/07/2020 – Email sent to Parks Management, Licensing and Police to share Organiser's plans to apply to deliver outdoor events in the Borough where specifically welcomed any commentary or questions relating to the plans and ideas

Response from Steve Phillips Licensing – **NONE**

07/07/2020 - An email was sent direct to Licensing requesting a conversation about the best way to licence the plan and an initial site map outlining the areas being considered for use

Response from Steve Phillips Licensing – **NONE**

Considering the “personal reservations”, it would be helpful to gain clarity on why the requests for consultation in order to inform or confirm the reservations first hand were met with contempt and silence – since as key decision makers for the Borough it would have been helpful all around

Licensing Statement

c) *Further to this I instigated a number of meetings to discuss the issues with Public Health England(PHE), Metropolitan Police and the London Covid Response Team to obtain their views and guidance to assist the authority in make a decision about whether these events should be allowed to go ahead.*

Again where was the involvement of direct consultation with ourselves as Event Organisers to seek a professional opinion of how as industry providers we would be looking to adapt our environment to be Covid-19 Secure and compliant with Government guidance?

Were the instigations of the meetings set to:-

1. Subjectively confirm personal reservations
2. Objectively inform personal reservations
3. Collectively understand how the Borough could best serve the Community that leisure and live in Bromley (from both within & bordering the Borough) along with utilising guidance from central Government to enable a return to a new normal

Please provide the minutes of these meetings under the Freedom of Information Act, so that we can all gain a better understanding of the way that meetings are being held in respect of decision making and governance within the Borough.

Licensing Statement

d) Further to this the their responses are briefly summarised below.

(London Covid Response Team) “according to Government guidelines (<https://www.gov.uk/guidance/covid-19-guidance-for-mass-gatherings>): “In line with the social distancing guidance it is advised that large gatherings should not take place”. For the time being, there is no reason to suggest that mass gatherings guidance will be altered. Festivals are not compatible with social distancing and staying alert guidance

Organiser’s Response:

THIS INFORMATION IS OUTDATED AND SUPERSEDED BY LEGISLATION AND GUIDANCE RELATED TO ENGLAND’S RECOVERY

This guidance is dated **16 March 2020** written when as a country/region/borough we were in the midst of the pandemic. We are now in July, nearly August 2020 on the roadmap to recovery when the Government is actively encouraging business and industry to bounce back, be creative, “Enjoy Summer Safely”. Categorically the information relating to large gatherings has certainly been updated. It is worrying that all outdoor activity is being classified as a festival when in no documentation or application is the outdoor even or temporary venue referred to as such.

If we were to use the same early/outdated guidance for illustrative purposes it also states the following:

“While the risks of transmitting the disease at mass gatherings are relatively low, these steps will also allow emergency services that would have been deployed for these events to be prioritised in alleviating pressure on public services.”

Firstly – The same guidance also states clearly “**...risks of transmitting the disease at mass gatherings are relatively low**”

Secondly – The same guidance also states clearly “**...these steps will also allow emergency services that would have been deployed for these events to be prioritised in alleviating pressure on public services**”.

It appears that the basis of the initial advice for mass gatherings outdoors in the height of the pandemic stems from the need to **alleviate pressure on public services** – this is clearly no longer the case as there is no undue pressure being placed on public services due to Covid-19.

Additionally this same web page also clearly links to updated information if anyone cares to view it, reference it and use it [latest guidance on social distancing](#)

It concerns me deeply that the London Covid Response Team would be using such outdated information to provide updates to the licensing department on such important, unique and fast moving decisions.

Reference: <https://www.gov.uk/guidance/covid-19-guidance-for-mass-gatherings>

Licensing Statement

- e) *Colleagues in PHE confirmed that the Covid infection rate in Bromley is no longer decreasing and that guidance in their opinion would not permit large gathering to safely to take place. As such any event involving large gatherings should be prohibited from taking place*

Organiser's Response:

THIS STATEMENT IS INCORRECT

Please confirm what data was used in this analysis to inform this opinion. Analysing the data from the official PHE website actually shows no significant increase in the last 28 days and a 50% decrease in the daily cases rate for Bromley since lockdown was lifted to allow gatherings in public places on 4 July 2020. The data seems to show that the 7-day average for new cases is consistently on a downward curve. I am truly shocked that colleagues in PHE would inaccurately state that the case rate is no longer decreasing in Bromley.

Cases Data Chart – Bromley

		Avg	Avg	Avg	Avg	Avg	Avg
W/END	Actual	7 day	14 day	21 day	28 day	35 day	42 day
13/6/20	6	0.9					
20/6/20	9	1.3	1.1				
27/6/20	2	0.3	0.8	0.8			
04/7/20	7	1.1	0.6	0.9	0.9		
11/7/20	7	1.0	1.0	0.8	0.9	0.9	
18/7/20	5	0.7	0.9	0.9	0.8	0.9	0.9
25/7/20	3	0.4	0.6	0.7	0.8	0.7	0.8

Link: <https://coronavirus-staging.data.gov.uk/cases?areaType=Itla&areaName=Bromley>

Licensing Statement

- f) *The Metropolitan Police stated they are of the opinion that currently no large gathering of people is advisable within the current covid restriction.*

Organiser's Response:

THIS STATEMENT IS INCORRECT

The official communication from the Met is as follows:

"Gatherings of more than 30 people are banned. There are exceptions for specific events, and for things like schools and workplaces."

<https://www.met.police.uk/advice/advice-and-information/c19/coronavirus-covid-19/coronavirus-social-distancing-rules-england/>

Licensing Statement

- g) *Clearly the advice we are getting from the lead body's in this area is that large gathering of people are still not compatible with the current guidance and advice.*

Organiser's Response:

Clearly the information/advice the licencing department received was deeply flawed, inaccurate and outdated. Therefore it is impossible to see how any good sound professional judgement has been used to base a decision on behalf of the Borough considering the information used. If legislation, guidance and due process is not going to be followed this is extremely harmful for the Borough. If this is how licensing is now or even historically being determined then we need change, as it is highly unfair for any Organisers operating within the Borough. There has to be more fairness in this process

The Government has created a 5-Stage Road Map for Performing Arts

RELEVANT STAGE ON AUGUST SUMMER EVENT DAYS

Stage Four - Performances allowed indoors and outdoors (but with a limited socially-distanced audience indoors)

It is important to note that these five stages relate most closely to the reintroduction of indoor events where there is more risk of transmission.

Risk of transmission outdoors is deemed as LOW because there is the added factor of wind/air exchange dispersing the virus

This could be one of the key reason why the MET officers operating outside do not wear and have not worn face coverings throughout the pandemic

Outdoors is technically listed as a **mitigation** by the government and is defined as follows

mitigation

/mɪtɪˈɡeɪʃ(ə)n/ noun

noun: mitigation

1. **the action of reducing the severity, seriousness, or painfulness of something.**

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do#visiting-public-places-and-taking-part-in-activities>

“In other spaces, mitigations could include installing screens, making sure people face away from each other, putting up hand washing facilities, minimising the amount of time you spend with people outside your household or bubble, **and being outdoors.**”

Licensing Statement

- h) *As a responsible organiser I am sure you appreciate the serious nature of the current covid situation.*

Organiser's Response:

As a society we all appreciate the serious nature of Covid-19, however this has not stopped Pubs, Restaurants & Bars from resuming the trade of their livelihood, colleagues from returning to the offices, fairgrounds from being able to operate, along with many medium - high risk indoor activities from taking place especially from 1 Aug 2020.

As per Government guidance outdoor events are considered low risk

More importantly, this is specifically why as an outdoor community focused event organiser I personally chose to **not** to attempt to deliver a festival with more variable considerations later this year but chose to create a more than suitable open air option to be able to mix the commercial with the community, in its provision. Central Government has said to be creative in developing solutions for each industry, to pilot opportunities and to mitigate the risk of transmission. Which as a responsible organiser I, myself have done.

Licensing Statement:

- i) *I also appreciate you have tried to mitigate the covid risk for your event, however, at this time we do not feel it is appropriate to have large gatherings or movement of people where it is not for essential activities.*

Organiser's Response:

Please clarify how licensing have attempted to appropriately assess and inform the way we have as an organisation sought to be Covid-19 Secure and additionally mitigate the risk of transmission beyond the obvious outdoors.

Licensing Statement

- j) *To that end the decision has been made to ban all large gathering events which involve live performances, including drama, comedy and music within the borough boundary. This will include festivals, and similar type activities, it is highly likely that this will also include organised fireworks displays as well, if any proposals are received.*

Organiser's Response:

Please provide confirmation if this is an official order or simply a block that has been made

Licensing Statement

- k) *I hope that in light of this early notification of this decision you will now cancel your event to prevent any further cost to yourselves being incurred.*

Organiser's Response:

I do not wish to cancel as I believe that my event is completely viable and as Organisers the approach to all of the departments was in the correct fashion with due process. Therefore I would like to continue to work with the Met's licensing department and continue with the TENS

Licensing Statement

- l) *I am afraid that if you do not cancel your event yourselves. I am satisfied that we have sufficient evidence to issue a "Directions" notice under the new powers bestowed on local authorities by the The Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020 which will prevent the event from taking place.*

Organiser's Response:

I am hopeful that a resolution can be reached and if necessary an alternative date sought if time does not permit the correction of the department's next steps. Please provide the evidence

Licensing Statement

- m) *This decision was not taken lightly and it will be regularly reviewed as the Covid situation progresses.*

Organiser's Response:

Based on the irrefutable information I provided above, as an organiser I am gravely concerned about the bias of this decision and the misinformation used to make this decision. I am requesting an immediate escalation for review in order to resolve this matter. A Covid-19 Risk Assessment is available upon request for review.

I would appreciate a response within 24 hours due to the timely nature of my TEN

Wendy Cummins

Project Director