



# EVENT MANAGEMENT PLAN

Event Safety Management Plan

Planning for July 2022  
Jennifer Gerald  
Event Safety Management Plan

# Event Management Plan

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As the Event Organiser, you are responsible for:

- Informing Brent Council of your event
- Seeking permission of the relevant land owner
- Submitting the relevant documentation to Brent Council in a timely manner to ensure it can be reviewed by the Events Safety Advisory Group
- Submitting road closure requests a minimum of 12 weeks before your event to satisfy Highways Authority
- Ensuring the overall safety at your event as far as reasonably practicable
- Ensuring that health and safety arrangements are in place to control risks
- Ensuring the competence of staff at your event to undertake their roles safely
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by Brent Council)
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event
- Informing the Performing Rights Society if you have live music at your event

**Disclaimer:** Jamaican elderly disabled charitable trust/UK will take no responsibility for lost or stolen items on the day.

## **Privacy Statement**

Your personal information is required for administration purposes. Brent Council is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. Brent Council may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

## **What happens to my event information?**

Your event notification form, event management plan, site plan, risk assessment and public liability certificate shall be sent to the Events Safety Advisory Group which consists of representatives from various departments Brent Council, Fire and Rescue, Wembley Police and other emergency services. Your information will not be passed on to any other party without your prior consent.

## **Contents**

- 1. Event Overview**
- 2. Site Management**
- 3. Incident Management**
- 4. Traffic Management Plan**
- 5. Event Safety Measures (Covid-19)**

*Please type your answers into the white boxes  
Please refer to our Events Toolkit when completing this document*

## Event Organiser Details

<b>Event Organiser Name</b>	Jennifer Gerald (BA. hons.) (Jamaica elderly disabled charitable trust/UK And Silvia Teller (Artist) Christopher Rodney
<b>Organization</b>	Jamaican Elderly ,Disabled Charitable Trust/UK
<b>Contact Telephone Number</b>	██████████
<b>Email Address</b>	jamaicancharitabletrust@outlook.com
<b>Name of Event</b>	A Time to Connect 2022
<b>Location of Event</b>	Round wood park prefab Nw10 3sh. HARLESDEN ROAD opposite DOYLE GARDENS
<b>Date of Event</b>	Sunday July 24 <sup>th</sup> 2022
<b>Contact Telephone Number on day of the event (if different to above)</b>	██████████

### 1. Event Overview

#### 1.1 Event Overview

Please provide a description of your event
<p>We are living in the times of much uncertainty, which is due to the present Global Pandemic. Positive social connections are important for our physical and mental wellbeing. They can provide emotional support, practical assistance, information and a sense of belonging. Some people experience difficulties in connecting with other people, particularly when experiencing mental health problems or if they are excluded from the normal activities of society. This Event we hope we can combat this by bringing people together. The event consists of live singing performances by various artists, dance groups, sound system, live recorded music PA. many people have been living in isolation since the last lockdown, it's a time to bring people together again, were they can meet up with family and friends, and simply get back to the way they were. Community Music family entertainment on Sunday 24<sup>th</sup> July 2022.</p> <p>Although our charity organises regular small-scale promotional events, we want to provide a larger event that not only provides activities for the local community, but also draws in a wider audience to raise the profile of the area, promote local businesses/ leisure activities and generate income for the area.</p> <p>We shall have live PA performances by well-known reggae, RnB, tempo artists, comedy, live dance performance and intervals of music from sound systems from Brent. We want this to be a diverse cultural day, exhibiting equality and diversity.</p> <p>Many people from different parts of the country will come and enjoy the performances, and different types of music. There are no bands involved.</p> <p>There will be a mixture of entertainment and attractions including, an arena for performances and demonstrations. There will be a selection of promotional stalls for local businesses, and associations, which shall be housed in a number of marquees. There will also be stalls selling produce local to the</p>

area, these stalls will be self-sufficient and have their own stalls. We would like the quality to remain high and relevant to the event. There will be food concessions for performers, Staff and VIP only. 3 bars on site, situated in a 2mx2m marquee This will cut down on crowd queuing, and enable age identification.

1 beer bar.

1 spirits bar

1 soft drinks and water bar.

The CEO of the charity, Jennifer Gerald is taking on the role of event organiser and will be planning the event with the support of the other members of the public who are all taking on specific roles. With various types of support from local businesses, charities, schools, etc.

The event is being funded by our charity, and we shall be applying for Event funds.

#### Children Entertainment

There will be activities for the under 12s.

1.Face painting

2. Different sorts of Inflatables.

3.Hair braiding/for the Elderly/Children

4. Popcorn, Candy floss, slush

Equipment will be purchased, or hired from the local community, including nearby schools.

The event will be held at Round wood Park; Willesden NW10 3SH.It is expected that, many people will find their own transport to get to and from the venue.

There is no parking around the park and people are encouraged to use public transport on the day.

The Mayor of Brent

Jamaican commissioner will be invited to this Event.

#### **Ice cream van**

Beverages – Tea, coffee, herbal drinks, soft drinks Candy floss/popcorn

Sprits

Beers

Fresh Natural Juices: Supplied by DC Juices.

All Drinks will be supplied by Housewives cash and carry. Craven park, Harlesden high street.

Food especially for



Also Halal products

Health and safety first aid persons/ Fire persons/Lost and Found Children's Tent.


Please provide the following information about your event	
Event start time	12noon gates open
Event end time	9pm

## 1.2 Event Itinerary

Please provide timings of your event including set up and break down timings	
Date / Time	Action
Monthly increasing to weekly 2 months before event	Organising meetings regularly
Thursday 21st July 2022	Event manager arrange time to pick up keys for gates with council park services
	Flood lights x 2 delivery, to be used when getting dark. One will be placed at entrance, the second d will be placed at the exit.
	Event manager on site all day /meeting
Friday 22 <sup>nd</sup> July 2022 between 2pm to 6pm	2 Security persons on site& organiser Generators delivery, and 1 x male porta loo, 1 times female porta loo 1 x disabled porta loo, items will be set up immediately. This will be documented by security. The derigging will take place on Monday 25 <sup>th</sup> July 2022 at 9am. Generators to be made secure with barriers surrounding them.
	Delivery and erecting of barriers for crowd control, Fire equipment delivered to the site. Staging delivered, lighting. Sound lighting for stage. The Derigging of all equipment will take place on Monday between 8am onwards. Once fencing has been made erected around the event site,

	and made safe. Event can proceed.
Friday 22 <sup>nd</sup> July 2022 between 10am to 1pm	Marquees delivered and erected and made safe using steel clips to place them together. Event manager/Organiser on site meet security, rehearse, electrical sound engineer arrives to wire lighting. Two-way radios collected ready for use by stewards. Event stewards on site for rehearsals
Sunday 24 <sup>th</sup> July 2021 Event Day - 9am-9.30 EVENT DAY	Ensuring all staff are in position with Photo IDs, PPE wear, licenses and any other certification.
9.30am	Check all stall holders ID, first aid providers x3 on site, quick briefing about the day.
10am	Stalls begin to set up, all vans, cars to be off site by 11am.
10.30am	Music pa set up
11.15am	Everyone in place/ site inspection by event manager before opening.
12.00	Gates open to the Public

### 1.3 Programme of Events

<b>Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)</b>	
<b>12 00</b>	<b>Entry by tickets only...Tickets can be purchased on the day and at the Gates.</b>
<b>1300 to 1400</b>	<b>Addressing the people /Christopher Rodney /Miss Money Penny (Compares) open show live recorded music</b>
1400 14.30	Recorded music playing/Live DJs PA System
1500 to 15.30	Comedy act/singing
1600 to 1700	Dance performances
1700 to 17.30	interval
1800 to 18.15	ikool
18.15 to 18.30	Silvia teller
18.45 to 1900	Vivien sugar jones
1900 to 19.30	Surprise Artist singer will perform until 20.15

### 1.4 Event Management

#### Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities.

There may be other roles that are not listed here that are applicable to your event.

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

Role	Responsibilities
Event Organiser	<p>Ensuring people who are involved, briefed at least 1 week before event, 1 day before event remind everyone about timing, setting up. Ensuring adequate security on the grounds and around</p> <ul style="list-style-type: none"> <li>• Communicate with all so to understand their needs and wants and any special requirements for the event</li> <li>• Plan and organise the event with the view of purpose of our charity.</li> <li>• Design a lay out with the council.</li> <li>• Create flyers, leaflets and any other marketing tool to promote this event.</li> <li>• Hire key volunteers and security</li> <li>• pursue complaints that arise</li> <li>• Monitor goods on the day, ensuring everyone is compiling with rules and regulations set out by Government and Council.</li> <li>• Oversea on the day.</li> <li>• Monitor Health and safety requirements on the day</li> </ul>
Event Manager	<ul style="list-style-type: none"> <li>• Assist planning the event to meet our objectives</li> <li>• Follow up event organisers instructions;</li> <li>• Ensure all staff/ volunteers have a pass with our logo/ Name/ number.</li> <li>• Managing restraints</li> <li>• Ensuring on the logistics are running smoothly</li> <li>• Post event communication</li> <li>• Sending SMS's messages to volunteers/staff on the day</li> <li>• Monitor results of the day as they come in</li> </ul>
Site Manager	<p><b>Assist supervision of the crowd</b></p> <ul style="list-style-type: none"> <li>• Ensuring our requirements are met throughout the day</li> <li>• Reviewing our progress</li> <li>• Liaising with members of the public</li> <li>• Liaising with volunteers</li> <li>• Making safety inspections</li> <li>• Maintaining control</li> <li>• Keeping a record throughout the day</li> <li>• Selecting tools and materials</li> <li>• Assist with ensuring visitors and staff safety</li> </ul> <p>Deputy to the event manager should he/she not available Carry out regular site inspection throughout the day</p>
Health & Safety Officer	Report to events manager, Jennifer Gerald regarding any issues arising
Arena/stage Manager	<p>Conrad Powell to Programme entertainment in the arena. Work with the music pep throughout the event.</p> <p>Work with the music pep throughout the event. Ensure everyone has protective wear.</p>
Steward Coordinator	Organise the provision of stewards for the event

	liaise with security staff manage stewards breaks, delivery and breakdown of the event manage communication between stewards run steward briefing with events manager Ensure all stewards have their protective wear.
Press and PR coordinator	To co-ordinate all marketing and advertising for the event
	To Organise local dignitary or VIP attendance
	To Organise press attendance on the day

## 1.5 Crowd Management

<p>Please provide details on how you will manage the crowd at your event</p> <p>Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section</p>
<p><b>Is your event ticketed? If yes, what arrangements are in place for this?</b></p> <p>The event will be Ticketed only, there will be no exchange of cash at this venue. Tickets can be bought on the day. Entrants will be given a raffle ticket on entry, for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> prize to be announced.</p> <p>A Key volunteer and security personnel shall be in place in charge at the gate, of issuing the raffle tickets with assistance from a trustee This is an open Public event.</p>
<p><b>How will you manage capacity at your event?</b></p> <p>We shall be able to identify Hazards from crowd dynamics by determining the number of people who may attend and create a crowd management plan by the sale of tickets</p> <ul style="list-style-type: none"> <li>• Surging and swaying leading to crushing between people and against fixed structures</li> <li>• Falling and being trampled underfoot</li> <li>• Dangerous behaviour, such as climbing onto equipment/structures or throwing objects</li> </ul> <p>Planning in advance prior to event,        Make risk assessment        Know who the people may be attending        Ample signage        This is our first major event, so have no previous experience of how many will attend; the event would be advertised in the Brent NW10 area and others        Similar events that have been held in Brent, have been controlled by stewards and limits into the park have never been an issue. There will be an estimated 700 people should it be a hot day.</p> <p>The event site is a large open space, and social distancing will still be possible. The area where there is music playing, we estimate about 300 people. The type of audience that will be attracted to the music are usually between 20 to 60 years old.</p> <p><b>ASSAULT</b> an act of physical violence by one person against another, "assault" is usually paired with battery. In an act of physical violence, assault refers to the act which causes the victim to apprehend imminent physical harm, while battery refers to the actual act causing the physical harm.</p> <p><b>DRUNKEN VIOLET BEHAVIOUR</b>        In periods of uncontrolled drinking, an alcoholic will binge drink (drink until they blackout or pass out), or go on a bender (several days of sustained heavy drinking). When they are not drinking they tend to be restless, irritable, miserable, and discontent.</p>



**FIGHTING.** Encounter, engagement, affray, fray, action, skirmish, melee; scuffle, tussle, row, riot. We shall put in place an evacuation plan, which is to be monitored by security and stewards. Any persons exhibiting drunken or violent behaviour/ assault will be immediately ejected from venue and wristband removed.

**How will you manage the access and egress of the crowd?**

.Normal access and egress will be through a three-way gate system, which will be attended by two security personnel and one steward.. This allows an easy flow of people in and out. Entry into the event will not be a problem, as it will happen over a long period, as the site will be open in the morning.

Entrance < 1 for wheelchair users

1 for just ticket holders

At the end of the evening or through evacuation all visitors will be leaving the same time, to avoid a pinch point and extended exit time, Emergency exits: will be opened, and visitors will be directed to the nearest exit point. Ensure Guest satisfaction and safety by preventing prohibited items from entering the event and enforcing our event policies.

To Control and monitor access to VIP and restricted areas.

## 1.6 Advertising

**Please provide details of how you will advertise your event**

**How and where do you plan to advertise your event?**

We will be advertising through Facebook, Our website, [www.bringinghopetojamaica.co.uk](http://www.bringinghopetojamaica.co.uk). We shall also place adverts via radio station, Unique Radio. Word of mouth, posters. flyers will be placed in NW10 area of London in the radius of the park and surrounding areas

**Will the media be in attendance and if so how will you handle them?**

The Media will be invited to take pictures of the Event; the media Rep, Janet E Wilson will assist them throughout the event to reduce pressure of the event manager.

**May we use the details supplied here for publicity purposes or to give to interested parties?**

a)  Yes  No

JENNIFER GERALD (EVENT ORGANISER) Mob: [REDACTED]

b) If yes, which name and contact details can we release? Our name and contact

Jamaican Elderly Disabled Charitable Trust/UK [REDACTED]

**Would you like Brent Council to use their Social Media to help you promote your event?**

Yes that would be so great.

## 2. Site Management

### 2.1 Contractor Management

**Please provide details of any contractors that will be involved with your event**

**Please ensure that you check any safety documentation of contractors that you hire**

Company	What are they providing/doing?
Barriers company Nelsons fencing and barriers, Generators [REDACTED]	Supply and erect fences crowd control barriers
Marquees and event company Gazebros	Supply and erect 2 marquees large 4x6m
Charles grant	Supply and erect staging lights and sound
Toilets company [REDACTED]	Supply and erect 3 possible 4 porta loos
Generator company. Nelsons Hounslow	60k 3 phase generator with cables.
Fire brigade Wembley fire service	Fire persons
St Johns ambulance	First aid and provisions

## 2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event Please ensure that you check any safety documentation of traders	
Name of Organisation	Concession Type
Kids fun entertainment/Katrina Coley/[REDACTED]	Sweet corner, candy floss, chocolate bar, popcorn, slush machine,
Construction sound (sugar B)email:[REDACTED] Paul Stewart [REDACTED]	Sound system
Mikey Foreigner/General Slater	Sound system
Silvia teller/ Vincent Nap, and more	singers
Jordan Wilson-Anglin	Singer RnB
Holly Hunter	Cakes
Vivien sugar jones	Reggae artist
Vincent nap	All round singer/artist
Miss money Penny/Christopher Rodney	Compere
UP TOP Dance group, children focusing on education through dance	Dancers
Ming's kitchen Hounslow road	Chinese foods
Bianca Dennis	European foods
Ramsay's kitchen jerk	Caribbean food
Patroy Powell	Jerk man
Junior Thomas	Sky juice
jayymontrose	RnB singer
D Mac	DJ
DJ Ratty Hi life family	DJ
DJ Anna	DJ
Larry Xavier	DJ
ikool	Singer Contemporise
Chae, Contemporise	Dancer

Sale of Alcohol
If you are selling alcohol at your event, please contact the licensing department as you will require a temporary events notice. Please explain below how you will manage the sale of alcohol.
Yes. The sale of alcohol, Drinks will be managed in 3 separate marquees. POS system in place 1 Beer/lager tent 1 soft drinks tent

**1 spirits tent.**

**Water bar**

These will be operated by key Volunteers. There will be a VIP only seating area at the side of the stage, which will be a marquee and managed by Security staff contracted by the event organiser. 1 food server will be assigned inside marquee to attend to our VIP guest only.

A challenge 25 scheme will be maintained at the premises requiring that staff selling alcohol request that any customer who appears under 25 years old, whom is attempting to purchase alcohol, provides valid photo identification proving the customer is at least 18 years old. Clear legible signs shall be displayed to the effect that a challenge 25 policy is in place, that customers may be asked for proof of age and stating what acceptable proofs of age are.

A record of refused sales will be logged at the premise. All training related to the sale of alcohol, times and conditions of the premises licence shall be documented and kept at the premises.

#### **Catering Requirements (Food, drink, water)**

For each catering supplier/food stall that you have attending your event, please provide the following information:

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

**Kidz fun entertainment**

[REDACTED]

[REDACTED] harrow council/hygiene certificate/ harrow council.

**Junior Thomas**

[REDACTED]

Sky juice/ hygiene cert/ Brent council

**Bianca Dennis /safer allergy awareness cert. safer food./ Enfield council**

**Jerk man**

Pa troy Powell, food hygiene and safety cert/ [REDACTED]

**Ramsey's foods**

Alfred Ramsey hygiene cert / Hounslow council/

Ming's Kitchen [REDACTED] Hounslow council / hygiene rating cert

Readymade t shirts [REDACTED]

### **2.3 Fencing and/or barriers**

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location

Please ensure that you check any safety documentation of contractors that you hire.

Crowd barriers security fencing will be used, as a perimeter with one main entrance exit point and 1 emergency exit point. No advertising banners/flyers will placed on the barriers. Locations will be

At the entrance of Harlesden road

At the exit of Long stone Avenue

Heras fencing will be sited around the venue in a horizontal line 100 metres from the exit gate at long stone avenue.

Orange fencing will be used to cover flood lights which will be situated at the entrance of Harlesden Road and one on Long stone avenue exit.

Unauthorised access to the site/ security present to deter unauthorised entry from occurring.

Erecting of structures will be made secure and safe two days before the event and will be checked on the day of event.

## 2.4 Electricity, Water, Gas Supply and Generators

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids. Please ensure that you check any safety documentation of contractors that you hire.

There will be no Gas supplied on the site. Vendors will have to supply their own LPG, and asked for a gas safety certificate for their appliances.

Certification of LPG shall be sought before the event.

There is a water main at the site, to provide water needs throughout the event.

A 3 phase 60k generator supplied for electric, lighting, power to stage and marquees with cables

This will be positioned away from the public, and be secured with security fencing and will be secured with a lock, and have a CO2 fire extinguisher beside it.

Generators will run throughout the event without needing refuelling.

A qualified electrician will install all electrical equipment and supplies. All cabling will be away from walkways; cables will be covered and protected. Electrical installation of equipment will be signed off before the event is open to public.

## 2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging

Please ensure that you check any safety documentation of contractors that you hire.

10 marquees... 3x 2mx2m 2 x 4x6m 4 3x3m

- Specifications for each marquee provided by the contractor.

- 3 2x2m drinks tent –

Housing food stalls 4x6m.

4x6m. Seating area Open on 3 sides, stalls will consist of tables and posters stands.

Seating Area 4x6m tent for eating.

- Traders organised in a circular pattern with all sides open.
- 3m x 3m – Control tent to house first aid, lost and found children
- 3m x 3m tent to house event team, and rest area for stewards, event equipment.
- 3x3m to house VIPs, which will be situated next to the Stage
- All marquees erected by competent contractor and signed off by their in house design specialist. A completion certificate provided to the event manger before occupation of site opening
- VIP marquee) 1 x Security in place for licensed capacity requirement.

Power and lighting will be run after the marquees have been signed off Stage

- 4m x 6m – Provided and constructed by contractors. A purpose built aluminium sections on wide foot plates with a plywood floor resulting in a stage height of 1m. Steps with handrails are provided on each side.
- A lighting gantry will be erected over the stage secured using purpose building fixings to the side of the stage structure. All lamps will be secured with safety chains with strokes and lasers
- Speaker stack will be placed on either side of the stage and strapped to the stage frame.
- Specifications for the stage, lighting gantry and speaker towers are provided by the contractor
- The stage will be signed off by the contractor using an in house specialist. A completion certificate will be provided before it is used.
- No temporary structures will be used while they are being constructed traders will provide own stalls.

## 2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here. Please ensure that you check any safety documentation of contractors that you hire.

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

- All structures will be separated by 4m
- Fire points with a water and CO2 extinguisher (place on a stand with identifying signs) will be placed at the following locations (also shown on site plan)
  - Inside all marquees (2 in large marquees 1 in small)
  - 1 at either side of stage
  - Two in entertainment area
  - Two in Trader/exhibitor area (number needed to be finalised)
- Food concessions expected to have their own firefighting equipment
- The perimeter fence will have 2 emergency exits (including the main entrance). These will be a loose fence panel, which will be opened by a named steward when evacuation From the site is required. All evacuation points will have a large fire exit sign secured above 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.
- Standalone floodlighting will be provided to illuminate the site including the escape routes And exit points.
- All food concession with cooking facilities will be asked to submit or complete the fire risk Assessment form from the Fire and Rescue Service.
- 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. ALL GENERATORS will be made safe using barriers to keep the public and users safe. There is no smoking around generators at any time
  - 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 operation.
- 1 x security guard on each fire exit with security radios.

## 2.7 Temporary Events Notice

### IMPORTANT NOTE:

Licensable activities at your event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licences in place.

Please contact Brent licensing department for more information.

## 2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

### Important notes:

- If you have live music you may require a Temporary Events Notice.
- It is your responsibility to inform the Performing Rights Society ([www.prsformusic.com](http://www.prsformusic.com)) if you are having live music at your event.
- Please ensure that you check any safety documentation of contractors that you hire.

The event will have amplified music playing in the arena throughout the day. There will also be live performances PA on the day. Singing and dancing, and a comedy act.

There will be recorded music amplified, noise disturbance will be monitored throughout the day from three parts of the venue and a Sound monitor will be used by sound engineer to monitor the noise. See Noise plan.

## 2.9 Attractions

Please provide details of any attractions that will be at your event e.g. inflatable's, /children's games

For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme)

Please ensure that you check any safety documentation of contractors that you hire.

Name, address and telephone number of organisation	Attraction and ADIPS number if applicable
Inflatables LTD	
Kids fun entertainment, sweet corner, [REDACTED]	Slush machine, candy floss, popcorn, hotdog machine, Cupcakes, Mascots, and LED Photo Booth.
Inflatable booth, slide, mirror ,bouncy castle	All have safety certificates which will be checked
T shirts readymade [REDACTED]	Safety cert

#### 2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)
First aid provision is being provided by St Johns ambulance we will have completed a medical needs assessment on behalf of the event manager and both parties are in agreement as to the following provision: 2 Ambulance personnel, 4 first aiders The first aid point will be located at the event control marquee lost and found, with a separate entrance to give a private treatment area. 'First aid' signs large enough to be visible from a distance will be erected above the entrance to this marquee.

#### 2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:
<p><b>Toilet Facilities</b></p> <p>Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities. There may be a charge if toilets are required outside normal opening times (check with Dover District Council). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.</p>

Temporary toilets will be provided by Portaloo company within the event at a location specified on the site plan. These will be self-contained units with hand washing facility A total of 4 units will be provided one of which will be located by event control for staff use only. There will be two disabled access toilets with baby change facilities.

#### **Waste Disposal**

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor.

Dover District Council is NOT responsible for arranging waste disposal at your event.

Additional bins will be provided for the public to use, which will be monitored and collected by stewards not on station. Stall holders are expected to remove their waste to the waste area provided that has large wheeled bins (identified on plan). There should be enough to cater for the duration of the event, however should these bins become full they will be collected by a contractor.

As the event organiser if you anticipate that any waste bins within the event area may get full please indicate the position of these bins on the event site plan. If extra 'wheelie' bins are required in those areas, please state below how many and where.

Waste bins will be positioned around the venue in particular the food marquee. EXIT, ENTRANCE, STAGE AREA, FOOD MARQUEE OUTSIDE X4 AND 2 POSITIONED OUTSIDE CHILDRENS LOST AND FOUND

As the event organiser, are you happy to monitor waste and empty bins, moving bags to an agreed location? If so, bags will be provided by Veolia (please advise below how many rolls and where the bags will be left).

To avoid seagull damage, either request a late collection of rubbish (please indicate below time, where from and how many bags), or request a paladin bin to put the filled bags in.

Stewards will be in charge of this section. 5 Stewards will monitor the rubbish and remove through the day to rubbish point. Bags will be provided by our security team. We will be supplied with 100 rolls and the bags will be left to right of the exit of Long stone avenue for collection. Rubbish will be collected between 2100 and 21.30

#### **Noise Management**

Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music.

A noise checklist for event organisers and information on noise consultants can be found on Brent website.

Before event takes place, a thorough risk assessment will be conducted.

1. Risk to health and safety, from noise and who can be affected.eg, children, older people, and audience close to sound sources. After assessment we can:
2. Limit exposure by providing regular breaks from the noise.
3. Provide quiet areas from sources of noise to allow audience to reduce the risk of damage to their hearing, Tinniest, ringing in the ear, which often causes long-term pain.
4. Reduce overall sound input so that louder sections do not exceed safe levels.
5. Clearly communicate with event goers, displaying advance notices
6. Let neighbours know about the event.
7. See noise management plan



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## 2.12 Accessibility

Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access

The event site has level access; however, the whole site apart from 1 path running through the centre is laid to grass. If the ground is wet wheelchair access may be difficult. An off-street disable parking area will be available outside the main entrance of round wood park, Harlesden road. This area will be stewarded and only blue badge holders will be permitted. Spaces are limited. There will be secured viewing areas for wheelchair users and those with limited mobility either side of the stage and at the arena perimeter (created with crowd control barriers). This will be controlled by stewards. One disabled toilet will be provided on the event site. In particular, near a secured area.

### Suspicious items

- Do not touch
- If you are in public space, report it to steward or security, if not available call 999
- If you believe there is immediate risk to life, move at least 100 metres from the item which is the recommended minimum evacuation distance. But always follow police and local authority's guidance. Even a small item, such as Rucksack.
- Once at safe distance, stay behind hard cover and away from secondary hazards, such as glazed areas, parked cars. Do not re-enter evacuation area UNTIL THE POLICE DIRECTS TO DO SO.

## 2.13 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards at your event

What are the roles and responsibilities of your stewards?

The event stewards will take on the following roles:

- Providing information to visitors on the program of events, location of stalls and facilities.
  - Monitor the accumulation of rubbish and report where this is happening. Emptying of bins may be required.
  - Monitor stands, stalls, entertainment etc. for any activity 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 behaviour that might disrupt the event.
- If there is a medical incident, contact the first aiders and the steward co-ordinator. If the casualty is immobile offer, support until the first aider arrives. Ensure space is left for the injured person.
- If incidents occur, report this to the steward co-ordinator and keep the public away. Assist where possible, but do not put yourself at risk.
  - Ensure all protective equipment provided, it be worn while on duty.

- If unable to attend report this to the steward co-ordinator
- If you leave your post for any reason, you should notify the steward co-ordinator.
- Stewards do not have the powers to restrain or remove visitors from the event and should avoid getting into arguments. If a member of the public doesn't comply with a request this should be reported immediately,.

**Where will they be positioned and why?**

There will be a maximum of 15-20 volunteer stewards. 7 will be on duty at any one time during the day. Apart from 2 at the main entrance the others will be given areas (indicated on the site plan) to monitor. There is capacity in steward numbers to accommodate breaks, absences and if a need is identified more deployed.

**Who are your stewards? How will they be identified?**  
 We do not require names, just where you have recruited them from.

All volunteers, stewards are members of the community group and aged 18 years of age. Stewards will be identified..... yellow reflective coats with the signage  
 Jamaican elderly disabled charitable trust UK

**Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?**

SIA qualified staff will be bought in primarily to monitor the bar areas, which will have a seating area and standing tables within a roped area. This will be an adult only area enforced by the SIA staff. There will also be a VIP area next to the stage which will be monitored at all times by SIA staff.

**How will your stewards be trained?**

The community group is funding a training course provided by an event specialist for all stewards. This provides a resource of fully trained stewards for future 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

**When will your stewards be briefed?**  
 Please provide a copy of the information that will be given to Stewards (briefing document)

All stewards are accountable to the head steward Please stay at your allocated position until you are sent for a rest/lunch break. All stewards will be issued with a hi 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. Please familiarise yourself with the location of the first aid points and fire extinguishers and emergency procedures.

**How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?**

2 way radios will be used by all stewards and the event team.  
 Radios have been tested and work in all parts of the event site. Radios will be charged the 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.

### 3. Incident Management

**IMPORTANT NOTE:**  
 Do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have

agreed to attend as they may be called away to an emergency elsewhere. Do not refer to Wembley Police throughout this document. They cannot provide support to any element of your event other than in an emergency and even in this instance their first port of call would be your contingency plans.

### 3.1 Welfare of Children

Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following:

What is your procedure?

Who is the designated person in charge of this?

Where is the rendezvous point?

How will announcements be made?

4 stewards will be DBS checked. A lost child is reported immediately to the steward co-ordinator. A lost child or vulnerable person will not be left on their own with a member of staff. At least one of the DBS stewards would remain with another steward until the parent or carer are found. The control tent will be used as the missing person area, although will not be signed as such. No food or drink should be given, only water in case of allergies. As far as possible the following will be established

- Name and contact number of the parents/carers or other family that could help
- A description of the parents/ where they were separated/what their plans were etc. An announcement may be made from the PA asking for parents/ guardians who have become separated from their child to go to the designated meeting point. The name of the child will not be announced over the PA or radios. A person claiming a child will complete a form, which includes their name and address and relationship to the child and will show a form of identification. If the child is unsure or reluctant to be taken by the person collecting them, then further confirmation will be required of the relationship to the child/ person before handing him or her over. The Police will be contacted immediately if:
  - the child/ missing person has made any allegations
  - there are any concerns for the missing/ found persons welfare
  - the found person is hesitant or unwilling to go with the person collecting them
- The person reported missing is considered vulnerable in any way.

### 3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

All accidents, medical incident or near misses will be investigated by the site manager 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 steward controller as they are reported using an 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.

### 3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.

It is advisable to have emergency messages scripted before the event for use on the day

There will be a PA system operated through the stage sound system. PA speakers placed around the site will enable all visitors to hear any announcements made either by the event compare or by the event team. Loud hailers are available at event control should the PA system stop working and communication needed in the event of an incident.

### 3.4 Emergency Plans

#### IMPORTANT NOTE:

It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Wembley Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.

It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.

In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.

Please provide details of your emergency plan for the event

It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).

What are your contingency plans for situations, such as:

Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?

This is not an exhaustive list and the specific nature of your event will suggest others.

The event manager in consultation with the events team.

At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?

The steward co-ordinator will contact the emergency services by mobile phone on instruction from the event manager

Who will report this to the emergency services?

The steward co-ordinator will contact the emergency services by mobile phone on instruction from the event manager

What systems do you have in place to contact the local emergency services?

<b>The emergency services are notified through the 999 system. Two way radios.</b>
<b>Who will liaise with the emergency services when they get to the site?</b>
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.
<b>What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?</b>
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 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.
<b>Who will be responsible for crowd control during an incident?</b>
The Steward Controller will receive information from stewards and the event team on incidents and crowd behaviour. Stewards will be instructed to react accordingly depending on the situation
<b>If required, how would you evacuate your event? What steps would you take?</b>
<b>How will you communicate the evacuation instruction to your audience?</b>
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 Green (e.g. Mr Green, fire somewhere) Suspect packages – Mr Dark (e.g. Mr Dark is at the stage) Creating a cordon –Mr Brown ..Evacuation. Security and stewards will be given a briefing on codes that will be used in case of emergency on the day. 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. Stewards will give verbal instruction (some with loud hailers) of where the nearest exits are and ensure everyone has evacuated the site.
<b>Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)</b>
The standard green exit signs shall be placed above each of the emergency exits. This will be large enough, so it can be seen from the centre of the event site. The first aid marquee/ event control will have signs large enough so it can be seen from a distance.

## **4. Traffic Management**

### **4.1 Traffic Management**

<b>Please answer the following questions in detail regarding traffic management at your event</b>
<b>Is your event taking place on or off the Highway?</b>

<input type="checkbox"/> On the Highway      off <input type="checkbox"/> Off the Highway	
<b>What is the best route for traffic to take in order to get to your event? How will this be communicated?</b>	
As there are a number of visitors expected to be relatively high and the majority expected to be local and have a knowledge of the area there will be no suggested given, however a map showing the location of the event in relation to car parks and public transport routes will be published on the website and on the leaflet and posters.	
<b>What is the best and safest route for traffic to exit your event? How will this be communicated?</b>	
Route will be exit from longstone avenue, there will be signage	
<b>In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.</b>	
The road running parallel to the event site (Long stone Avenue is a residential road with No parking bays.. The opposite side to the event site are resident only and those on the side nearest the event are time-restricted bays with double yellow lines separating groups of 4 spaces. The bays on the event directly adjacent to the event will be suspended to provide clear access onto the site for contractor vehicles and to minimise vehicle movements at a point where there may be many people crossing the road. There is large footpath on either side of the road, which should avoid the needs for pedestrians to walk in the road. There is no plan to provide a crossing point, taking into consideration the volume of people likely to attend and the quiet nature of the road. Advertising for the event will state there is no parking on site and encourage visitors, to other car parks and to take public transport. Any vehicle accessing the event site will be instructed to limit speed to 5 mph and have indicators flashing. Reversing of large vehicles will only be undertaken under the supervision of a steward.	
<b>What have you done to liaise with and inform local residents and businesses about the impact to local roads?</b>	
All of the local residents along Robson avenue, Doyle   Gardens, Long stone avenue and surrounding roads, will be contacted and informed as to when the event is, what has been planned, how issues such as parking will be managed and a number to contact if there are any questions or issues before, during or after the event.	
<b>Can people enter your event without causing an obstruction on the road?</b>	
There is no on site provision for parking cars and with the suspension of parking bays a limited disruption when contractor vehicles or rides arrive on site.	
<b>How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?</b>	
The event site is on a bus route so will not impact on public transport, in terms of delay. The bus company will be notified of the event and hopefully they may add an extra bus to accommodate the potential increase on demand on that day	
<b>Are you requesting any parking suspensions as part of your event? If yes, please complete the information below. If you do not include ALL of this information your request cannot be considered (parking suspensions for your event may involve a charge)</b>	
Location (street name/car park)	Harlesden Road main park area
Number of spaces	8
Intended use for the parking spaces	Disabled persons VIP Persons and , Mayors Car

Start time of suspension	10am
End time of suspension	9pm
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
If you are providing off-road parking, please complete the information below: Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.	
Location	Harlesden Road outside main Park Gates
Number of spaces	8
How will the area be managed?	By 2 stewards
If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.	
Only four disabled parking bay are being made available adjacent to the main entrance accessed by Harlesden road, and by prior arrangement only. The only off road parking will be for those displaying a blue badge. This area is close to a path that runs directly to the entrance. Access to this area will be managed by stewards and signed appropriately. There is no parking, which will accommodate those visitors arriving by car. It is envisaged that the majority of visitors will be local and familiar with where to park and for others the local sign posting to car parks is very effective. A section of the nearest car park will be reserved by agreement with the Local Authority and cordoned off with crowd control barrier to accommodate vehicles for traders,, stallholders and entertainers. These vehicles will have been issued a permit in advance of the event. 2 stewards will be based at this car park to manage this system.	

#### 4.2 Road Closures

If your road closure request is granted under the Police Clause Act, Brent Council will produce the road closure order once it has been approved by Authorities. This may involve a charge. Speak to Brent Council for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by: This will involve a charge.

#### **IMPORTANT NOTE:**

Before a road closure can be considered the following documents **MUST** be submitted to Brent Council along with this plan and approved by Brent Highways Authority:

- A copy of valid Public Liability Insurance (£5 million minimum)
- Health and Safety Risk Assessments
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)

Please note the Brent Highways require 12 weeks' notice of any road closures for coordination purposes.

<b>Please answer the following questions in detail regarding any road closures at your event</b>
<b>Are you applying for a road closure as part of your event?</b>
<input type="checkbox"/> Yes                      no <input type="checkbox"/> No
<b>Please list ALL roads that you wish to close for your event below:</b>
N/A
<b>What is the duration of the closure? Please be realistic with timings.</b>
N/A
<b>Is it necessary to have a diversion route? If yes, please provide details of the route here. A diversion plan will need to be submitted to Brent Council</b>
N/A
<b>Who is providing your signage for the road closure? Brent Council</b>
<b>If you are using a signage contractor, please provide their details here. Please ensure you check their public liability insurance. A copy of the signage schedule produced by the contractor must be provided to Brent Council.</b>
<b>If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.</b>
<b>Brent Council</b>

**5. Event Safety Measures (Covid-19)**

<b>Please provide full details of what control measures will be in place to ensure the safety of members of the public and staff/volunteers at your event in line with current Government guidelines on Covid-19</b>
<p>COVID status can be demonstrated in either of the following ways:</p> <p style="padding-left: 40px;">Via the digital NHS COVID pass - people who are fully vaccinated in Wales can already download a certificate proving their status. The NHS COVID Pass lets individuals demonstrate their coronavirus (COVID-19) vaccination records in a secure way <a href="#">NHS COVID Pass: prove your vaccination status</a>;</p> <p style="padding-left: 40px;">a paper based certificate of vaccination – this does not include vaccination cards (see annex 2 for examples of paper certificates that can be accepted); and</p> <p style="padding-left: 40px;">confirmation of a negative test result by email or text provided by gov.uk</p> <p style="padding-left: 40px;">confirmation of a positive test within the last 6 months which has been followed by the appropriate period of isolation i.e., 10 days) - this can be evidenced in the COVID pass or by text or email</p> <p>However, that is not available at the current time. On this basis, the venue or event will:</p> <p style="padding-left: 40px;">clarify the exemption being claimed (not the details just the reason)</p> <p style="padding-left: 40px;">confirm that individuals who are clinically exempt from receiving a vaccination or from wearing a face mask will - be asked to provide evidence of a negative lateral flow test</p>



If individuals claim they are clinically unable to take a lateral flow test, then the staff should recognise the exemption and allow that individual entry. In this circumstance, venues, will not be required to consider evidence of the exemption.

- A 4m clear route will be established around the perimeter for emergency services access.
- All structures will be separated by 4m
- Fire points with a water and CO2 extinguisher (place on a stand with identifying signs) will be placed at the following locations (also shown on site plan)

- Inside all marquees (2 in large marquees)

- 1 at either side of stage

- one in entertainment area

- Two in Trader/exhibitor area (number needed to be finalised)

- One CO2 by each generator

- Food concessions expected to have their own firefighting equipment

• The perimeter fence will have 2 emergency exits (including the main entrance). These will be a loose Hera's fence panel, which will be opened by a named steward when evacuation from the site is required. All evacuation points will have a large fire exit sign secured above 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.

- Standalone floodlighting will be provided to illuminate the site including the escape routes and exit points.

• All food concession with cooking facilities will be asked to submit or complete the fire risk Assessment form from the Fire and Rescue Service.

- A bin area will be provided and all event participants asked to remove combustible rubbish throughout the day to ensure there is no build up Stewards will also monitor this.

The location of all LPG will be behind the stage in a Bone yard locked in a cage

Appliances will be identified on the site plan.

- No more than 5 litres of spare fuel can be stored on site per portable generator

Approved container must be used. Anything not conforming will be taken off site.

- 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

Operation.

#### Weather conditions

With something unpredictable as lighting, action will be taken before it is certain that our event will be struck, because it is only certain when it strikes. We will

- Pre warn staff, as they may need time to prepare for announcements, evacuation etc.
- Make physical arrangements for crowd movement
- Act swiftly and decisively when weather thresholds are met.
- record actions and closely monitor both crowd and weather conditions
- Continue to monitor weather conditions until all clear is given.

1. Organiser checks forecast for the few hours ahead. There is a threat of thunderstorms.

Advise all staff, contractors, and participants to be alert and aware. Step up frequency of weather warning monitoring.

2. lightning detected within 10km 30 seconds flash to bang, lightning detected

Lightning detected at 6km 3.6miles distance 18 seconds flash to bang. stop , show and evacuate

#### Amber alert

High level working stopped, return to ground, tall rides, activities stopped and cleared of public. Staff prepare for bad weather

#### Red alert

Evacuation at risk areas, dispersal of public to safe shelter if possible

Crew to switch off all appliances, venerable technical systems which are critical to event operation. Activate preparations for bad weather.

After 30 mins. Activity can be recommended.

# Changes to testing for coronavirus (COVID-19) - Try to stay at home and away from others

Try to stay at home and avoid contact with other people if you:

- have any [symptoms of COVID-19](#), and have a high temperature or you do not feel well enough to go to work or do your normal activities
- have tested positive for COVID-19 – this means it's very likely you have the virus
- 

## How to avoid passing COVID-19 on to others

### Do

- try to work from home if you can – if you're unable to work from home, ask your employer about options available to you
- stay at home if you can – this helps reduce the number of people you have contact with
- avoid contact with [people at higher risk from COVID-19](#) for 10 days, especially if their immune system means they're at higher risk of serious illness from COVID-19, even if they've had a COVID-19 vaccine
- follow advice on [how to avoid spreading COVID-19 to people you live with](#)
- let people who need to come into your home know that you've tested positive or have symptoms – they can then take steps to protect themselves, such as wearing a face covering that fits well, staying away from you as much as they can, and washing their hands regularly
- contact your healthcare provider and tell them about your positive test result or symptoms if you're asked to attend a medical or dental appointment in person
- ask friends, family or neighbours to get food or other essentials for you



## **Appendices**

**i. Site Map**

**Please provide a site map of your event site**

**ii. Risk Assessment**

**Please complete an event specific risk assessment including a fire risk assessment**

**iii. Public Liability Insurance**

**Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)**

**iiii. Road Closure Documents (if applicable)**

- **A copy of valid Public Liability Insurance (£5 million minimum)**
- **Health and Safety Risk Assessments including reference to risks on the Highway**
- **Signage Schedule (Map and indication of where signs will go)**
- **Plan of diversion route (if applicable)**
  
- **If individuals claim they are clinically unable to take a lateral flow test, then the staff should recognise the exemption and allow that individual entry. In this circumstance, venues, will not be required to consider**
- **An emergency evacuation plan is in place with all stewards and other key staff briefed in its Operation.**