

ADDITIONAL GUIDANCE TO ORGANISING AN OUTDOOR EVENT ON CRAWLEY BOROUGH COUNCIL-OWNED LAND

During the COVID-19 Pandemic

ISSUED - March 2021

Introduction

This additional guidance is written to supplement the Council's standard and comprehensive [guide to organising an outdoor event](#) and is included to take account of the restrictions and Guidance put in place as a result of the COVID-19 Pandemic.

There is separate guidance available to [download from our website](#) on organising a small scale, local street party.

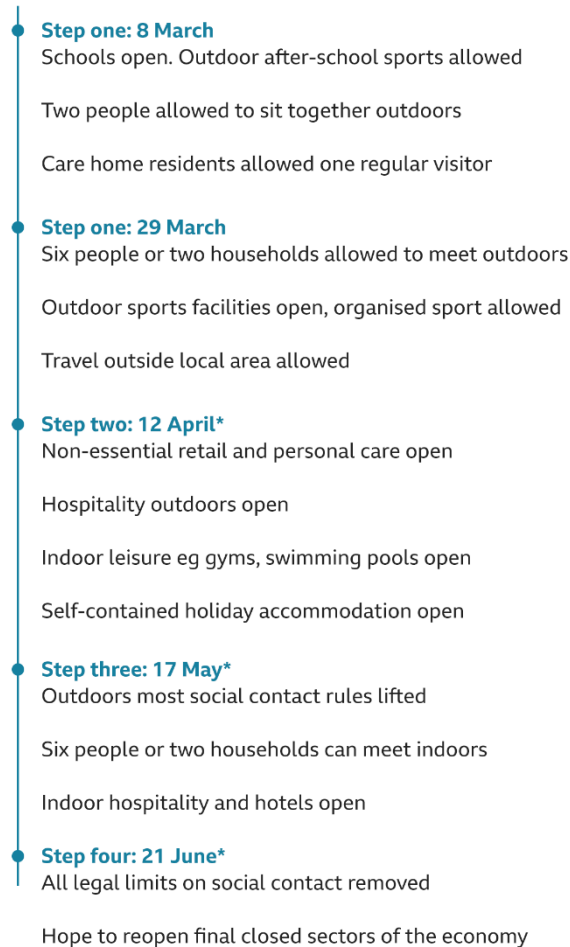
The Council supports the Government's COVID-19 Roadmap as we move from national lockdown to a position where businesses can recommence trading and events take place. The proposed Government Roadmap, which provides an **indicative date** of when each step is reached is below. This is dependent upon a range of factors, including further Government Guidance and Regulations at the time, as well as local factors, including COVID-19 infection rates and the wider public health impact on the Borough.

This document is designed as a guide only, and does not convey legal opinion. It is for the event organisers to ensure that they keep apprised of the evolving nature of government guidance and regulation in relation to the COVID-19 pandemic, and to make adjustments to ensure compliance with this, as well as the other regulatory regimes, including:

- Health and Safety legislation and Guidance
- Licensing, Food and Noise legislation Guidance
- Event Safety Guidance

Provisional dates are as follows: [gov.uk/government/publications/covid-19-response-spring-2021](https://www.gov.uk/government/publications/covid-19-response-spring-2021)

Lockdown easing: Key dates



*Earliest possible date

Source: GOV.UK



The majority of events are considered not essential, but the Council would like to facilitate activities for public wellbeing, as well as a means to stimulate the local economy. However, public safety is the highest priority for the Council at all times and shall be the overriding consideration.

Due to the coronavirus pandemic and ongoing threat to public health, the Council must take into consideration a range of additional matters and therefore the extra time that is required by Council Officers and Statutory Partners when assessing event safety and public health. This needs to be balanced against additional risks, evolving Government Guidance, the possibility of imposed restrictions without notice, moving lockdown dates and enhanced mitigating measures that may be required. For example, impromptu crowds, surge and dispersal of the same,

Coupled with a rising demand for the use of outdoor space for events, alongside a sudden influx of requests to the Council, and significant demand from the public, it is necessary to proactively manage the pressure on Council and Partner Agency resources.

It is not possible for the Council to invest the amount of time and resources that has previously been afforded in the past to help event organisers reach the minimum standards required to ensure that an event is conducted safely.

Therefore the onus to provide the Council and other agencies with the right information at the right time, in a format that is easy to interpret and which allows a full and proper assessment, rests with the person(s) responsible for any proposed events.

Acceptance Criteria

Thorough preparation is key and with this in mind, the Council will only consider events which meet the following criteria until further notice.

- Well established events being managed by organisers who have successfully delivered structured and safe outdoor events on Crawley Borough Council land in the past and who have satisfied the Council in their exemplary event planning, management and control.

Or

- Well established events being managed by organisers who can evidence other successfully delivered safe outdoor events and are able to provide references and evidence of events referred to.

Additionally, the Council will only consider events where **all** documentation is submitted as one complete bundle well in advance of the timetable below. This documentation includes but is not limited to:

- Event Management Plan including emergency plans
- Risk Assessments covering the event itself and related activities
- COVID-19 Risk Assessments – See Appendix 1
- Measures to ensure activities and the event itself are COVID-19 Safe
- Public Liability Insurance and other relevant insurance (or demonstrating an ability to obtain insurance)
- Licences required to permit activities including the Licensing Act 2003 (or at least agreed in principle)
- Food hygiene registration for all concessions with none less than 3* stars
- Food safety qualifications (Specify Minimum?)
- Disclosure and Barring (DBS) checks where appropriate

To support local businesses and for ease of validation of Environmental Health registration, the Council will only consider allowing food concessions to attend if they are already registered with Crawley Borough Council and have attained a minimum 3* rating until further notice.

Where event documentation is incomplete, inadequate or submitted too close to the timetable deadlines below, the Council reserves the right to automatically refuse or withdraw landlord's consent. Therefore, we advise that the event documentation is be prepared well in advance and not submitted at the last minute.

The event is not to be advertised in any form until consent is granted, including no social media promotion or teasers. Where there are questions about the status of an event organiser's company and/or financial standing to support the event, consent will not be granted.

Consent will be withdrawn if there is considered to be a risk to public health or public safety if the event were to proceed.

To spread the burden, event consents are more likely to be granted for what the Council considers to be quieter parks and open spaces, particularly where these are not located close to residential amenity or accommodation.

The majority of event requests are submitted for the Council's most popular parks and open spaces which include;

- Tilgate Park lawns and Walled Garden
- Goffs Park
- Southgate Park
- Memorial Gardens
- Cherry Lane
- Queens Square
- Historic High Street

We have several other parks and open space areas in the town that have played host to events such as fun days, fetes and fayres. Please consider these alternative spaces in your application.

Timetable

Size	Capacity	Timescales
Small	Under 500	Applications must be submitted a minimum of six weeks* prior to the start of the event set up date.
Medium	500-999	Applications must be submitted a minimum of three months* prior to the start of the event set up date.
Large	Over 1000	Applications must be submitted a minimum of six months* prior to the start of the event set up date.

*For events which require licensing, permits, a high level of risk or a main road closure a longer lead time is often required. Please discuss this with the relevant Authority and/or Council department. Contact information is included below.

Top tips for a successful event

Where possible, plan your event at least a year in advance. This will give you time to develop your contacts and complete all the relevant documentation. The more activities within your event, the more planning and supporting documentation is required. Where appropriate, try and attract sponsors to help with funding or advertising. Notify all the relevant authorities well in advance when planning an event. Never cut costs at the expense of safety.

Contact details

If you have any further questions please contact us.

Events Team events@Crawley.gov.uk (01293) 438437 (Parks and open spaces) (01293) 438049 (Town centre and Memorial gardens)	Licensing Alcohol and Premises Licensing licensing@Crawley.gov.uk (01293) 438289
Safety Advisory Group Chair Email: epo@Crawley.gov.uk Tel: (01293) 438454	Environmental Health environmentalservices@Crawley.gov.uk (01293) 438218

Appendix – COVID Risk Assessment – Checklist

COVID-19 Checklist for Events (Licensed or other for mass gatherings of more than 30 people) (v7 04.12.20)

This checklist is provided as a guide for anyone (e.g. Safety Advisory Group (SAG) Chairs, Licensing Teams, Enforcement Teams etc.) assessing the safety requirements that should be in place for mass gatherings of more than 30 people during the current COVID-19 outbreak. It can also be used by event organisers as a guide of some of the key considerations when planning an event. The checklist is based on Events Industry Forum 'Keeping workers and audiences safe during COVID-19 in the outdoor event industry in England', it is not exhaustive and other requirements may be needed as identified by the event risk assessment.

Evidence Required

The event (gathering) organiser is complying with the Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020 and must demonstrate that:

- The event (gathering) is being organised by a business, a charitable benevolent or philanthropic institution, a public body, or a political body
- there is a risk assessment, including COVID-19, in line with regulation 3 of the Management of Health and Safety at Work Regulations 1999(1), whether or not they are subject to those Regulations
- all reasonable measures to limit the risk of transmission of COVID-19 including following relevant government COVID-19 secure guidance, will be taken

FINANCIAL RISK

The event organiser is aware that the event may need to be cancelled if the COVID-19 situations changes due to local outbreaks, local sustained community transmission, further COVID-19 wave, severe weather (as challenging to move outdoor events to indoor) and that they will be responsible for all financial losses

The risk assessment identifies what activity or situations may cause transmission of COVID-19

The risk assessment identifies the different groups and individuals that could be at risk of transmission of COVID-19 including:

- Staff
- Volunteers
- Suppliers/delivery drivers
- Contractors
- Performers
- Attendees – local, national, international
- Independent vendors

The risk assessment includes how likely it is that someone could be exposed to COVID-19 and considers age, ethnicity, health status, and other factors that may give rise to increased risk of severe illness from COVID-19 for attendees, staff, volunteers, suppliers, performers, and that:

- Where possible, they have acted to remove any activity or situation that is at risk of transmitting COVID-19
- Where not possible, they have controls in place to mitigate the risk of transmitting COVID-19

The risk assessment includes travel to and from the venue including impacts on local transport hubs and public transport

The risk assessment includes the cumulative impact of other gatherings in the area at the same time or pre/post event (e.g. increase numbers in local food/drink outlets) where additional mitigation measures may be needed to reduce the risk of transmission of COVID-19

The plan includes:

- site map
- duration of event
- maximum capacity based on Government restrictions and COVID secure measures including social distancing

- numbers of staff/volunteers to ensure COVID secure measures are maintained at all times

The plan demonstrates how **SOCIAL DISTANCING** will be maintained **AT ALL TIMES** between:

- attendees who are from different households or support bubbles e.g. maximum capacity, zoning, circulation space, pinch points/congestion areas, entrances/exits, queues, toilets and wash stations, movement flows between areas, seating arrangements, popular activities/exhibits etc
- attendees, staff, contractors and performers e.g. staff areas, performance areas, movement flow through attendee areas, ticket and security bag check areas,

The plan shows how the contact details for ALL those present at the event will be recorded and stored for 21 days, to assist NHS Test and Trace with requests for the data if needed, and must:

- include first name, surname, contact phone number or contact email, date (for multiday events) at venue - for **ALL attendees**
- include first name, surname, contact phone number or contact email, role, date (for multiday events) at event - for ALL staff, volunteers, suppliers/delivery persons, performers, independent vendors
- demonstrate compliance with GDPR
- consider when and how this data will be collected e.g. in advance (mandatory online, linked to ticket purchase), on site for those not completing in advance (entry denied until contact details provided)
- consider additional data if systems allow e.g. time of arrival and departure, location on site (zoned areas, workstations, entrance gate numbers)
- Include provision for the display, where appropriate, the NHS Test & Trace QR code poster. Please note that you must ensure that all attendees either sign in via the app and/or record the individuals' details.

The plan demonstrates how **communication with attendees** will be made for:

- short notice cancellation in a way they would prevent large numbers of people 'crowding' near the venue site
- ensuring ALL attendees provide contact details to organiser to assist NHS Test and Trace e.g. under terms of booking
- providing POSTCODE OF VENUE to enable attendees to provide this to NHS Test and Trace should they become symptomatic, to aid outbreak identification.
- reminding attendees to wear face coverings when using public transport or in enclosed areas as per [government guidance on face coverings](#)
- adherence to a code of behaviour i.e. not attending if they have symptoms and /or are self-isolating, maintaining social distancing at the venue, hand hygiene and minimising spread of respiratory droplets e.g. under terms of booking
- re-enforcing message that entry will be refused if displaying symptoms
- notification that the taking of temperatures may be required (if included in the event plan)
- providing information to attendees about risk factors that may make them more susceptible to serious illness from COVID-19, so they can make an informed choice about their personal risk relating to their attendance
- advising about the hand hygiene facilities on site
- minimising hand to hand transactions on site
- bringing as few items as possible to the event

The plan shows the COVID-19 safe ingress and egress from the venue and local area, and considers:

- Travel routes e.g. one way routes between transport hubs and venue (the 'last mile' concept), avoiding peak public transport times,
- Staggered entry / exit times
- Additional entrances / exits points to reduce congestion
- The use of temperature checking apparatus, with risk assessment to include what the safe and expected temperature ranges should be (both high and low) and when to refuse entry. (Accuracy of such apparatus must be checked and demonstrated)
- One-way entry / exit routes
- Markings and signage for social distancing
- Queue management including surrounding areas

- Sanitisers at entry / exit points
- Refusing entry to ALL those displaying symptoms – attendees, staff, volunteers, suppliers, delivery drivers, contractors, performers, independent vendors
- Arrangements in place to deal with uninvited attendees.

The plan limits the amount of hand to hand transactions during:

- booking process e.g.in advance, online and phone
- on entry e.g. ticket less
- payment for goods/services on site e.g. pre-payment/card only/contactless
- activities e.g. rides, shared equipment

The plan shows the COVID-19 safe movement of ALL persons around the venue to maintain social distancing including:

- one-way routes to and from on-site facilities e.g. toilets, wash stations, food and drink outlets, performance areas,
- markings and signage for social distancing
- use of barriers/screens/face coverings to protect staff/volunteers where social distancing can not be maintained

The plan caters for sufficient number of handwashing facilities and sanitiser points, at multiple locations (e.g. entrances/exits, food/drink areas, toilet areas, etc) including signage on good hand washing, to enable people to:

- wash hands for at least 20 seconds
- dry hands thoroughly
- dispose of used drying materials safely

The plan shows how cleaning will be maintained prior, during (including multiday) and after the event; including cleaning regimes, sanitisation and waste disposal management for:

- high contact surfaces and equipment
- work areas
- barriers / screens
- toilets and washing facilities, ensuring adequate supplies of soap and hand drying materials, and frequent removal of waste materials
- shared equipment such as radios., hi viz jackets, tokens, lanyards, tools

The plan shows how staff/contractors/volunteers/independent vendors on site will be trained and briefed on COVID-19 secure measures and protected from the risk of COVID-19 transmission while:

- providing goods / services e.g. working in fixed teams, use of barriers/screens, sufficient space to maintain social distancing within work area, hand washing facilities, training on correct use of face coverings
- providing emergency medical assistance e.g. appropriate PPE
- managing security, including dealing with constant breaches in social distancing
- on rest breaks

Briefing to include up to date symptom checklist based on latest information available on the day.

The plan shows how staff/performers/contractors will be protected from the risk of COVID-19 transmission and considers:

- Clear process for replenishment and storage of PPE
- avoiding sharing professional equipment and personal items e.g. labelling with name of designated user, personal headsets/radios/earpieces
- designated storage for large items
- regular cleaning and disinfection of equipment
- singing by performers only e.g. avoid face to face singing and position back to back or side to side, extend social distancing to 3 metres or more between singers and others, limit numbers in singing groups, utilise technology

The plan demonstrates that the event can be delivered safely without the involvement of the emergency services and considers:

- crowd management
- Clear procedure for removing someone from site, particularly if refusing
- COVID-secure measures for administering first aid and providing emergency medical assistance, including the measures to take for someone with COVID19 symptoms
- Isolation areas clearly defined for those showing symptoms with sufficient quarantine capacity, particularly if more than one person presents.
- COVID-secure measures for dealing with lost and vulnerable people
- Clear procedure for collection and safe storage of lost property

Further advice maybe found at:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>

<https://www.gov.uk/guidance/covid-19-guidance-for-mass-gatherings>

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

<https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19>

<https://www.britishcycling.org.uk/about/article/20200512-about-bc-news-British-Cycling-Updated-Coronavirus-Guidance-0>

<https://www.britishtriathlon.org/britain/documents/covid-19/guidance-documents/final-covid19-clubs-guidance-04.06.20.pdf>