

## **Event Safety Risk assessment**

**Event Name: Adventure Overland Show + International Campervan Show Late Spring Edition 2021**

**Date of Assessment: 12<sup>th</sup> March 2021**

**Version: 3**

**Review Date: 1<sup>st</sup> May 2021**

**Assessment carried out by** [REDACTED]

## Event Brief

Our show is the Adventure Overland Show + International Campervan Show, Late Spring Edition 2021, henceforth known as LSE21.

LSE21 is a static motoring show that has no competitions, no races, no speedways, and no central arena. There is no vehicle movement in pedestrian areas during show opening hours.

LSE21 is comprised of a combination of trade stands, display vehicles, and camping. Day visitors can browse the trade pitches in controlled pedestrianized areas between the set opening hours of the show.

### Risk Profile

**Visitor Profile:** Our audience demographic involves families, with an average age range of 40+. Most of our audience is male, at around 70%. Our audience enjoys folk music. This is reflected by our musicians who play folk and middle-of-the-road music.

**Daily Attendance:** There will be a maximum daily attendance of 4,000 attendees, enforced through gate checks.

**Busiest Times:** The busiest times for our event will be during the morning when queuing for access, and during the evening for entertainment.

### Crowd Density

**Build-Up:** Loose crowd. 1 person per 1,000 m2.

**Open Period:** Loose crowd. 1 person per 50 m2 general. 1 person per 3.7 m2 peak busy areas (beer tent).

**Breakdown:** Loose crowd. 1 person per 1,000 m2.

### Possible Transmission Routes (TR)

**A** – Airborne

**SC** – Surface Contact

**P** – Personal Physical Contact (e.g. handshakes)

**Note:** COVID-19 is a respiratory illness and the transmission route of COVID-19 is thought to occur mainly through direct contact with respiratory droplets generated when an infected person coughs or sneezes. It is possible for COVID-19 to be spread indirectly when someone touches a surface or object that has the virus on it and then touches their mouth or nose, but this is not thought to be the main way the virus spreads. Coronavirus is not a foodborne virus. There is no current evidence of spread from insect bites.

S = Staff, C = Contractors, E = Exhibitors, A = Attendees, V = Visitors

Where is the risk of infection?	Who is at risk?	Potential TRs?	What controls are in place?	Advisory Controls/Notes
Event Control.	S	A, SC, P	<ul style="list-style-type: none"> <li>• Event Control must be deep cleaned first thing each morning.</li> <li>• Event Control shall be isolated from the rest of the show and not publicly accessible.</li> <li>• Staff must keep socially distanced at 2 meters and should avoid sharing equipment if practicable.</li> <li>• Suitable number of radios shall be brought so that staff members do not have to share during shifts. Radios shall be sanitized after each usage.</li> <li>• If equipment is to be shared it should be sanitized after each usage.</li> <li>• Handshakes shall be prohibited between staff members.</li> <li>• Handwashing stations shall be available for staff to use throughout the show. One station will be placed at the entrance to Event Control. Staff must wash or sanitize their hands before entering event control.</li> <li>• Usage of toilets and kitchen in Event Control shall be exclusive for staff members and shall be sanitized after each usage.</li> <li>• Suitable signage shall be present in Event Control of the social distancing measures in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-packaged food and drink shall be recommended to all staff.</li> <li>• Air conditioning systems should be checked to ensure they have filtration systems.</li> <li>• Telephone and online contact with contractors should be preferred over face-to-face contact.</li> </ul>
Staff health and welfare.	S	/	<ul style="list-style-type: none"> <li>• Lone working shall be prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider staffing numbers carefully. More staff may be required to cover if someone</li> </ul>

			<ul style="list-style-type: none"> <li>• Staff members should check their temperature each morning prior to traveling to the venue.</li> <li>• Staff who are suspected of having COVID-19 shall be tested by on-site medical team and sent home if they show symptoms.</li> <li>• Ensure medical advice is available for all staff at all times (this can include recommending the usage of NHS 111).</li> <li>• Upon arrival all staff shall be briefed by competent trainers in the following procedures: <ul style="list-style-type: none"> <li>○ COVID awareness and basic first aid taught by a registered paramedic.</li> <li>○ H&amp;S and fire training taught by a NEBOSH-certified instructor.</li> <li>○ ACT awareness taught by our security manager.</li> </ul> </li> </ul>	<p>has a temperature and cannot come in. However, less staff should be encouraged where possible to minimize infection risk.</p>
Transport to and from work.	S	SC, P	<ul style="list-style-type: none"> <li>• Staff shall be encouraged to camp on site and avoid moving to and from site each day.</li> <li>• Where staff must go home at night they will be encouraged to use their own vehicles and not public transport.</li> <li>• Portable hand sanitizers and facemasks to be issued to all staff if using public transport to and from work.</li> </ul>	
Deliveries.	S, V	SC, P	<ul style="list-style-type: none"> <li>• Deliveries to the event must be socially distanced. Anyone accepting deliveries should wear PPE.</li> <li>• Any packages that are delivered should be sanitized.</li> </ul>	

Medical facilities.	S, A	A, SC, P	<ul style="list-style-type: none"> <li>• Suitable medical provisions are in place with a competent medical provider (St John Ambulance).</li> <li>• An isolation area will be provided to allow patients who show symptoms of COVID to be isolated.</li> <li>• Medical provider to have a clear protocol in place for dealing with COVID patients.</li> <li>• Full incident reporting system in place so that the event management have the ability to manage any potential issues with increased instances that could indicate an outbreak. Trigger points will be used to escalate incidents should a number of instances in a given period of time increase.</li> <li>• PPE shall be worn by all medical staff when interacting with patients.</li> </ul>	
Handling customer queries and complaints.	S, C, E, A	A, P	<ul style="list-style-type: none"> <li>• Avoid contact with the public if possible.</li> <li>• If non-staff members need to speak with a member of the event operations team then they must wait outside the office. Any staff members speaking with the public shall wear a facemask and sanitize their hands before re-entering Event Control.</li> <li>• If a member of the public has an emergency query this should be directed to security staff who will be able to assist them.</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-event communications should be of sufficient quantity and quality to reduce on-site customer queries.</li> </ul>
Ticketing.	S, E, A	A, SC, P	<ul style="list-style-type: none"> <li>• A track and trace system will be in operation throughout the show. Details of visitors will be recorded (which can be done through our online ticket sales platform).</li> </ul>	<ul style="list-style-type: none"> <li>• Track and trace records should be kept for up to 21 days and in compliance with GDPR.</li> </ul>

			<ul style="list-style-type: none"><li>• Pre-show ticket sales are to be advertised (ideally 100%) to minimize on-site ticket sale requirements.</li><li>• Ticket sales should be contactless. If this is not possible cash may be used only if PPE is being worn by the staff taking the cash.</li><li>• All ticketing staff and any other staff members who will be dealing with the public shall have face masks and regularly sanitize their hands.</li><li>• Arriving vehicles shall be advised to only lower their window enough to allow their ticket to be scanned.</li><li>• Hand sanitizers shall be provided at all entry points.</li><li>• Non-contact temperature checking will be in operation. This can be done for all attendees if required, otherwise it shall be done only where symptoms are present.</li><li>• All non-contact thermometers shall be certified and calibrated, and only operated by competent, trained staff.</li><li>• Anyone who fails the temperature check will be dealt with professionally and respectfully and moved to a clear and discrete area for further testing.</li><li>• Exhibitors or attendees who come from an area under lockdown will not be permitted entry into the show.</li><li>• Suitable signage will be displayed to warn attendees that if they have symptoms, they will not be permitted entry into the show.</li><li>• Attendees entering shall have their ticket scanned but will not be issued with a wristband to reduce the risk of contact</li></ul>	<ul style="list-style-type: none"><li>• Track and trace forms should be available in case attendees have purchased tickets on the gate.</li><li>• If someone is refused entry due to COVID their tickets will be refunded.</li><li>• Any cash collected should be sanitized and kept isolated in plastic money bags.</li><li>• As we are not wristbanding visitors should be encouraged to bring ID with them in case we need to verify a person against their ticket.</li></ul>
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			transmission and improve queue movement speed.	
Queues for entry.	S, A	A, SC, P	<ul style="list-style-type: none"> <li>As a vehicle show the majority of traffic will be in vehicles. We can operate up to 6 lanes of traffic to ensure vehicles move efficiently into the show.</li> <li>Pedestrian queuing shall be assisted by crowd control barriers which shall be placed to ensure adequate distancing (a minimum of 1.5 meters).</li> <li>Crowd control barriers will have their surfaces sanitized each time they are utilized by crowds.</li> <li>Signage and markings showing pedestrians where to stand shall be deployed throughout the queuing area.</li> <li>Anyone showing symptoms of COVID-19 will be asked to stand aside from the queuing area and tested by competent stewarding staff.</li> <li>Entry and exit points shall be spaced out and clearly marked to ensure untested visitors do not have contact with those who are leaving.</li> </ul>	<ul style="list-style-type: none"> <li>Stewarding staff assigned to non-critical tasks shall be placed on standby so that they may be redeployed to the ticketing area if long queues start to develop.</li> <li>Where possible use great social distancing of 2m.</li> </ul>
Queues throughout the show.	S, E, A	A, SC, P	<ul style="list-style-type: none"> <li>All gangways shall be of a sufficient width (minimum of 6m) to ensure that crowds are unable to develop or bottleneck.</li> <li>Directional movement shall be used in key areas (such as the beer tent) so that queues cannot go back on themselves. Arrows shall be placed at regular intervals to reinforce direction of travel.</li> <li>Where queues must be snaked (and form aisles) a safe distance (at least 1.5m) shall be kept between aisles.</li> </ul>	

			<ul style="list-style-type: none"> <li>• All entrance and exit points shall be separated and clearly marked.</li> <li>• Lines which extend beyond their queuing areas and areas shall be cut off.</li> <li>• All areas where queues form shall be monitored by competent stewards.</li> <li>• Assess all areas in advance for an appropriate location to ensure that those which draw larger crowds (toilets, beer tent, certain trade stands) have adequate spacing for potentially increased crowds.</li> </ul>	
Gangways.	S, C, E, A	A, P	<ul style="list-style-type: none"> <li>• Ensure a minimum of 6m gangways are kept clear throughout the show.</li> <li>• Ensure all contractors, exhibitors, and campers are informed that they must not place any equipment, tents, etc. onto the gangways.</li> <li>• Prohibit any form of queuing from extending into the gangways.</li> <li>• The Safety Manager and security team shall check gangways on a regular basis throughout the show.</li> </ul>	
Crowd management.	S, A	A, SC, P	<ul style="list-style-type: none"> <li>• The venue has no set limit on outdoor capacity. Given their size could easily accommodate up to 100,000 attendees so our maximum capacity of 2,000 is well within achievable limits.</li> <li>• We will utilize no indoor areas of the venue with the exception of staff only areas (such as Event Control) and toilets.</li> <li>• Daily attendance figures shall be recorded by gate staff and kept on file.</li> <li>• Crowd forecasts shall be monitored to ensure that the number of expected</li> </ul>	<ul style="list-style-type: none"> <li>• Consider spreading attractions to help split up the crowd.</li> </ul>



			<p>attendees does not exceed our expectations or ability.</p> <ul style="list-style-type: none"> <li>• Should attendee numbers rise to unexpected levels we will close registration and only allow pre-ticketed sales.</li> <li>• An additional exit is provided via Paddock Lane that can be utilized in an emergency.</li> </ul>	
Toilets and shower blocks.	S, C, E, A	A, SC, P	<ul style="list-style-type: none"> <li>• All toilets and showers will have a general and surface clean once per hour.</li> <li>• All toilet and shower facilities will be deep cleaned first thing in the morning every day.</li> <li>• Cleaning staff will be on hand throughout the show to respond to any potential hazards.</li> <li>• A radio code ( ) can be used by staff to have a quick response to potential infection hotspots.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep a record of the cleaning rota.</li> </ul>
Drinking water.	S, C, E, A	SC	<ul style="list-style-type: none"> <li>• Sanitizer stations shall be positioned next to drinking water taps.</li> <li>• All drinking water taps shall be sanitized on a regular basis throughout the day and night. This shall be done no less than once per hour with a more regular cleaning schedule in place should water taps be used more frequently.</li> <li>• Water taps shall be monitored by stewarding staff to ensure they are kept clean and free from refuse.</li> <li>• Water quality shall be assured as all water taps are mains.</li> </ul>	

Food and drink facilities.	S, C, E, A	A, SC	<ul style="list-style-type: none"> <li>• All food and drink vendors must have a contactless payment option, and this will be encouraged among vendors and the public through signage.</li> <li>• Any food and drink surfaces (such as bar-tops and tables) will be sanitized after each use.</li> <li>• Standing tables shall be spaced a minimum of 1.5 meters apart with no chairs. Gangways between the tables shall be a minimum of 2 meters.</li> <li>• Groups of more than 6 shall not be allowed to share a table.</li> <li>• Food and drink vendors must have a full risk assessment in place which shall be sent to the event Safety Manager. The Safety Manager shall check these to ensure they are suitable.</li> </ul>	<ul style="list-style-type: none"> <li>• Considerations to be made regarding the number of food/drink stands and the number of attendees to minimize queuing.</li> </ul>
Campsite.	S, A	A, P	<ul style="list-style-type: none"> <li>• Up to 385,000 m2 can be utilized for camping space which allows sufficient spacing between plots.</li> <li>• Camping pitches are allocated with 6m distancing between them, considering sizing (campervans, tents, etc.).</li> <li>• Hand sanitizer stations will be provided at regular intervals in the campsite.</li> <li>• Campsite patrols will operate 24hrs during the show to ensure these rules are not broken.</li> </ul>	
Display vehicles.	E, A	SC, P	<ul style="list-style-type: none"> <li>• Display vehicles will have signage telling members of the public not to touch them.</li> <li>• If exhibitors allow the public to have photos taken with their vehicle, they must sanitize any touch points. This will be enforced by our safety team.</li> </ul>	<ul style="list-style-type: none"> <li>• Most vehicle owners have expensive vehicles that they do not allow the public to go near (especially with paintwork risks from badges and belt buckles). We anticipate most vehicle owners will be happy with our policies and self-enforce them (as they did last year).</li> </ul>

			<ul style="list-style-type: none"> <li>The option to rope off vehicles will be provided and encouraged to vehicle owners.</li> </ul>	
Seminars.			<ul style="list-style-type: none"> <li>All seminars will take place outdoors.</li> <li>Audience members will be housed in the covered outdoor tiered seating area. The seating arrangement shall ensure a minimum 1.5m distance between chairs.</li> <li>Where seminars take place stewards shall be on hand to ensure social distancing regulations are observed and crowds do not gather.</li> <li>Consider the length of sessions (sessions should be no longer than 45 minutes and absolutely no longer than 1.5 hours).</li> <li>Entrance and exit queues to larger seminars shall be staggered to ensure social distancing is observed.</li> <li>All entrance and exit points shall be separated with clear markings indicating direction of travel. These shall be reinforced by stewarding team.</li> <li>Hand sanitizer stations shall be provided at the entrance and exit.</li> <li>Additional time shall be given between sessions than normal to allow for additional cleaning, sanitization, and access/egress procedures. Allow a minimum of 30 minutes between sessions.</li> </ul>	
Build-up and breakdown, and contractor management.	S, C, E	A, SC, P	<ul style="list-style-type: none"> <li>Ensure all social distancing guidelines are enforced during the build-up and breakdown period.</li> <li>Ensure all contractors and exhibitors are briefed upon arrival to the show.</li> </ul>	

			<ul style="list-style-type: none"> <li>• Ensure all contractors and exhibitors wear suitable and sufficient PPE, including high viz vests, facemasks, and other forms of protection as dictated by their risk assessments.</li> <li>• Contractors shall be monitored by Health and Safety Manager to ensure compliance with all rules and regulations in place.</li> </ul>	
Construction materials.	S, C, E	SC	<ul style="list-style-type: none"> <li>• Ensure all construction material brought into site is cleaned in advanced.</li> </ul>	
Exhibition stands.	S, E, A	A, SC, P	<ul style="list-style-type: none"> <li>• Exhibitors must submit a risk assessment for the activities they will be undertaking. This shall be reviewed by the Health and Safety Manager for suitability.</li> <li>• All exhibitors to inform event management of the measures they have put in place to mitigate COVID-19. These measures should include: <ul style="list-style-type: none"> <li>○ Stand layout designed to space out product displays.</li> <li>○ Space allowed for socially distanced queues (the gangway must not be utilized for this purpose).</li> <li>○ Control measures to limit the number of people on a given stand.</li> <li>○ Provision of PPE, including hand sanitizer and face masks.</li> </ul> </li> <li>• Exhibitors are reminded that they are responsible for cleaning their own stands in line with current regulations and guidance.</li> <li>• Stewarding and security teams shall patrol the venue and disperse any crowds that may form around stands.</li> </ul>	

			<ul style="list-style-type: none"> <li>Site Health and Safety Manager (the designated biosecurity officer) to be the first point of contact with exhibitors should they not demonstrate suitable social distancing or hygiene methods and management.</li> </ul>	
Transmission through contact with materials.	E, A	SC	<ul style="list-style-type: none"> <li>Where possible go digital/paperless for materials that will be printed and distributed onsite (including show guides and flyers).</li> <li>Encourage all exhibitors to use digital formats instead of flyers/business cards where possible.</li> </ul>	
General risk of transmission.	S, C, E, A	A, SC, P	<ul style="list-style-type: none"> <li>PPE shall be required and issued to all staff.</li> <li>Contractors and exhibitors must provide their staff with PPE.</li> <li>Face masks are required at a minimum for all staff, contractors, and exhibitors.</li> <li>Gloves should be utilized for roles where physical interaction with other people or event materials is expected. Gloves should be disposed of after usage. Personnel wearing gloves should be reminded that gloves do not reduce the risk of spreading by surface or person to person contact.</li> <li>Hand sanitizer must be provided to all staff members, as well as positioned at all entry and exit points and key attractions throughout the venue.</li> <li>Should PPE be reusable it must have a cleaning system in place.</li> </ul>	<ul style="list-style-type: none"> <li>Reminder everyone on entry of PPE requirements.</li> <li>Reinforce PPE usage with signage.</li> <li>Sufficient numbers of PPE to be held in advance to minimize risk of being caught out by a sudden shortage.</li> </ul>
Disposal of PPE.	S, C, E, A	SC	<ul style="list-style-type: none"> <li>PPE must NOT be shared.</li> <li>Where PPE has been used it should be disposed of in a hazardous waste bin.</li> </ul>	

			<ul style="list-style-type: none"> <li>Hazardous waste disposal shall be arranged in advance with the venue.</li> </ul>	
General cleaning.	S, C, E, A	SC	<ul style="list-style-type: none"> <li>Additional cleaning shall be done in high traffic areas and where the need arises. This should be monitored on a continual basis.</li> <li>Exhibitors are reminded that they are responsible for cleaning their stand and area and this shall be reinforced by our safety team.</li> <li>If exhibitors suspect another exhibitor of failing in their duties to clean their stand, they should report this to the Health and Safety Manager or Event Control.</li> <li>A cleaning register shall be provided to exhibitors which must be filled in. This will be checked at the end of each day.</li> </ul>	<ul style="list-style-type: none"> <li>Highlight and reinforce cleaning with signage.</li> </ul>
Briefings and debriefings.	S	A, P	<ul style="list-style-type: none"> <li>Where possible use video conferencing facilities to hold briefings and debriefings.</li> <li>Where virtual briefings are not possible (for example during on-site toolbox talks) ensure there is enough room to suitably social distance.</li> <li>Ensure only the required individuals attend the briefing.</li> <li>Issue appropriate PPE to anyone attending the briefing as required.</li> </ul>	