

## **Warwickshire approach to Festivities and Event in 2021**

### **Memorandum of Understanding (MoU)**

#### **Introduction**

The following document sets out the approach by Regulatory and Partnership Agencies to potential Festivities and Events in 2021. The approach is based on the learning from the Warwickshire Covid Assessment Meetings which took place in 2020, including the development of key indicators and a Risk Assessment process for proposed event and Festival celebrations.

This document is a Memorandum of Understanding between partner agencies, not an adopted policy.

**NOTE – A Covid Assessment Meeting (CAM) is not part of pre-existing Safety Advisory Groups (SAG). SAG meetings have a specific purpose; aimed at providing a range of professional advice on the plans for an event and to mitigate any risks associated with the event itself.**

#### **What is the purpose of a Safety Advisory Group (SAG)?**

A Safety Advisory Group is a meeting of key partners and event organisers to review an application to hold an event or festival that impacts on a local area, local services or local communities. SAG's are usually set up following a risk-based approach by the event organiser, taking in to account a combination of factors, mainly when an event attracts more than 500 people. However, there may be other local impacts where partner agencies feel that a SAG is required.

The SAG aims to offer guidance and support to event organisers to enable them to discharge their statutory responsibilities. It allows for a review of the holistic impact of an event within the community in which the event is located, and will give due consideration to the event management plan, operational plan, traffic/transport impact plan, medical/first aid plan, fire safety plan, security plan, emergency contingency plan and associated risk assessments that are relevant for an event.

Partner agencies aim to provide professional advice and direction to event organisers. However, the SAG is not established to prevent an event or festival from taking place. Individual agencies may seek to use primary legislation outside of the SAG if the event breaches specific regulations.

Where members of the SAG have concerns that the event could have a direct impact on Coronavirus rates, or present a risk of increasing rates, the SAG can recommend that a separate Covid Risk Assessment meeting is set up.

#### **What is the purpose of a Covid Assessment Meeting (CAM)?**

The purpose of a CAM is to review the event in terms of its impact on Covid 19 rates, the risk of wider transmission, and the current Public Health determinants, or risk indicators, in terms of Covid rate and pressures on the health service. These risk indicators are set out in the following sections.

### **Key Triggers for a CAM to be set up**

A CAM should be set up as an outcome of the SAG, based on either the triggers, or the Risk Indicators, set out below. The triggers are:-

- An outdoor event of more than 4,000
- An indoor event of more than 500 people
- An event which lasts more than one day, where the attendees stay for the duration of the event or the number of people attending those set out above. (for example a weekend festival, an Expo etc)
- Where a regulatory officer feels the event, festival or management is not having due regard to the risk of Covid 19 transmission from the event.

There will be a requirement that a Covid Risk Assessment is completed by the event organiser, or operator. The Risk Assessment sits alongside the operational and events plans.

The purpose of the CAM is to ensure that the event organiser, or operator, has considered the impact of the event on Covid 19 transmission rates, to ensure that sufficient mitigating actions have been applied to minimise those risks and to consider the viability of the event, based on the current Covid 19 health determinants or risk indicators. This MoU has been applied across the county to ensure consistency of approach and decision making.

Where the CAM leads are of the opinion that an event poses a serious or imminent risk to public health in an area, the group may recommend the event arrangements are significantly altered, or the event is postponed, or cancelled. Powers set out in the Coronavirus Public Health Regulations may be considered to ensure compliance.

### **Membership of a CAM**

The Key members of the CAM are:-

- ✓ Warwickshire Police Covid 19 lead
- ✓ Public Health Representative
- ✓ Chair of the Warwickshire Regulatory Intelligence and Tasking Group or their deputy.
- ✓ Warwickshire Fire and Rescue Service
- ✓ Lead officer from the relevant District or Borough
- ✓ Event organiser, operator and their lead representatives

A CAM will be set up by the relevant Regulatory lead for the District or Borough. This person will be the lead for the meeting and future correspondence or complaints. The CAM will take place following the recommendation of the Safety Advisory Group and will take place no later than 2 weeks prior to the event is due to take place.

All documentation will be provided by the event organiser. No copies of the documentation will be retained and only action notes or recommendations will be recorded.

We recognise that event organisers may wish to hold a CAM at the earliest opportunity. We will aim to facilitate a dialogue to assist their planning. However, the determination on the viability of an event in relation to Coronavirus is directly related to the risk indicators. These indicators can change and therefore a CAM meeting will be required around 2-3 weeks of an event taking place.

### **Key Indicators**

The following section sets out a set of Key Indicators that will be used to assess the viability of a future Organised Event, Festival or Celebrations in 2021. The indicators are based on Public Health triggers that, combined, give a direction of travel for Coronavirus, its impact on our residents, business and health sector. The Indicators also includes a measure on the competence, engagement and Leadership demonstrated by organisers, operators and site owners in terms of Covid Secure measures as part of the planned event.

The Key Indicators are as follows:-

- ✓ County incidence and direction of travel is less than 50 per 100,000 population and decreasing
- ✓ Local incidence and direction of travel: Local incidence (rate in last 7 days is less than 100 per 100,000 population and decreasing – This covers the District/Borough where workplace based and/or for main areas of residence of employees.
- ✓ Rate in over 60s: Decreasing incidence in over 60s with in local District/Borough of workplace or of main areas of residence of employees
- ✓ Hospital capacity: Local hospital capacity not under strain
- ✓ Review the risk profile in the context of the most vulnerable groups based on the current epidemiological data for the local area.
- ✓ Implementation of COVID Secure Measures: Robust COVID Secure measures, based on the current advice provided by PH Warwickshire
- ✓ Minimum of 90% vaccination rate across the county in the first 9 priority category groups
- ✓ That the emergence of any new variants does not fundamentally change the assessment of risk

If there are concerns related to five or more of the triggers an event(s) will not take place.

Where there are signs that the desired direction of travel of five or more indicators is being achieved, a Covid Assessment Meeting will be held, involving event organisers and operators, Warwickshire Police, Warwickshire Fire and Rescue Service, Public Health and representatives of the Covid 19 Prevent and Response Team.

### **Risk Assessment Matrix**

To support the overall decision making, the following Risk Assessment Matrices will be considered. They will enable partner agencies to review the level of risk posed in local areas or wards, combined with the prevalence rate of Covid Positive cases connected to local events or businesses in those areas. The CAM meeting will reflect on the current scoring.

Type and level of group activity	Low occupancy				High occupancy		
	Outdoors and well ventilated	Indoors and well ventilated	Poorly ventilated		Outdoors and well ventilated	Indoors and well ventilated	Poorly ventilated
Wearing face coverings, contact for short time							
Silent							
Speaking							
Shouting, singing							
Wearing face coverings, contact for prolonged time							
Silent							
Speaking		*			*		
Shouting, singing							
No face coverings, contact for short time							
Silent							
Speaking							
Shouting, singing							
No face coverings, contact for prolonged time							
Silent							
Speaking							
Shouting, singing							
Risk of transmission				* Borderline case that is highly dependent on quantitative definitions of distancing, number of individuals, and time of exposure			
Low <span></span> Medium <span></span> High <span></span>							

	Non – High Risk Area	High Risk Sector	High Risk Area	Low Confidence in Management
0-1 Case in Workplace	Low	Low	Medium	Medium
0-1 Case in Public Venue	Low	Low	Medium	High
0-1 Case at Event	Low	Low	Medium	High
2-10 Cases in Workplace	Medium	Medium	High	High
2-10 Cases in Public Venue	Medium	Medium	High	High
2-10 Cases at Event	Medium	Medium	High	High
10+ Cases in Workplace	Medium	Medium	High	High
10+ Cases in Public Venue	Medium	High	High	High
10+ Cases at Event	Medium	High	High	High