

Minutes to SAG

	Adventure Overland Show SAG Meeting 20 th April 2021	Actions
1.	<p>ATTENDEES: [REDACTED] – Chair (Environmental Health & Licensing – SDC) [REDACTED] (Environmental Health - SDC) [REDACTED] (Warwickshire Police), [REDACTED] (Warwickshire Police – Tactical Planning), [REDACTED] (Environmental Health – SDC), [REDACTED] (Fire & Rescue), [REDACTED] (Child Protection)</p> <p>Event Attendees – [REDACTED] (Adventure Overland – Safety Officer), [REDACTED] (Adventure Overland – Office Manager)</p> <p>APOLOGIES: [REDACTED] (Emergency Planning Resilience), [REDACTED] (WMAS)</p>	
2.	<p>Event Overview:</p> <p>[REDACTED] - We have covered most requirements for the event in our Event Management Plan. Covid is a big issue at the moment, the event will be limited to 4,000 attendees in line with the restrictions. The venue is large enough to accommodate the numbers and we shouldn't have an issue with social distancing. We will have stewards to ensure crowds don't gather and people remain social distanced throughout the event. We will digitally limit ticket numbers to ensure we don't over subscribe tickets. We have a search policy and will search all bags upon entering, we will lock up anything that has been confiscated and hand over relevant items to the police. This is a campervan show, therefore, the majority of attendees will be camping with a significant number of campervans. The perimeter road is restricted to two vehicles, stewards will assist if any pedestrians need to cross the road.</p> <p>As a result of Covid, we have exceeded the purple guide for toilet provisions with 12 portable toilets, 4 disabled in addition to 20 inside toilets. We will also provide shower blocks. Many attendees will have toilet provisions in their camper vans. Cleaning of these facilities takes place regularly throughout the day and a deep clean also takes place in the morning.</p> <p>We will run a fun fair and inflatable rides throughout the event. These will be managed by contractors who are fully insured and have correct risk assessments in place. We will receive full documentation from contractors prior to the event.</p> <p>We will have generators on site which will be signed off by a contractor and fire provisions available across the site. Site lighting will also be signed off by a contractor. The cabling will be managed by burying or covering them to prevent accidents. We will ensure that all caterers are rated four or above. We also ensure that the caterers do not bring multiple gas canisters and confirm that they are equipped with burns kits, first aid etc...</p> <p>Alcohol will be served in the beer tent; this is large enough for social distancing. Security will monitor this area and we operate a zero tolerance policy to alcohol or substance abuse; we will escort people off site if required. Drinking water will be made available on the mains taps. Refuse collection will take place early morning prior to opening and will be escorted on site by a banksman. All stewards will be supplied with PPE, high visibility vests.</p>	

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	<p>St Johns will be providing medical cover and completing their own risk assessments. Security staff are SIA licenced and will remain on site for 24 hours.</p> <p>Barriers on site will ensure that queues don't build up, these will not be zig-zagged to ensure social distancing.</p> <p>The marquees will be fitted and installed correctly. We will operate to action levels prohibiting use of marquees if the action level three is reached.</p> <p>The roadways will be six meters wide across the site for emergency vehicle access. The stewarding team will be on the gate to guide emergency vehicles in and ensure that the area is clear. We will be using What3words and send the information across about gates and routes shortly.</p> <p>We do not need signs or road closures due to having a long enough road and we do not anticipate traffic issues on the main road. If we had a large amount of traffic, we have a hard standing area to direct vehicles to.</p> <p>Following the event, we will have a full debrief with staff to reflect on what went well and what can be improved on next year.</p>	
3.	<p>■ – I have had correspondence with ■ and sent health and safety comments through previously. I am happy that health and safety concerns have been actioned and the event management plan updated. You said that you have entertainment and the electrics will be signed off, what about stages?</p> <p>■ – Severn Cider Ltd will be doing this.</p> <p>■ – They are experienced with working on events and have presented us with their risk assessments which we can forward across.</p> <p>■ – Will the Covid marshals be dispersing gatherings? Please be mindful that two families are permitted to meet which may be more than six people; this may encourage other groups to mix. Please ensure that the marshals are separating people as much as possible.</p> <p>■ Yes we will.</p> <p>■ – People bringing their own music may also encourage people to gather.</p> <p>■ – People often bring music and gather during the event. Stewards and security will be on patrol overnight to ensure crowds don't gather and also monitor to check that fires are not started.</p> <p>■ – You mention that the communal areas will have a deep clean in the morning and regular cleans throughout the day. I recommend that close attention is paid to cleaning hand contact points. Will the cleaning be recorded throughout the day?</p> <p>■ – Yes we will pay close attention to door handles, railings etc... We don't have a set schedule at the moment as it is dependent on how busy they are during peak times, we will clean more frequently when it is busy. We can look into a standard schedule, we are currently planning to clean them every hour however this may increase.</p>	

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	<p>■ – Will there be hand sanitiser outside the toilets and showers?</p> <p>■ – Yes</p> <p>■ – An important control measure for the Kent variant of coronavirus is ventilation. Will there be enough natural ventilation in the toilets and showers?</p> <p>■ – I will speak with our provider and put something in place.</p> <p>■ – Will there be queue management at the toilets?</p> <p>■ – Yes, we will ensure that customers stay socially distanced</p> <p>■ – Will there be queue management at the food stands?</p> <p>■ – Yes, the stewards will monitor this.</p> <p>■ – Will the food vendors use screens?</p> <p>■ – They should have screens if they are within two meters of customers</p> <p>■ – We are looking at the possibility of food vendors using an app called 'NOQ' for customers to order their food and pay on. The app will alert the customer when the food is ready for collection. We are unsure if this can be implemented for all vendors however we are looking into this.</p> <p>■ – This will help to prevent face to face contact.</p> <p>■ – Will there be any indoor areas?</p> <p>■ – We have the beer tent</p> <p>■ – This will be in place but with no sides.</p> <p>■ – This will be classed as an outdoor structure because it is more than 50% open. How will you communicate the rules and guidance to customers whilst on site?</p> <p>■ – We will send out pre-event messages via email. Stewards will ensure the customers are made aware of site rules upon arrival and signage will be displayed across the site.</p> <p>■ – Any sudden changes can be emailed to the customers.</p> <p>■ – The Environmental Protection team have advised that music after 11pm is not appropriate because background levels are likely to drop off significantly at this time. We have received complaints from this location previously. We recommend that all music ends at or before 11pm</p> <p>■ – We can easily adjust this timing.</p> <p>■ – It's understood that you intend to use the premise licence for the Racecourse. ■ is the named premises supervisor on the</p>	
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	<p>licence. If some degree of control or responsibility is being passed to the event organisers then a formal agreement stating that this is the case, indicating who will be authorising any alcohol sales should be drawn up and submitted to the Licensing Authority.</p> <p>■ – I am currently researching the terms of their licence, I will ensure that this is in place.</p> <p>■ – It is good to see that plastic cups will be in place, please can you confirm that no glass bottles will be used either?</p> <p>■ – No, we will not use them.</p> <p>■ – The bar within the beer tent must have prices displayed for all alcohol drinks with small measures being made readily available. The bar should be equipped with the appropriate measures for pouring. Will there be any personal licence holders present at the bar?</p> <p>■ – Yes, ■ from Severn Cider will be there. We will ensure that a personal licence holder is there at all times.</p> <p>■ – We recommended that you have a refusal book and keep it updated</p> <p>■ – Yes we will</p> <p>■ – Will the traders be selling alcohol?</p> <p>■ – No</p> <p>■ – If any do plan to sell alcohol they will need their own Temporary Event Notice (TEN). Are there any intentions to exhibit animals at the show?</p> <p>■ No</p> <p>■ – ■ from Emergency Planning has sent his apologies today and has left some comments on your event management plan:</p> <ul style="list-style-type: none"> - I'd suggest where the emergency evacuation on foot is to use the same gate as incoming emergency services, this may need to be controlled to reduce the chance of conflict between pedestrians and vehicles. I'd also suggest mention of any mitigation for this conflict reduction during evacuation be included on the H&S risk assessment item for "pedestrian/vehicle conflict" <p>■ – We have a two lane entry road for emergency vehicles. We will have appropriate stewarding and a pedestrian walkway near the same road; because of this, they should not come in to contact with vehicles.</p> <p>■ –</p> <ul style="list-style-type: none"> - Part 18.3 evacuation says Gate 1 is the primary entry/exit/emergency exit, and Gate 2 is the secondary/emergency exit, but Section 3.5 says Gate 6 is the emergency exit 	
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<p>■ – I apologise, this is not our main exit. I will update the event management plan to clarify.</p> <p>■ –</p> <ul style="list-style-type: none">- In the H&S risk assessment section, it references people not leaving their vehicles except to go to the toilet or in emergencies. This may be a leftover from a previous iteration of the event, but doesn't seem to fit with the rest of the event <p>■ – Apologise, this is from when we were looking at planning during an earlier stage of Covid.</p> <p>■ –</p> <ul style="list-style-type: none">- The lost child section in the risk assessment says SIA staff; Warwickshire Police might be better to correct, but I understood this should be DBS/Enhanced DBS, not just SIA <p>■ – I hold an enhanced DBS and so does the security manager. We are specifying that two SIA staff who have a standard DBS remain with the child until they are handed over to a member of staff with an enhanced DBS.</p> <p>■ –</p> <ul style="list-style-type: none">- Some site plans (B1,2,4 & 5) list 2020 dates. Are these layouts still accurate for the proposed 2021 event? <p>■ – Yes, they are still in place from the previous show, we will update the dates.</p> <p>■ – You are going to look at the licence terms for the site. I cannot see outdoor alcohol sales and music on the premises licence. All other events for this site have their own licence. You may need to look at this.</p> <p>■ – Licencing is handled through Severn Cider, I will look at this and discuss it with them</p> <p>■ – You need to make sure that the licensing regime is robust enough for your event.</p> <p>■ – If people are evacuating a site, they may not be always stay on the pavement. Is there is a way you could change the location of their evacuation or use barrier control to physically separate the pedestrians from vehicles?</p> <p>■ – People will automatically go towards this exit, we will look at using crowd control barriers.</p> <p>■ – How many security will you have during the event?</p> <p>■ - There will be four SIA Security Staff during the day and two overnight. We will also have dog handlers on site.</p>	
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	<p>■ – You mention that security will eject people as and when needed; please bear in mind that you have a responsibility for people who have drunk too much, you need to take measures to ensure they get home safe.</p> <p>■ – We will arrange welfare checks etc. when needed.</p> <p>■ – In your child policy, please consider what you would do if a child does not want to go with the person who comes to collect them. We suggest that the police are called in these situations.</p> <p>■ – We would typically alert the police in these situations. We will implement a more thorough policy on this.</p> <p>■ – Make sure you have a robust plan to respond to incidents on your site and the communications such as who will call 999. It is a good to identify someone in your plan for this. Please be aware that we would not take over control of your event if we are called out; we would only take control of the incident.</p> <p>■ Yes we do have a policy in place, all staff have devices to communicate, control will call the police etc....</p> <p>■ – Will there be cleaning of the children's play area and how often would this occur?</p> <p>■ – There will not be a static playground during the event, we have entertainment specific areas such as crafts; each set up will be regularly sanitised. If the bouncy castle is used, it will be regularly cleaned.</p> <p>■ – We should be in step three at the time of the event. Please bear in mind that things could change prior to the event. Your risk assessment mentioned temperature checks for staff; Public Health recommend not relying just on this because many asymptomatic people won't have a temperature. It is recommended for staff to use Lateral Flow Tests prior to the event. Will staff be staying on site for the duration?</p> <p>■ Mostly, yes.</p> <p>■ – For any staff staying off site, I recommend not car sharing where possible. Will you be using social distance markers at queue points or just visually monitoring?</p> <p>■ – We will be using stewarding staff and crowd control barriers. Posts will have signs on. It is difficult to use floor markers on grassed areas, we are looking at using chalk spray.</p> <p>■ – The use of makers will be easier for the marshals. Are the tables within the beer tent for standing or sitting?</p> <p>■ – We are using picnic type benches.</p> <p>■ – I read that you have stand up tables?</p> <p>■ – No we will only use the standard picnic benches.</p>	
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	<p>■ – You mention 1.5 gaps for tables, does this include from the chairs or just tables?</p> <p>■ – The benches because they are attached to the table and do not move.</p> <p>■ – You are currently planning for customers to queue for their drinks, please ensure that you have a Plan B in the event that restrictions only allow for table service at the time of your event. If only table service is permitted, the security will need to monitor this. How many will be camping overnight?</p> <p>■ – Roughly 3,000</p> <p>■ – You will need to consider how marshals will monitor people gathering in the evenings, as they may gather for BBQs etc... We do not yet know if the permitted numbers to gather outside will be 30 or 6. Public Health would currently recommend that bouncy castles are cleaned down after every use; this will be difficult with high numbers of guests. Children can spread the virus much easier because many don't display symptoms. Please bear in mind where visitors are travelling from and if that location is an area of concern for surge testing due to the new variants.</p> <p>■ – We can identify where people are from through their ticket purchases; if we have issues we can cancel tickets.</p> <p>■ – It may be worth adding information on the tickets to advise that they may be cancelled if a Covid concern is raised. Public Health are currently looking at offering mobile testing units on site for events of more than 500 people. It may be worth considering this for your event. The local authority may consider a Covid Assessment Meeting (CAM) nearer the time of your event taking place subject to any changes taking place.</p> <p>■ – Will BBQs be permitted?</p> <p>■ Yes, we currently permit these, many campervans have fire safety equipment.</p> <p>■ – If people do bring disposable BBQs, please provide guidance to inform people to keep them off the ground.</p> <p>■ – Disposable BBQs are completely banned</p> <p>■ – Will musicians on site check their own electrics?</p> <p>■ – I believe Severn Sider will be checking this, however, I will confirm.</p> <p>■ – Is it possible to overlay your site plan onto Stratford racecourse to allow clarification on escape routes?</p> <p>■ – Yes we can look at doing this</p> <p>■ – Do you have on-site fire cover?</p>	
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	<p>■ – Yes we have equipment across the site. I am a fire officer in addition to a number of the security staff.</p> <p>■ – How many trained people remaining on site overnight?</p> <p>■ – The Dog Handler has training, two of the security will be fire marshals. I will provide a briefing for marshals. We will use water backpacks.</p> <p>■ How is the lighting powered?</p> <p>■ – I'm fairly certain that it is diesel however we will check this.</p> <p>■ – Please check the refilling policy to stop any onsite storage. Do you have an LPG cylinder policy for food stalls?</p> <p>■ We have specified that they are only allowed to bring enough for the event, only one cylinder for their trade stand.</p> <p>■ – Do you have a storage area?</p> <p>■ – We will put one in place for LPG and add it to the plan.</p> <p>■ – If the caterers are camping, please encourage them to stay a safe distance away from the food stall.</p> <p>■ – We locate them as near as possible within a safe distance.</p> <p>■ – Will there be any pyrotechnics?</p> <p>■ – No</p> <p>■ – Is there lighting for marquee area?</p> <p>■ – Yes there is an adequate amount of lighting.</p> <p>■ – Please ensure that you follow the Approved Code of Practice (ACOP) for LPG, and provide adequate signage.</p> <p>■ - If we need to store this in a solid building then we can.</p> <p>■ – Indoors is not a good idea, it needs ventilation</p> <p>■ – 16.3 of your plan mentions the description of a lost child. Marshals and staff should also look at circumstances and vulnerabilities of the child such as medications; some children need to be found quicker than others. We have an expectation that two staff with enhanced checks are always with the child. We are currently focusing on child exploitation, please ensure that people who are experienced working with children to do these checks.</p> <p>■ – I will take lead on this, my background is social care and I have an enhanced check.</p>	
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	<p>■ – It is not feasible to have enhanced DBS for all security staff. We have struggled to get it however there are a few of us with these checks.</p> <p>■ – Your plan mentions that children will be offered wrist bands, I don't understand why it is an offer instead of mandatory. I advise explaining to parents that they are expected to wear the band with a phone number so we can verify the parents of each child and can make it easier to contact parents.</p> <p>■ – In the past we have tried making them more mandatory. If a child is drinking or taking drugs then they just take them off.</p> <p>■ – They need to be aware that they must wear them and advise that it is a condition of entry. If you see a child without a wrist band then it can look suspicious.</p> <p>■ – Thank you everybody for attending the meeting today. To conclude, sign-off certificates must be available on your first day, our team will be visiting to inspect these. I am glad that the ticket sales are all online and the guests are easily contactable. Please ensure you're your LPG complies with the ACOP. Recording of cleaning for sanitary areas and play equipment is advisable. Your Covid plans need to be flexible because we don't know what the situation will be like at the time of your event. We advise that you send out as much information to guests prior to the event. Please ensure you check the conditions of the premises licence, ■ should have this information on this. Finally, mandating the use of wrist bands for children is strongly advised. If we can be of help please do let us know.</p> <p>END</p>	
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