

Events on Huntingdonshire District Council Land (Covid19)

Issue date: 11th March 2021

Background

As part of the Government's Roadmap out of lockdown, from 8 March, people in England will see restrictions start to lift and the government's four-step roadmap offer a route back to a more normal life.

The Government's plans will be based on 'data, not dates' so change between steps may change from the dates currently published.

As the Government's Roadmap progresses through the defined steps of its reopening plan, events will be permitted, and the Council will be approached by individuals and organisations wishing to host events on Council owned land.

The reason for this document is to consider specifically:

- Events operated on HDC Land, and;
- The change to 'Step 4'

Business, activities and events

We hope to reopen remaining premises, including nightclubs, and ease the restrictions on large events and performances that apply in Step 3. This will be subject to the results of a scientific Events Research Programme to test the outcome of certain pilot events through the spring and summer, where we will trial the use of testing and other techniques to cut the risk of infection. The same Events Research Programme will guide decisions on whether all limits can be removed on weddings and other life events.

As we move through each of these phases in the roadmap, we must all remember that COVID-19 remains a part of our lives. We are going to have to keep living our lives differently to keep ourselves and others safe. We must carry on with 'hands, face, space'. Comply with the COVID-Secure measures that remain in place. Meet outdoors when we can and keep letting fresh air in. Get tested when needed. Get vaccinated when offered. If we all continue to play our part, we will be that bit closer to a future that is more familiar.

Sources:

- [Sports Ground Safety Authority 'Guide to Safety at Sports Grounds' August 2020](#)
- [Cabinet Office Guidance: Coronavirus \(COVID-19\) Meeting with others safely \(Social Distancing\)](#)
- [Cabinet Office Guidance: COVID-19 Response -Spring 2021 \(Summary\)](#)

Applications for events on HDC land

Event Organisers (EO) must ensure prompt submission of all documents to Huntingdonshire District Council for proposed events on the Council's land.

The timescales for submission of documentation is as follows:

- Small events (0-50*) 2 months in advance of event start date
 - Medium events (51-499*) at least 3 months in advance of event start date
 - Large events (over 500) at least 6 months in advance of event start date
- *this is the number of attendees expected over the duration of the event

Given the public health risks involved these timescales will be strictly adhered to. Whilst an event may be approved in advance, if the Government guidance changes then an event may be

subject to cancellation. The Council bears no responsibility for any costs incurred as a result of this as any event must ensure suitable event insurance is in place.

At the point of submission in line with the above, all event documents must be received which includes:

- Event Application Form
- Event Management Plan
- Insurances (where applicable)
- Covid Specific Risk Assessment (covering govt guidance in relation to event; maximum event capacity and associated control measures; cleaning regimes including site clean-up and any other control measures)
- Detailed Site Plan (showing layout, entrance/exit points, queueing area; pedestrian routes e.g. 1 way where applicable and any other relevant information)
- Communications plan should the event be postponed or cancelled.
- Any other relevant documentation/information

All events (other than small) will be required to attend Events Safety Advisory Group (ESAG) in advance of the event.

Occupancy & Covid19 Considerations

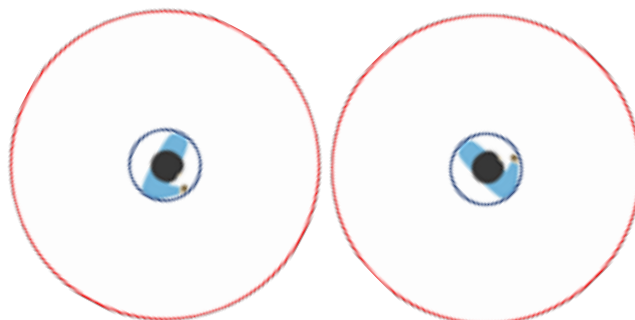
Within event documentation, Event Organisers (EO) must state:

- The measures the EO will utilise for controlling admission to the event space to prevent the event exceeding the maximum capacity.
- The maximum number of individuals permitted within the event boundaries/event space
- How the EO will maintain a clear event boundary with entrance/exit points and prevent unauthorised access
- Any other relevant information

As events on HDC land are not operating within a pre-existing layout that cannot be amended (e.g. building layout/structure), 2.0m Social Distancing must be incorporated into events plans/layouts. If an area within the event layout cannot accommodate 2 persons passing whilst maintaining 2.0m social distancing, then additional control measure should be adopted e.g. 1-way, passing points etc.

The following methodology has been adopted from the 'Sport Ground Safety Authority':

- Inner Circle: To allow for typical side-to-side movement, a 600mm individual width is used for person standing or walking.
- Outer Circle: To ensure 2.0m social distancing is maintained from others, a 1.0m distance in all directions is allowed from the centre individual. The overall diameter of this outer circle is 2.6m (allowing for an 'individual space' of 5.31m²).



Interpretation for Event Organisers:

- When planning the layout of an event to allow for 2.0m social distancing, walkways should be a minimum of 2.6m wide (outer circles should not overlap). If this cannot be accommodated, then alternatives such as 1-way systems of passing points should be used.
- To determine the 'maximum capacity' for an event, the space available within walkways & standing areas within the event boundary (space not taken up by event hardware e.g. fairground rides) should be divided by the 'individual space' of 5.31 m².

$$\text{Maximum Event Capacity} = \frac{\text{Available Space (m}^2\text{)}}{\text{Individual Space (5.31 m}^2\text{)}}$$

This method results in a socially distanced space in all directions of approx. 2.0m between two people standing or walking. The Event Organiser will need to monitor the event to ensure that people do not congregate within events impacting the ability of other to socially distance. This should be addressed in event documentation controls.

Permission

By submitting an event application to the Councils, the Event Organisers (EO) understand that:

- The dates proposed for 'step charge' in the Governments Roadmap out of Lockdown may be subject to change as may Social Distancing and mitigation measures & requirements.
- Permission is not granted automatically based on submission of an event application. The council will formally grant permission based on review and the Council as the landowner, reserve the right to revoke any granted event permissions at any time prior to the event.
- They should not promote the event until permission has been agreed
- As the landowner for which events are being applied for, the Council will exercise its right to require a deposit and levy charges for use of the land. Any costs that arise as a result of the event (e.g. damage to site; clean-up) will be deducted from the deposit.