

# Clare College Garden Party 2021 COVID-19 Risk Assessment

*Last Updated: 17/06/2021*

The Clare College Garden Party Committee treats the health and safety of staff and guests with paramount importance during our 2021 'May Week Event'. In order to successfully protect attendees, we have prepared a number of reasonable restrictions throughout this risk assessment in accordance with the latest government advice and rules. We commit to follow the letter and spirit of all government guidelines.

This document will be maintained on a weekly basis by Ethan Pratt (President) and George Baker (Vice-President), to reflect changing government advice. The committee will confirm that precautions remain appropriate during weekly meetings. **We currently plan for the event to take place in Step 3 of the UK Lockdown Roadmap outlined by Prime Minister Boris Johnson (ie. under conditions designated from 17th May 2021 at the earliest).**

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## Roadmap Overview

Source: [Government Guidance on Reopening Businesses and Venues \(accessed 02/03/2021\)](#)

*Summary of advice relevant to outdoor events and social interaction/distancing.*

### Step 1 (from 29th March)

‘Opening of most outdoor sports facilities. People can use these venues in a group of six people, or with members of up to two households.’

### Step 2 (no earlier than 12th April)

Social contact outdoors- in a group of 6 people or 2 households.

‘Outdoor areas at hospitality venues (cafes, restaurants, bars, pubs, social clubs, including in member’s clubs) can reopen, including for takeaway alcohol. These venues may allow customers to use toilets located inside. At any premises serving alcohol, customers will be required to order, be served and eat/drink while seated (“table service”). Venues will be prohibited from providing shared smoking equipment such as shisha pipes.’

Most outdoor attractions open where there is no crowd. This includes zoos, theme parks and skating rinks.

‘Outdoor gatherings or events, organised by a business, charity, public body or similar organisation, can be organised, subject to specific conditions: that they comply with COVID-Secure guidance including taking reasonable steps to limit the risk of transmission, complete a related risk assessment; and ensure that those attending do not mix beyond what is permitted by the social contact limits (unless another exemption exists, such as for work purposes, or supervised activities for children). This could enable spectators at a grassroots sports match or a village fete, provided people do not mix beyond groups of 6 people or two households. We will update guidance to local authorities on how smaller outdoor events like these should be run safely.’

Over the spring, the Government will run a scientific Events Research Programme. This will include a series of pilots using enhanced testing approaches and other measures to run events with larger crowd sizes and reduced social distancing to evaluate the outcomes. These pilots will start in April.

### Step 3 (no earlier than 17th May)

Outdoor settings to be attended in a group of no more than 30. No outdoor gatherings of more than 30.

'Remaining outdoor entertainment events, such as cinemas, theatres, and other performance events will be permitted.'

'At this step, both outdoor and indoor gatherings or events, organised by a business, charity, public body or similar organisation, can be organised, subject to specific conditions: that they comply with COVID-Secure guidance including taking reasonable steps to limit the risk of transmission, complete a related risk assessment; and ensure that those attending do not mix beyond what is permitted by the social contact limits (unless another exemption exists, such as for organised sport or exercise, supervised activities for children or a significant life event).'

'Spectators will be allowed at elite sporting events and performance events. Attendance at these events will be restricted to 50% of capacity up to 1,000 people for indoor events, and 50% of capacity up to 4,000 people for outdoor events. For outdoor events taking place in venues with seated capacity of over 16,000, event organisers may apply a 25% capacity cap, up to a maximum of 10,000 seated people. Large business events will also be able to go ahead, subject to the same capacity requirements.'

#### Step 4 (no earlier than 21st June)

Any remaining coronavirus legal restrictions are lifted. Indoor nightclubs, deemed to present the largest risk, will open. Restrictions lifted on social contact and large events.

## Committee Response Outline

### Step 1

An outdoor event would not be legally permissible during Step One of the UK Lockdown Roadmap. Further planning would be required for an online only event.

### Step 2

After some consideration, the CGP Committee has determined that, although an outdoor event is physically possible in Step 2 of the UK Lockdown Roadmap, we would not be able to offer students value-for-money and the health of vulnerable guests may be at risk due to COVID-19. Further planning would be required for an online-only event.

### Step 3

The event is proposed to take place on Wednesday 23rd June, which is scheduled during the proposed Step Four of the UK Lockdown Roadmap (ie. from Monday 21st June 2021 onwards). We anticipate delays to this schedule and are therefore planning an event in accordance with Step 3 regulations.

- Individuals who have purchased tickets (“Ticketholders”) will be required to fill out an online form where they may create groups of up to ten people alongside whom they may attend the event. This is an adaptation of the Rule of Six / Two Households Indoors rule which applies to indoor venues in Step 3 procedures but attenuated for the Rule of 30 in outdoor spaces in Step 3 procedures. Attendees must arrive at the event in their groups of up to ten. Attendees must remain in this group of up to ten throughout the event, being seated at all times with this group of up to ten in the main seating area and moving between entertainment zones in only these groups of up to ten.
- As part of the application process, each group of up to ten will be asked if there are any individuals beyond their group of ten with whom they wish to interact at the event. The CGP Committee will allocate these recommended individuals, as much as possible, into groups of thirty. Attendees may only interact with people in their group of thirty in designated attractions zones, including their assigned ‘audience pod’ around the main stage (capacity of thirty people) and in the other attractions, which have a maximum capacity of thirty people.
- By the main stage, there will be fourteen ‘audience pods’ marked out with crowd control barriers. Each ‘audience pod’ will be assigned to a particular group to thirty, and only individuals within this group of thirty may interact within this space. Anyone found in an ‘audience pod’ not assigned to their group of thirty will be ejected from the event without refund. Similarly, the capacity of each ‘attraction

zone' (i.e. silent disco, casino, secondary stage) will be limited to thirty attendees to ensure there is no gathering larger than thirty people within any space of the event.

- Each attendee eligible for the Cambridge University Asymptomatic Testing programme must prove that they have had a negative PCR test result dated within 7, but ideally 5, days of the event (ie. 18-22nd June 2021). Attendees will prove this by displaying the confirmation text message of a negative Asymptomatic test on their phones upon ticket collection. Ticketholders who are ineligible for the Cambridge University Asymptomatic Testing programme will be required to arrange either one PCR test or two lateral flow tests for COVID within 5 days of the event (i.e. 18-22nd June 2021), and provide evidence of their negative test confirmation with their own name clearly displayed upon ticket collection.
- Any attendee who has received a COVID-19 vaccination at any point prior to the event, and thus are no longer required to take a Cambridge University Asymptomatic Test weekly, must still take at least one negative PCR test, or two negative lateral flow tests, within 5 days of the event (i.e. 18-22nd June 2021). Failure to provide proof of a recent negative test by anyone attending the event will result in their being banned from attending Clare Garden Party.
- Face coverings must be worn at all times when not seated. This includes in 'attractions zones'. Attendees who are exempt from wearing face coverings on medical grounds will be contacted in advance, and given a visible identifier (e.g. a sunflower or lanyard) to identify them as not wearing a face covering due to medical exemption. Any attendees who remove their face covering, or refuse to wear one, without medical exemption will be ejected from the event site immediately, without refund.
- Common touch points will be cleaned regularly. Hand sanitiser dispensers will be spread throughout the event. All hand sanitisers will be at least 60% isopropanol or 70% alcohol, or else meet BSEN 1500 certification.
- There will be a zero-tolerance policy for those failing to follow the rules given. Anyone found in violation of any of these rules will be ejected immediately from the event, without possibility of refund.

#### Step 4

To account for the relaxation of legal limits on social contact, we would remove the request for groups of six, masks and zone capacity limits. Proof of a negative test will still be required if the Cambridge University Asymptomatic Testing programme remains in place, as will proof of a vaccination if an attendee is unsubscribed from the Cambridge University Asymptomatic Testing programme for this purpose.

Step 4 could come into effect from Monday 21<sup>st</sup> June 2021. The CGP Committee determines holding an event on this day to be a risk because Ticketholders may be more 'reckless' on the day when lockdown eases, which puts more vulnerable individuals at greater risk. The event has been moved to Wednesday 23<sup>rd</sup> June 2021 to mitigate this eventuality.

## COVID-19 Risk Assessment

**Describe the activity being assessed:** COVID-19 risk assessment for the proposed Clare College Garden Party 2021

**Assessed by:** George Baker & Ethan Pratt

**Endorsed by:** Brenan Morgan, Head Porter, Clare College

**Current COVID-19 Status in England:** UK Lockdown Roadmap, Step 3

**Who might be harmed:** Attendees (mainly Clare students), Staff (event and college), Contractors

**Date of assessment:** 16/06/2021

**Review date:** 16/06/2021 (final review with Clare College Council)

Hazard & Risk	Who is Affected?	Control Measures	Who needs to carry out the action
<p>Transmission Risk - Wristband Collection</p> <p>Ticketholders may break social distancing or touch contaminated surfaces.</p>	<p>Attendees (Ticketholders and Committee)</p>	<ul style="list-style-type: none"> <li>Two collection points will be set up from 0930 - 1230 BST on 23rd June 2021 at Memorial Court and The Colony. Both collection points will be thoroughly disinfected before and after use using virucide disinfectants which meet BSEN 1500 standards, or contain either 70% alcohol or 60% isopropanol.</li> <li>Ticketholders will be allocated a time to collect their ticketing wristbands on Monday 21<sup>st</sup> June. These arrangements will be communicated to ticketholders clearly the same day. The staggering of ticket collections across two sites is intended to prevent a large queue forming at any ticket collection point. Ticketholders will be strongly encouraged to collect their ticketing wristbands with other members of their group of up to ten people. This is intended to reduce the potential intermingling of COVID households.</li> </ul>	<p>CGP Committee, especially Ticketing Officer.</p>

		<ul style="list-style-type: none"> <li>● Each ticketing wristband will include a specific ticket reference, indicating the group of ten and group of thirty to which this individual belongs. Any attempts made to change this allocation will result in the attendee in question being ejected immediately from the event, or prevented from attending, without refund.</li> <li>● Ticketholders are required to show evidence of at least one recent negative COVID test result, dating within 5-7 days of the event. Evidence must be photographic proof of either one negative PCR test, or two negative lateral flow tests, dated within the period 17-22<sup>nd</sup> June 2021. Each test evidence must include the Ticketholder's name and the date of the test result. Ticketholders must also have a temperature check before collecting their individualised wrist band. Any core body temperature higher than 38 degrees Celsius is to be considered dangerous, and such individuals would not be granted ticketing wristbands, unless Stewards are advised otherwise by on-site College COVID Safety officials.</li> <li>● Those queuing for collection must be socially distanced. Cones and tape will be laid down to indicate the 1m+ requirement for social distancing. Ticketholders may only queue in pairs, and only with someone within their chosen group of up to ten. Any groups larger than two people, or who do not exercise social distancing, will be asked to disperse immediately and observe the behavioural requirements.</li> <li>● Stewards will wear a face covering while distributing ticketing wristbands; Ticketholders must also wear face coverings while collecting tickets. This is intended to reduce the risk of airborne transmission of COVID between attendees.</li> <li>● Ticketholders should put on their wristband immediately upon collection and continue to wear it until the event ends. The CGP Committee takes no responsibility for loss of wristbands by attendees after their collection from one of our stations.</li> </ul>	
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		<ul style="list-style-type: none"> <li>• After the collection period has elapsed, any remaining wristbands can be collected from Memorial Court shortly before the event commences.</li> <li>• Any students who have failed to collect their wristband in the allotted times must return to Memorial Court for collection. No collections will be possible beyond 1430 without prior arrangement with the Ticketing Officer.</li> <li>• A wristband which is removed from the wrist after ticket collection will not be valid for entry to the event. This ensures that we know those entering the event are the ones who have had their negative test checked.</li> </ul>	
<p>Transmission Risk - Attendees Travelling between Departure and Arrival Sites</p> <p>Many households will be commuting between the departure sites (Memorial Court / The Colony) and the event site (Clare Sports Grounds) and vice versa. The narrow pathways and</p>	<p>Ticketholders (Attendees and Committee members), some Security Staff, members of the public.</p>	<ul style="list-style-type: none"> <li>• In the week before the event, attendees will be allocated to specific coaches, and informed on which coach they must travel to and from the event site. These coach allocations will occur within groups of up to ten as much as is possible.</li> <li>• Coaches will pull up in the coach lay-bys along Queens’ Road, opposite Queen’s Backs. This is to reduce traffic disruption along Queens’ Road should the coach attempt to reverse into Memorial Court car park.</li> <li>• Coach drivers will be instructed to arrive in staggered fashion at Memorial Court (1340, 1350, 1400, 1410, 1420, 1430). Attendees allocated to a given coach will be informed of the arrival time and told to be in Memorial Court 10 minutes in advance of this time to expedite boarding.</li> <li>• 4 Committee members and two Porters will be on hand at Memorial Court to steward students onto the correct buses. Stewards will have lists of which students should be on each coach. Attendees will be required to report to Stewards to confirm their presence before the coach arrives; Stewards will then lead attendees to the coaches and check their names off once again</li> </ul>	<p>CGP Committee (for overseeing the departures from and arrivals at both sites).</p> <p>Stewards (for ensuring the correct attendees are aboard the correct coaches).</p> <p>Coach Company (for ensuring the correct disinfection processes occur before the event).</p> <p>Attendees (for being responsible enough to wear face coverings en route to the site, and to maintain social distancing while walking to / from the site.)</p>

<p>coaches mean large groups of people will be together in restricted space not always conducive to social distancing.</p>		<p>upon boarding the coach. Each coach will have one Steward on board to ensure everyone board and disembarks the coaches safely.</p> <ul style="list-style-type: none"> <li>● Coaches will be disinfected in advance for COVID, with all soft fabrics being treated with either government and Cambridge City Council-approved BSEN 14476 virucides before departure.</li> <li>● In accordance with the Health &amp; Safety rules of the coach provider, all attendees must wear face coverings while on the coach, which will reduce the risk of airborne transmission. Anyone found in violation of this rule will be cautioned upon arrival at the event site.</li> <li>● Coaches will deposit attendees on Bentley Road, exiting along the one-way system along Newton Road used by St Faith's School. As there is no layby on Bentley Road, the coach Steward must ensure that the coaches are disembarked quickly and efficiently, to provide enough time for the coach to leave before the next coach arrives. Attendees will proceed in a socially distanced manner to the event site.</li> <li>● At the end of the event, coaches will return in a similarly staggered fashion (1745, 1755, 1805, 1815, 1825. 1835), with the same rules in force for the return journey: face coverings worn at all times aboard the coaches, with social distancing to be observed before departure and after arrival at Memorial Court, especially if queues form at the event site.</li> <li>● In the event that attendees are not in Memorial Court in time to board their allotted coach, these students must walk to the Sports Grounds on foot. These attendees must obey social distancing rules and must not move around in groups larger than six people at once, as the pedestrian walkways along the Fen Causeway and Trumpington Road are too narrow to ensure adequate social distancing. While moving around, late attendees will be told to wear their face coverings at all times.</li> </ul>	
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<p>Transmission Risk - Multiple Households, High Capacity.</p> <p>Many different households will attend the event, their mixing without social distancing increases risk of transmission.</p>	<p>Attendees (Ticketholders and Committee), Staff, Porters, Contractors</p>	<ul style="list-style-type: none"> <li>● The entire event space will be open air, indicating a 26% reduction in transmission risk compared to indoor venues.</li> <li>● Face coverings must be worn at all times when moving around the event, except when Ticketholders are seated in their groups of up to ten in the main seating area. Attendees will be reminded to bring a reusable face covering with them, but disposable masks will be available at the entrance to the event.</li> <li>● In front of the main stage, fourteen ‘audience pods’ will be marked out with pedestrian barriers. The capacity of each ‘audience pod’ will be thirty attendees. The barriers will be disinfected before the event, and between music acts on stage (when lulls in attendee density around stage areas are expected). This is the only zone where we would expect a gathering of more than thirty guests to form without additional measures being put in place.</li> <li>● At the secondary stage, four ‘quadrants’ of up to thirty people will be demarcated using rope barriers. Each ‘quadrant’ will have at least a 2m distance between each other to limit the risks of adjacent groups interacting, especially if they are of different groups of thirty. Anyone found to be in a ‘quadrant’ with people not from their chosen group of up to ten, or their allocated group of thirty, will be ejected from the event immediately without chance of refund.</li> <li>● Some attractions (silent disco and casino) will be in their own zone. No more than thirty attendees will be permitted in this “casino zone” at any one time, including the student casino workers; likewise, no more than thirty people are allowed in either of the two quadrants of the “silent disco” zone at one time. Common touch points in each zone will be cleaned before and after use by Stewards, at intervals of no greater than thirty minutes, using disinfectant virucides which meet the BSEN 1500 standard.</li> </ul>	<p>CGP Committee (for cleaning common touch points and maintaining capacity limits)</p> <p>Contractors for entertainment zones (for cleaning common touch points)</p> <p>Ticketholders (for bringing their own face coverings where possible)</p>
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		<ul style="list-style-type: none"> <li>● Any zones which take place beneath gazebos (ie. drinks bars, casino, or mixing desks for the silent disco or either stage) will be occupied by the tables and bulky equipment of the providers so that the covered sections cannot be used as points of convergence by attendees. These gazebos will be open on at least three sides, reducing transmission risk by enabling fresh air to flow from all sides.</li> <li>● Lawn games will be scattered around the main seating area. This will not be a ‘zone’, but staff will monitor the area to ensure that no seated group exceeds ten people at any point.</li> <li>● Zones will be marked out with crowd control barriers or rope barriers, following an area demarcated by spray paint on the ground. Each zone surrounding food and drinks vendors, the casino and the silent disco will have a one-way system clearly demarcated, with an on-duty steward checking people in and out.</li> <li>● Zones will be spaced out across as much of the Sports Grounds as possible to reduce the risk of attendees agglomerating at any given zone. To aid this distribution, these zones will be positioned at the periphery of the event site.</li> <li>● In the main seating area - the only place on the event site which is not formally ‘zoned’ - attendees may ONLY sit in their groups of up to ten people. Interactions with other groups of up to ten people will be limited using socially distanced seating. Any attendee who sits with a group different from their allocated group of ten will be ejected from the event immediately without refund.</li> <li>● If, for whatever reason, the capacity of the event unexpectedly exceeds the set limit of 400 people (e.g. additional band members, set-up and clean-up teams for Food and Attractions vendors), these additional individuals would not be allowed to remain on the event site for longer than their role required. They would, however, be eligible for toilet breaks, free drinks of</li> </ul>	
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		<p>water at the event, and any leftover food if they were on site for the end of the event. As they are non-Clare attendees, these additional groups must remain separate from the other attendees as much as is possible, and not to interact with the main student body. This will be achieved by allocating a specific space on site away from the main seating area for these non-Clare events to congregate and rehearse. Depending on the size of these groups and the number of households involved, they may be eligible for seating in one of the rooms of the Pavilion, although they must wear a face covering at all times. These non-Clare vendors and acts will all be required to provide proof of either one negative PCR test within 5 days of the event, or two negative lateral flow tests within 5 days of the event. Anyone who fails to do so will be ineligible for the event.</p>	
<p>Transmission Risk - Attendee with COVID-19.</p> <p>Any attendees with COVID-19 risk transmitting the infection to everyone in attendance, risking serious health consequences.</p>	Attendees, Staff and Contractors	<ul style="list-style-type: none"> <li>• Ticketholders must offer proof of one of the following: one negative PCR test which has been taken within the 7 days preceding the event (ideally 5 days, so 18-22nd June 2021); or two negative lateral flow tests within the preceding 7 days (ideally 5 days, so 18-22nd June 2021). A positive COVID-19 test within the last 90 days renders attendees ineligible for testing. The CGP Committee will identify these attendees before the final Asymptomatic testing dates for these groups (i.e. 16<sup>th</sup> and 21<sup>st</sup> June for undergraduates and graduate student attendees, respectively) and consult with the COVID advisor for Clare College on the best course of action. If the student is eligible for the PCR test as provided by the Cambridge Asymptomatic Testing programme, then they must take this test, as it is the only test which will be accepted (with the exception of those taking part in the similar Addenbrookes testing programme).</li> <li>• All communications with Ticketholders will repeatedly stress that they are required to provide proof of a negative test. Proof of vaccination will not be accepted as an alternative. Vaccinated individuals are expected to also show evidence of at least one negative PCR test, or two negative lateral flow tests, dated within 7 days of the event (ideally 5 days) for further proof.</li> </ul>	<p>Attendees (responsible for themselves and following the rules set)</p> <p>CGP Committee (for communicating those rules)</p> <p>Porters (for helping CGP Committee to eject anyone found in violation of these rules)</p>

		<ul style="list-style-type: none"> <li>• Anyone at the event found in violation of this rule will be removed immediately, and no refund will be offered. This will also be communicated to students as a financial deterrent.</li> <li>• Evidence of negative tests will be taken visually at the point of ticket collection. No further data will be stored.</li> <li>• If any event attendee is found on site being COVID positive, then as well as the attendee in question being made to leave the event immediately, but their entire group of up to ten will be made to isolate away from the main seating area immediately to reduce the risk of transmission to other attendees. All on-site attractions will be temporarily closed, except for live bands on the main stage, while event stewards will disinfect all common touch points in all areas this group of up to ten has been so far at the event. Only once all disinfection has been completed may the smaller, interactive attractions be allowed to resume operations.</li> </ul>	
<p>Transmission Risk - People Working on Site</p> <p>Staff, Contractors and Committee members will be performing official duties during the event, and their interactions with many Ticketholders and each other put them at</p>	<p>Staff, Contractors and Committee</p>	<ul style="list-style-type: none"> <li>• All Staff, Contractors and Committee members will wear a face covering at the event. Food and Drink vendors in particular will wear face shields or operate from behind Perspex screens while serving food or drinks orders.</li> <li>• Social distancing of at least 1m+ will be required between Staff and Contractors, and any Ticketholders. In situations involving queueing, this will be enforced through markers set down that visually remind attendees to remain 2m apart at all times (see queuing specific risk assessment later).</li> <li>• All vendors will be supplied with hand gel to BSEN 1500 standard, and are welcome to bring their own as an additional resource.</li> <li>• External contractors will be required take two lateral flow tests within five days of the event, and to inform the Committee of the identities of their staff who will be on-site during the event. Failure to provide this required information will result in the vendors being unable to attend the event.</li> </ul>	<p>Staff, Contractors and Committee members (for following COVID-19 regulations outlined)</p>

increased risk of transmission.		<ul style="list-style-type: none"> <li>External vendors will be asked to produce a risk assessment which details COVID-19 protection measures. These must be communicated with the Committee at least two days before the event.</li> <li>Clare College Staff and student stewards will go through the same negative COVID-19 test as guests. A staff wristband will then be provided as continuing evidence their test has been confirmed. If any member of Clare College staff or stewards fail to provide at least one negative test within the five days before the event, they will not be allowed to attend.</li> </ul>	
<p>Transmission Risk - Infected Common Touch Points</p> <p>Attendees may touch infected surfaces, and contract COVID-19 or another infectious disease.</p>	Attendees, Staff and Contractors	<ul style="list-style-type: none"> <li>Sanitation Stations will be positioned throughout the event and included on the site plan. Stations will include BSEN 1500 hand sanitisers and antiviral disinfectant which is at least 70% alcohol for the destruction of COVID virucide.</li> <li>Common touch points will be minimised as much as possible throughout the event. Any remaining common touch points will be sanitised at intervals no greater than thirty minutes by members of the stewarding team. If these touch points are regularly handled items (e.g. silent disco headphones or casino chips) these items will be disinfected between use by different groups.</li> <li>The toilets will be sanitised at intervals no greater than thirty minutes.</li> <li>The sanitizer used at the event will be at least 60% isopropanol or 70% alcohol. All sanitizers will be antiviral and registered as BSEN 1500. This applies to any references to disinfectants or sanitizers within the risk assessment.</li> </ul>	Staff, Contractors and Committee members (for cleaning any common touch points in various zones)
Transmission Risk - Access and Egress to Event Site.	Ticketholders and Porters.	<ul style="list-style-type: none"> <li>Two days before the event, attendees will be allocated a coach and a time of coach departure. They will be reminded of these details at the ticket wristband collection.</li> </ul>	Committee and Porters

<p>Many attendees arriving at once reduces capacity for social distancing, which increases the risk of transmission.</p>		<ul style="list-style-type: none"> <li>● The coaches will be parked separately and will allow the onboarding of guests at different times before they then depart at different times (1340, 1350, 1400, 1410, 1420, 1430). Stewards and Staff will be on site to ensure that any queues which form maintain at least a 1m+ social distance at all times, and face coverings are being worn at all times by all attendees.</li> <li>● The chosen coach company will provide a COVID-19 risk assessment. This risk assessment shows the company uses government-approved EN1276-2009 virucide disinfectant, and requires all attendees riding the coach to wear face coverings at all times.</li> <li>● The coaches will then arrive at the event in intervals (1350, 1400, 1410, 1420, 1430, 1440). If delays cause the gap between coaches to be inconsistent, students will be asked to remain on the coach until the previous load of guests have fully entered the event. At least one Security Porter and / or one to two stewards will be on each coach to check attendees onto the correct vehicles, and to ensure that attendees reaching the event by coach vacate the vehicle quickly and efficiently upon arrival at Bentley Road so as not to disrupt the flow of traffic in the local area.</li> <li>● At the event entrance a Security Porter will confirm that attendees are wearing a wristband before allowing them to enter the site. This should be a fast process but in case a queue does begin to form, markings on the ground will demonstrate the distance guests should stand apart to ensure social distancing.</li> <li>● Guests will also be able to collect a pre-prepared drink upon entry to the event to prevent a queue forming at the bar. The Head Porter will be stationed at the entrance to reinforce behavioural expectations at the event to all attendees, and to remind them of the potential consequences should they break the rules.</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Coaches will collect guests in a similar format to the start of the event, at ten minute intervals (1745, 1755, 1805,1815, 1825, 1835). Guests will be informed of their coach details in the days before AND on the day of the event. A tannoy system will be used to keep guests informed of which coach is currently collecting guests.</li> <li>• Vendors will close 15 minutes before the end of the event (1745). Entertainment options will close fifteen minutes before the end of the event (1745). All music will be switched off ten minutes before the end of the event (1750) except for the closing-out act on the secondary stage. This will encourage students to depart in a staggered fashion, making it easier to limit larger congregations of people. These aspects will be communicated clearly and regularly to all attendees before and during the event.</li> </ul>	
<p>Transmission Risk - Queues for Food, Drinks, Toilets and Entertainment</p> <p>Queueing means groups of attendees could be concentrated in confined space, increasing the risk of COVID transmission.</p>	Attendees, Contractors	<ul style="list-style-type: none"> <li>• Queueing spaces will be clearly marked. Cones and tape will be placed at all queueing sites outside each zone to indicate that a 2m social distance should be maintained at all times.</li> <li>• Crowd control barriers around food vendors will form an ‘H-shape’ to manage queueing and ensure a one-way flow around each vendor so queues remain separate and enforced. Only one person will be permitted to approach the food stall at any one time. Each vendor’s area will be demarcated using both barriers and spray-painted ground markings. Anyone outside of this space queueing must disperse until there is space available within the zone of a particular vendor, or until the number of attendees queueing for said vendor reaches twenty people. In this eventuality, attendees may use the event QR code to place a food order, and then one or two members of their group of up to ten may come to retrieve this order from the vendor, and return them to the rest of their group in the seating area.</li> </ul>	<p>Ticketholders (for maintaining social distancing throughout)</p> <p>Bar Staff (for running the Drinks stalls)</p> <p>Committee members (for enforcing social distancing around the site)</p> <p>Staff (especially Security Porters, for ensuring social distancing at queues around the site)</p> <p>Contractors (especially Food and Drink Contractors, for ensuring social distancing in queues for their stalls)</p>

		<ul style="list-style-type: none"> <li>● Drinks vendors, including those operated by Clare College Catering staff and trained student Bar Workers, will also be designated clearly-demarcated spaces of operation; will also observe the twenty-person per queue rule; and will also have an ‘H-shape’ plan of crowd control barriers to ensure that only one person may go up to the drinks stall at any one time. The Clare College-run drinks bars will each be operated by two trained bar workers during the event, so one can serve while the other prepared drinks. Furthermore, each drinks bar will be overseen by a representative of the Clare Catering department, which holds the alcohol licence for Clare College. In the event that the queue looks to exceed more than twenty people, those waiting can use the event QR code app to record an order with the food vendor, and then one or two members of their group of up to ten could come to collect their orders when the queue diminishes.</li>   <li>● The capacity of the Sports Grounds far exceeds the upper limit for attendees which we have placed on the site. The site is open-plan and open-air, which should reduce the risk of transmission of COVID. All attendees who are permitted entry to the site will have been thoroughly checked before they reached the site for any positive COVID tests. Only those who have provided sufficient proof of a negative COVID test will receive the ticketing wristband required for them to be permitted entry to the event site.</li>   <li>● The risk of congregations around the main stage will be mitigated through ‘audience pods’ Each ‘pod’ will be a space demarcated by spray-paint on the ground and reinforced by 4-6 crowd control barriers each. Each ‘pod’ will have a capacity of up to thirty people, and each attendee will be allocated to a specific ‘pod’ according to their group of ten, within their wider group of thirty. The ‘pod’ identifier will be spray-painted onto the ground within the ‘pod’, and clearly stuck onto the barriers at the front of the ‘pod’. Anyone found tampering with the barriers, or in a different ‘pod’ to the one allocated to their group of thirty, will be ejected immediately from the event without refund.</li> </ul>	
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		<p>queuing places. Anyone who repeatedly ignores these requests for social distancing will be cautioned; if continued violations occur, violators will be ejected from the event without refund.</p> <ul style="list-style-type: none"> <li>At toilets, as the capacity is far smaller, queues are not expected to be as large. While the rule of twenty remains in place, off-duty Security Porters will oversee the queueing to ensure no more than twenty people are queueing at any one time, due to the proximity of the toilets to their 'rest area'.</li> </ul>	
Transmission Risk - Event set-up and clean-up	Staff, Committee and Contractors	<ul style="list-style-type: none"> <li>All Staff, stewards and student acts (e.g. for Music) must participate in the Cambridge University Asymptomatic Testing programme if they are eligible. Should any of these workers test positive for COVID before the event, or display symptoms of coronavirus, then that individual will be required to isolate and stay away from the event. Failure to inform the committee of a positive COVID test in advance of the event, or failure to provide evidence of either one negative PCR test or two negative lateral flow tests dated to within five days of the event (i.e. from 17<sup>th</sup>-22<sup>nd</sup> June 2021) will result in contractors being banned from coming on site.</li> <li>Face coverings must be worn throughout set-up and clean-up. Anyone who does not have a face covering when they arrive on site may borrow a disposable face covering. Anyone who refuses to wear a face covering on site will not be allowed to remain on the event site during set-up or clean-up.</li> <li>Contractors will be contacted in advance to discover the support they need and their estimated set-up time. A final timetable will be circulated to all contractors no later than Monday 21<sup>st</sup> June 2021 based upon their responses.</li> <li>Stewards and Security Porters will oversee and enforce social distancing throughout the event. Each steward will work 1-2 hour "shifts" during the</li> </ul>	<p>Staff (for ensuring social distancing is observed at all times, and for communicating any issues that arise with the President or Vice-President of the committee via WhatsApp or walkie-talkies)</p> <p>Committee / Stewards (for maintaining social distancing from Contractors and Staff, and for working stewarding "shifts" during the event)</p> <p>Contractors (for arriving and leaving the site at the prescribed times, for complying with the event's COVID guidelines at all times, and for helping to set up and clean up their own stalls).</p>

		<p>event, with each steward being allocated to a particular zone, and not being permitted to leave it until their replacement arrives at the end of their shift. Security Porters will circulate more freely throughout the event, but always maintaining a social distance of 1m+ from other attendees.</p> <ul style="list-style-type: none"> <li>• At any crux points (e.g. near waste disposal sites) Committee members, Staff and Contractors must observe social distancing a 1m+ social distance at all times.</li> <li>• Contractors will also be contacted with clear arrival, departure and hygiene procedures at least 72 hours before the event. While it is expected that some variance from the allocated times may occur on the day of the event, arrivals will be staggered sufficiently to reduce the risk of mixing.</li> <li>• Communication will be encouraged via a WhatsApp group chat rather than approaching the President/Vice-President or any other individual in a leadership role, as this could be perceived as encouraging the breaking of social distancing. Walkie-talkies will be given to key stewards and staff to communicate throughout the event.</li> </ul>	
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Note: the **severity** of the risk is gradually reduced by the rollout of the vaccine. At the time of the event all vulnerable individuals and those aged over 40 should have both doses of the vaccine. It is likely that many other guests will have also been vaccinated. The risk assessment will be updated to reflect the success or delay of the vaccine roll out. The likelihood of the risk is affected by the 'R' number and quality of the vaccine. The risk assessment will be updated to reflect the increased or reduced **likelihood** of the risk.

## Document Control

<b>Date of first publication:</b>		04/02/2021	
<b>Review No:</b>	<b>Date:</b>	<b>Amendment:</b>	<b>Reviewed by:</b>
1	07/02/2021	<ul style="list-style-type: none"> <li>• Place greater emphasis on segregation measures</li> </ul>	BM

		<ul style="list-style-type: none"> <li>• Install more sanitation stations</li> </ul>	
<b>2</b>	<b>04/05/2021</b>	<ul style="list-style-type: none"> <li>• Have more stewards to oversee social distancing</li> <li>• Rule of six outdoors - take as rote for now</li> </ul>	<b>BM</b>
<b>3</b>	<b>25/05/2021</b>	<ul style="list-style-type: none"> <li>• Apply greater control measures on barriers / segregation</li> <li>• Increase the number of lateral flow tests needed in the 48 hours before the event.</li> <li>• Ensure attendees with exemptions from wearing face coverings are identifiable</li> <li>• Specify the types of cleaning products you will be using for COVID sanitation</li> <li>• Ensure speakers are pointed away from any housing</li> <li>• Check every vendor is LPG certified, registered with the local council, and have a recent approval on food hygiene certification; double check all their electrical licences</li> <li>• Implement H-shaped barrier control systems to manage queueing and the flow of people around stalls</li> <li>• Increase the number of COVID marshals / stewards working throughout the event</li> <li>• Ask coach providers to reverse up to the gate at the end of the event to collect attendees</li> </ul>	<b>JW</b>
<b>4</b>	<b>07/06/2021</b>	<ul style="list-style-type: none"> <li>• Rework crowd control systems around stages</li> </ul>	<b>BM</b>
<b>5</b>	<b>15/06/2021</b>	<ul style="list-style-type: none"> <li>• No further amendments needed</li> </ul>	<b>BM</b>