

A Blackdog Event Ltd
12 Market Place, Halesworth, IP19 8BA

Date assessed: 20/9/20 **Assessed By:** A Blackdog Event Ltd.

This Risk Assessment is for the Grand Brocante at Glemham Hall on Sunday 27th September 2020. In compiling this Risk Assessment we have taken guidance from the following sources:

The ‘All Secure Standard’ jointly published by the Association of Event Organisers, Event Supplier and Services Association and Association of Event Venues.

Re-opening guidance from the Event Safety Alliance

The Meeting Industry Association’s ‘Roadmap to reopening and operating safely’

Guidance issued by the Events Industry Forum in its publication entitled ‘Keeping workers and audiences safe during COVID-19’

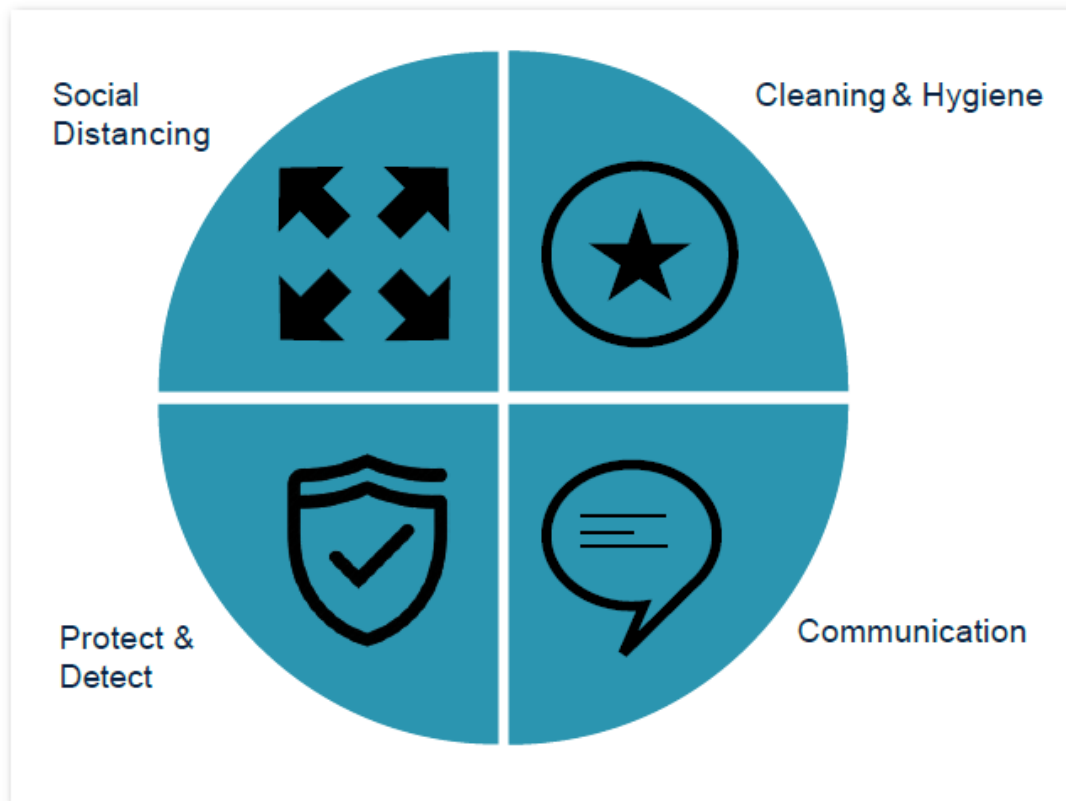
In this Risk Assessment we will provide evidence that we have adequately assessed the risks arising from the current COVID-19 situation and followed Government Guidelines and those issued by the above organisations. In doing so we are ensuring that the event can take place in such a way that the safety of visitors, exhibitors and staff is protected to the best of our ability.

Coronavirus alert levels in UK

The level of risk has been split into three levels: low, medium and high. The Covid alert system will determine which level is required. However, for the purpose of this Risk Assessment we will set the level of risk as 'High' for all categories.

Stage of outbreak		Measures in place
Risk of healthcare services being overwhelmed	5	Lockdown begins
Transmission is high or rising exponentially	4	Social distancing continues
Virus is in general circulation	3	Gradual relaxation of restrictions
Number of cases and transmission is low	2	Minimal social distancing, enhanced tracing
Covid-19 no longer present in UK	1	Routine international monitoring

For the purpose of this Risk | Assessment A Blackdog Event Ltd we will also be following the 'All Secure Standard' Cornerstones.



The venue where the Grand Brocante is being held is the Parkland to the front of Glemham Hall. The actual site that the exhibitors, and food village will be located on is 23 acres and fronts the A12 and is to the North East of the Hall. To the South of this area is the parking which again occupies a large area of around 24 acres.

There will be separate entry and exit points. Toilets will be placed individually around the site rather than in blocks.

The Food Village will be sited in such a way that there is plenty of room for Social Distancing. There will be no table and chairs provided this year but visitors will be encouraged to bring collapsible chairs or picnic blankets to sit on.

There will be a Track & Trace system in place with the lead visitor being asked to supply name, phone number and number of people in group. Following the recent Government guidelines, groups of six or more people will not be admitted together.

Visitor Risks			
Potential Hazard Identified	Low Risk Controls	Medium Risk Controls	High Risk Controls
Airbourne spread through travel to the venue	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Advertising for the event will advise all visitors to arrive by car and that there is a plentiful supply of free parking.
Airbourne spread through close contact in busy aisles	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Wider aisles to be in place, minimum 4 metres. • Separate entry and exit points and advise the use of face masks • Additional onsite arrangements for spotters to manage pinch points. • Adequate signage to influence crowd behaviour with regard to social distancing.
Airbourne risk in parking area	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Marshalls in place to ensure adequate distance left between vehicles minimum 2 metres to allow for social distancing. Visitors to be advised to stay in car until occupants of neighbouring car have left. • Adequate signage to influence crowd behaviour with regard to social distancing.
Airbourne risk in Food Village	<ul style="list-style-type: none"> • Same as High 	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • No tables and chairs to be provided. • Sanitizer Stations • Bins regularly checked and emptied • All Food Vendors must have a Covid-19 Risk Assessment in place.
Airbourne spread in the queues entering the show	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Separate entrance and exit points • Contactless payment where possible, if card machine has been touched then it will be disinfected before

			<ul style="list-style-type: none"> being used again. Visitor communication pre event to encourage visitors to arrive onsite during quieter hours (11am onwards). Social distancing in queues, clearly displayed using signage reminding visitors to keep 2m apart. Visitor Code of Conduct published on website.
Contact risk exhibitor/visitor/Staff	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Contactless payment where possible All exhibitors to have hand sanitiser available. Encourage exhibitors to use Face Coverings or visors. Hand sanitiser stations around the event area. Sanitisers to be antiviral with high alcohol content. All staff will be advised to hand sanitiser at least once per hour and be provided with adequate PPE
Contact risk in Food Village	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Contactless payments where possible, machine sanitised between use if PIN entered. Compulsory for exhibitors to provide their staff with hand sanitiser, adequate PPE. Caterers to be required to operate to the standards required of foodservice operations generally and should comply with appropriate foodservice and food retailing COVID- 19 guidance. No tables or chairs. Visitors encouraged to bring picnic blankets and to keep to social distancing guidelines this will be in the 'Customer Code of Conduct'. Signage to remind visitors queuing for food to adhere to two metre social distancing. Hand sanitiser units around the Food Village for visitors use.
Contact and air born risk in and around toilets	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Toilets will be placed individually around the site. Toilets checked and sanitised hourly with operative wearing full PPE Hand sanitiser in all toilets.

			<ul style="list-style-type: none"> Hand washing station onsite.
Contact and air born spread in busy catering areas	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Increase catering areas to allow adequate spacing between outlets minimum 2m.
Air born spread during build-up/breakdown	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Same as high 	<p>Advise exhibitors to use face masks/visors and maintain 2m social distancing.</p>
Air born risk due to busy stands	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Issue exhibitors with stand guidelines Ask Exhibitors to ensure there is enough room on the stand if busy for customers to socially distance Advise Exhibitors to wear Face Masks/Visors.
Confusion leading to Exhibitors not complying with guidelines	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Exhibitor communication preshow to include stand guidelines and PPE requirements. Experienced team onsite to offer support to exhibitors and ensure those onsite are complying with the guidelines.
Supplier Risks			
Potential Hazard Identified	Low Risk Controls	Medium Risk Controls	High Risk Controls
Air Born Risk: Front of house staff	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Compulsory for staff to wear face masks/visors
Contact Risk: FOH Staff	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Same as high 	<ul style="list-style-type: none"> Compulsory PPE provided by the organisers with advice to hand sanitise frequently. Provide staff with hand sanitiser and disinfectant. Strong preshow communication outlining the event guidelines.

Air born risk: Exhibitors during set-up/breakdown	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Increase build/breakdown times.
Confusion leading to exhibitors not complying with guidelines		<ul style="list-style-type: none"> • Same as high risk 	<ul style="list-style-type: none"> • Strong communication preshow outlining the even guidelines and adequate signage. Marshalls to remind exhibitors that 2m Social Distancing must be adhered to.
Staff Risks			
Potential Hazard Identified	Low Risk Controls	Medium Risk Controls	High Risk Controls
Air born risk travelling to the show	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Compulsory for staff to travel by car/bike • Staff advised not to attend if they are displaying any of the symptoms associated with the Covid-19 virus
General air born risk onsite	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Adequate PPE stock available.
General Contact risk onsite	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Provide staff with their own PPE. • No handshake /hug rule. • Adequate PPE provided by organisers and hand sanitiser.
Confusion leading to staff not complying with guidelines or monitoring the show properly	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Same as high 	<ul style="list-style-type: none"> • Strong communication with staff before the event. • Training for key personnel in managing Covid risk. • Staff briefing at 6:45a.m.