



# HERTSMERE BOROUGH COUNCIL

## EVENT NOTIFICATION FORM



Civic Offices, Elstree Way, Borehamwood, Herts WD6 1WA

### JUBILEE PARTIES

#### Action to reduce the spread of respiratory infections including Covid 19

It is a legal requirement for the Event Organiser to undertake a suitable and sufficient Risk Assessment and put in place control measures to manage the Event risks, including COVID-19.

Local authorities continue to have the power to place public health restrictions on businesses in cases where there is a serious and imminent threat to public health posed by infectious diseases.

Deadline for the submission of this questionnaire **AND** your Event Risk Assessment is **four weeks prior** to the **start of the Event**. If you fail to meet this deadline, the Environmental Health Officer / Safety Advice Group (SAG) may advise that the Event is to be stopped or restrictions / requirements placed upon it.

**Before** completing this questionnaire, please refer to **Section 5** for **further important information / guidance**.

1. EVENT INFORMATION	
Name of Event:	Description of Event:
Location:	Date(s):
Duration:	Opening / Closing Times:
Event Organiser Name:	Contact No: Email:
Health and Safety Persons Name:	Contact No: Email:
Who is responsible for COVID controls?	Contact No: Email:
Who is the Event insured with?	Policy No: Expiry Date:
Owner / Occupier Name:	Contact No. Email:
Other Persons involved in Managing the Event:	Contact No. Email:
District Council:	
Expected No of Attendees:	
Has This Event Been Held Before?	YES / NO Which Council?

**2. LAYOUT PLAN OF EVENT – Only required if a Road Closure has been applied for.**

a. Using the following list as an aide memoir, put a (X) beside each that you have considered and will include on your plan.

b. **Attach a clear plan of the event** ensuring you include the areas you have considered in (a):

Reception:		Key Signage Points:		Key Information Points:		Marquees:	
Exit and Entry Points:		Screens:		Canteens:		Travel Routes:	
Number of Rooms:		Barriers:		Kitchens:		Smoking Areas:	
Number of Floors:		Staff Zoning:		Lifts:		External Buildings:	
Area Shared with Other Business?		Frequent Touch Points:		Stairs:		Parking Area:	
Wash Hand Basins:		Hand Sanitising Points:		First Aid Facilities / Ambulances:		Disabled Parking:	
Toilet / Bathrooms:		Ventilation:		Fire Extinguishers:		Disabled Facilities:	
Showers:		Tables /Chairs:		Fire Assembly Areas:		Propped Open \ Doors:	
Storage Areas:		Stalls / Venders / Type:		Air Ambulance Landing Area:		Animals Area:	
Inflatables:		Amusements:		One Way Systems:		Marshall Points:	
Further Facilities:							
QR Codes:							

**3. DETAILS OF STAFF, VENDORS, CONTRACTORS OTHER COMPANIES ATTENDING ETC**

Don't forget, you will also need the **Agency / Contractor Risk Assessments / Insurance for the Event activity.**

<b>Category:</b>	<b>Number of Persons Employed by the Event Organiser in this Capacity</b>	<b>Agency / Contractors Business Name and Number of Persons in this Capacity</b>	<b>Number of Volunteers in this Capacity</b>
Management			
Supervisors			
Health and Safety Advisors			
Administration			
Catering Staff			
Bar Staff			
Waiting Staff			
Front of House Staff			
Security			
SIA Staff /Door Supervisors			
Electricians			
Stage and /or Marquees Installers etc			
Performers			
Singers			
DJs			
Vendors			
Supervising Attractions			
Cleaners			
Car Jockeys			
Delivery Drivers			
Others (Specify)			

#### 4.EVENT MANAGEMENT – Jubilee Parties

*If the question is not relevant, please enter 'N/A'*

4.1 Your duty of Care and Due diligence. (Strike out what may not be relevant or will not apply).

- Advising people not to attend if displaying any Covid symptoms.
- Consider allowing people / families to sit together at their own table and avoid sitting them with people they do not know well.
- Consider spacing tables so that there is at least 1m gap between other tables.
- Although outdoors, face covering may still been worn if desirable. It is recommended that a supply of face coverings be available to those that may want to wear one or those who are vulnerable.
- It is suggested that Hand Sanitiser stations be provided and that they are located especially in areas where food is offered or close to WC facilities.
- It is recommended Hand Contact surfaces and touch points and fixed surfaces such as tables and chairs be periodically wiped over.
- Depending on whether there are items for games i.e. a ball game, the Organiser/s may wish to wipe the ball or item over periodically if it is being handled.
- Inclement weather may see the event moving indoors, should that happen windows and doors should be opened to enhance ventilation and help disperse any virus particles that may be present in the indoor environment. (Indoors means moving event to attendee's houses).
- WC facilities should be well ventilated with windows and door left open when not in use to enhance ventilation.
- Advising people to wash their hands with soap and water for at least 20 seconds.

The above list is not exhaustive and the recommendations are not legally binding, but should be considered as the pandemic is still with us and we all still need to remain cautious and protect the NHS from becoming overwhelmed.

4.2 The following non-grants guidance should be considered.

- The government under Health and Safety legislation still advise that measures should remain in place to reduce the chance of infectious disease due to cross-contamination and these measures include ventilation, a good standard of hygiene and vaccination.
- There is a duty of care on the part of the sponsor to keep people safe from viral infection Further guidance is available from the government website [here](#)

4.3 What are the First Aid / Medical facilities and who is providing them?

4.4 What are the Car Parking arrangements? (include one-way systems, marshalling arrangements, speed restrictions etc and ensure they are marked out on the **Layout Plan**)

4.5 Are Face Coverings required? If so, for who, and in which areas? How is this communicated? Will face masks be available to purchase / free of charge – please also refer to guidance in paragraph 4.2

4.6 It is presumed that W.C facilities will be confined to each households own property. If sharing facilities please refer to paragraph 4.2

4.7 Cleaning and Disinfection Arrangements:

*(Disinfectants tested to BSEN 14476 is suitable for enveloped viruses such as Coronavirus.)*

Do you have a cleaning schedule?                      Yes / No

a. State what cleaning chemicals and equipment will be used:

4.8 If you have contracted mobile caterers to your event, please provide the number of and Company details for all Food Vendors / Caterers (At least 3 stars is required).

4.9 What type of Performances are planned and when? Disco, Karaoke, other live performances

4.10 What control measures for Performances do you have in place? *(look at cross-contamination from sharing items, designated storage for items, regular cleaning and disinfection, singing by one performer only, use of technology etc*

4.11 What Funfair / Attractions are booked? What are the timings? What are the cleaning and disinfection arrangements between use?

4.12 What Children's Play equipment is booked? What are the timings? What are the cleaning and disinfection arrangements between use?

4.13 Emergency Plan – What is your emergency plan should there be an unexpected incident including accidents and terrorism?

4.14 Any other controls / information you wish to add:    YES / NO

4.15 All sponsors should consider obtaining Public Liability Insurance. This should apply to Supplier and Contractors such as face painters and food vendors.

## 5 FURTHER IMPORTANT INFORMATION

5.1 This document:

- Has been designed to **help you to capture the relevant infectious disease information you will need for your [Event](#), and is to be returned ASAP. Any support documentation is to be listed in Section 6, referenced and attached. (Remember, the deadline is **four weeks prior to the Event**)**
- This is generic and all may not be relevant to you. It is **your responsibility** to ensure that any information you give **is true and accurate**. If a question is not relevant, simply put 'N/A'.

5.2 When completing the questions, you **must take account of**:

- The people supporting the event, and those who you expect to attend including level of attendance overall, at any one time and vulnerabilities / disabilities.
- Others who may be affected by the event, even if they are not attending (adjacent business's / domestic dwellings, livestock etc)

5.3 Testing:

Although no longer a legal requirement it is recommended that staff and attendees are tested prior to the event and consider how results are communicated. You may wish to have a vaccination policy which allows entry to the Event.

5.4 For the latest guidance:

[The Purple Guide](#) (This document is paid for guidance)

5.5 The following link to government guidance (for street parties that groups of residents get together to arrange with their neighbor's), and food safety links, can assist in your preparations:

[Your guide to organising a street party - GOV.UK \(www.gov.uk\)](#)

[Providing food at community and charity events | Food Standards Agency](#)

[Food safety and hygiene | Food Standards Agency](#)

[The Big Lunch | Eden Project Communities](#)

**6 DETAILS OF ATTACHED SUPPORTING DOCUMENTS**

<b>Events Organisers Questionnaire Ref</b>	<b>Document Name:</b>	<b>Relevant Page No / Section:</b>
<b>Completed by:</b> .....  <b>Printed Name:</b> .....		<b>Date Completed:</b> .....  <b>Job Title:</b> .....