



The UK Government has removed all main restrictions as of 19 July 2021. However NAAM wish to ensure confidence and safety in the delivery of the Mela. This document supersedes previous versions to take in to account the current state of play with regard to the delivery of outdoor events following intelligence gathered from outdoor events which have been delivered across the country in recent months.

Communication between all stakeholders is a critical success factor in this program achieving its overall objective to provide assurance and build confidence for all people who participate and visit the Mela. This proposal outlines what measures stall holders, visitors and setup crew will take to ensure their health and safety in response to COVID-19.

This Risk Assessment is based on advice from Association of Event Organisers who have liaised with Government on safe event planning. This approach is based on four cornerstones as described in the diagram below.

CORNERSTONES



CORNERSTONES	WHAT	HOW	WHY
Social / Physical Distancing 	Crowd Density Standard (CDS)	<p>The nature of the event is such that it is extremely difficult to ensure social distancing at the current standard of 2m distance. We will encourage the audience to take a common sense approach to social distancing in the spirit of the current Government guidance.</p> <p>We will introduce a one way system around the stalls and ensure that the stalls are spaced apart from each other where possible in such a way to minimise crowding. We recognise the difficulty in enforcing a one way system and rely on the common sense and sense of responsibility of the audience. Stall holders will be briefed to encourage families to maintain social distancing as best they can.</p> <p>The event is outdoor so the fresh air will mitigate against droplet transmission of Covid-19.</p>	Organisers ability to follow the Crowd Density Standard illustrates our commitment to prioritising health and safety first while enabling successful interactions among our audience
Social / Physical Distancing 	Registration	The Mela is a free family event and we have never implemented a ticket or registration system as this is contrary to the culture of the event. We therefore do not think that a registration or ticketing system is feasible given the resources of NAAM.	<p>Encouraging advanced, online registration provides an achievable means to minimise onsite contact at a number of touch points.</p> <p>That effort combined with the reduction of queues, allows visitors to enjoy a safe and enhanced experience where their time onsite is maximised for effectiveness</p>
Social / Physical Distancing 	Staggered admission	The programme of artists on the main stage will be staggered across the event so as to minimise excessive crowding. For the 2021 Mela we will not book headline acts that are expected to attract large crowds at the end of the event as we have done in the past. This will prevent a build-up of attendances towards the end of the event and encourage better social distancing. Visitor counts will be held over both days of the event to assess the efficacy of this approach.	To prevent a build-up of attendances at any one time period which will compromise the ability to social distance.
Social / Physical Distancing 	Floor Planning	<p>Exhibition Park has many access points. We will encourage visitors to use alternative access points as well as the MPAP on Claremont Road. This access point is wide and will enable us to separate access and egress at this point.</p> <p>The one way system around the stall area will facilitate social distancing. Where we have marquees they will be</p>	A prescribed flow through event venues helps visitors and exhibitors to safely maintain social distancing requirements. Entrances and exits can follow the same one way traffic to follow the logical flow. These traffic flows allow for proper spacing to be maintained and easily monitored, all of which

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		open sided to allow fresh air in. There will be a maximum capacity calculated to enable social distancing and a queuing system introduced.	contributes to our enhanced healthy and safety standards.
Social / Physical Distancing 	Visitor Transportation	Most visitors either travel by car or dropped off and are transported within their support bubble. We will encourage this to continue via our social media presence.	In coordination with staggered admission, visitor transportation can follow a predictable pattern which allows us to properly plan for transportation needs. By working with venues to follow the CDS, visitors safely maintain CDS guidelines while shuttling between the venue, hotels, and transportation hubs.
Social / Physical Distancing 	Set up and break down	We will provide enhanced guidelines to assist contractors in the set up and break down of events to follow social distancing, hygiene and cleaning guidance. Covering items such as exhibitor freight, personnel, shared equipment, appropriate protective clothing and high touch point areas, these measures can be provided in detail to minimise risk where it would be beneficial.	From the first to last moment of organised gatherings, organisers can partner with all stakeholders, especially venue partners, to provide enhanced guidelines to contractors to prioritise health and safety. The set up and break down processes can be detailed for each control in place to provide a best practice guide.
Social / Physical Distancing 	Eliminating handshakes	We do not think it is practical to eliminate handshakes as we have no way to enforce this. Our approach is to encourage sensible social distancing and to minimise personal contact in line with current Government advice which does not preclude handshakes. Our signage and announcements will encourage social distancing and enhanced hygiene.	By recommending the elimination of handshakes on-site, show organisers follow the government guidance. With alternative means of greetings offered, we hope to minimise the spread of infections as much as possible. Onsite signage and announcements will reinforce the recommendation in effort to prioritise everyone's health and safety.
CORNERSTONES Social / Physical Distancing 	Food and beverage	We will advise stall holders to provide food served in closed containers. Queuing arrangements – stall holders must adhere to guidance to social distancing for queuing. Most people will eat food in their family support bubble and will naturally social distance on the grassed areas. Our guidelines will encourage stallholders to minimise contacts around transactions, for example, considering using contactless payments. UK Guidance for takeaways can be found here (www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery). No alcohol is on sale – all food is takeaway. The common practise from past years was for people to sit on the grassed areas	Our sectors commitment to health and safety expands to food and beverage where every effort is being made to minimise risk. By eliminating buffets and open service options, a stricter control for food safety can be provided.

CORNERSTONES	WHAT	HOW	WHY
		and eat or eat whilst walking.	
Social / Physical Distancing 	Monitoring and control	We will instruct the onsite security personnel to encourage attendees to maintain appropriate social distancing. They will be briefed before each day starts and are in constant contact with Event Control for advice.	With a specific resource identified and trained, for adherence to the Social Distancing Cornerstone, we can establish accountability. By sharing information, updates, and best practices within the industry, we can build teams with subject matter expertise in order to assure the continued health and safety of our audiences.
Cleaning and Hygiene 	Cleaning Regime	Cleaners will be offered protective clothing on a risk assessed basis. There will be an increased focus on key touch points, including toilets, food and beverage areas and help points. This should reflect current UK government advice which is to use normal household disinfectant (www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings). Stall holders will be instructed to clean their stalls on a regular basis and the Event Director will personally monitor this.	Enhanced and visible cleaning regimes throughout the event and particularly in key areas can provide a visible representation of the industry's dedication to health and safety.
Cleaning and Hygiene 	Hand Washing Sanitiser	UK Government advice is to wash your hands regularly via the provision of hand washing facilities. To supplement this, hand sanitiser stations will be positioned at key locations throughout the event, including toilets, food and beverage locations, and health and activity zone, with regular use encouraged to all visitors and exhibitors	UK Government advice is a preference to provide hand washing facilities and wash your hands regularly, with accompanying signage. In addition, show organisers & venues are committed to make hand sanitiser stations readily available throughout our event spaces, particularly at key locations.
Cleaning and Hygiene 	Waste Management	We will continue our regular emptying and disposing of waste throughout the event. Any disposable masks can be put in the normal waste bins. We do not think we need any further arrangements for the specific disposal of masks.	Organisers can designate specific waste bins for mask disposal in addition to increasing the frequency of the collection and removal of waste. The waste receptacles themselves can also be regularly disinfected. These efforts follow recommendations and advice of the UK Government.

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Cleaning and Hygiene 	Venue Ambient Environmental Controls	This is an open air event, normally with a prevailing westerly wind. Marquees where used will be open sided. Any vehicles which are used for display will have their risk assessments checked to ensure that the vehicle maximum ventilation ie. Open doors and windows.	The aim is to reduce exposure to harmful particles. Where applicable filter should be properly installed and maintained in appropriate systems to treat recirculated air, and filters should be appropriately designed for the building in which they are used.
Protect and Detect 	Contact Tracing	<p>We will have a record of every organisation and stall holder that attends the event for track and trace purposes. Given that the event is free to attend and is outdoors comprehensive track and trace is a significant challenge. The only approach available to us is to display the NHS Test and Trace QR code at locations around the site particularly at access/egress points and to use event security to sign post people to the QR codes to encourage the maximum take up of registration.</p> <p>We will have a record of staff and volunteers working at the event plus performers.</p> <p>We will keep these records of staff and volunteers for 21 days and provide data to NHS Test and Trace if requested.</p> <p>We will adhere to General Data Protection Regulations. Further guidance can be found here: www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace.</p>	With the latest advances in technology, show organisers can offer assistance to the proper authorities in contact tracing through use of mobile third party providers.
Protect and Detect 	Face Masks	As Social distancing and hygiene are primary measures for disease control, we do not feel that compulsory mask wearing is applicable for this event given that it is an open air event. We will encourage the wearing of face masks in any toilets other than individual portaloos.	Social distancing and hygiene are the primary measures to be used to mitigate against the risks of COVID-19.
Protect and Detect 	Enhanced First Aid and Medical Support	We feel that our current First Aid arrangement are adequate for the event.	First Aid stations offer enhanced support by local medical authorities and personnel. While at an event, signage will indicate where to go for expert medical attention in the event of any illness.
Protect and Detect	Separation	As the event is open air there is little	Events can also include

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	Screens	benefit to be gained by using separation screens although we will encourage their use. Individual stall holders or exhibitors may feel screens are necessary as part of their risk assessment process.	separation screens in areas of interaction. This measure to physically separate and increase distance between people can contribute to the All Secure Standard and organisers' commitment to the health and safety of visitors and exhibitors.
Protect and Detect 	PPE	We will require enhanced PPE for the contractors who clean the toilets as this is the only enclosed area in the event.	Events/workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.
Protect and Detect 	Emergency Response Plans	It is unlikely that any Covid-19 outbreak could be associated with the event during its duration given that it is only a 2 day event and therefore we do not think it is appropriate to create and Emergency Response Plan.	With a specific resource identified, trained, and measured for adherence to the All Secure Standard, accountability will be established. Emergency Response Plans have been updated to include processes and protocol for possible COVID-19 incidents, both confirmed and suspected, and will be followed as needed.
Protect and Detect 	Covid-19 Alert Level	We will update our website and social media platforms in the lead up to the event to inform our audience of the up to date Government guidance on Covid-19 infection rates and how this impacts upon the event.	Transparently communicating the results of the current infection rate helps us and visitors feel confident with the event moving forward and shows our commitment to transparency.
Communication 	Mela website, apps, email and SMS	We will use our website, Facebook page and Instagram channels to update audiences on how the event will proceed.	Communication is a critical success factor in this programme achieving its objective to build confidence for all people who participate in and visit our industry events. The All Secure Standard and four Cornerstones can be communicated for each event through all channels, with the specific details available on the show website and app and urgent news via SMS and email.
Communication 	Site Guidelines	Site Guidelines which are distributed to everybody who is involved in the delivery of the event such as stallholders, contractors, staff delivering activities etc. will be updated to include the components of the All Secure Standard with specific details of what	A key reference guide, Site Guidelines can be updated to include all the appropriate All Secure Standard details for exhibitors. A single source of information, this manual could be the go-to for referencing

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		exhibitors and staff need to undertake to execute the enhanced safety and hygiene measures.	frequently asked questions, standard operating procedures, and our new, enhanced measures to ensure our colleagues, exhibitors, visitors and delegates are protected.
Communication 	Event Signage	Event signage can include common signs and symptoms of COVID-19 as communicated by the appropriate medical and health authorities as well as actions to take if necessary. The signage can be displayed prominently in all common areas of the event.	Organisers' programme of enhanced measures provides assurance and confidence shows and events have health and safety as our number one priority, including opportunities to prominently display event signage with common signs and symptoms of COVID-19.
Communication 	Public Addresses	Throughout events, public addresses can repeat messages about the importance of following government guidelines.	Organisers can work collaboratively with our stakeholders to ensure the measures we have in place are practical, effective, and considered best practice. Part of this effort can include public addresses repeating messages about the importance of maintaining social distance and washing hands.