



**HOMEground  
First Street**

**28<sup>TH</sup> May – 15<sup>TH</sup> August 2021**

## **COVID-19 Safety Management Plan**

Prepared By: Engine No.4 on behalf of HOME



## INTRODUCTION

Engine No.4 are the Event Management Consultants engaged by HOME to oversee and advise on the event planning processes and produce documentation for Homeground.

HOME is responsible for the Health & Safety arrangements for the event, for complying with arrangements outlined in this plan and any other requirements to comply with the terms of any relevant legislation.

HOME will make every effort to ensure that all information contained in this document is true and correct at the time of publication and will ensure that the document is updated and circulated amongst the relevant organisations and authorities on a regular basis. However, it must be accepted that due to the nature of the event that this document relates to, certain elements outside the control of HOME which may be subject to change at short notice.

## EVENT SAFETY POLICY

### General Policy Statement

HOME acknowledge that it has a responsibility to the health and safety of its employees (i.e. all people contracted to work or provide services to the company), volunteers, visitors and members of the general public attending the event.

This responsibility is an essential part of the duties of all members of the company, and in particular, those who act in a managerial or supervisory capacity. Safety considerations are as important as all other operations that the company performs.

The Company will seek to encourage employee participation in the formulation and implementation of safe working practices.

The standards for the provision of services are, where reasonably practicable, in accordance with The Purple Guide, the Health and Safety at Work Act 1974, the Regulatory Reform (Fire Safety) Order 2005, Managing Crowds Safely and specific risk assessments and health and safety policy documentation from the contractors employed to provide services for the event are referred to and attached (Final Version).

The organisers also expects its employees and contractors to recognise their individual duty under the same legislation, to take care of the health and safety of themselves, their colleagues and all other persons who may be affected by their activities.

Particular attention will be paid to the restrictions in place at the time of the event due to the coronavirus pandemic.

## COVID-19

### Staying COVID Secure – Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our employees, their families and those who use our services. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of Employees and others.
- ✓ We will share documentation, systems and procedures with employees and consult on its contents and operation.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

The following key areas have been identified that will be monitored and controlled as part of the COVID-19 safety management plan.

- Social Distancing
- Customer facing operations
- Managing occupancy levels to enable social distancing
- Shift working
- Kitchens, service and staff
- Visitors arriving
- Cleaning regimes, hygiene and sanitation
- PPE

### EVENT DETAILS

HOMEground will be takeover a privately owned site at First Street Manchester during 28 May – 15 Aug. The event will run for a 12 week period and will be open to the public 7 days a week. Due to the current COVID-19 situation, the event plan and layout has been created in order to be able to accommodate the relevant and necessary health and safety precautions required to run the event safely and COVID-19 compliant.

The event will focus on 3 key areas within the site which will be managed separately via different management systems to allow for the relevant safety precautions to be put in the place for each area/activity.

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- **Showground (Outdoor Theatre space)** – This is an open air theatre programmed with live theatre performances and shows throughout the event period

- **The Food and Drink Terrace** – A designated area to for eating and drinking. A number of food and drink concessions will serve food and drink for consumption on site in an outdoor restaurant style set up.
- **The Gallery** – This area is for private and corporate events only and will not be open to the general public

All Customer details will be collected and recorded for Test and Trace. This will be via a QR code with manual back up.

### **Site Section 1 Overview – Showground (Outdoor Theatre space)**

- The capacity of this area will be a maximum of 650 on site at any one time and will be managed to ensure social distancing will be maintained.
- This section is a ticketed Theatre operation where tickets will be sold in advance via an online ticketing system and on the day box office door sales.
- Each booking will be for a maximum of 6 persons per group.
- Site is designed to allow for social distancing to be maintained
- Security staff will monitor the area.
- There will be queueing systems in place that will be incorporated into the site design and layout with separate entry and exits points.
- Hand sanitiser stations will be provided at the entrance and exit of the site.
- There will be a site central bar and a selection of street food traders serving hot for consumption on site via table service and an app ordering system.
- All payments will be contactless

### **Site Section 2 Overview – The Food and Drink Terrace**

- This area has a capacity of 500 and the layout had been designed to maintain social distancing.
- This section will be cordoned off from the theatre area
- Table booking reservations for this area will be available for pre-book via an online platform to allow for this part of the site to be monitored/managed prior to the event.
- Each booking will be for a maximum of 6 persons per group.
- The will have a maximum of 1 hour 30 minutes per booking reservation.
- Details of all contacts will be collected and recorded for Test and Trace.
- Walk ins will also be permitted and will be greeted at the entrance on arrival and taken to an available table.
- All walk-ins in will be required to fill out scan in and register via the NHS test and trace app on arrival.
- Hand sanitiser stations will be provided at the entrance and exit of the site and inside the site.
- Tables will be sanitised between each use.
- Cleansing staff will be on duty.
- There will be sufficient seating for everyone and all attendees will have allocated seating.

- Food and drink will only be available via table service and via ordering through an app and QR code available at each table.
- All payments will be contactless

### The Gallery

- This area has a capacity of 100 and the layout had been set to maintain social distancing.
- This is also a cordoned off area of the site which will be used for private/corporate events when shows are not in operation.
- Each seated party will be for a maximum of 6 persons per group.
- There will be sufficient seating for everyone and all attendees will have allocated seating.
- Food and drink will only be available via table service with ordering through an app and QR code available at each table.

The site will have 1 entrance to each area / 3 exits and will be encircled by fencing (including heras) which will be monitored by SIA certified security when the site is open. An overnight SIA security dog handler guard will patrol the site when the site is closed.

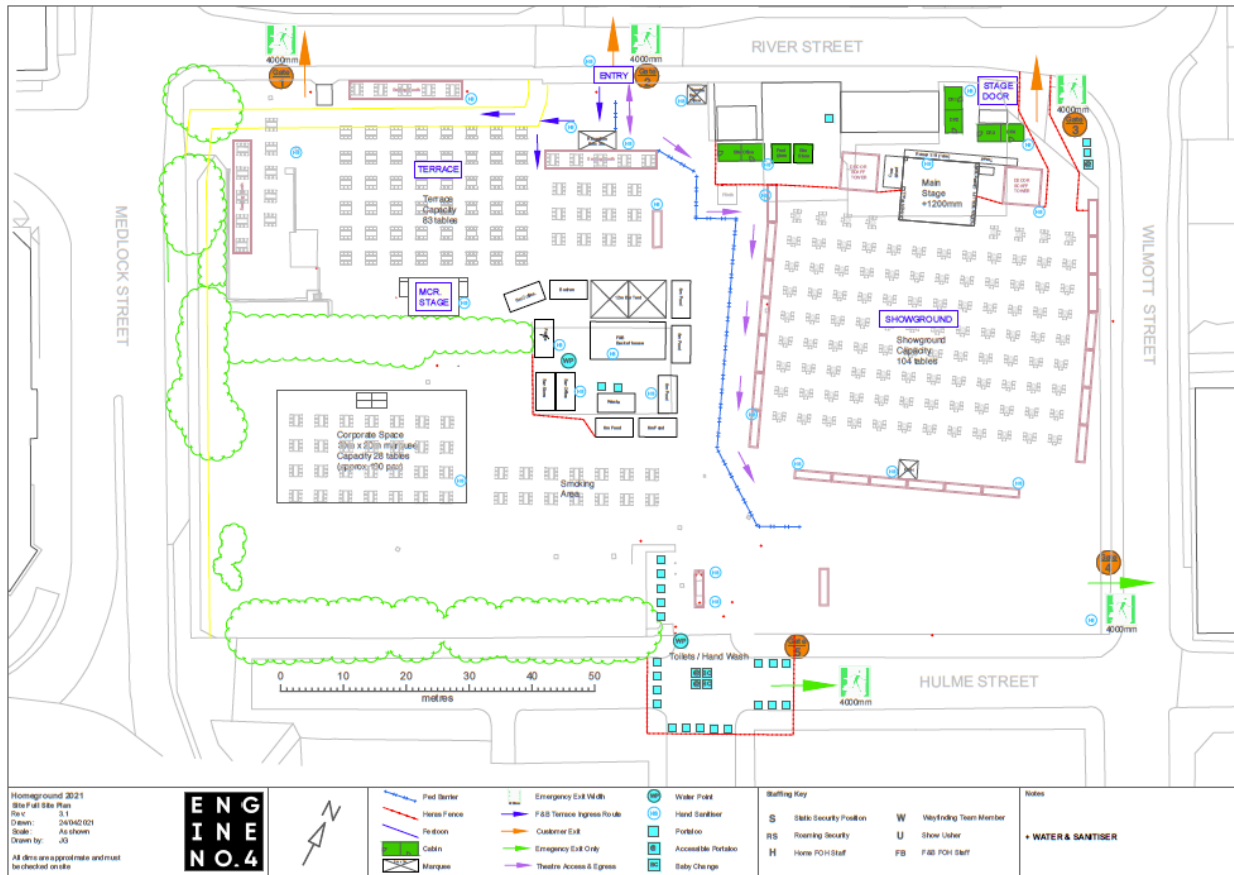
**Systems and procedures are likely to be amended based upon government guidance and industry practise relevant at the time of the event.**

### Event Times

|           | Open | Close |
|-----------|------|-------|
| Monday    | 5pm  | 10pm  |
| Tuesday   | 5pm  | 10pm  |
| Wednesday | 5pm  | 10pm  |
| Thursday  | 5pm  | 10pm  |
| Friday    | 5pm  | 11pm  |
| Saturday  | 12pm | 11pm  |
| Sunday    | 12pm | 10pm  |

## SITE PLAN:

The site layout/design will be amended as necessary dependent on government guidelines in relation to social distancing.



## COVID-19 SAFETY MANAGEMENT SYSTEMS:

The following key areas have been identified that will be monitored and controlled as part of the COVID-19 safety management plan.

The following measures will be dependent on government guidance at the time of the event.

## FOOD AND BEVERAGE

The following control measures will be implemented:

- This element of the event will implement a pre-event table booking service to allow capacities to be managed and to reduce queues. On the day walk-ins will also be permitted.
- Bookings will be for a maximum of 6 persons per group

- An NHS Test and Trace QR Code will be positioned at the entrance and all customers will have to register their attendance with the app. Contact details will be collected manually where this is not possible for any customers.
- All food and drink will be served via table service to reduce customer movement around the site and queues.
- Food and drink ordering will be available via a web based service and QR code placed on each table.
- All payments will be contactless.
- Hand sanitiser stations will be provided at the entrance and at locations throughout the site.
- Tables will be placed to maintain social distancing
- Tables will be sanitised between each use.
- Cleansing staff will be on duty.
- The dining space capacity will be set in line with government guidance on social distancing at the time of the event.
- There will be sufficient seating for all customers.
- All food traders must implement their own COVID-19 safety systems as per the current government guidance within their street food or bar units. This will be reviewed in advance of the event and monitored on site.
- Disposable and biodegradable cutlery, food containers will be provided with each order.
- All food service staff will have access to hand sanitisers and specific instruction will be provided on safety requirements relevant at the time.

#### **PROVISION OF ALCOHOL:**

- Table service and app ordering will be implemented
- Social distancing will be maintained as per the general food and beverage plan above.
- Drinks will be served in reusable poly container which will be put through a dishwasher on site.

#### **SHOWGROUND OUTDOOR THEATRE**

- Each performance will be ticketed prior to the event.
- Customers can book tables for the theatre space for up to a maximum of 6 persons per table or in line with government guidance if this changes.
- Tables will be positioned to maintain social distancing.
- Tables will be cleaned after each use.
- Table service and app ordering will be implemented for food and drink provisions.
- The theatre space capacity will be set in line with government guidance on social distancing at the time of the event.
- Doors opening time will be extended to a longer period to allow for a more staggered arrival of customers and to reduce queuing.
- Cleansing staff will be on duty.
- Front of house staff and food service staff will wear face coverings when necessary

## **LIVE MUSIC AND PERFORMANCES**

- Undertaken in line with regulatory requirements

## **CROWD MANAGEMENT AND CAPACITY**

The following control measures will be implemented:

- The capacity will be set for each area and calculated based upon available seating in accordance with guidance at the time of the event.
- One way entry and exit points manned by SIA stewards
- Regular SIA patrol of the site to ensure social distancing is maintained

## **QUEUING**

### **The Food and Drink Terrace Queuing system:**

On entrance customers will be split into two queuing lanes.

Queuing lane 1: Pre-booked table reservations

Queuing Lane 2: On the day walk-ups

- Should the area reach capacity – a one in one out approach will be taken.
- Crowd control barrier queuing lanes will be in place at the entrance.
- Signage will be provided at the lane to provide guidance on social distancing.

1 x SIA Security steward will be located at the entrance

### **Showground Theatre Queuing system:**

On entrance customers will be split into two queuing lanes.

Queuing lane 1: Pre-booked ticketed customers

Queuing Lane 2: On the day walk-ups

- Crowd control barrier queuing lanes will be in place at the entrance.
- Signage will be provided at the lane to provide guidance on social distancing.

1 x SIA Security steward will be located at the entrance

## **CROWD FLOW/ONE WAY SYSTEMS**

### **The Food and Drink Terrace:**

- There is a one way entry point and a one way exit point into this area manned by an SIA stewards.
- Random Contactless bag searches will be in place
- Guests will be greeted by a front of house manager and will be seated straight away.
- Guests are to remain seated throughout except to use of the toilets to ensure that the flow of the public around the site is kept to a minimum.

### **Showground Theatre:**

- There is a one way entry system implemented in the theatre area
- The ticket scanning point will be located inside the event site to speed up ingress and reduce queues outside of the site.
- There will be signage to provide guidance on social distancing in this area when walking through the site to their designated tables.
- The layout has been designed to allow there to be space for social distanced queuing where necessary which will also be monitored by stewards.
- Random Contactless bag searches will be in place

2 x SIA Security steward will roam each area and 4 x SIA Security on weekends.

### **SOCIAL DISTANCING:**

The following control measures will be set out to ensure social distancing:

- Social distancing will be maintained between all members of the public, staff and contractors.
- Signage will be used where necessary, such as queuing or service points to guide the public whilst on site in regards to social distancing.
- Implement a one-way flow system where required.
- Tables/Seating to be positioned to maintain social distancing.
- Table service will be in place for some items to allow for minimum movement through the food and drink terrace.
- The capacity of the site has been calculated based on the current guidelines and this capacity will be reviewed as government guidelines change.

Where social distancing cannot be followed in relation to a certain activity such as the build/de-rig, the 1 metre + rule will be followed with additional mitigation measures.

Measure to be taken:

- Increase the frequency of handwashing and cleaning of surfaces
- Keeping the activity time involved as short as possible
- Use screen or barriers to separate people from each other
- Use back to back or side to side working (rather than face to face where possible)
- Reduce the number of people each person has contact with by using fixed teams or bubbles.

### **TEMPORARY STRUCTURES**

- Government protocols to be followed during the build and break and in accordance with all event contractors covid risk assessment
- Maximum numbers will be adhered to in line with government guidance for any structures that are considered to be enclosed in accordance with the Smoke Free (Premises and Enforcement) Regulations 2006.
- All structures will be open sided

### **ELECTRICAL SYSTEMS:**

- Government protocols to be followed by contractors in accordance and in line with their COVID risk assessments.

### **FIRE SAFETY:**

- In case of an emergency the safety of staff and customers will take priority of COVID social distancing to facilitate safe evacuation of the premises.

### **FIRST AID**

- 2 x members of the show management team are fully qualified first aiders.
- The current guidance will be followed and will comply with updated guidance from HSE.
- Masks and gloves will be provided as part of the first aid equipment

### **EMERGENCY PRODEDURES**

- COVID protocols will be taken where practical and does not present any further risk to staff or customers.

### **CLEANING, HYGEINE AND SANITATION**

The following control measures will be implemented:

- A robust cleaning regime will be implemented throughout.
- All Staff, public and contractors must wash their hands/sanitise them frequently and will be advised to do so on site.
- Designated cleaning staff to disinfect all external hard surfaces regularly
- There will be hand sanitising stations located across the site and at the entrances.
- Use disinfectant and sanitisers that are effective against bacteria, flu and viruses as outlined in the government guidance.
- Cloths and sponges used for cleaning will be disinfected in between each use.
- The toilets will be cleaned at regular intervals.
- Clear and concise signage will be placed throughout the signing specifically focused on handwashing/sanitising.

### **SANITARY FACILITIES**

The following control measures will be implemented:

- Individual toilet units will be supplied along with hand sanitising stations
- A cleaning regime of toilets will be in place and be cleaned regularly and signed off via cleaning schedules.
- The toilet area will be monitored throughout to ensure COVID guidance is followed.

### **PPE**

- PPE requirements will be based upon the work being undertaken in accordance with the contractors or event risk assessment.

## **INFORMATION AND WELFARE**

- Staff will be briefed on COVID protocols and encouraged to provide feedback on their implementation.
- Signage will be placed across the site reminding customers of COVID protocols where appropriate.

| <b>COVID-19 RISK ASSESSMENT</b> |                 |
|---------------------------------|-----------------|
| Date of assessment (updated)    | 25th April 2021 |

## Assessment Overview

The aim of this risk assessment is to identify risks to contractors and staff associated with the company's activities in relation to COVID-19 and to set out the means by which the risks will be controlled. A systematic assessment has been made of the premises and work processes and safe systems have been devised to reduce the risks to as low a level as is reasonably practicable.

The assessment will be updated, as necessary, as and when government guidance changes or there are significant changes to working practices.

It is the responsibility of all parties to work together in a coordinated and co-operative manner to ensure that risks both foreseen and unforeseen are dealt with in a professional manner with a view to minimising the risk to all concerned

## Staying COVID Secure – Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our employees, their families and those who use our services. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our Employees and others.
- ✓ We will share this Building Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

| Planning                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <p><b>Site layout and operation designed to comply with current government guidance.</b></p> <p><b>Maximum party size to be in accordance with government guidance at the time of the event.</b></p> <p><b>Site designed to be flexible and implement regulatory/advisory changes to management of the venue when required.</b></p> <p><b>Hi footfall areas to be managed.</b></p> | <p>Site has to be designed to maintain social distancing in accordance with the government guidance at the time of the event.</p> <p>A maximum of 6 people per party will be permitted.</p> <p>All staff - management, hosts, servers, security and cleaners will be briefed on the Covid-19 safety operation and their responsibilities in implementing it.</p> <p>Crowd control barrier queuing lanes will be in place at the entrance.</p> <p>Signage will be provided at relevant points to provide guidance on social distancing.</p> <p>Toilet area with individual cubicles, hand washing stations, disinfectant wipes and a dedicated cleaning team.</p> <p>Where staff are found to be in the group identified as being vulnerable the work will be adjusted to ensure social distancing is not compromised.</p> <p>COVID officer appointed to monitor controls in each area.</p> <p>Staff to be asked to provide feedback on the effectiveness of control measures.</p> |

### Preparation of Event and Work Spaces

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| <p><b>Food and beverage concessions will provide documentation relating to their operation.</b></p> <p><b>Staff to be trained in the operation and procedures of the site.</b></p> <p><b>Food service system designed to allow staff to maintain social distancing.</b></p> <p><b>Covid protocols will be maintained during the build and break</b></p> | <p>F&amp;B Operator will obtain all necessary documentation from each concession and ensure they comply with current regulatory requirements.</p> <p>Staff to have induction and training prior to starting work on site.</p> <p>Government protocols to be followed during the build and break and in accordance with all event contractors covid risk assessment</p> |
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### Customer - facing operations

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| <p><b>Staff to have induction prior to starting work on site.</b></p> <p><b>Controls in place to reduce the risk of the spread of viral infections.</b></p> <p><b>Contactless ordering and payment system to be used.</b></p> | <p>Systems in place to allow social distancing to be maintained.</p> <p>Staff to have induction prior to starting work on site.</p> <p>All staff - management, hosts, serving, security and cleaners will be briefed on the Covid-19 safety operation and their responsibilities in implementing it.</p> <p>All service staff will wear face coverings.</p> <p>Information provided to staff on the correct use of face coverings</p> <p>Customers greeted at a reception area prior to being led to their table.</p> <p>Food and drink will be ordered via a QR system from the table.</p> <p>Payments will be contactless.</p> |
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|  | <p>Food/drink orders will be delivered to a service point at each table rather than to individual guests.</p> <p>Staff instructed to sanitise hands in between serving different tables</p> |
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| Managing occupancy levels to enable social distancing                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <p><b>Capacity in accordance with license and to allow social distancing requirements to be adhered to.</b></p> | <p>All customers to be seated at tables in groups of a maximum of 6 persons.</p> <p>Capacities have been set for each area of the site to allow for social distancing and capacities will be reviewed based upon government guidance at the time of the event.</p> <p>Social distancing maintained between tables.</p> <p>F&amp;B Terrace table bookings times staggered to minimise queuing. Guests are encouraged to pre-book tables.</p> <p>Showground Theatre door start times will made earlier to allow for a more staggered guest arrival and to reduce queuing.</p> <p>All tables will be cleansed between each use.</p> <p>Staff to monitor flow and numbers to ensure social distancing measures are possible.</p> |

| Shift Patterns / Breaks                                      |                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Social distancing guidelines to be adhered to.</b></p> | <p>Breaks will be staggered to reduce the number of staff in rest areas. All systems and procedures put in place will form part of the training staff will undertake prior to opening.</p> <p>Rest areas will be well ventilated and cleaned regularly.</p> |

| Customer Management                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <p><b>Social distancing measures adhered to in line with government guidance current at that time.</b></p> <p><b>Booking available via website.</b></p> <p><b>Ordering and payment systems minimise the risk from cross infection.</b></p> | <p>HOMEground is an open-air venue, split into different spaces, specifically designed with social distance controls in mind. Tables are positioned to maintain social distancing</p> <p>F&amp;B Terrace tables booked with a 1 hour 30 minutes period. Booking times will be staggered to reduce congestion.</p> <p>Separate queuing lanes will be created for pre-booked guests and walk-ins for both areas of the site.</p> <p>Those who have not pre booked will be held in a separate queue inside the site where social distancing measures will be put in place.</p> <p>In line with the current guidance, maximum bookings of up to 6 people.</p> |

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|  | <p>F&amp;B Terrace customers will have a short welcome briefing on the layout of the venue, ordering systems and house rules.</p> <p>Food and drink will be ordered via QR system from the table.</p> <p>Payments will be contactless.</p> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| <b>Kitchen and Bar Areas</b>                                                                                         |                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>F&amp;B Concessions required to follow site rules and comply with COVID safe precautions put in place.</b></p> | <p>F&amp;B operator will obtain all necessary documentation from each concession and ensure they comply with current regulatory requirements.</p> <p>Documentation uploaded on to an online file and sent to Environmental Health</p> <p>Where the sharing of work equipment is unavoidable staff to be instructed to clean surfaces prior to use.</p> |

| <b>Cleansing and Hygiene</b>                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                              |
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| <p><b>Hand sanitation stations provided</b></p> <p><b>Time allowed in between table bookings to allow for cleansing and sanitation</b></p> <p><b>Sufficient toilets provided to maintain social distancing controls.</b></p> | <p>All staff instructed to wash/sanitise their hands frequently. Hygiene stations to be located at convenient locations near service points and throughout the site.</p> <p>F&amp;B Terrace tables booked with a 1 hour 30 minutes period with time allocated for cleansing between bookings</p> <p>All tables and furniture to be cleaned between uses.</p> |

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|  | <p>Cutlery and condiments delivered with food.</p> <p>Public hand wash stations or sanitisers will be provided at the entrance to the site and at the toilets</p> <p>The site has the following sanitation facilities</p> <ul style="list-style-type: none"> <li>• 25 unisex cubicles with in-built sanitisers</li> <li>• 2 Fresh water hand wash stations</li> <li>• 4 staff toilets with in-built sanitisers</li> <li>• Public hand sanitiser stations at entry points and across the site</li> </ul> <p>A competent contractor will be booked to look after all sanitary facilities. A cleaning rota will be implemented.</p> |
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| Entertainment                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <p><b>Sound levels monitored</b></p> <p><b>Social distancing maintained</b></p> <p><b>Equipment/stations cleansed throughout</b></p> | <p>Pre event assessment and sound level tests have been undertaken with sound levels set in accordance with the premises license and laid out in the sound management plan.</p> <p>Sound levels monitored and kept to a suitable level for customers.</p> <p>Crew and performers to maintain social distancing or put in additional mitigation measures where necessary</p> <p>Any shared equipment must be sanitised between use including microphones and DJ equipment</p> |