



Large Events Adverse Weather Cancellation Policy and Procedure

Open Spaces Department

Adopted: ENTER DATE

Contents

Definitions..... 2

Scope of this Policy..... 2

Rationale for this Policy..... 2

The cancellation procedure 3

Communication 6

Appendix One: Pro-forma Agreement of Policy on Booking..... 7

Appendix Two: Template Agenda for Cancellation Meeting..... 8

Appendix Three: Draft Communication Plan 9

Definitions

The **External Event Organiser** referred to in this policy is the named representative of the organisation responsible for the provision and management of the event.

The **OS Event Coordinator** is the officer in Open Spaces who has coordinated the event and liaises with the City's External Event Organiser.

Large Events are those held on Open Space sites which require significant management and coordination with the local authority, emergency services or similar external agency. They include but are not limited to:

- Large sponsored runs and walks
- Sports festivals and sporting events
- Exhibitions/Fairs
- Outdoor concerts
- Large performing arts events

Adverse weather conditions are those which might have implications for:

- The health and safety of visitors, participants, and members of staff involved in the event
- The potential lasting impact on the site landscape and ecological habitats if the event were to proceed
- Any relevant accessibility issues regarding visitors reaching and leaving the site
- Potential reputational damage to the external event provider and the City of London Corporation

Scope of this Policy

This policy does not cover cancellation due to circumstances other than adverse weather conditions. It does not apply to adverse weather incidents which occur immediately prior or during an event when emergency cancellation and evacuation is required.

Rationale for this Policy

Large events are regularly held at Open Spaces sites. In the event of adverse weather, it is important that the safety of those attending the event, and members of staff involved in arranging and managing the event, is ensured.

In the event of adverse weather conditions a decision must be taken as to whether the event is to be cancelled. It is important that the process by which the decision is taken should allow for consideration of all known risks and involves all relevant parties.

This policy describes the process which should be followed to make a decision regarding cancellation and how the decision should be communicated. This policy provides clarity for external event providers as to how decisions to cancel are taken. Before confirming a booking for a large event, the OS Event Coordinator must ensure the External Event Organiser has read a copy of this policy and signed the form at Appendix 1, stating they have read and understood the contents of this policy.

The cancellation procedure

In the event of new information becoming available regarding adverse weather conditions during, before or directly after the event, the External Event Organiser and OS Event Coordinator must meet to discuss the event. The OS Event Coordinator must regularly monitor weather forecasts provided by the UK Meteorological Office (Met Office) before the event.

The meeting must be held as soon as reasonably possible after information about adverse weather conditions becomes available and must be held on site wherever possible.

The meeting must include consideration of the following issues:

- The health and safety of visitors, participants, and members of staff involved in the event
- The potential lasting impact on the site landscape and ecological habitats if the event were to proceed
- Any relevant accessibility issues regarding visitors reaching and leaving the site
- Potential reputational damage to the external event provider and the City of London Corporation

A template agenda for the meeting is included at Appendix Two.

The OS Event Coordinator should at the conclusion of the meeting make a decision regarding cancellation, and notify the External Event Organiser of the decision. If a decision is taken to cancel, the OS Event Coordinator must immediately escalate the decision for confirmation to the site Superintendent, or in the absence of that Superintendent a named authorised officer.

The Superintendent, or named authorised site officer, must aim to review the decision within an hour of notification, where practicable. If the decision to cancel is confirmed, the Superintendent, or named authorised officer, must inform the following of the decision by email:

- The Chairman of the relevant City of London Management Committee
- The External Event Organiser
- The OS Event Coordinator

If the confirmed decision is disputed by any of the parties listed above, the Director of Open Spaces in consultation with the Chairman of the relevant Management Committee must make the final decision.

Notwithstanding the above procedure, if the OS Event Coordinator is, owing to the unavailability or uncontactability of the External Event Organiser at the relevant time, unable to hold the initial meeting with the External Event Organiser referred to above, the OS Event Coordinator shall be entitled, without consultation with the External Event Organiser, to make a decision regarding cancellation and, in the case of a decision to cancel, to escalate that decision for confirmation to the site Superintendents or named authorised site officer.

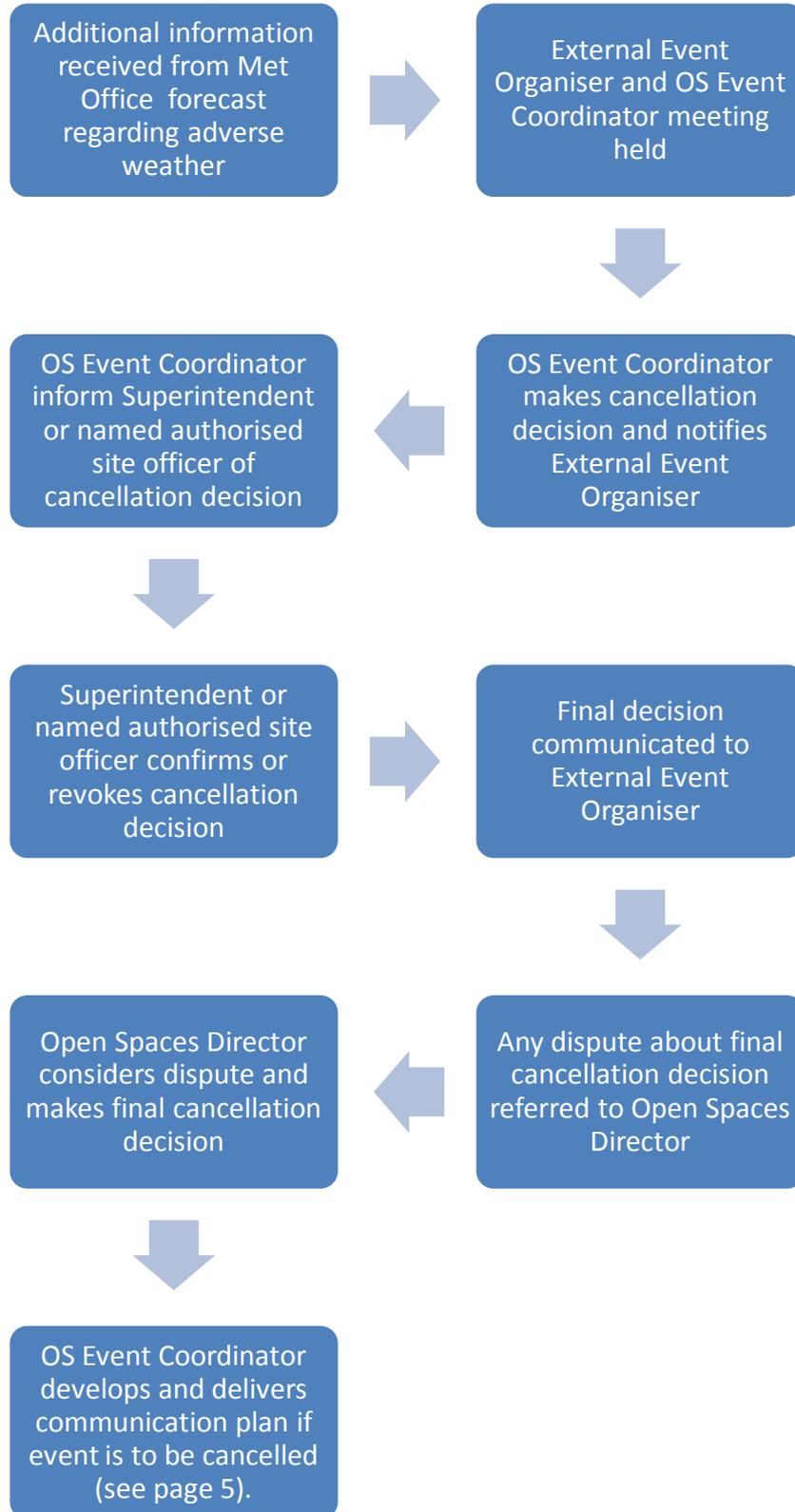
Any decision to cancel taken by any of:

- The site Superintendent
- The named authorised site officer
(in either case, unless the disputed decision is referred to the Director of Open Spaces)
- The Director of Open Spaces

shall be final, conclusion and binding for all purposes upon the external event provider and its representatives.

The City of London Corporate will not accept liability for any costs or contingent liabilities associated with cancellations due to forecast or actual adverse weather conditions.

Cancellation decision flow diagram



Communication

If a decision is taken to cancel the event then the OS Event Coordinator, in consultation with the External Event Organiser (if practicable) and the Superintendent or authorised site officer will as soon as practicable develop an appropriate Communication Plan ensuring that event stakeholders are advised and the reasons for cancellation clearly explained. A template Communication Plan is included at Appendix Three.

The OS Event Coordinator should lead in the implementation of the agreed communication plan and following issues need to be considered:

- Could an alternative date for the event be set?
- What are the key reasons for cancellation?
- What are the most appropriate communication channels to use to those who would be planning to attend the event?
- What are the most appropriate channels to use given the timeframes involved (for example, notice in local paper for an event a week away, local radio if event scheduled for next twenty-four hours).

Consideration must be given to use of the following communications channels:

- Participants/Spectators – Facebook/Twitter/e-mail/newspapers
- Stewards/Support staff/Contractors – telephone/e-mail
- City of London Corporation staff - e-mail/radio/constabulary
- Communications Officer within the Division
- Public Relations Department of the City of London Corporation

Appendix One: Pro-forma Agreement of Policy on Booking

Agreement in respect of the Large Events Adverse Weather Cancellation Policy and Procedure

I confirm I have read and agree that my organisation will abide by the City of London Open Spaces Large Events Adverse Weather Cancellation Policy and Procedure

Name:

Position/Title:

Signature:

External Event Provider:

Date:

Name and contact details of the External Event Organiser:

Appendix Two: Template Agenda for Cancellation Meeting

MEETING TO CONSIDER CANCELLATION OF EVENT DUE TO ADVERSE WEATHER

NAME OF EVENT	
DATE OF EVENT	
DATE OF MEETING	
ATTENDANCE	OS EVENT COORDINATOR EXTERNAL EVENT ORGANISER

- (1) Content of Met Office Weather Forecast
- (2) Health and safety implications of adverse weather event for visitors/participants/members of staff
- (3) Potential lasting impact on the site landscape and ecological habitats if the event were to proceed
- (4) Accessibility issues for visitors to reaching and leaving the site (ease of arrival and departure, impact of weather on local transport)
- (5) Potential reputational damage to external event provider and City of London Corporation
- (6) Decision on cancellation
- (7) Consideration of next steps

Appendix Three: Draft Communication Plan

Background

Details of event
Details of adverse weather event
Details of potential impact
Details of decision to cancel

Key Messages

Consider audience
Ensure clear explanation of why cancellation must take place

Audiences

Participants/ potential visitors
Stewards/support staff/contractors
City of London Corporation Staff
Media

Communication Channels

Telephone
Face to face
Email
Social Media
Local Press
National Press
Radio/Television
Constabulary/Rangers/Other staff

Timing

Responsibilities for communication