

GREATER LONDON AUTHORITY

██████████
(By email)

Our Ref: MGLA031120-9207

3 December 2020

Dear ██████████

Thank you for your request for information which the Greater London Authority (GLA) received on 2 November 2020 in which you asked the GLA to release information about Remembrance Sunday and Coronavirus. Your request has been considered under the Freedom of Information Act 2000. Please accept my apologies for the slightly late response.

You requested:

- *Planning documents related to covid-19 and procedures for Remembrance Sunday 2020.*
- *Planning documents regarding Mayor Sadiq Khan's attendance of any Remembrance Sunday memorial services in a formal capacity.*

Our response to your request is below:

The GLA has located information within the scope of your request. Some information relates to the GLA's annual event which takes place on the Friday before Remembrance Sunday, and which is separate to the ceremony at the Cenotaph.

City Hall

This year, because of the Coronavirus pandemic, the Greater London Authority had planned for a hybrid event. There would have been a Remembrance service on Friday 6 November in the Chamber at City Hall to pay respect. The GLA had planned for a smaller than usual event, with a minimal number of people and with social distancing arrangements, as you will see from the attached documents. However, in the light of the national lockdown from 2 November, this event was cancelled and replaced by a pared down version of the ceremony with pre-recorded inserts. Since your request was received, the recording has been published on our website:

<https://www.london.gov.uk/events/2020-11-06/remembrance-day-2020>

<https://www.london.gov.uk/press-releases/mayoral/online-remembrance-service>

The Cenotaph

The Mayor of London also attended the [Remembrance Service at the Cenotaph](#) on Sunday 8 November. The GLA is not responsible for planning the latter, which was a closed ceremony this year in line with [Government guidelines](#).

Please find attached the information we hold within the scope your request. Please note that some of these documents relate to the GLA's planned service at City Hall, which was cancelled.

Personal data

We have redacted personal data relating to names of staff and some of the planned attendees of the cancelled City Hall ceremony as exempt from disclosure under s.40 (Personal information) of the Freedom of Information Act. This information could potentially identify specific individuals and as such constitutes as personal data which is defined by Article 4(1) of the General Data Protection Regulation (GDPR) to mean any information relating to an identified or identifiable living individual. It is considered that disclosure of this information would contravene the first data protection principle under Article 5(1) of GDPR which states that Personal data must be processed lawfully, fairly and in a transparent manner in relation to the data subject.

Safety

We have redacted a very small amount of information about specific arrival times and entry points – although the event has taken place, this information may or may not be replicated in part for future events.

Section 24 (1) allows a public authority not to disclose information if it considers releasing the information would make the UK or its citizens more vulnerable to a national security threat. Section 38(1)(b) of the Act is duly engaged because of the potential risk to public safety as set out in the Act.

There is a clear public interest in the release of information that helps demonstrates the work of public bodies involved in planning events safely during a pandemic and promote transparency. It is not in the public interest to release information that could be directly used to harm or plan harm to the public.

The information withheld from disclosure is minimal. We have determined that safeguarding national security interests, and protecting the safety of the public is of paramount importance and so the public interest favours maintaining the exemption provisions of s.24(1), and s.38(1)(b) in relation the redacted and withheld information.

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA031120-9207.

Yours sincerely



Information Governance Officer

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:
<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>

REMEMBRANCE DAY – Hybrid-live service

On behalf of the Mayor of London, London Assembly and the Royal British Legion

Friday 6 November 2020

Chamber | City Hall | The Queen's Walk | More London | London | SE1 2AA

This document contains:

- Overview of the event
- Travel to/from City Hall
- Timings
- Green Rooms and movement to/from them around the building according to venue guidance
- COVID-19 Protocols
- Participant programme (with stage directions)

Available on request:

- COVID-19 incorporated Risk Assessment and Method Statement
- Building flow patterns
- City Hall COVID-19 Guidance for staff

Event organiser contact details:

██████████ | Senior Event Officer | ██████████ | ██████████ [@london.gov.uk](mailto:██████████@london.gov.uk)

OVERVIEW

Remembrance Day is an important national commemoration. The Mayor of London and London Assembly, alongside the City Hall Branch of the Royal British Legion, mark this occasion with a service to pay tribute to the servicemen and women, members and officers of London Government organisations, who died on active service in the two World Wars and other conflicts. The theme of 2020 is marking the 75th anniversary of the end of World War II with remembrance, relief and joy for the conflict being over.

The service has taken place annually at City Hall since the early 2000s and was initiated by the City Hall Branch of the Royal British Legion. The service would normally include participation by senior members from City Hall Branch of The Royal British Legion, which has a historic link to organisations such as the GLC, London County Council, Metropolitan Police Service and London Fire Brigade.

The current Chair of the City Hall branch of The Royal British Legion, Len Duvall OBE, AM has acted in an advisory capacity in regards to the participation of branch members, and in the proceedings of the service.

Due to COVID-19 restrictions, there will be no invited audience at this event. The event will be live streamed, with the key stakeholders who would normally be in attendance invited to watch the stream online. Service participant numbers have been reduced in keeping with the COVID-19 restrictions of City Hall Facilities Management and a specialist has been consulted to determine where seats can be placed with appropriate distancing and to alleviate 'risk' factors. As such, there will be social distancing throughout and no pre/post-event refreshments. There is also no Viewing Gallery exhibition.

About the 2020 event:

The Dean of Southwark, The Very Revd Andrew Nunn, will lead the service as Minister, and has also acted in an advisory capacity for the planning of this hybrid event. The service will include pre-recorded representatives of Muslim, Sikh, Hindu and Jewish faiths, who each say a prayer from their own perspectives. This is to reduce in-person numbers and protect communities.

The service usually includes a series of readings, prayers, hymns, a choir and orchestra, with a 2-minute silence observed at 11am. In the latter part of the proceedings, a wreath laying ceremony takes place.

However, in the light of the small-scale hybrid planning of this event, and in-line with Government Guidance, there will be no participant singing, and only a lone bugler and soloist (appropriately distanced). As such the 2020 event is shorter in length than usual. Given the fact that the 2020 service has been designed for streaming, the ceremonial entry and exit of key participants has been removed. Wreaths will only be laid by key representatives, and the number of wreath layers has been reduced, combining them conceptionally.

Attendees:

Participants, who will either speak and/or lay a wreath:

- Please arrive at City Hall at your convenience **from 09:30**.

How to find us can be found here:

<https://www.london.gov.uk/about-us/our-building-and-squares/how-find-city-hall>

****Private cars:** There are no parking facilities at City Hall. The surrounding roads have some on-street parking, some of which are pay/display, or see: <https://www.q-park.co.uk/en-gb/cities/london/poi/london-city-hall/>

Normally we would discourage event participants from driving in in private vehicles, however given the current risk status, we would be happy to reimburse parking costs if adequate receipts are returned to us. This may take a about 2 weeks to reimburse.

****Should you require us to book you a taxi to travel in, please notify us at your earliest convenience.**

- You will have to progress through a security check (as in an airport) and scan in on the NHS Track and Trace App, which we politely request you have downloaded onto your phones in advance.
- You will be met by a member of the Events for London (EfL) team and shown to your 'green room', where you can relax in a socially distanced manner.
- Progress to the Chamber at **10:10** (allowing time for single person lift operation and directional positioning to minimise risk of cross-contamination)
- Event walk through at **10:25**
- Participants to be seated as live stream commences at **10:45**
- Online event begins at **10:50**
- Event anticipated to end at **11:30**

Green Rooms are indicated below per participant group and according to COVID-19 capacity protocols:

*****Please note:** Given COVID-19 Guidance about sharing food/drink and as City Hall's contract caterer has furloughed its staff for the foreseeable future, no refreshments will be provided. There are a number of 'take away' coffee shops in the area (More London/Tooley Street) where these

can be purchased before entering the building. If receipts are kept, reimbursements can be made to a reasonable sum. Please ensure packets/bottles are kept closed when not being consumed. Only water bottles will be allowed in the Chamber itself.

Participants:

- Mayor of London, Sadiq Khan - own office until event
- Chair of London Assembly, Navin Shah – own office until the event

London's Living Room (LLR) 9th floor (capacity x15)

- Access up via Guest lift (1 person at a time only)
- Entry to Chamber via walking down the inner stairway ** please note this is 7 floors of a spiral staircase with great views of the river. However, if this is inappropriate for you, you can travel down in the Guest lift to floor 2
- Exit from the building via the external ramp from chamber to exit (unless possessions need to be collected from the Green Room, then as directed by a member of staff)

- **The 'Minister', Dean of Southwark The Very Revd Andrew Nunn**



- **Chair of RBL City Hall Branch, London Assembly, Len Duvall, OBE**

Available facilities:

- ❖ Public toilets are marked with directional signage behind the silver wall. We advise only 1 person in a toilet block at any one time.
- ❖ Socially distanced seating

Rm 1.1 – first floor (capacity x 2 people)

- Access via staff lift
- Entry to Chamber via directional protocol west to east
- Exit from the building via the external ramp from chamber to exit (unless possessions need to be collected from the Green Room, then as directed by a member of staff)

- **Solo singer, Zoe Brookshaw**
- **Palantypist, [REDACTED]**

Available facilities:

- ❖ Public toilets are marked with directional signage on the 1st floor. We advise only 1 person in a toilet block at any one time.
- ❖ Socially distanced seating and table

Rm 1.2 - 1st floor (capacity x 2 people)

- Access via staff lift
- Entry to Chamber via directional protocol west to east
- Exit from the building via the external ramp from chamber to exit (unless possessions need to be collected from the Green Room, then as directed by a member of staff)

- **Standard Bearer, RBL City Hall branch, [REDACTED]**
- **Bugler, [REDACTED] Band of the Welsh Guards**

Available facilities:

- ❖ Public toilets are marked with directional signage on the 1st floor. We advise only 1 person in a toilet block at any one time.
- ❖ Socially distanced seating and table
- ❖ The standard will be in this room, and the stand set in the Chamber

Committee Room 4 & 5 Lower Ground Floor (capacity x 12):

- Movement to the Committee Rooms via the ramp leading from reception downwards, then turn left
- Travel to the Chamber will be via the LGF lifts (1 at a time) to floor 2
- Exit from the building via the external ramp from chamber to exit (unless possessions need to be collected from the Green Room, then as directed by a member of staff)

- **Royal Navy Cadet, Harrow School, [REDACTED]**
- **Army Cadet, Harrow School, [REDACTED]**
- **Royal Air Force Cadet, Woolwich 56 Squadron, [REDACTED]**
- **Scout TBC 23rd Camberwell Scout Group**
- **Accompanying adults**

- ❖ Available facilities: Public toilets are marked with directional signage on the LGF. We advise only 1 person in a toilet block at any one time.
- ❖ Socially distanced seating and tables
- ❖ Committee Room 1 on the same floor is reserved should cadets wish to take it in turns to change, although we advise cadets/scout to arrive in uniform if at all possible to avoid any risk of 'transfer'

Remote participation through pre-recorded prayers from:

- Zara Mohammed, Muslim Council of Britain
- Ms Bimmy Rai, FRSA, City Sikhs
- Jai Nitai dasa, Temple President, ISKCON-London
- Rabbi Charley Baginsky, Interim Director of Liberal Judaism

COVID-19 Specific Protocols

The safety and well-being of our employees and visitors is of the utmost importance. This protocol provides a framework of measures and behaviours that will help to ensure that City Hall remains as a COVID19 secure environment. The building is not open to the general public at this time, but is still frequented by a small number of staff who find it difficult to work from home, and manned as per usual, albeit downscaled as necessary by security, porters and cleaning staff.

This protocol complies with the guidance given in HM Government's document "Working safely during COVID19 in offices and contact centres". The sections below explain your COVID19 responsibilities when working in or visiting the building which will protect both yourself and others.

- The building has been repurposed to allow for flows of one-way wherever possible (indicated by directional signage). Lifts are also one-way, with only one person allowed in a lift at any one time.

- You will be required to sign in and out in the Building Register. This will assist in fire evacuations.
- You will be required to have the NHS Track and Trace app already downloaded onto your phone. This will allow the venue to monitor any outbreaks, however please also ensure that the event organiser has your own participant email and mobile number in order for them to be able to notify you directly and swiftly should any potential or real risk arise.
- Should you be feeling unwell prior to the event, please do NOT attend, but notify the event organiser at your earliest convenience. If you are able to suggest an available substitute at short notice, this would be appreciated. If not, one will be sought or those present will 'step in' to roles that can be adequately filled by others.
- You must maintain social distancing of 2+ metres between others when in the building. This includes 'green room' interaction. No physical contact is allowed (handshakes/hugs etc)
- Please exercise caution and "Give Way" to people on your right.
- Once in the building, please minimise your movements in and out of the premises and preferably avoid leaving until you are ready to exit the building completely.
- Please bring a face mask with you and wear it around the building in all public spaces, including toilets.
- Sanitising stations can be found in all public areas of the building and toilet facilities have been indicated above.
- All rooms have been thoroughly cleansed pre- and post-activity therein.
- Please handle all your own possessions. There is no cloakroom available for this reason. Coats can be left in Green rooms if required (or in the Chamber if appropriately spaced and out of camera shot). Please notify a member of staff if you wish to return to the Green room as a different route back may be required. Please do not leave valuables in Green rooms.
- Programmes will be provided on your allocated chair at the event. These will be printed in-house on A4 paper (not the usual booklet) to allow for last minute changes and minimal handling. The member of staff dealing with this will ensure all equipment/hands is/are properly sanitised. Please do not share programmes. We are happy to provide extra copies where needed e.g. in Green Rooms.
- Wreaths will be placed under/next to designated chairs in the Chamber. These are artificial and will have been sterilised prior to placement. Inscription cards will also be on the wreaths.
- Staff will be on hand in each Green Room and can advise on directional travel etc to avoid cross-directional flows.
- Mics on lecterns will be shared by all except the minister or performers. Please avoid touching them. If any adjustments need to be made, please advise us on the rehearsal and sanitise your hands with the sanitiser provided before and after doing so.

Emergencies at City Hall

- First Aid facilities and First Aiders from the Security Team are available to deal with medical emergencies.
- If you require first aid assistance you will be asked to put on a face covering before the First Aider provides any treatment or offers advice.
- Anyone with a Personal Emergency Evacuation Plan (PEEP) must ensure event organisers are informed, so that they will be able to help you exit the building in an emergency. The fire lift(s) will be operated by the Security Team.
- All instructions given over the public-address system must be followed.
- The fire Assembly Area remains Potters' Field Park, social distancing of 2 metres should be maintained in the Assembly Area.

- To assist in accounting for everyone you must sign the building occupants register at the Assembly Area.

Participant Programme: Please note this is only a Word version. The design team are still working on the usual presentation, including logos credits, thanks to, and organisation information at the end.

REMEMBRANCE SERVICE

**Marking the 75th anniversary of the end of World War II
With Remembrance, Relief and Joy for the Conflict being over**

Participant Order of Service

This is an inclusive service for those of faith and no faith, conducted under COVID-19 social distancing regulations, with no invited audience present.

It is up to participants which parts of this service you join in with.



Detailed timings for participants

10:10 Participants take their seats in the Chamber as directed from their 'Green Rooms'

10:25 Event walk through

10:45 Live stream begins

.....

10:50 OFFICIAL START OF THE SERVICE

Pre-recorded music: **March**

Participants stand

Enter Standard Bearer, [REDACTED], RBL, City Hall branch

Standard is handed over

10:53 Music Ends

Conducted by **The Very Revd Andrew Nunn**, Dean of Southwark, Southwark Cathedral.

Opening words **The Minister** (West lectern):

Those who live in love live in God, and God lives in them.

We meet today, in this, the Chamber of City Hall, for an inclusive service for those of faith and no faith, conducted under strict COVID-19 social distancing regulations. Sadly, as such, we have no invited congregation present with us today, but hopefully you are united with us in spirit, watching our live broadcast of this important annual ceremony.

We meet in the presence of God to remember all those who in situations of war and conflict have made the ultimate sacrifice in lives given or taken away. Most particularly, as a nation and across Europe we remember the relief and joy that marked the end of World War II and in 2020, commemorate the 75th anniversary of that conflict's end – having celebrated Victory in Europe Day on 8 May and Victory over Japan Day on 15 August. We recognise and honour those who fought in Europe and in lands far away for the freedoms we so value.

We pray for those who have given their lives in subsequent, more recent and present-day conflicts and pray for all who in bereavement, disability and pain continue to suffer the consequences of fighting and terror.

As brothers and sisters, citizens of this great city, we commit ourselves to work in penitence and faith for reconciliation between the nations, that all people may, together, live in freedom, justice and peace.

In word and music, in prayer and silence may we know that we are held in eternal peace and love as we look, as our forebears did, to a better future.

10:55 The Lesson: Revelation Chapter 21, Verses 1-5

Read by **Navin Shah**, Assembly Member, Chair of the London Assembly (East lectern)

A reading from the Book of Revelation.

Then I saw a new heaven and a new earth; for the first heaven and the first earth had passed away, and the sea was no more. And I saw the holy city, the new Jerusalem, coming down out of heaven from God, prepared as a bride adorned for her husband. And I heard a loud voice from the throne saying,
'See, the home of God is among mortals.
He will dwell with them;
they will be his peoples,
and God himself will be with them;
he will wipe every tear from their eyes.
Death will be no more;

mourning and crying and pain will be no more,
for the first things have passed away.'

And the one who was seated on the throne said, 'See, I am making all things new.'

Thanks be to God.

10:56 The Collect

Delivered by [REDACTED]
(East Lectern)

O God of truth and justice,
we hold before you those whose memory we cherish,
and those whose names we will never know.
Help us to lift our eyes above the torment of this broken world and grant us the grace to pray for
those who wish us harm.
As we honour the past,
and pray for the continuing work of the Royal British Legion
and others who support veterans and their families,
may we put our faith in your future;
for you are the source of life and hope,
now and for ever.

Amen

10:57 Anthem

THEY SHALL GROW NOT OLD

Music composed by **Douglas Guest**, to words written by **Laurence Binyon** from his poem 'For
the Fallen', sung by **soloist, Zoe Brookshaw**

***Participants, please do not sing due to the restrictions of Covid-19 Guidelines

During the singing the standard bearer will collect the Standard and return with it to her original
standing position

Bugler stands in his allocated position during the Anthem.

PARTICIPANTS STAND

10:59 Last Post

Bugler from the **Band of the Welsh Guards**

The Standard is lowered

11:00 The Silence (two minutes)

Cue Bugler at end of two minutes

11:02 Reveille

During which standard is raised to the carry position

PARTICIPANTS REMAIN STANDING

11:03 Act of Commitment

Read by [REDACTED]
[REDACTED] (East lectern)

Let us pledge ourselves anew to the service of God and our fellow men and women; that we may help, encourage and comfort others, and support those working for the relief of the needy and for peace and welfare of the nations.

Then the Minister will say:

Let us commit ourselves to responsible living and faithful service.

We will now have some pre-recorded multi-faith prayers.

- 1. Zara Mohammed, Muslim Council of Britain**
- 2. Ms Bimmy Rai, FRSA, City Sikhs**
- 3. Jai Nitai dasa, Temple President, ISKCON-London**
- 4. Rabbi Charley Baginsky, Interim Director of Liberal Judaism**

Following the prayers, the faith representatives say:

Zara Mohammed:

We will all remember the dead and honour the living

Ms Bimmy Rai, FRSA:

We will all strive for all that makes for peace

Jai Nitai dasa:

We will all seek to heal the wounds of war

Rabbi Charley Baginsky:

We will all work for a just future for all humanity

The Minister will say:

Merciful God, we offer to you the fears in us that have not yet been cast out by love: may we accept the hope you have placed in the hearts of all people, and live lives of justice, courage and mercy; so, Lord in your mercy hear our prayer.

Amen.

Our Father, which art in heaven,
hallowed be Thy name.
Thy Kingdom come,
Thy will be done,
in earth as it is in heaven;
give us this day our daily bread.
And forgive us our trespasses,
as we forgive them that trespass against us.

And lead us not into temptation,
but deliver us from evil.
For Thine is the kingdom, the power and the glory
for ever and ever.

Amen.

PARTICIPANTS SIT

11:10 Poem

Read by **Sadiq Khan**, Mayor of London (East lectern)

Remembered Still

By Ernie Rowe, Head of BFBS – the British Forces Broadcasting Services Radio UK.
She wrote this in the build-up to Remembrance Day Services 2019.

Remembered still those souls who tried
To save the world, but many died.
A moment stolen for a tear,
As we recall those unlived years.
The camaraderie that flew those souls back home to those they knew,
And loved them dear and held them close
But for our sakes released to foes
The silence that they leave behind
Is space to calm the troubled minds of those they loved-
And can't rewind.
Again this day we give our thanks
For those returned from serving ranks
And them 'as gave it all away
Forever in our minds will stay

11:12 Kohima Epitaph from the Memorial in Burma

Said by [REDACTED]
[REDACTED] (East lectern).

When you go home
tell them of us and say
for your tomorrow
we gave our today.

11:13 The Act of Remembrance

Led by the Minister

The Minister will say:

Let us remember before God and commend to his sure keeping: those who have died for their country in war, those whom we knew and whose memory we treasure and all who have lived and died in the service of humanity.

11:14 Laying of wreaths

Wreaths will be placed beside/under chairs. Please stand and walk as indicated in the walk through towards the centre stage. Before laying your wreath, please nod to the Standard then read aloud the inscription thereon on the provided mic. Wreaths are to be laid on the centre stage at an angle on the block. If you are in uniform, please then salute, before retracing your steps to walk back to your seat, ensuring you do not cross the path of the next wreath layer (2m distancing at all times).

Order of wreaths

1. [REDACTED]

"In memory of the members and officers of London Government organisations who have given their lives on active service"
2. **Sadiq Khan**, Mayor of London

"Their courage and sacrifice, for city and country, lives on forever."
From the Mayor of London on behalf of the people of London
3. **Navin Shah**, Assembly Member, Chair of the London Assembly

"In proud memory of the Members and staff of London's government who have served or given their lives in the defence of our country"
From the Chairman and members of the London Assembly
4. [REDACTED]

"In memory of the sailors, soldiers and airmen from London who have fallen in conflict."
5. [REDACTED]
[REDACTED]

"In Remembrance of our Fallen Comrades"
From the Board of Trustees and all Members of The Royal British Legion
6. [REDACTED]
[REDACTED]

"In memory of those who worked in the London County Council, the Middlesex County Council and the Metropolitan Asylums board who died in two world wars"
From the Greater London Authority City Hall branch Royal British Legion
7. [REDACTED] Royal Navy Cadet, Harrow School, on behalf of London councils, transport services and environment agencies

"A wreath is laid on behalf of Transport for London, the Environment Agency and London Councils in memory of all Londoners uniformed and civilian who gave their lives protecting the freedoms of future generations"

7. [REDACTED] Army Cadet, Harrow School, on behalf of all London emergency services

"A wreath is laid on behalf of all the Emergency Services – statutory, professional and voluntary, in gratitude for their commitment and sacrifice"

8. [REDACTED] Royal Air Force Cadet, Woolwich 56 Squadron, on behalf of London employees' organisations, trade unions and staff associations

"A wreath is laid in loving memory of those colleagues who gave their lives for others, on behalf of the Greater London Council Staff Associations, Trade Unions and Employee Representatives"

9. **XXX**, 23rd Camberwell Scout Group, on behalf of all London families who have lost loved ones in the service of our country

"In memory of Major Thomas Monaghan MC 1999, of the officers of 152 Indian Para Btn Sungshak, Burma, March 1944 and of Frank Monaghan, France 1940, and for all families who have lost loved ones."

PARTICIPANTS STAND

11:20 The Exhortation

Delivered by **Len Duvall OBE**, Assembly Member, Chair of the City Hall branch of The Royal British Legion (East lectern)

They shall grow not old, as we that are left grow old
age shall not weary them, nor the years condemn,
at the going down of the sun, and in the morning,
we will remember them.

All affirm:

We will remember them.

PARTICIPANTS REMAIN STANDING

11:21 National Anthem of the United Kingdom

Sung by **Soloist, Zoe Brookshaw**

***Participants, please do not sing due to the restrictions of Covid-19 Guidelines

God save our gracious Queen
Long live our noble Queen
God save the Queen!

Send her victorious
happy and glorious,
long to reign over us;
God save the Queen!

PARTICIPANTS REMAIN STANDING

11:22 Final blessing

The Minister will say:

May the peace of God, which passes all understanding,
keep our hearts and minds in the knowledge and love of God, and of God's Son, Jesus Christ our
Saviour: and the blessing of God Almighty, the Father, the Son and
the Holy Spirit, be among us, and remain with us always.

Amen.

PARTICIPANTS SIT

11:23 Len Duvall OBE, Assembly Member, Chair of City Hall branch of The Royal British Legion
– **Short address of thanks.**

PARTICIPANTS SIT for a moment until the broadcast ends. You will be instructed when the live
stream ends, then please file out as instructed (Eastwards) by a member of staff.
Expected time of departure: **11:30**

EVENTS FOR LONDON EVENT HEALTH AND SAFETY RISK ASSESSMENT

Why a risk assessment? A risk assessment helps compliance with criminal law and also helps you as the manager of an activity identify control measures to manage risk

- This document must be completed for ALL events organised by Events for London on behalf of Greater London Authority and is to be signed and distributed as required on the last page BEFORE the event/competition/promotion.
- Planning for effective health & safety management should start at the same time as planning for all other aspects of the proposed event/competition/promotion. The health, safety and welfare of all persons affected by the activity are to be considered at all times during the planning stages.

| | |
|--|---|
| Event title: | Remembrance Day – live hybrid |
| Date and Time | Friday 6 November 2020; Service 10:40 – 11:50 |
| Venue Address: | The Chamber - City Hall, SE1 2AA |
| Venue Contact: | <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> [REDACTED]@london.gov.uk – Events & Lettings Officer <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> [REDACTED]@london.gov.uk – Events & Lettings Officer |
| Name and address of the organisation or individual organising this event | <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> Greater London Authority, City Hall, London, SE1 2AA |
| Contractors Appointed: | Production: BOWTIE Security: GLA FM |
| Name of person completing this risk assessment | <div style="background-color: black; width: 100%; height: 1.2em;"></div> |
| Name and telephone number of organisers / on-site contact during event | <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> Arrivals and main event <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> Arrivals and computer desk TBC <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> Arrivals and trouble shooting <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> - main event in the Chamber <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 2px;"></div> (photographer) – <i>main event in the Chamber (contact Sam)</i> FM team Bowtie TV |
| Number of people expected to | 18 Participants; 2 EfL staff in chamber; 1 float |

| | |
|---|---|
| attend | <p>Seated as per the agreed COVID-19 Plan Chamber Floor</p> <ol style="list-style-type: none"> 1. The 'Minister', Dean of Southwark The Very Revd Andrew Nunn 2. Chair of Assembly, Navin Shah 3. [REDACTED] 4. [REDACTED] 5. Mayor of London, Sadiq Khan 6. [REDACTED] 7. [REDACTED] 8. [REDACTED] 9. Len Duval, OBE, London Assembly, Chair of RBL City Hall Branch 10. Standard Bearer, RBL City Hall branch, [REDACTED] 11. 1 x live bugler Sergeant [REDACTED] 12. 1 x Solo singer Zoe Brookshaw <p>Sides (2 either side)</p> <ol style="list-style-type: none"> 13. Navy cadet, [REDACTED] 14. Army cadet, [REDACTED] 15. Royal Air Force cadet, [REDACTED] 16. Scout TBC <p>Computer desk</p> <ol style="list-style-type: none"> 17. Palantype, [REDACTED] <p>Distanced float</p> <ol style="list-style-type: none"> 18. [REDACTED], photographer <p>Then we will have 3-4 EfL staff 1 on computer desk (distanced from the palantype) others floating at back/wings</p> <p>I don't think Bowtie were planning in the chamber.</p> |
| Describe what will actually be going on (e.g. public meeting, erection of display stands) | <p>Hybrid event in the Chamber, PLEASE SEE CHAMBER PLAN requiring:</p> <p>1 stage – 3 blocks (covered in black) with additional block on top to put wreaths at an angle (no one steps on stage so no steps are required)</p> <p>2 standing mics on floor in front of stage</p> <p>12 chairs arranged as per seating plan</p> <p>2 lecterns (mics) east and west chamber floor</p> <p>Standing mic for soloist</p> <p>Holding Areas: require socially distanced tables and chairs for:</p> <p>Rm 1.1 (capacity x 2 people) Soloist Zoe Brookshaw & Palantypist [REDACTED]</p> |

| | |
|---|---|
| | <p>Entry to Chamber via directional protocol east to west</p> <p>Rm 1.2 (capacity x 2 people) Standard Bearer [REDACTED] & Bugler [REDACTED] Entry to Chamber via directional protocol east to west</p> <p>Cmt 1 (capacity x 4) currently unallocated (could be used for cadets changing)</p> <p>Cmt 4 & 5 (capacity x 12): cadets; scout + 4 chaperones Navy cadet, [REDACTED] Army cadet, [REDACTED] Royal Air Force cadet, [REDACTED] Scout TBC Travel to the Chamber will be via the lifts (1 at a time) Request for security to be present to open the gate on 2nd floor</p> <p>LLR (capacity x 15): The 'Minister', Dean of Southwark The Very Revd Andrew Nunn [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] Len Duval, OBE, London Assembly, Chair of RBL City Hall Branch 1 member EfL staff Request for security to open the stairs from the LLR to chamber be open Participants will walk down in a 2+m distanced manner to take their places in the Chamber for 10:25. If this isn't desirable they will use the public lift</p> |
| <p>Does the activity involve any of these groups?</p> <p><i>These groups are considered high-risk groups and you may need to consider extra measures to ensure the Health & Safety of these groups. How could they be affected? Does special provision need to be made?</i></p> | <p> <input checked="" type="checkbox"/> Children (Under 14) will be chaperoned x 1 each <input checked="" type="checkbox"/> Young Person (Under 18) will be chaperoned x 1 each <input type="checkbox"/> Pregnant Women <input type="checkbox"/> Disabled <input checked="" type="checkbox"/> Elderly – age not known, but a number will be in the 50-70 bracket <input type="checkbox"/> Non- English Speakers </p> <p>There is the possibility that any of the above checked could be in attendance. There is provision for all of them at the venue and there will be venue staff on hand to help out with anyone needing assistance.</p> |
| <p>Is the event in a public area or a controlled access environment?</p> <p>Does the venue have a maximum</p> | <p>Yes – control on arrivals/entry and use of public toilets LGF / 1st floor / 2nd floor / LLR</p> |

| | |
|--|--|
| capacity based on safety factors? | <p>Yes above for allocation and below for capacities.</p> <p>Chamber capacity 20</p> <p>Rm 1.1: capacity 2</p> <p>Rm 1.2: capacity 2</p> <p>Committee Rm 1: capacity 4</p> <p>Committee Rm 4 & 5: capacity 12</p> <p>LLR capacity 15</p> <p>Map</p> |
| <p>Does the event require security personnel/crowd management?</p> <p>Are the security personnel licensed (also known as 'SIA registered')?</p> <p>How many security/crowd stewards will there be?</p> | <p>Yes – being provided by in-house GLA Security.</p> <p>SIA registered</p> <p>As per normal on entry / LGF</p> <p>Security Request x 1 by LGF / 1st floor lift / 2 floor lift / LLR / to avoid staff accompanying participants given the lifts are 1 person at a time</p> |
| <p>Does any part of the event take part on a public highway?</p> <p>What are the dangers – contact with vehicles etc?</p> | <p>None</p> <p>N/A</p> |
| <p>Are barriers or fences used for any part of the event? If yes, give details.</p> | N/A |
| <p>Will artists/celebrities (not including DJs) be attending the event?</p> | <p>Yes, includes:</p> <p>Artists: Bugler x 1 (military); Soloist x 1</p> <p>All participants are honoured guests (highly ranked) but not of 'celebrity' status that would create unwanted public attention</p> |

| | |
|---|--|
| | <p>Mayoral participants include: Sadiq Khan; Len Duvall: Navin Shah</p> <p>All will be in the building from approx.. 09:30 to 12 noon</p> |
| <p>What are the Fire provisions in place for the event – please give details? Think about how people will get out quickly and safely if an incident were to occur.</p> | <p>A full fire plan is in part of the venue's plan and will be briefed on arrival by EFL staff.</p> <p>Procedure: leave via the nearest fire exit. Assemble outside in Pottersfield Park. Lifts are not to be used in the case of a fire.</p> <p>Exit from the Chamber via the downward ramp</p> |
| <p>What are the First Aid provisions in place for the event – please give details?</p> | <p>First aiders will be present at the event – security team</p> |
| <p>In the event of an incident knowing the details of your local police and nearest Accident and Emergency department to the event/activity can be important. Please give details here:</p> | <p>Nearest Accident & Emergency: Guy's Hospital, Great Maze Pond, London, SE1 9RT (1.1 miles) Open 24 hours Phone: 020 7188 7188</p> |
| | <p>Local Police (address and phone no): City of London Police, 182 Bishopgate, London EC2M 4NP 020 7601 2452 (emergency 999)</p> |
| <p>Has any contractor supplied data sheets regarding specific hazards relating to chemicals or dangerous substances?</p> | <p>N/A In-house contractors Bowtie</p> |
| <p>Are all materials being used flame retardant (e.g. marquees/tents/banners/branding)?</p> <p><i>Any events where fireworks, fires or pyrotechnics are to be used must be discussed with Group Health & Safety Manager in advance.</i></p> | <p>1 Standard - flame retardant</p> |
| <p>Please list any large items that we are contracting in (e.g. fork lift trucks, PA, cherry pickers, marquees). <i>For each of these items you should request a risk assessment, method statement and</i></p> | <p>N/A</p> |

| | |
|--|--|
| <i>insurance details from the supplier.</i> | |
| If a venue is being used for a music event then the venue owner must have a Licence (Licensing Act 2003) to operate for both safety and alcohol sales. Does a valid Licence exist for venue?(Check you are not exceeding person capacity of venue) | N/A |
| Has or does specialist medical advice need to be obtained for any part of the event? If yes, please give details. <i>You should especially consider this if you have ticked any of the high-risk groups on page 2 at the top of page.</i> | <p>Coronavirus notice and reminders for people to wash their hands. No particular specialist advice required anywhere else. A close eye will be kept on government websites detailing this and GLA staff on hand to ensure cooperation.</p> <p>Participants will follow the COVID protocols of moving around City Hall and will be requested to wear masks when doing so/using public areas. Deep cleans will be performed on all holding spaces and Chamber pre and post the event.</p> |
| Have the Public Liability Insurance details of the event been checked? Please give details of the cover: | GLA has up to £10m PLI |
| Are there any other key health & safety issues regarding this event? | <p>N/A</p> <p>One cadet [REDACTED] will be accompanied by a Chaperone</p> |
| Accident to staff member or guest – describe first aid arrangements? | First Aider identified amongst security staff. |
| Emergency evacuation – describe emergency procedures? | Venue will raise the alarm and follow emergency procedures accordingly. A walkthrough with FM/security is requested on Thursday 5 Nov. |

Risks & Control Measures

| RISK ASSESSMENT MATRIX FOR PERSONAL INJURY | | | | | | |
|--|--------------------|--|--|--|--|--|
| NOTES: Choose the Severity of Injury across the top line and number below heading | SEVERITY OF INJURY | | | | | |
| | | | | | | |

| Choose Likelihood/Probability along the line on the left side and number Where the two meet insert appropriate number in Risk Factor sheet below. (Traffic light system to illustrate risk) | | MULTIPLE DEATH 10 | SINGLE DEATH 8 | MAJOR INJURY 6 | '7 DAY' INJURY 4 | MINOR INJURY 2 | NONE 1 |
|--|--------------------|-------------------------|----------------------|----------------------|------------------------|----------------------|-----------|
| Likelihood/ Probability | CERTAIN 10 | 100 | 80 | 60 | 40 | 20 | 10 |
| | VERY LIKELY 8 | 80 | 64 | 48 | 32 | 16 | 8 |
| | PROBABLE 6 | 60 | 48 | 36 | 24 | 12 | 6 |
| | POSSIBLE 4 | 40 | 32 | 24 | 16 | 8 | 4 |
| | UNLIKELY 2 | 20 | 16 | 12 | 8 | 4 | 2 |
| | VERY UNLIKELY 1 | 10 | 8 | 6 | 4 | 2 | 1 |

| | | |
|-----------------------------------|--|--------------------------------|
| 100 level of risk is unacceptable | 24 level of risk maybe tolerable try to reduce | 12 level of risk is acceptable |
|-----------------------------------|--|--------------------------------|

Table below explains more clearly what Likelihood/Probability definitions above mean on left hand side.

Definition of likelihood classes

| | |
|---------------|---|
| CERTAIN 10 | Has happened before and is expected to happen on this occasion |
| VERY LIKELY 8 | Has happened before and very likely to happen on this occasion |
| PROBABLE 6 | Has been known to occur before and is likely to happen on this occasion |

| | |
|-----------------|--|
| POSSIBLE 4 | Has been known to occur before and it may happen on this occasion |
| UNLIKELY 2 | Has been known to occur before but no reason to suggest that it will happen on this occasion |
| VERY UNLIKELY 1 | Has never happened before and there are no reasons to suggest it will happen on this occasion. |

| What is the hazard? | Who might be harmed? | Severity Of Injury | Probability Likelihood | Risk Factor (Multiply) | How can we reduce these risks – What are the Control Methods? | Any further comments or information? |
|---|--|--------------------|------------------------|------------------------|---|--|
| Example Slips Trips Falls | Contractors, GLA Staff Members of the public. | 4 7 Day Injury | 2 Unlikely | 8 Acceptable Risk | <ul style="list-style-type: none"> All equipment that requires trailing leads must be located to minimise cable hazards All cable routes to be installed so as to not cross walkways If cables have to cross walkways then they must be secured firmly to floor using proper cable routing or tape. Spillages must be cleaned up immediately Holes in floor must not be left unprotected | <ul style="list-style-type: none"> Staff to monitor for slip, trip and fall hazards on the day of the activity. Staff should action any concerns immediately. |
| Build up and breakdown | Contractors, GLA Staff | 2 | 2 | 2 | <ul style="list-style-type: none"> All equipment will be transported on a trolley or flight cases. Staff instructed on the correct way to lift/carry. More than one staff on site to assist in any lifting Load in and build areas to be closed to the general public during duration of build and load out. No visibly faulty equipment to be allowed into the venue | |
| Slips, trips, falls | Members of the public, staff, guests | 2 | 2 | 4 | <ul style="list-style-type: none"> No cables / props to be left lying around (Cables are all hidden under the floor or taped down) Event staff to oversee all cabling and to remain diligent Any cables that do cross regularly used pathways to be covered to a sufficient level to prevent a trip hazard, and to be marked to identify the hazard to all persons with access to the area. | |

| | | | | | | |
|---|---|-----|---|------|--|--|
| Electrocution from power supply or electrically powered equipment being used. | Contractors, GLA Staff | 3-5 | 2 | 6-10 | <ul style="list-style-type: none"> Power supplies to be correctly earthed, and only to be used up to the stated rating. All equipment to have relevant test certification. All equipment to be kept dry. | |
| Fire hazard from electrical equipment. | Members of the public, staff, guests, Mayor. AM's | 4 | 2 | 8 | <ul style="list-style-type: none"> Electrically powered items to have correct test certification. Fire extinguishers to be available Items that generate large amounts of heat to be kept away from flammable materials. | |
| Audience Crush | GLA Staff, Guests | 2 | 3 | 6 | <ul style="list-style-type: none"> There is no audience, limited staff and participants, which will be overseen by EfL/FM venue and security services on site. | |
| Working Staff Safety | GLA Staff & contractors | 2 | 4 | 8 | <ul style="list-style-type: none"> Staff should remove themselves from any area where they feel threatened Staff should not carry valuables with them All staff to work in a socially distanced manner | |
| Security for staff and Mayor | GLA Staff, Mayor and Assembly Members | 3-5 | 2 | 6-10 | <ul style="list-style-type: none"> All staff should wear accreditation at all times All staff to follow direction of security services Security to remain socially distanced Guest names will be submitted in advance along with a full briefing document of the event and the COVID-19 protocols. They will be escorted to their holding areas. | |
| Travel to and from locations | GLA Staff | 3 | 3 | 9 | <ul style="list-style-type: none"> Staff should only use approved modes of transport when travelling. Extra care should be taken as roads, tubes and trains are likely to be congested. Ensure hands are washed/sanitised frequently and face masks worn. Taxis to be offered if preferred. | |

Possible hazards – tick sheet

Tick against each of the hazards that could arise from the event/competition/promotion think about build, de-rig and during the running of the event itself.

| | | | | | | | |
|---------------------------|---|------------------------------|---|----------------------------------|-----|-------------------------------|-----|
| Access / egress | √ | Electricity | √ | Lighting / strobe effects | N/A | Fireworks/Pyrotechnics | N/A |
| Can it cope with expected | | Not normal office computers, | | How are lighting secured and the | | A professional specialist | |

| | | | | | | | |
|--|-----|--|-----|---|-----|---|-----|
| audience size, particularly in emergency? Will disabled people be able to manage? | | but anything-including portable appliances, cabling, video screens etc. | | cables leading to it? Certain people can be affected by strobe lighting – signage? | | company must install these? Firework installer must complete a full risk assessment. | |
| Animals | N/A | Fire Building safety including tents, flammable liquids/materials etc. | √ | Lone working Think about how people can be contacted system for communication in an emergency? Night or Day etc.? | √ | Radiation RF, Microwave, radio-active substances etc. | N/A |
| Crowd Control Can people get out of the area safely and easily? Are their sufficient exits for all people attending? | √ | Food Is food part of the activity? Food safety and food hygiene is a legal requirement. Does the food need to be kept cool or hot? | N/A | Manual handling Lifting / moving boxes, equipment etc. Handling of helium cylinders? | √ | Slipping, tripping, falling Including cables, wet surfaces, big drops P.A systems and cabling | √ |
| Confined spaces incl cellars | N/A | Hand tools | √ | Noise exposure Gigs / general PA / headphones | √ | Storage (racks, shelving) Ensure they are secure | √ |
| Construction Certain activities can be high-risk please contact group health and safety manager. | √ | Hazardous Substances Biological / Chemical (COSHH) E.g. smoke effects | N/A | Pressurised systems Pressurised systems must have regular certificate of safety | √ | Temperatures / weather - extremes of hot / cold E.g. events / activities that could be extremely hot or cold? | √ |
| Compressed gas Handling and use, including Helium. Gas cylinders must be secured in vehicles to prevent injury | N/A | Heights Ladders, roofs, scaffolding etc | √ | Physical Strain Enforcing, controlling or restricting normal body functions (breathing, exertion, movement, urination etc) | N/A | Transport & vehicles Including street team vehicle, forklift trucks etc | N/A |
| Display Screen Equipment Computers, laptops etc | √ | Use of lifting equipment Cranes, slings, chains etc Including lifting people. | N/A | Physical structures & Site conditions Stages, temporary structures, unusual buildings, ground conditions, location (roads, rivers etc) | √ | Violence Attack & public order | √ |

Health & Safety Objectives

It is the policy and intention of Greater London Authority to provide and maintain a healthy and safe environment for all staff, members of the public and contractors.

The health and safety objective is to maintain legal compliance and minimise risk to all persons involved with or affected by the activity. To ensure this objective is met a risk assessment must be carried out by the persons responsible for organising the activity. This is a legal requirement.

All persons must be provided with such equipment, information, training and supervision as are necessary to implement the policy and achieve the stated objective.

The management team at Greater London Authority recognises and accepts their duty to protect the health and safety of all visitors to the activity, including contractors and temporary workers, as well as any members of the public who might be affected by their operations.

Whilst the management team will do all that is within its powers to ensure the health and safety of all persons, it is recognised that health and safety is the responsibility of every person working on this activity to take reasonable care of their own and other people's welfare and to report any situation, which may pose a threat to the well-being of any other person.

***Managing the Risk of Coronavirus**

Updated from local government website as of Sunday 18 October

Local COVID alert level: medium

This is for areas where national restrictions continue to be in place. This means:

- businesses and venues can continue to operate, in a COVID-secure manner, other than those that remain closed in law

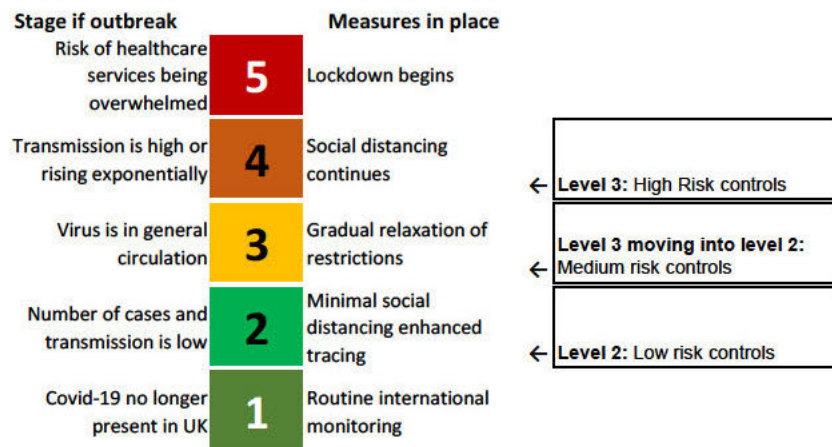
You must:

- [wear a face covering in those areas where this is mandated](#)

You should continue to:

- follow social distancing rules
- when travelling, plan ahead or avoid busy times and routes; walk or cycle if you can

The purpose of this section of the risk assessment is to provide controls to manage the risk of coronavirus in an event setting. The controls have been spilt into three levels: low, medium and high. The Covid-19 alert system will determine which level is required.



Visitor Risks

| Potential Hazard Identified | Low Risk Controls | Medium Risk Controls | High Risk Controls |
|---|-------------------|--|---|
| Air born spread through travel to the venue | Same as high | <ul style="list-style-type: none"> NHS Test and Trace apps are to be downloaded onto all participants' phones and scanned on entry into City Hall COVID-19 protocols to be explained and adhered to at all times Same as high | <ul style="list-style-type: none"> Contact guests pre-event and encourage them to travel by car, incentive of free or reduced parking fees – taxis offered NHS Test & Trace apps to be downloaded on mobile devices and scanned on entry into City Hall Event organiser to have mobile and email for all participants and MUST be contacted if anyone exhibits signs of/tested positive for the virus. If prior to the event, the participant should NOT attend (a replacement will be found). If post event, the event organiser will inform all other participants of any potential or real risk. Visitor communication pre-event to encourage guests and crew to arrive onsite at confirmed times to manage arrivals/departures COVID-19 protocols to be explained and adhered to at all times When checking guests into the building, they will enter on a one-in, one-out system operation and met by staff member at the entrance. The building is open to staff between 08:00hrs and 18:00hrs Monday to Friday. This allows time for the building to be thoroughly and safely cleaned each day. All holding areas of the venue and the Chamber will be thoroughly cleaned pre and post use. Everyone will be required to sign in and out in the Building Register. This will assist in fire evacuations. Once in the building staff, volunteers and guests will minimise movements |

| | | | |
|---|---|---|---|
| | | | in and out of the premises and preferably avoid leaving until departures. |
| Air born spread through close contact in busy aisles, corridors and lifts | <ul style="list-style-type: none"> • Wider aisles where possible • City Hall have already implemented contra flow walk lanes • Adequate signage and arrows to influence guests and crew behaviour • Loading Bay & Goods lift – out of order, therefore the route being taken for production is via café and LG lifts • Disabled Parking - make, model, colour & registration to be noted • Storage Options – must be advised prior to the event and left in the Chamber set-up and cleaned by ABM overnight | <ul style="list-style-type: none"> • Wider aisles where possible • Contra flow: walk lanes • Additional onsite arrangements for spotters to manage pinch points • Encourage the use of face coverings • Adequate signage and arrows to influence guests and crew behaviour • The EAST staircase (purple) and EAST lifts are designated for UPWARD travel only. The WEST staircase (bare concrete) and WEST lifts are designated for DOWNWARD travel only. EXCEPT in an EMERGENCY when all staircases are for DOWNWARD travel. • In some parts of the building there is two-way circulation, and people merging together e.g. in corridors leading to and from toilets and tea-points or coming out of stairwells. Guests will be encouraged to exercise caution and “Give Way” to people coming from your right. | <ul style="list-style-type: none"> • One-way system down each aisle • Wider aisles where possible • Advise the use of face coverings • Additional onsite arrangements for spotters to manage pinch points • Adequate signage and arrows to influence guests and crew behaviour • 1 in and 1 out when using the lifts • Social distancing |
| Air born risk in event room (Chamber) 3 | <ul style="list-style-type: none"> • Allow space between each seat in the Chamber & holding rooms <i>(2m social distancing between each chair, around and between each speaker, left, right and in front)</i> | <ul style="list-style-type: none"> • Only allocate one guest per table/chair • Advise the use of face coverings • Two-hour cleaning will be taking place pre and post room usage | <ul style="list-style-type: none"> • Allow 2 metres between each table/chair in the Chamber & Holding Rooms • Mark out the area for the seats with hazard tape so they do not get moved • Increase time restrictions to allow |

| | | | |
|---|--|-------------------|--|
| | <ul style="list-style-type: none"> • Mark out the area for the seats with hazard tape so they do not get moved • Increase time between sessions/expected movement periods to allow managed exit and entry to the Chamber & Holding Rooms • Only allocate one person per table/seat • Social distancing with crew members and removal of people not required in the Chamber to keep numbers mixing down | | <p>managed exit and entry to the various rooms/Chamber</p> <ul style="list-style-type: none"> • Advise the use of face coverings • After each booking, enhanced cleaning will take place • Social distancing at all times • Air flow can be adjusted on the day if required • Distance between Soloist/bugler and participants to allow for any air drop carry |
| <p>Air born spread when entering the event space</p> <p>3</p> | Same as high | Same as high | <ul style="list-style-type: none"> • Arrival/Departure times staggered to reduce the amount of guests/crew arriving at one time • Visitor communication pre-event to encourage visitors to arrive on-site at their allocated time • Social distancing amongst guests/crew, clearly displayed using arrows and signage • Lifts one person at a time in the required direction |
| <p>Contact risk during event in Chamber</p> <p>3</p> | Same as high | Same as high | <ul style="list-style-type: none"> • Speakers sharing mics advised not to touch them. Hands to be sanitised prior in case of any potential transfer • Participants will have their programmes on their allocated chairs, touched by only 1 member of staff with pre-sanitised hands • Equipment must be adequately cleaned |
| <p>Contact risk: Visitors and crew to Event for London staff (EfL)</p> <p>3</p> | Same as high risk | Same as high risk | <ul style="list-style-type: none"> • Hand sanitisers available around City Hall • Participants all requested to bring their own face masks to prevent risk |

| | | | |
|---|--|--|--|
| | | | <ul style="list-style-type: none"> of cross contamination 1 person a time in any toilet block No physical contact of any kind |
| Contact and air born spread in busy catering areas N/A – no catering will be provided | Same as medium | Food must be pre-packed only | <ul style="list-style-type: none"> No food provided to guests or staff. Guests requested to bring their own refreshments |
| Risk leading to visitors and guests not complying with guidelines | Same as high risk | Same as high risk | <ul style="list-style-type: none"> Visitors communication pre-event to include: <ul style="list-style-type: none"> i) Event plans ii) Floorplan highlighting hand cleaning stations and possible one-way systems iii) Venue floorplan highlighting first aid rooms iv) Travel advice v) Covid-19 Protocols Announcements throughout the event covering guidelines Adequate signage reinforcing event guidelines throughout the show |
| Staff Risks | Staff risks to be considered the same as Guest/Participant/Contractor risk (see above) | Staff risks to be considered the same as Guest/Participant/Contractor risk (see above) | Staff risks to be considered the same as Guest/Participant/Contractor risk (see above) |
| Air born risk travelling to the event | | | |
| General air born risk onsite | | | |
| General Contact risk onsite | | | |
| Air born risk spread to the office after an event | | | |
| Confusion leading to staff not | | | Additional touch risk when handling |

| | | | |
|---|--|--|---|
| complying with guidelines or monitoring the show properly | | | print-offs or equipment. Care to be taken when using internal equipment and equipment/desks/computers etc to be wiped down with anti-bacterials before use. Hands to be sanitised regularly. Face masks to be worn when moving around the building. |
|---|--|--|---|

| Name | Position | Signature | Date |
|------------|---|------------|------------|
| ██████████ | Risk Assessment Form Completed by Lieran Stubbings | ██████████ | 01.11.2020 |
| ██████████ | Person Managing activity on the day & additional Events for London colleagues | ██████████ | 01.11.2020 |
| ██████████ | Events for London Manager must sign off this Activity | | |

What now?

- This MUST be signed off in ALL THE BOXES ABOVE and then emailed to everyone involved with the event/competition/promotion.
- **You should take a hard, signed copy to the event.** Note any changes you make that might change the contents of this document at the event.
- The event copy then needs to be stored in your event folder.

[REDACTED]

From: [REDACTED]@dcms.gov.uk>
Sent: 30 October 2020 15:49
To: [REDACTED]
Cc: Remembrance Sunday
Subject: Remembrance Sunday Information Pack
Attachments: 2020 Order of Ceremonial.docx; 2020 PLAN B .pptx; 2020 Mayor of London.docx

Dear [REDACTED]

Please see the Mayor's information pack for Remembrance Sunday on November 8.

Attached is:

- **Guest Instructions**
- **The Order of Ceremonial:**
 - **List A** showing those attending and the order in which the procession will go out onto Whitehall
 - **List C** showing the order in which wreaths will be laid
 - **The Programme of Music**
- **Diagram B** showing the positions to be taken up around the Cenotaph and the placing of the wreaths

The Order of Service (Prayers and Hymns) will be available to collect on the day.

Your Admittance Card and Vehicle pass have been sent to you by recorded delivery. Please contact remembrance-Sunday@dcms.gov.uk if you have not received these by Tuesday 3 November 2020

Kind regards,

[REDACTED]

Project Lead
1st Floor, 100
Parliament Street,
London SW1A 2BQ
[REDACTED]@dcms.gov.uk
[REDACTED] 020 [REDACTED]
[REDACTED]
[\[REDACTED\]@dcms.gov.uk](mailto:[REDACTED]@dcms.gov.uk) |
www.gov.uk/dcms

I am currently working from home and will be available on my mobile number [REDACTED]. Please do not call my landline as I will not be able to access any messages.

REMEMBRANCE SUNDAY 2020

ORDER OF PROCESSION

NOTE: The letter “W” indicates bearer of Wreath

FOLLOWING THE LORD BISHOP OF LONDON & THE CHAPEL ROYAL CHOIR, THE GENERAL OFFICER COMMANDING LONDON DISTRICT AND HIS STAFF WILL LEAVE THE FOREIGN, COMMONWEALTH AND DEVELOPMENT OFFICE (FCDO) FRONT DOOR AND TAKE THEIR PLACES NORTH EAST OF THE CENOTAPH. THEREAFTER, AT **10.55AM**, THE PROCESSION, LED BY THE PRIME MINISTER, LEAVES THE FCDO ONTO WHITEHALL

W The Prime Minister

W The Leader of the Opposition

W The Westminster Leader of the Scottish National Party

W The Leader of the Liberal Democrats

W The Leader of the Westminster Democratic Unionist Party Parliamentary Party

The Rt Hon Sir John Major KG CH

The Rt Hon Tony Blair

The Rt Hon David Cameron

The Rt Hon Theresa May MP

The Rt Hon Mr Sadiq Khan, Mayor of London

Mrs Liz Saville Roberts MP (Plaid Cymru)

The Rt Hon Rishi Sunak MP (Chancellor of the Exchequer)

The Rt Hon Ben Wallace MP (Secretary of State for Defence)

The Rt Hon Oliver Dowden MP (Secretary of State for Digital, Culture, Media and Sport)

W General Sir Nicholas Carter GCB CBE DSO ADC Gen, Chief of the Defence Staff

W Admiral Tony Radakin CB AD, First Sea Lord and Chief of the Naval Staff

W General Sir Mark Carleton-Smith KCB CBE ADC Gen, Chief of the General Staff

W Air Chief Marshal Mike Wigston CBE ADC, Chief of the Air Staff

W Mr David Appleton, Merchant Navy

W Mrs Minnie Churchill DL, Air Transport Auxiliary Association

W Mr Roy Wilsher, National Fire Chiefs Council on behalf of the Civilian Services

W The Secretary of State for the Home Department

W The Secretary of State for Foreign, Commonwealth and Development Affairs

W The Lord Speaker

W The Speaker of the House of Commons

Their Excellencies the High Commissioners, or their deputies, for:

W Malta

W Bangladesh

W Malawi

W Papua New Guinea

W St Vincent and the Grenadines

Representatives of the Crown Dependencies and UK Overseas Territories:

W St Helena

W Bailiwick of Jersey

Their Excellencies:

W The Ambassador of Nepal

W The Ambassador of Ireland

Representing the Faith and Belief Communities:

Mrs Elizabeth Slade

President of the General Assembly of Unitarian and Free Christian Churches

The Lord Singh of Wimbledon CBE

Director of the Network of Sikh Organisations UK

The Reverend Yinka Oyekan

President of the Baptist Union of Great Britain

Mr Rajnish Kashyap

General Secretary of the Hindu Council UK

The Reverend Clare Downing

Moderator of the General Assembly of the United Reformed Church

Imam Asim Hafiz OBE MA

Imam and Islamic Religious Advisor to the Armed Forces

The Reverend Richard Teal

President of the Methodist Conference

Venerable Bogoda Seelawimala

Chief Sangha Nayaka of Great Britain and Head Monk of the Vihara, representing the Buddhist Faith

The Reverend Dr Hugh Osgood

President of Churches in Communities International, representing the Free Churches

Chief Rabbi Ephraim Mirvis

Chief Rabbi of the United Hebrew Congregations of the Commonwealth

The Right Reverend Paul Mason

Bishopric of The Forces, College of Consultors, representing the Roman Catholic Church

REMEMBRANCE SUNDAY 2020
LIST OF WREATH LAYERS

| | |
|---|--|
| The Prime Minister | The Rt Hon Boris Johnson MP |
| The Leader of the Opposition | Sir Keir Starmer KCB QC MP |
| The Westminster Leader of the Scottish National Party | Mr Ian Blackford MP (on behalf of the SNP/ Plaid Cymru Parliamentary Groups) |
| The Leader of the Liberal Democrat Party | Sir Ed Davey MP |
| The Leader of the Westminster Democratic Unionist Party Parliamentary Party | The Rt Hon Sir Jeffrey Donaldson MP |
| The Speaker of the House of Commons | Sir Lindsay Hoyle MP |
| The Lord Speaker | The Rt Hon the Lord Fowler |
| The Secretary of State for Foreign, Commonwealth and Development Affairs (on behalf of the Intelligence Agencies) | The Rt Hon Dominic Raab MP |
| The Secretary of State for the Home Department (on behalf of the Intelligence Agencies) | The Rt Hon Priti Patel MP |
| Chief Minister of the Bailiwick of Jersey (laying on behalf of all Crown Dependencies) | Senator John Le Fondré |
| St Helena (laying on behalf of all Overseas Territories) | Mrs Kedell Worboys MBE |
| St Vincent & The Grenadines (on behalf of the Commonwealth countries in the Caribbean and Americas) | His Excellency Mr Cenio Lewis |
| Papua New Guinea (on behalf of the Commonwealth countries in the Pacific) | Her Excellency Ms Winnie Anna Kiap CBE |
| Malawi (on behalf of the Commonwealth countries in Africa) | His Excellency Mr Kenna Mphonda |
| Bangladesh (on behalf of | |

| | |
|--|---|
| the Commonwealth countries in Asia) | Her Excellency Ms Saida Muna Tasneem |
| Malta (on behalf of the Commonwealth countries in Europe) | His Excellency Mr Joseph Cole |
| Ireland | Ambassador - His Excellency Mr Adrian O'Neill |
| Nepal | Ambassador - His Excellency Dr Durga Bahadur Sabedi |
| Chief of the Defence Staff | General Sir Nicholas Carter GCB CBE DSO ADC Gen |
| Royal Navy | Admiral Tony Radakin CB ADC |
| Army | General Sir Mark Carleton-Smith KCB CBE ADC Gen |
| Royal Air Force | Air Chief Marshal Sir Mike Wigston KCB CBE ADC |
| Merchant Navy & Fishing Fleets (Nautilus International) | Mr David Appleton |
| Air Transport Auxiliary Association | Mrs Minnie Churchill DL |
| Civilian Services | Chair of the National Fire Chiefs Council, Mr Roy Wilsher OBE QFSM |
| Equerries bearing Royal Wreaths in order of leaving the Foreign, Commonwealth and Development Office: | |
| Major Nana Twumasi-Ankrah | HM The Queen |
| Captain James Boughey, INT Corps | HRH The Duke of Edinburgh |
| Major Jonathan Thompson | HRH The Prince of Wales |
| Lieutenant Commander Robert Dixon, R.N. | HRH The Duke of Cambridge |
| Captain Christopher Brinkman | HRH The Earl of Wessex |
| Commander Anne Sullivan, R.N. | HRH The Princess Royal |
| Captain James Calder-Smith | HRH The Duke of Kent |
| Lieutenant Commander Ian Dorward, R.N. | HRH Prince Michael of Kent |

NATIONAL ACT OF REMEMBRANCE AT THE CENOTAPH

PROGRAMME OF MUSIC

Foot Guards Band

| | |
|------------------|-------------|
| Rule Britannia | Dr Arne |
| Heart of Oak | Dr Boyce |
| The Minstrel Boy | Traditional |
| Men of Harlech | Traditional |

Pipes and Drums

| | |
|----------------|--------|
| Skye Boat Song | McLeod |
|----------------|--------|

Foot Guards Band

| | |
|---|-------------|
| Isle of Beauty | Traditional |
| Dafydd y Garreg Wen (David of the White Rock) | Traditional |
| Oft in the Stilly Night | Traditional |

Pipes and Drums

| | |
|-----------------------|-------------|
| Flowers of the Forest | Traditional |
|-----------------------|-------------|

Foot Guards Band

| | |
|-------------------------|---------------|
| Nimrod | Elgar |
| When I am Laid in Earth | Purcell |
| The Supreme Sacrifice | Rev C Harris |
| Solemn Melody | Walford Davis |

Buglers of the Royal Marines

| |
|-----------|
| Last Post |
|-----------|

Foot Guards Band

| | |
|------------------------------------|-----------|
| Funeral March No 1 in B Flat Minor | Beethoven |
| O God Our Help in Ages Past | Croft |

Trumpeters of the Royal Air Force

| |
|-------|
| Rouse |
|-------|

Foot Guards Band

| | |
|----------------------------|-----------|
| National Anthem | arr Brown |
| Trumpet Voluntary | Clarke |
| Fame and Glory | Matt |
| Royal British Legion March | Bidgood |

Return Marches

| | |
|------------------------|----------|
| Old Comrades | C. Teike |
| <i>Pipes and Drums</i> | |

The Guards Armoured Division
Through Bolts and Bars (Spare)

Willcocks
Ernst Urbach

B

The diagram shows a central black rectangle labeled "CENOTAPH". It is surrounded by a white border with numbers 1-29. The top border has "RBL" above numbers 26, 25, 24, 23. The right border has 29, 9, 7, 8, 28, 6, 27. The bottom border has 18, 19, 20, 21, 22. The left border has (H), (F), (D), (E), (G) next to (C), (A), (B).

CENOTAPH

**FOR KEY
SEE OVERLEAF**

FOREIGN , COMMONWEALTH AND
DEVELOPMENT OFFICE

N

ROYAL PARTY AND EQUERRIES

- A. THE QUEEN'S WREATH
- B. THE DUKE OF EDINBURGH 'S WREATH
- C. HRH THE PRINCE OF WALES
- D. HRH THE DUKE OF CAMBRIDGE
- E. HRH THE EARL OF WESSEX
- F. HRH THE PRINCESS ROYAL
- G. HRH THE DUKE OF KENT
- H. HRH PRINCE MICHAEL OF KENT
- I. EQUERRIES IN WAITING

PARLIAMENTARIANS AND FORMER PRIME MINISTERS

1. The Prime Minister
2. The Leader of the Opposition
3. Westminster Leader of the SNP
4. The Leader of the Liberal Democrats
5. Leader of the Democratic Unionist Party Parliamentary Party
6. The Speaker of the House of Commons
7. The Lord Speaker
8. The Secretary of State for Foreign Commonwealth and Development Affairs
9. The Secretary of State for the Home Department
10. The Chancellor of the Exchequer
11. Secretary of State for Defence
12. Secretary of State for Digital, Culture, Media and Sport
13. The Plaid Cymru Representative
- 46-49 Former Prime Ministers
- 50 The Mayor of London

CROWN DEPENDENCIES AND OVERSEAS TERRITORIES

14. Crown Dependencies Representative
15. Overseas Territories Representative

HIGH COMMISSIONERS AND AMBASSADORS OR THEIR REPRESENTATIVES

- 16 The Ambassador of Ireland to the United Kingdom.
17. The Ambassador of Nepal
18. The High Commissioner of St Vincent & The Grenadines
19. The High Commissioner of Papua New Guinea
20. The High Commissioner of Malawi
21. The High Commissioner of Bangladesh
22. The High Commissioner of Malta

MILITARY AND CIVILIAN SERVICES CONTINGENT

- | | |
|--------------------------------|---|
| 23. Chief of the Defence Staff | 27. Merchant Navy and Fishing Fleets |
| 24. Chief of the Naval Staff | 28. Air Transport Auxiliary Association |
| 25. Chief of the General Staff | 29. Civilian Services – National Police Chiefs' Council Chair |
| 26. Chief of the Air Staff | |

CHAPLAINCY AND FAITH COMMUNITIES

30. Members of the Faith Communities
31. The Bishop of London
- 32 Chaplain of the Fleet, the Sub-Dean of Her Majesty's Chapels Royal and the Chapel Royal Choir



Department for Digital, Culture, Media & Sport

The Rt Hon Sadiq Khan
Mayor of London

Remembrance Sunday Ceremony 2020 – Guest Instructions

The enclosed programme gives particulars of the ceremony at the Cenotaph and should be read in conjunction with the documents detailed in the covering email.

Please take the time to read these instructions carefully as this year's service has changes put in place to mitigate the Covid-19 transmission risk. All attendees and participants must agree to have their contact details stored for 21 days, in accordance with NHS Test and Trace requirements.

London is currently at Local Covid Alert Level High. National guidance advises people not to travel into or out of an area if it has been categorised as a very high alert level area. Residents of very high alert level areas are also asked to avoid staying overnight in another part of the UK. There are exceptions for people who need to travel for work purposes but please bear this advice in mind when considering your attendance.

Please adhere to two metre social distancing at all times both outside and inside the Foreign, Commonwealth and Development Office (FCDO) building. Face coverings are recommended inside the FCDO building, but are not compulsory. We also suggest that masks are removed just before exiting the building to take up positions around the Cenotaph. If there are any changes to these recommendations, we will inform guests either in advance or on arrival at the FCDO.

Please do not travel to this year's Remembrance Sunday Service if you have symptoms of COVID-19, however mild. If you have, you must self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19. If you are not experiencing symptoms but have tested positive for COVID-19, you must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, restart your 10-day isolation from the day you developed symptoms.

Overview Timings

- [REDACTED] – Arrival at the Foreign, Commonwealth and Development Office, via [REDACTED]
[REDACTED] Assemble in FCDO Quad. Mustering through FCDO building as instructed by event staff.

- **10:55** - Procession will be led out onto Whitehall (through the FCDO building)
- **11:00** – On the first stroke of eleven by Big Ben the Two Minute Silence commences by the firing of a gun from Horse Guards Parade by The King's Troop Royal Horse Artillery.
- **11:02** – The firing of a gun marks the end of the Silence. The Last Post is sounded by the Buglers of the Royal Marines.
- **11:03** – HRH The Prince of Wales lays the Wreath on behalf of HM The Queen.
- **11:04** -- Wreath Laying is followed by a short service led by the Lord Bishop of London
- **11:20** – The Royal Family depart the Cenotaph.
- **11:21** -- Procession is led back out to the Quad for onward departure

Arrival

You should arrive at the Foreign, Commonwealth and Development Office at [REDACTED] am. In view of the security measures that will be in place around Whitehall and Horse Guards Parade on Remembrance Day this year, you are asked to allow plenty of time for your journey. On arrival please pay attention to newly signposted entry and exit points, one way systems and hand sanitising stations. These are in place for your safety.

By Car

If arriving by car you will need to display your Windscreen Label on the left-hand side, on the inside of your windscreen. The approach should be by way of [REDACTED] [REDACTED]. (please note the map on the reverse of your Admittance Card).

The Mall is closed to ordinary traffic on Remembrance Sunday. Please drive slowly as pedestrians and cyclists will not be expecting moving vehicles. There are barriers at the junctions of Hyde Park Corner and Constitution Hill, Marlborough Road, Queen's Gardens and The Mall and Horse Guards Road and The Mall. Arrive **only** by way of [REDACTED].

Please park on [REDACTED]. We also kindly request that you **disable any car alarm once parked**. Please allow room to exit vehicles in a safe distanced manner.

Please enter [REDACTED].

On Foot

If you are arriving by foot, entry is [REDACTED] [REDACTED] ***NB If you are intending to arrive on foot, please destroy and/or securely dispose of the Windscreen Label supplied.***

Entry

Please produce your Admittance Card to the event staff at the gate and you will be directed to the FCDO Quad.

Bags and Refreshments

Please be aware that due to security measures, you cannot bring bags or luggage with you into the FCDO building. Please note that to reduce the Covid-19 transmission risk here will not be

lockers or cloakroom facilities available for storing items this year, however an outdoor supervised bag drop will be available for small items such as handbags and umbrellas. Furthermore, this year no hot drinks or refreshments will be provided inside the FCDO building. There will be WC facilities available - please ask a member of the event team to escort you and follow their guidance on Covid mitigation when doing so.

Please put your telephones on silent for the duration of the ceremony.

Procession

You will be invited to line up and proceed out onto Whitehall via the Foreign, Commonwealth and Development Office building through the Cenotaph Door. **It is advisable for you to wear a face covering whilst inside the building.** Event Staff will help marshal the procession and will assist in forming the lines in front of the Cenotaph.

As shown on **Diagram B**, you will be positioned facing the Cenotaph with your back to the Foreign, Commonwealth Office and Development Office. The lines will be marked in white chalk on the roadway and your place **will be position 50**, as shown in **Diagram B**.

Return to the Foreign, Commonwealth and Development Office

At the end of the ceremony the procession will be led through the Foreign, Commonwealth and Development Office and out into the Quad.

Departure

Participants will be asked to leave immediately after the service as this year there will be no Locarno Reception due to the control measures put in place to hold a safe socially distanced Remembrance Sunday Service. Please maintain safe social distancing when egressing the FCDO building via the signposted exits only.

Dress

Gentlemen: Dark lounge suit with dark tie; dark overcoat if appropriate for the weather.

Medals may be worn.

Royal British Legion Lapel Poppies should be worn and will be available at the Foreign, Commonwealth and Development Office.