GUIDANCE FOR A COVID SAFE EVENT

This list provides examples of some of the areas you may need to consider and should be used to support your event risk assessment.

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There should be a named person with lead responsibility for considering these issues. They should seek the appropriate support when considering this, for example from your security company, and your workforce.

Key risks and controls for event organisers to consider are set out below.
This is not an exhaustive list and further guidance can be found on the government website, the Event Industry Forum and other event specific governing bodies.

- Has the workforce been kept informed of the most up to date COVID-19 outbreak guidance available? Does the workforce understand the COVID-19 risks and transmission routes, the steps the workforce and attendees can take to limit spread, the recognised best practices (including respiratory etiquette, hand hygiene etc)?

- Is the event outdoor (lower risk) or indoors (higher risk) and what controls are in place to reduce risk of transmission?

- Is the procedure for reporting any COVID-19 symptoms or concern clearly outlined to attendees, staff, volunteers, contractors and concessions? Is there a protocol on who organisers should contact to report suspected cases?

- Do staff/volunteers/contractors know what the symptoms are and not to come to work if they are symptomatic?

- Are processes in place to maintain a record of name, date, time and a mobile number or email address for all staff, customers and contractors for a period of 21 days to support customers and staff being contact traced in the event someone linked to the event contracts COVID-19? (For bookings on behalf of a household, one contact may be sufficient to support contact tracing).

- Has a comprehensive risk assessment been undertaken at the beginning of the planning phase, reviewed regularly, and updated immediately before the handover to the operational phase?

- Have distancing measures to reduce close contact among attendees during the event been considered and implemented where appropriate? For example:
  o Is it possible to stagger arrival times?
  o Is it possible to stagger departure times?
  o Are there enough toilets, hand washing facilities, food and water points to allow physical distancing?
  o Will numbers be sufficiently limited to allow physical distancing between groups from different households?
  o Will high traffic areas be cleaned regularly to maintain hygiene?

- Is current public health advice on physical distancing incorporated into event / venue staging plans? This should include the need to define the number of customers that can reasonably follow social distancing measures within the venue taking into account total floor space, seating setting up as well as likely pinch points and busy areas.

- Is signage in place to remind patrons of the need to maintain physical distancing whilst inside the venue?

- Can you use screens to create a physical barrier between people, for example at pay points.

- Are you able to reduce the potential crowding of people, for example by having more entry points for attendees into the venue?

- Ensure any changes to entries, exit and queue management take into account reasonable adjustments for those who need them, including disabled customers.

- Ensure any changes to entrances, exits and queue management do not introduce additional risks such as blocking fire escapes or inadequate pedestrian/vehicle segregation on roads.

- When booking tickets, pre-booking (via telephone or online sales) will facilitate capacity management and minimise unnecessary travel in the event that an event reaches capacity.

- What plans do you have in place to ensure your event does not create a mass gathering within the event or outside of the event grounds?

- What steps do you have in place to ensure your event does not promote shouting, singing or communal dancing?

- Are measures in place to avoid cross contamination from equipment and other items that might otherwise be shared?

- Have you checked that suppliers, traders, caterers, contractors etc all have a COVID secure assessment and are aware of your COVID secure requirements and follow them?

- Avoid close contact work where possible and ensure mitigation is in place if this is unavoidable.

Toilets and Sanitation
- Are plans in place to provide hand sanitiser, tissues, and frequently replaced soap canisters for washrooms?

- Where toilets are provided for customers, has consideration been given to the route used for access and to the control of capacity and queuing? Initially, it may be necessary to assign a member of staff to act as a toilet attendant to manage use of the facilities to fully assess the need for additional control measures.

- Where possible, doors (other than fire doors) should be left open to reduce the need to touch surfaces.

- Have you considered siting of hand sanitiser at key points along the route to communal facilities (e.g. entrance/exit points)?

- Where paper towels are to be provided for hand drying, are adequate waste storage facilities in place?

- Have you plans to implement an appropriate regime of monitoring and, when necessary, re-stocking consumables at hand washing facilities?

- Are handwashing and/or hand sanitiser stations available at all points of entry and exit, and other well-marked and illuminated locations throughout the venue?

- For outdoor events in particular, have requirements in relation to portable toilets and improved handwashing facilities been considered?

Cleaning
- Has a cleaning schedule been developed to ensure the venue is clean and hygienic before, during, and after the event?

- Frequent touch points should be identified and disinfected regularly including all objects and surfaces that are touched regularly.

- Adequate disposal arrangements should be made available for any additional waste created. Set clear use and cleaning guidance for toilets to ensure they are kept clean.

- Consider whether additional waste facilities and more frequent rubbish collection can be provided.

PLEASE NOTE - if government guidance changes this could mean the event will have to be cancelled or postponed and therefore we would recommend you regularly check the government guidance.

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