Keep Hampshire SAFE

Hampshire County Council COVID-19 event checklist 2021

Event organiser

Contact details (Please list all main contacts)

Email:	
Telephone:	

Event

Event date:	
Event location:	
Summary:	

The following checklist is designed to assist you when developing your COVID-19 Risk Assessment (RA) and Event Management Plan (EMP) to ensure that you include all the relevant information/documentation required before submission. It is important to note that this is not an exhaustive list and that your event is unique and may present specific risks; these must be thoroughly detailed in your EMP.

You will be advised as quickly as possible if your application does not contain the information/ documentation required below. Where insufficient information is provided then your application will be escalated to the Public Health team for consideration and may require specific controls including to restrict or prohibit and event in accordance with Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020. However, in the first instance we will come back to you for further information or for clarification on the control measures in your application.

Hampshire County Council

hants.gov.uk/coronavirus

The event organisers must adhere to the **three main requirements:**

1

Follow all relevant COVID-secure guidance depending on the type of event and complete a bespoke risk assessment. The guidance varies according to the type of event and could include outdoor events, funfairs, performing arts or sports events.

2

Organisers and attendees must adhere to all legal requirements, including maintaining group sizes permitted by social contact restrictions at the relevant step in the Roadmap and preventing mixing between groups, enforcing social distancing guidelines and mandating face coverings in indoor areas where required.

3

All reasonable action must be undertaken by the event organiser to mitigate risk to public health and continue to follow the Government and Local guidance regard less whether staff, performers and customers have been vaccinated against COVID-19.

Please complete with your commentary in the comments box below:

Evidence required	Yes/no	Comments/Supporting evidence/Reference documentation
1 **Government Guidelines** As the event organiser you must show that you/your organisation is complying with the current Government guidance and demonstrate the following:		
A. This event is being organised by: • a business; • a charitable benevolent or philanthropic institution, a sporting public or a political body.		
B. There is a Risk Assessment, (RA) including COVID-19 mitigations in line with Regulation 3 of the Management of Health and Safety at Work regulations 1999.		
C. All reasonable measures to limit the risk of transmission of COVID-19 including following relevant government COVID-19 secure guidance, has been assessed and included in our documentation.		

2

Risk Assessment (RA)

A. Our risk assessment identifies the activities and or situations that may cause transmission of COVID-19.		
B. This risk assessment identifies the different groups and individuals that could be at risk of transmission of COVID-19 including: • staff; • volunteers; • suppliers/delivery drivers; • performers; • attendees – local, national, international; • independent vendors; • those not attending the event, but, may be affected, e.g. neighbouring properties/businesses.		
C. This RA considers vulnerabilities (age, ethnicity, health status, etc) that may increase risk of severe illness from COVID-19 for attendees, staff, volunteers, suppliers, performers, and that: • where possible, we have removed activities or situation that is at risk of transmitting COVID-19; • where not possible, we have controls in place to mitigate the risk of transmitting COVID-19; • this RA includes travel to and from the venue including impacts on local transport hubs and public transport.		
D. This RA considers the cumulative impact of other gatherings in the area at the same time or pre/post event (e.g. increase numbers in local food/drink outlets) where additional mitigation measures may be needed to reduce the risk of transmission of COVID-19. We have considered the impact of footfall on the surrounding area and infrastructure e.g. queue management and crowding outside of a venue.		
E. This RA includes travel to and from the venue including travel to and from the venue including impact on local transport hubs and public transport. We will engage with the relevant neighbouring business, transport operators and local police to assess and mitigate risk arising from pressure on local and public transport.		

3

Event management plans (EMP)

A. Our EMP includes:

- site maps (detailed to include entrances, exits, queuing areas, attendee areas, staff areas, hand sanitising stations);
- duration of event;
- maximum capacity based on COVID-secure measures including social distancing and adhering to current government guidelines e.g. counting in and out, ticket sales. This will also include expected audience for the whole event and audience at any one time;
- numbers of staff/volunteers to ensure COVID-secure measures are maintained at all times.

B. Our plan demonstrates how SOCIAL DISTANCING will be maintained AT ALL TIMES in line with the Government Road map:

- attendees who are from different households or support bubbles e.g. maximum capacity, zoning, circulation space, pinch points/ congestion areas, entrances/exits, queues, toilets, hand wash stations sanitizer points, movement flows between areas, seating arrangements, popular activities/exhibits etc;
- attendees and staff and performers e.g. staff areas, performance areas, movement flow through attendee areas, ticket and security bag check areas.

C. Test and Trace – Encourage the support of the **NHS Test and Trace System**

Note: Some outdoor events are not currently included in the scope of the Collection of Contact Details Regulations, unless taking place at a venue specifically listed in the Regulations, and as such are not required to display an official NHS QR code or ask customers and visitors for their contact details. These include agricultural shows, funfairs, fetes, flower shows, literary fairs, festivals and car boot sales. Event organisers are encouraged to support test and trace by asking visitors for their contact details and displaying an official NHS QR code, but they are not required to do so.

Any eat-in hospitality venues within these events (even if outdoors) are in scope of the Regulations and are required to request that all customers and visitors either scan the official NHS QR code or provide contact details and must refuse entry to anyone that chooses not to do so. This applies to the area of the hospitality venue only – it does not change the requirements for the wider event premises. A full list of venues which are in

scope of the Regulations and must display an official NHS QR code and request customer, visitor, and staff contact details can be found **here.**

You can create a coronavirus NHS QR code for your venue.

The EMP shows how the contact details for ALL those present at the event will be recorded and stored for 21 days, to assist NHS Test and Trace with requests for the data if needed, and must:

- include first name, surname, address including postcode, contact phone number or contact email, date (for multiday events) at venue – for ALL attendees (not just one representative of a group);
- include first name, surname, address including postcode, contact phone number or contact email, role, date (for multiday events) at event – for ALL staff, volunteers, suppliers/delivery persons, performers, independent vendors;
- demonstrate compliance with GDPR;
- consider when and how this data will be collected e.g. in advance (mandatory online, linked to ticket purchase), on site for those not completing in advance (entry denied until contact details provided);
- consider additional data if systems allow e.g. time of arrival and departure, location on site (zoned areas, work stations, entrance gate numbers).

Our EMP demonstrates how communication with attendees will be made for:

- short notice cancellation in a way they would prevent large numbers of people 'crowding' near the venue site;
- ensuring ALL attendees provide contact details to organiser to assist NHS Test and Trace e.g. under terms of booking ;
- providing POSTCODE OF VENUE to enable attendees to provide this to NHS Test and Trace should they become symptomatic, to aid outbreak identification;
- reminding attendees to wear face coverings when using public transport or in enclosed areas as per **government guidance on face coverings;**
- adherence to a code of behaviour i.e. not attending if they have symptoms and/or are self-isolating, maintaining social distancing at the venue, hand hygiene and minimising spread of respiratory droplets e.g. under terms of booking;

- providing information to attendees about risk factors that may make them more susceptible to serious illness from COVID-19, so they can make an informed choice about their personal risk relating to their attendance;

- advising about the hand hygiene facilities on site;
- minimising hand to hand transactions on site;
- bringing as few items as possible to the event;
- re-enforcing message regarding social distancing and reminder only to interact within their group including signs on site information on website, marshal/security patrols;
- encouraging the use of **symptom free testing,** timed to enable a test no more than 24hrs before attending event.

D. Our EMP shows the COVID-19 safe ingress and egress from the venue and local area, and considers:

- travel routes e.g. one way routes between transport hubs and venue, avoiding peak public transport times;
- staggered entry/exit times;
- additional entrances/exits points to reduce congestion;
- one-way entry/exit routes;
- markings and signage for social distancing;
- queue management including surrounding areas;
- sanitisers at entry/exit points;
- refusing entry to ALL those displaying symptoms – attendees, staff, volunteers, suppliers, delivery drivers, performers, independent vendors.

E. Our EMP limits the amount of hand to hand transactions during:

- booking process e.g. in advance, online and phone;
- on entry e.g. ticket-less;
- payment for goods/services on site e.g. pre-payment/card only/ contactless;
- activities e.g. rides, shared equipment.

F. Our EMP shows the COVID-19 safe movement of ALL persons around the venue to maintain social distancing including:

- where possible, one-way routes to and from on-site facilities e.g. toilets, wash stations, food and drink outlets, performance areas;
- markings and signage for social distancing;
- use of barriers/screens/face coverings to protect staff/volunteers where social distancing can not be maintained.

G. Our EMP caters for sufficient number of handwashing facilities and sanitiser points, at multiple locations (e.g. entrances/exits, food/drink areas, toilet areas, etc) including signage on good hand washing, to enable people to:

- wash hands for at least 20 seconds;
- dry hands thoroughly;
- dispose of used drying materials safely.

H. Our plan shows how cleaning will be maintained prior, during (including multiday) and after the event; including cleaning regimes and waste disposal management for:

- high contact surfaces and equipment;
- work areas;
- barriers/screens;
- toilets and washing facilities, ensuring adequate supplies of soap and hand drying materials, and frequent removal of waste materials.

I. Our EMP shows how staff/volunteers/independent vendors on site will be trained and briefed on COVID-19 secure measures and protected from the risk of COVID-19 transmission while:

- providing goods/services e.g. working in fixed teams, use of barriers/screens, sufficient space to maintain social distancing within work area, hand washing facilities, training on correct use of face coverings;
- providing emergency medical assistance e.g. appropriate PPE;
- managing security, including dealing with constant breaches in social distancing;
- on rest breaks.

J. Our EMP shows how performers will be protected from the risk of COVID-19 transmission and considers:

- avoiding sharing professional equipment and personal items e.g. labelling with name of designated user, personal headsets/radios/earpieces;
- designated storage for large items;
- regular cleaning and disinfection of equipment;
- **singing by performers** only e.g. avoid face to face singing and position back to back or side to side, extend social distancing to 3 metres or more between singers and others, limit numbers in singing groups, utilise technology.

K. Our EMP shows consideration of suitable ventilation of any indoor spaces:

- demonstrates how **good ventilation** in indoor spaces will be maintained;
- Event organisers should note that to be considered 'outdoors', shelters, marquees and other structures can have a roof but need to have at least 50% of the area of their walls open at all times whilst in use.

L. Our EMP demonstrates that the event can be delivered safely without the involvement of the emergency services and considers: • crowd management; • emergency medical assistance, including the measures to take for someone with COVID-19 symptoms.		

4

Financial Risk		
As the event organiser I am aware that the event may need to be cancelled if the COVID-19 situations changes due to Government guidance, local and national outbreaks, local sustained community transmission, another COVID-19 wave, and that we may be responsible for all financial losses. We are satisfied that we are suitably insured against liability and losses.		

Further advice may be found at:

- **gov.uk/coronavirus**

- **gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy**

- **gov.uk/guidance/covid-19-guidance-for-mass-gatherings**

- **gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts**

- **gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing**

- **gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation**

- **gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework**

- **eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19**

- **showmensguild.co.uk/covid-19-guidance-for-risk-assessments-at-funfairs/**

- **southampton.gov.uk/coronavirus-covid19/covid-testing/symptom-free-testing.aspx**

- **gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19**

- **gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities/coronavirus-covid-19-organised-events-guidance-for-local-authorities#guidance**

- **gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae**