

Covid-19: Local guidance for event organisers. Help to unlock summer

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North Yorkshire County Council works in collaboration with other local authorities and emergency services as part of the local Safety Advisory Groups (SAGs). Each district council has its own SAG, which acts as the point of contact for the event organisers and a forum for COVID-19 risk assessments to be scrutinised. As a multi-agency group we want to support event organisers to host a safe, enjoyable event that adheres to the latest government guidelines.

The priorities for local SAGs are to support event organisers by offering specialist advice and guidance in relation to hosting an event to ensure all safety measures are in place. We are here to work with you to implement the latest guidance and to protect the public from environmental hazards, communicable disease and other health and safety risks through mitigation. As event organisers you should inform your local SAG so that your event plans can be reviewed and suitable advice can be offered. See page 15 for contact details of your local SAG.

In addition to notifying the local SAG, North Yorkshire Police should be notified directly if your event falls into one of these categories:

- Military event in the public domain
- Protest or demonstration
- Remembrance Day parade or event
- Cycle time trial or official cycle race
- An event where you wish to request Special Police Services (SPS)¹.

Purpose:

The guidance applies to all events that are planned to take place in North Yorkshire and the City of York. The guidance is intended to support event organisers to host a safe and COVID-19 secure events. The also sets out the process for hosting an event along with information on reporting and managing COVID-19 outbreaks.

The purpose of the guidance is to provide a consistent approach across North Yorkshire to ensure that events are able to go ahead safely and in accordance with the government's [road map](#).

The local Safety Advisory Group and local Safety Sporting Advisory Group will consider the following when reviewing events:

- That the event organiser is **adhering** to the **latest government guidance**
- That the event organiser has considered and included the **14 key principles** see next page
- That the event does not cause a threat to the public and all mitigations are in place to protect the public.

(SPS)¹ is the provision by the police of an additional special service i.e. beyond that which the police would consider necessary to meet their public duty obligations, and which is provided at the request of organising bodies of certain events and for which the organising body must pay.

Where an event poses a risk to public health or in the event of a local spike in coronavirus cases, North Yorkshire County Council may consider prohibiting, restricting or imposing conditions in respect of venues, events or outdoor public places using the powers available in

[The Health Protection \(Coronavirus, Restrictions\) \(England\) \(No. 3\) Regulations 2020.](#)

Unlocking

Indicative dates for each step of the Roadmap are:

1. **Step 1a** — from 8 March, **Step 1b** — from 29 March
2. **Step 2** — from 12 April

Over the spring, the government will run a scientific Events Research Programme. This will include a series of pilots, using enhanced testing approaches and other measures, to run events with larger crowd sizes and reduced social distancing to evaluate the outcomes. The pilots will start at Step 2.

The government will bring the findings from across different sectors and different settings to determine a consistent approach to lifting restrictions on these events. Depending on the outcome of this work, and subject to the government's 4 tests at all stages in the roadmap, the government hopes to be able to lift restrictions on these events and sectors as part of Step 4.

3. **Step 3** — no earlier than 17 May
4. **Step 4** — no earlier than 21 June

From Step 1b, outdoor grassroots sport and outdoor socially-distanced under-18 activities will be allowed to resume and from Steps 2-4 events organised by businesses, charitable organisations, sporting and public bodies will be permitted, providing that:

1. Event organisers follow all relevant COVID-secure guidance depending on the type of event, and complete a related risk assessment. This guidance varies according to the type of event and could include [outdoor events](#), [funfairs](#), [performing arts](#) or [sports events](#) (full list in the [Existing guidance section](#)).
2. Organisers and attendees 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 has been taken by the event organiser to mitigate risk to public health.

In North Yorkshire, we require all event organisers to consider the 14 key principles that are when producing all event plans and associated risk assessments. These principles are designed to be used in conjunction with the guidance referenced above and highlights some key areas that event organisers need to fully consider in order to hold an event in a COVID-19 secure environment.

The 14 key principles

1. The event can lawfully take place, in accordance with the relevant step of the Government road map out of lockdown and the Health Protection (Coronavirus, Restrictions) (Steps) (England) Regulations 2021
2. A suitable and sufficient Covid-19 risk assessment must be carried out
3. A competent Covid-19 Officer must be appointed
4. Be able to demonstrate safe and effective management of crowd density throughout all site areas in order to maintain any social distancing requirements
5. Be able to demonstrate how queues can be managed effectively
6. Ability to ensure the use of face coverings in accordance with the relevant regulations (The Health Protection (Coronavirus, Wearing of Face Coverings in a Relevant Place) (England) Regulations 2020) and relevant guidance
7. Be able to demonstrate enhanced cleaning, hand washing and hygiene procedures for staff, vendors and public, sufficient for projected numbers
8. Ability to manage waste, including face mask and other PPE disposal
9. Ensure good ventilation in all areas
10. Have contingency plans in place to maintain social distancing during the event should arrangements need to change, for example inclement weather
11. Ability to identify, report and respond to suspected or confirmed Covid-19 cases
12. Be able to demonstrate robust calculations of visitor projections relative to COVID compliant site capacity
13. Have taken into consideration of the impact of the event in the local area including transport
14. Have communication plans in place to inform attendees of the Covid secure arrangements in place at the event and provide attendees with instructions for attending the event.

For events with more than 4,000 attendees - organisers will need to demonstrate that attendees will be dispersed across a sufficiently large geographic area or will be sufficiently distributed throughout the day, so as to mitigate the risk of crowding at the venue (including entry and exit points; toilet facilities; and food and drink facilities) and on public transport. Event organisers should follow COVID-secure guidance and must adhere to legal requirements.

<https://www.gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities/coronavirus-covid-19-organised-events-guidance-for-local-authorities>

Demonstrating the key principles

Key principle	How	Why	Related guidance/tools
<p>1</p> <p>The event can lawfully take place, in accordance with the relevant step of the Government road map out of lock down and the Health Protection (Coronavirus, Restrictions) (Steps) (England) Regulations 2021.</p>	<p>The government's Spring 2021 Roadmap is a four-step plan aiming to ease restrictions across England.</p> <p>As event organiser, you must following the Roadmap, ensuring that events are able to go ahead safely and in accordance with what is permitted at each step of the Roadmap. It should be considered alongside the relevant guidance aimed at event organisers — a full list of the relevant guidance can be found in the Existing guidance section.</p> <p>Organisers and attendees 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.</p> <p>All reasonable action has been taken by the event organiser to mitigate risk to public health.</p>	<p>Event organisers must follow all relevant COVID-secure guidance depending on the type of event, and complete a related risk assessment. This guidance varies according to the type of event and could include outdoor events, funfairs, performing arts or sports events (full list in the Existing guidance section).</p>	<p>Existing Guidance https://www.gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities/coronavirus-covid-19-organised-events-guidance-for-local-authorities#guidance</p> <p>Guidance Coronavirus (COVID-19): Organised events guidance for local authorities https://www.gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities</p>

Demonstrating the key principles

Key principle	How	Why	Related guidance/tools
<p>2</p> <p>A suitable and sufficient Covid-19 risk assessment must be carried out.</p>	<p>As an event's organiser, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. You must ensure your risk assessment includes</p> <ul style="list-style-type: none"> • What situations or activity might cause transmission of the virus. • Think about who could be at risk. • Decide how likely it is that someone could be exposed. • Act to remove the activity or situation, or if this isn't possible, control the risk • Identify contact points throughout our site. 	<p>The COVID- 19 Risk Assessment is based on identifying the contact points where, when and how transmission at the event is most likely to occur and assigning the controls best able to reduce the risk of transmission.</p>	<p>Staying safe outside your home https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home</p> <p>The Association of Event Organisers- The UK Government has approved all work. https://www.aeo.org.uk/covid-19</p> <p>'Managing an Event' https://www.hse.gov.uk/event-safety/managing-an-event.htm</p> <p>'What to include in your Covid-19 risk assessment' https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf</p>
<p>3</p> <p>A competent Covid-19 Officer must be appointed.</p>	<p>Demonstrate an effective chain of command and decision making structure for the event (for planning and live phases)</p> <p>Identify a dedicated member of the event team to:</p> <ul style="list-style-type: none"> - Ensure control measures are maintained - Issues are escalated. - Contingency plan put into action where necessary. 	<p>A dedicated Covid-19 Officer should ensure a risk assessment for COVID-19 is active throughout the whole event, with risks continually reviewed and mitigation measures taken as required.</p>	<p>Keeping Workers and audiences safe during covid-19 https://www.eventsindustryforum.co.uk/index.php/11-features/14-keepingworkers-and-audiences-safe-duringcovid-19</p> <p>What to include in your Covid-19 risk assessment https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf</p>

Demonstrating the key principles

Key principle	How	Why	Related guidance/tools
<p>4</p> <p>Be able to demonstrate safe and effective management of crowd density throughout all site areas in order to maintain any social distancing requirements.</p>	<p>Put in controls of a maximum number of visitors/ticket holders based on event floor space. Work on calculation of between 6.25 and 6.76 m² per visitor depending on if they are seated or standing / moving per visitor/ticket holder. Use 'Covid capacity calculator' to determine square meter requirements.</p> <p>Validate ability to effectively control the numbers entering the event footprint and to obtain real time counts of numbers present on site.</p> <p>Determine effective design, capacity and management of circulation routes to maintain social distancing requirements.</p> <p>One-way visitor traffic could create a logical flow through venues</p> <p>Identify and manage pinch points and bottlenecks (Note - to also include management of the approaches and any related queuing outside the event footprint)</p> <p>Widen walkways to ensure 2m distancing.</p> <p>Ticket and gate the event.</p> <p>Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage, visual aids and before arrival, such as by phone, on the website or by email.</p>	<p>The ability to control the perimeter of the site and manage access and accurate real time data are necessary to manage numbers and crowd densities.</p> <p>Illustrates the commitment to prioritising health and safety first while enabling successful interactions at the event.</p> <p>A prescribed flow through event venues helps to safely maintain social distancing requirements. Entrances and exits can follow the same one way traffic to follow the logical flow. These traffic flows allow for proper spacing to be maintained and easily monitored, all of which contributes to enhanced healthy and safety standards.</p>	<p>Staying safe outside your home https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home</p> <p>Coronavirus (COVID-19): safer travel guidance for passengers https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Covid capacity calculator https://www.northyorks.gov.uk/guidance-events</p>

Demonstrating the key principles

Key principle	How	Why	Related guidance/tools
<p>5</p> <p>Be able to demonstrate how queues can be managed effectively.</p>	<p>Use of mobile and digital technologies can assist seamless and contactless access upon entry and exit.</p> <p>Facilitate visitor/ticket holder attendance during a designated time slot in order to evenly spread the attendance.</p> <p>Within the event footprint, discouraging customers from queuing in any indoor areas and use outside spaces for queuing where available and safe. For example, using some car parks and existing outdoor services areas, excluding disabled car parking bays.</p> <p>Allocate staff/volunteers to direct event attendees and protecting queues from any traffic by routing them behind permanent physical structures or putting up temporary barriers.</p> <p>Ensuring any changes to entrances, exits and queue management take into account reasonable adjustments for those who need them, including disabled customers.</p>	<p>Encouraging advanced, online registration provides an achievable means to minimise onsite contact at a number of touch points. That effort combined with the reduction of queues, allows event attendees to enjoy a safe and enhanced experience where their time onsite is maximised for effectiveness.</p> <p>By staggering admissions, event attendees can enjoy a safer and more seamless experience. Event attendees can plan their time in advance. Predictable and traceable event attendee patterns also gives us better insights into attendee flow.</p>	<p>Staying safe outside your home https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home</p> <p>Coronavirus (COVID-19): safer travel guidance for passengers https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>
<p>6</p> <p>Ability to ensure the use of face coverings in accordance with the relevant regulations (The Health Protection (Coronavirus, Wearing of Face Coverings in a Relevant Place) (England) Regulations 2020) and relevant guidance.</p>	<p>Use signage to ask event staff, visitors/ticket holders and contacted staff to use face masks in any enclosed spaces and where social distancing is compromised.</p> <p>Provide face coverings for visitors/ticket holders who have not brought their own.</p>	<p>To protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (Covid-19).</p>	<p>Face coverings: when to wear one, exemptions, and how to make your own https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p>

Demonstrating the key principles

Key principle	How	Why	Related guidance/tools
<p>7</p> <p>Demonstrate enhanced cleaning, hand washing and hygiene procedures for staff, vendors and public, sufficient for projected numbers.</p>	<p>Hand sanitiser stations positioned at key locations throughout the event, including restrooms, food and beverage locations, and conference rooms, with regular use encouraged to all visitors/ticket holders, event staff and contractors.</p> <p>Increased focus on cleaning key touch points, including restrooms, food and beverage areas and help points.</p> <p>Venues hosting organised events provide an enhanced clean prior to moving in and again before the event opens.</p> <p>All cleaning should reflect current UK government advice.</p> <p>More detailed information on cleaning is also available in the Visitor Economy guidance.</p>	<p>UK Government advice is a preference to provide hand washing facilities and wash your hands regularly, with accompanying signage. In addition, event organisers and venues are committed to make hand sanitiser stations readily available throughout event spaces, particularly at key locations.</p> <p>Enhanced and visible cleaning regimes throughout the event and particularly in key areas can provide a visible representation of the industry's dedication to health and safety.</p>	<p>COVID-19: cleaning in non-healthcare settings outside the home www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Working Safely During Coronavirus (Covid-19) https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>
<p>8</p> <p>Ability to manage waste, including face mask and other PPE disposal.</p>	<p>The collection and removal of waste receptacles increased during events in order to minimise risk. Specific waste bins for mask disposal provided and clearly identified, with a proposed schedule to regularly disinfect the waste receptacles themselves.</p> <p>Organisers can designate specific waste bins for mask disposal in addition to increasing the frequency of the collection and removal of waste. The waste receptacles themselves can also be regularly disinfected.</p>	<p>These efforts follow recommendations and advice of the UK Government.</p>	<p>Coronavirus (COVID-19): disposing of waste https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste</p>
<p>9</p> <p>Ensure good ventilation in all areas.</p>	<p>Ensure that the proper ventilation, temperature, humidity, UV air purification controls, etc. are in place in any indoor areas.</p>	<p>The aim is to reduce exposure to harmful particles. Where applicable filter should be properly installed and maintained in appropriate systems to treat recirculated air, and filters should be appropriately designed for the building in which they are used.</p>	<p>Air conditioning and ventilation during the coronavirus outbreak (HSE Guidance) https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p>

Demonstrating the key principles

Key principle	How	Why	Related guidance/tools
<p>10</p> <p>Have contingency plans in place to maintain social distancing during the event should arrangements need to change, for example inclement weather.</p>	<p>Identify any issues that compromise social distancing measures i.e. rain causing increased use of indoor spaces.</p> <p>Prepare contingency for each identified issue.</p> <p>For venues and events with 'pre COVID' plans, ingress and egress flow rate calculations should be amended to take account of social distancing.</p> <p>For evacuations, existing plans should be reviewed to ensure they are still viable given any layout amendments etc introduced as a result of Covid-19 mitigation.</p>	<p>To ensure that all potential issues and risks are identified prior to the event in order to allow for mitigation as / when any issues may arise.</p>	<p>Keeping Workers and audiences safe during covid-19</p> <p>https://www.eventsindustryforum.co.uk/index.php/11-features/14-keepingworkers-and-audiences-safe-duringcovid-19</p>
<p>11</p> <p>Ability to identify, report and respond to suspected or confirmed Covid-19 cases.</p>	<p>Businesses are now required by law to display the official NHS QR code posters to allow check-in at different premises with the NHS App – details to create and download your own poster can be found here https://www.gov.uk/create-coronavirus-qr-poster</p> <p>Traditional Test & Trace services should be offered for those who cannot use the App either digitally or using paper but should be a temporary record of staff, customers and visitors. This record must be maintained in a way that is manageable for your business and respects the privacy of those using this method.</p> <p>In light of a confirmed positive result, the NHS Test and Trace team will contact the organiser and it's important to provide all requested information in a timely manner. At this time, there is no expectation for the organisation to contact their customers or visitors.</p> <p>Any settings found to be in breach of these regulations could face a fine.</p> <p>Personal data and must be handled in accordance with GDPR.</p> <p>Know the responsibilities and actions associated with suspected or confirmed Covid-19 cases and close contacts with someone who has tested positive for Covid-19.</p> <p>Notification of the positive result should be made to the county council via dph@northyorks.gov.uk if this has not come through the national test and trace service.</p> <p>Notification of outbreak to Public Health England Health Protection Acute Response Centre (ARC) on 0113 386 0300.</p> <p>Ensure any persons responding to assist any members of the public that may result in close contact have/wear the recommended COVID-19 Personal Protective Equipment(PPE).</p>	<p>Track & Trace became a legal requirement from 18th September 2020. Organisers should keep a temporary record of attendees for 21 days, in a way that is manageable for the business, and assist NHS Test and Trace with requests for data should it be required. This could assist in essential work to contain clusters or outbreaks.</p>	<p>NHS Test and Trace: how it works https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>Information for Organisations https://covid19.nhs.uk/index.html</p> <p>Maintaining records of staff, customers and visitors to support NHS Test and Trace https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</p>

Demonstrating the key principles

Key principle	How	Why	Related guidance/tools
<p>12</p> <p>Be able to demonstrate robust calculations of visitor projections relative to COVID compliant site capacity.</p>	<p>Assess and document the maximum number of people permitted at any one time within the whole event / individual areas (e.g. marquees) taking into consideration floor space, seating setting up as well as likely pinch points and busy areas.</p> <p>All events recommencing at Step 3 will be subject to the following capacity caps:</p> <p>1,000 people or 50% of a venue's capacity, whichever is lower at indoor events.</p> <p>4,000 people or 50% of a site or venue's capacity, whichever is lower at outdoor events.</p> <p>The government has also made a special provision for large, outdoor seated venues where crowds can be safely distributed around the venue, allowing up to 10,000 people or 25% of total seated capacity, whichever is lower. This provision can be used by venues with a seated capacity of 16,000 or above. For events with mixed seating and standing areas including music, elite sporting events and non-elite/professional spectator events, the capacity cap will be calculated as 25% of seated capacity, irrespective of any standing capacity. All spectators admitted under this provision must be seated and should not access the venue's standing capacity to view the event. Where the crowds cannot be seated at a large outdoor venue for the duration of the event or the seated capacity does not exceed 16,000 the cap of 50% of the site's capacity up to a maximum of 4,000 people will apply.</p>	<p>Determining the capacity of the site/ individual areas is necessary to manage numbers and crowd densities in order to safely ensure and maintain social distancing requirements.</p> <p>All capacity restrictions must be adhered to at any point throughout the event. For example, a theatre can admit over 1,000 people in a single day, but no more than 1,000 people at one time. If an event runs over the course of multiple days, no more than 1,000 people should be admitted at any one time over that period. If a single venue hosts multiple different events at one time, and the attendees of each event are separated for the duration of the event (for example, a cinema with multiple screens, or an exhibition centre hosting multiple business events), the 50% capacity cap will apply to each individual event, rather than the venue.</p>	<p>Covid capacity calculator https://www.northyorks.gov.uk/guidance-events</p> <p>Coronavirus (COVID-19): Organised events guidance for local authorities https://www.gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities/coronavirus-covid-19-organised-events-guidance-for-local-authorities</p>

Demonstrating the key principles

Key principle	How	Why	Related guidance/tools
<p>13</p> <p>Have taken into consideration of the impact of the event in the local area including transport.</p>	<p>How will attendees get to event – impact on and capacity of public transport – more consideration required as capacities reduced due to Covid – engagement with providers where appropriate.</p> <p>Impact on road network causing queues - impact on emergency services.</p> <p>Car parking - consideration whether more space is required as attendees should not be car sharing.</p> <p>Either before or after event will attendees put pressure on local services such as going to pubs etc. and congregate/gather in public areas.</p> <p>Comms with local residents to prevent community tensions as some may be very against the event taking place (this would also involve things like noise etc under normal times) but for Covid it is essential that event organisers engage with the local community to provide assurance that the event is taking place within the Covid requirements and the actual footprint of the event is also being managed. This will minimise the impact on SAGs and NYP.</p>	<p>Event organisers should follow COVID-secure guidance and must adhere to legal requirements.</p>	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities/coronavirus-covid-19-organised-events-guidance-for-local-authorities#guidance</p>
<p>14</p> <p>Have communication plans in place to inform attendees of the Covid secure arrangements in place at the event and provide attendees with instructions for attending the event.</p>	<p>A comprehensive communications plan for all attendees and the local community reinforcing key principles for staging the event will be important.</p> <p>Event organisers need to give clear and consistent messaging of what is expected and take reasonable measures to facilitate this. Organisers may also want to consider the positive communication of mitigation measures to help support confidence.</p> <p>It may be necessary to create operating procedures to deal with non-compliance. Attendees should “know before they go” what measures will be in place and what will be required of them.</p> <p>This should emphasise that attendees who are unwell or who are required to self-isolate should not come to the event. It should also emphasise the importance of physical distancing and good hand and respiratory hygiene.</p> <p>Multiple channels are likely to be required to communicate and reinforce key messages and updates, with visual material proving beneficial in demonstrating changes that have or are being made especially where language barriers may limit the effectiveness of written information.</p>	<p>To ensure that all potential issues and risks are communicated prior to the event in order to allow for mitigation.</p>	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities/coronavirus-covid-19-organised-events-guidance-for-local-authorities#guidance</p>

Risk assessment

The Association of Event Organisers (AEO), Association of Event Venues (AEV), Events Supplier and Services Association (ESSA) and its stakeholders, have produced the follow risk templates to ensure there is a framework of support and assessments to ensure a safe return to live events.

The UK Government has approved all work. <https://www.aeo.org.uk/covid-19>

Basic risk template: An easy to follow layout, which covers the fundamental considerations and can cover multiple risk scenarios – suitable for smaller events with fewer special considerations.

https://cdn.asp.events/CLIENT_AEO_6F6DAB1E_5056_B739_5434FCD30E5F9143/sites/AEO/media/covid19/Risk-Assessment---Managing-the-risk-of-Coronavirus.pdf

Comprehensive risk assessment template: A comprehensive assessment covering potential hazards for all groups throughout the various event phases - suitable for larger, more complex events.

https://cdn.asp.events/CLIENT_AEO_6F6DAB1E_5056_B739_5434FCD30E5F9143/sites/AEO/media/covid19/Draft%20Risk%20Assessment%20Template%20for%20Covid-19%20AEO%20v2.pdf

Risk Assessment for sampling at food shows: created to support organisers who run food shows or shows where sampling is frequently used.

https://cdn.asp.events/CLIENT_AEO_6F6DAB1E_5056_B739_5434FCD30E5F9143/sites/AEO/media/covid19/UPDATED%20Exhibitor%20Sampling%20COVID%20Risk%20Assessment%20Template.pdf

Working safely guidance

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>

Site capacity calculator

<https://www.northyorks.gov.uk/sites/default/files/fileroot/Health%20and%20social%20care/coronavirus/Outbreaksupport/Initial%20Site%20Capacity%20Calculator%20During%20COVID.xlsx>

Managing an event <https://www.hse.gov.uk/event-safety/managing-an-event.htm>

What to include in your COVID-19 risk assessment

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

Running an event safely – Advice from the Health and Safety Executive (HSE)

[Security advice from the Counter Terrorism Security Office](#)

Event safety plans and risk assessments are the event organiser's documents and should reflect the significant hazards from the event, including COVID-19 and identify the measures that need to be taken to ensure that people are safe as well as to comply with Health and Safety and other laws. These plans must reflect the current government guidance and event documentation must be revised, updated and must implement the changes required as we moved along the roadmap.

Legal requirements

As per Regulation 6(2) & (3) of the <https://www.legislation.gov.uk/ukxi/2021/364/contents/made>

The organiser takes the required precautions for the purposes of these Regulations by meeting both of the following requirements.

1. The first requirement is that the organiser or manager has carried out a risk assessment that would satisfy the requirements of Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (whether or not the organiser or manager is subject to those Regulations).
2. The second requirement is that the organiser or manager has taken all reasonable measures to limit the risk of transmission of coronavirus, taking into account—
 - a) The risk assessment and
 - b) Any guidance issued by the Government, which is relevant to the event.

If an event poses a serious and imminent threat to public health, NYCC may consider issuing a direction to prohibit an event from taking place or impose other restrictions or prohibitions under Reg 5(1) of The Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations. If the direction is contravened, a fixed penalty notice (FPN) may be issued by NYCC, a police officer or a police community support officer.

If, by attending a particular event or by any other means, individuals are contravening the regulations the police have the power under The Health Protection (Coronavirus, Restrictions) (Steps) (England) Regulations 2021 to direct individuals to leave a location or remove them from that location. Which may have the effect of shutting the event down if all attendees are dispersed.

If the organiser holds an event in contravention of [The Health Protection \(Coronavirus, Restrictions\) \(Steps\) \(England\) Regulations 2021](#), they may be issued with a fixed penalty notice by a police officer, police community support officer or other designated person.

Organisers could also be issued with fines subject to enforcement methods, including fixed penalty notices, if they have contravened other business-related regulations of the:

- [The Health Protection \(Coronavirus, Restrictions\) \(Steps\) \(England\) Regulations 2021](#)
- The Health Protection (Coronavirus, Collection of Contact Details etc. and Related Requirements) [Regulations 2020](#)
- The Health Protection (Coronavirus, Restrictions) (Obligations of Hospitality Undertakings) (England) [Regulations 2020](#)
- The Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) [Regulations 2020](#)

Legal Disclaimer: It is the responsibility of the event organiser to comply with all relevant law and guidance and to ensure the event is conducted safely. Safety Advisory Group reviewing documentation does not imply that the Council or any of the SAG partners have approved the event or accepted any liability for injury to or loss by any participants. Neither North Yorkshire County Council nor any of the participants in the SAG accept any liability for loss to event organisers arising from the cancellation of or adjustment to any events or event plans after they have been signed off by the SAG arising from changes in national law, guidance or practise.

CORONAVIRUS NOTE: the UK is currently experiencing a pandemic of coronavirus (COVID-19).

Powers have been given to Local Authorities to issue directions imposing prohibitions, requirements or restrictions in relation to the holding of event, access to premises and access to public outdoor spaces.

Reporting a COVID-19 case

If you are aware that a member of staff, audience or performer have a positive case of COVID -19 you are required to inform Public Health England and North Yorkshire County council using the following reporting mechanisms:

Please copy reports of laboratory confirmed cases or positive cases to dph@northyorks.gov.uk and call the Public Health England Health Protection Team on **0113 386 0300** or, out of hours, on **0114 304 9843**.

Notification and requests for support for positive cases of COVID-19 please email dph@northyorks.gov.uk using the following header - 'Email header: 'positive COVID case – type of setting i.e. accommodation/workplace/leisure accommodation [name of setting and District]'

AND

You should call Public Health England Health Protection Acute Response Centre (ARC) on:

Monday to Friday, 9am to 5pm: **0113 386 0300**

Out of hours: **0114 304 9843**

Government and HSE guidance

The government and HSE have produced guidelines to ensure workplaces are safe and the workforce is protected from coronavirus.

- [Working safely during coronavirus](#)
- [Health and Safety Executive guidance to working safely](#)
- [Completion of a COVID-19 Risk assessment](#)
- [Cleaning of the workplace](#)
- [If you need to self-isolate or cannot attend work due to coronavirus guidance](#)
- [Practical guide for employers who want to offer workplace testing for asymptomatic employees](#)

SAG Contacts

- **Craven District Council**
Email: SAG@cravenc.gov.uk
- **Hambleton District Council**
Email; Sag@hambleton.gov.uk
Website: <https://www.hambleton.gov.uk/downloads/download/235/event-management>
- **Harrogate Borough Council**
Email corporateworkplacesupport@harrogate.gov.uk
Website: <https://www.harrogate.gov.uk/events-activities-council-land/event-procedures>
- **Richmondshire District Council**
Email address: safetyadvisorygroup@richmondshire.gov.uk
Website: <https://www.richmondshire.gov.uk/community/community-safety/planning-a-safe-event/>
- **Ryedale District Council**
Email licensing@ryedale.gov.uk
Website: [Ryedale District Council - Permission to host events](#)
- **Scarborough Borough Council**
Email: Scarborough.SAG@scarborough.gov.uk
Website: Events | [SCARBOROUGH.GOV.UK](https://www.scarborough.gov.uk)
- **Selby District Council**
Email address SAG@selby.gov.uk
Website [Organising community events | Selby District Council](#)
- **York City Council**
Email: info@makeityork.com
Website : <https://www.york.gov.uk/HoldingAnEvent>
- **North Yorkshire County Council**
Email: Elizabeth.fitzgerald@northyorks.gov.uk
Email: business.advice@northyorks.gov.uk

Other useful contacts

North Yorkshire County Council

Customer services and all telephone enquires: **01609 780780**

Further support: dph@northyorks.gov.uk

