

## Covid-19: Hosting A Covid Secure Event Local guidance for event organisers

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### Practical actions to prevent the spread of COVID-19 – key considerations and principles to manage and mitigate risk

Attending events often includes socialising and associated activity. This can lead to attendees engaging in riskier behaviours and taking less notice of the rules around social distancing, or contravening government guidance. This behaviour is foreseeable and must be anticipated by event organisers; event organisers must put in place control measures to reduce these risks.

The measures might be over and above event organiser's normal trading procedures, but the prevention of a second spike in virus cases is of paramount importance.

### Key things to consider

#### Licences

It is the responsibility of the event organiser to ensure that the correct licence/consent/permit is in place for the activities being proposed.

In most circumstances, the process of obtaining these will include a consultation period ranging from 5 working days through to 28 days. These are often statutory requirements which therefore must be followed before permission can be granted. To check what licence/consent is required, please contact the Licensing Section using the contact details at the end of this document. Failure to provide a suitable risk assessment is likely to result in objections to an application from Responsible Authorities.

#### General COVID-19 Guidance

Assess your premises against [this guidance from government](#) to make your event COVID-19 Secure.

Depending on the nature of your event you may need to consider more than one guidance document, for example, if you are an outdoor arena providing entertainment, selling merchandise and food and drink, you will need to consider the guidance for Performing Arts, the Visitor Economy, Pubs and Restaurants and Shops and Branches. As you are aware, one of the most important considerations for an event such as this will be how to ensure social distancing is maintained.

This guidance will help you identify what control measures will need to be implemented to ensure that you fulfil your obligations for risk assessment under the Health and Safety at Work Act 1974, to ensure the health, safety and welfare of employees and persons not in your employment. These controls are generic, and they must be tailored to the specific circumstances of your business.

#### Organised outdoor events

The Events Industry Forum has published [guidance on outdoor events](#) which has been developed with input from Department of Culture Media and Sport (an account needs to be created to access this but it is free).

## Risk Assessments

In addition to an event plan, the event organiser should complete and submit a Covid-19 risk assessment: refer to the Health and Safety Executive guidance and tools:

### ‘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>

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 law.

Local Authorities, generally through Event Safety Advisory Groups will review event safety plans and risk assessments and provide appropriate advice and guidance to event organisers. Please note that it is not the role of Safety Advisory Groups to provide approval for events to take place.

Risk assessments for COVID-19 will need to be active during the whole event and a person will need to be responsible for reviewing risks and mitigation measures as the event takes place. As human behaviour plays a significant role in achieving a safe environment, communication prior to the event, as well as instruction and supervision during, will be essential.

Attendees should be signposted to the [NHS webpages](#) for information on symptoms of COVID-19 and asked not to attend the event if symptoms develop. Attendees who develop symptoms while at the event should be advised to leave the event immediately if they are able to, using private transport to return to their accommodation/residence.

Should an incident occur which requires investigating under Health and Safety legislation, your risk assessments and arrangements to implement and manage control measures will be considered as a part of any investigation.

If you become aware of 2 or more cases of COVID-19 who attended your event, you should report the suspected outbreak to:

**Public Health England Health Protection Acute Response Centre (ARC) on 0113 386 0300**

## Legislation restrictions and requirements

The Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations 2020 came into force on 18 July 2020.

These regulations give local authorities powers to issue directions imposing prohibitions, requirements or restrictions in relation to the holding of indoor and outside events as well as the use of outdoor spaces in its area.

The Council may therefore prohibit an event or require additional measures or restrictions if they are satisfied that there is a serious and imminent threat to public health and it is necessary and proportionate to prevent and protect against controlling spread of infection of coronavirus in the area. Events and infection control data in the local area will be kept under constant review and any event may be subject to these measures up to and including the day of the proposed event if at the time, the infection rate is such that to continue to hold the event would pose an imminent threat to public health.

## Key principles to support the Covid-19 secure environment

Locally, event organisers are asked to consider 10 key principles that would be expected to be included in all event plans and associated risk assessments.

The 10 key principles below are designed to be used in conjunction with the guidance referenced above and highlights areas that event organisers need to fully consider in order to hold an event in a COVID-19 secure environment:

1. **Demonstrate safe and effective management of crowd density throughout all site areas in order to maintain approved current social distancing**
2. **Demonstrate how queues can be managed effectively**
3. **Ability to ensure the use of face coverings within national guidance**
4. **Demonstrate enhanced cleaning, hand washing and hygiene procedures for staff, vendors and public, sufficient for projected numbers.**
5. **Ability to manage waste, including face mask and other PPE disposal**
6. **Ensure good ventilation in all areas**
7. **Prepared contingency plans to mitigate risk from escalation / lockdown**
8. **Ability to identify, report and respond to suspected or confirmed Covid-19 cases**
9. **Appoint a competent Covid-19 Officer**
10. **Demonstrate robust calculations of visitor projections relative to COVID compliant site capacity**

## Demonstrating the key principles

Key principle	How	Why	Related guidance/tools
<p><b>1</b></p> <p><b>Demonstrate safe and effective management of crowd density throughout all site areas in order to maintain approved current social distancing.</b></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 m<sup>2</sup> 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>From 14 September, visitors by law can only visit in groups of up to 6 people (unless they are visiting as a household or support bubble which is larger than 6). Organisers should take this into account in their risk assessments and do all they can to ensure visitors stay in their separate groups. Checks should be made with customers on arrival as to who they are with and how many people will be attending. Use signage to remind customers to only interact with their group.</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 <a href="https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home">https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home</a></p> <p>Coronavirus (COVID-19): safer travel guidance for passengers <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p><a href="#">Covid capacity calculator</a></p> <p>The visitor economy Guidance for people who work in hotels and guest accommodation, indoor and outdoor attractions, and business events and consumer shows. <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy</a></p>

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<p><b>2</b></p> <p><b>Demonstrate how queues can be managed effectively</b></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  <a href="https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home">https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home</a></p> <p>Coronavirus (COVID-19): safer travel guidance for passengers  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p>
<p><b>3</b></p> <p><b>Ability to ensure the use of face coverings within national guidance</b></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  <a href="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">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</a></p>

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<p><b>4</b></p> <p><b>Demonstrate enhanced cleaning, hand washing and hygiene procedures for staff, vendors and public, sufficient for projected numbers</b></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  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Working Safely During Coronavirus (Covid-19)  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p>
<p><b>5</b></p> <p><b>Ability to manage waste, including face mask and other PPE disposal</b></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  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste">https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste</a></p>
<p><b>6</b></p> <p><b>Ensure good ventilation in all areas</b></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)  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p>

Key principle	How	Why	Related guidance/tools
<p><b>7</b></p> <p><b>Prepared contingency plans to mitigate risk from escalation / lockdown</b></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  <a href="https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19">https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19</a></p>
<p><b>8</b></p> <p><b>Ability to identify, report and respond to suspected or confirmed Covid-19 cases</b></p>	<p>Keep a temporary record of staff (including contractors), volunteers, event attendees and any other visitors to the event for 21 days, in a way that is manageable for the event.</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 <a href="mailto:dph@northyorks.gov.uk">dph@northyorks.gov.uk</a> 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>Track &amp; 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  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p> <p>Maintaining records of staff, customers and visitors to support NHS Test and Trace  <a href="https://www.gov.uk/guidance/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</a></p>
<p><b>9</b></p> <p><b>Appoint a competent Covid-19 Officer</b></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"> <li>- Ensure control measures are maintained</li> <li>- Issues are escalated</li> </ul>	<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  <a href="https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19">https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19</a></p> <p>What to include in your Covid-19 risk assessment  <a href="https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf">https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf</a></p>
<p><b>10</b></p> <p><b>Demonstrate robust calculations of visitor projections relative to COVID compliant site capacity</b></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>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><a href="#">Covid capacity calculator</a></p>

## Support and advice

### Local information is available at:

<https://www.northyorks.gov.uk/coronavirus-advice-and-information>

<https://www.northyorks.gov.uk/covid-19-prevention-and-outbreak-support-settings>

### National information is available at:

<https://www.gov.uk/coronavirus>

## Contact Information

The contact information for all of the teams mentioned throughout this action card is listed below:

### District or Borough Councils Environmental Health Teams:

- Harrogate Borough Council [foodandoccupationalssafety@harrogate.gov.uk](mailto:foodandoccupationalssafety@harrogate.gov.uk)
- Scarborough Borough Council [fos@scarborough.gov.uk](mailto:fos@scarborough.gov.uk)
- Ryedale District Council [environment@ryedale.gov.uk](mailto:environment@ryedale.gov.uk)
- Hambleton District Council [ents@hambleton.gov.uk](mailto:ents@hambleton.gov.uk)
- Richmondshire District Council [environmentalhealth@richmondshire.gov.uk](mailto:environmentalhealth@richmondshire.gov.uk)
- Craven District Council [environmentalhealth@cravencd.gov.uk](mailto:environmentalhealth@cravencd.gov.uk)
- Selby District Council [envhealthdept@selby.gov.uk](mailto:envhealthdept@selby.gov.uk)

### North Yorkshire County Council

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

Suspected cases and further support: [nypublichealth@northyorks.gov.uk](mailto:nypublichealth@northyorks.gov.uk)

One or more confirmed case: [dph@northyorks.gov.uk](mailto:dph@northyorks.gov.uk)

### Public Health England Health Protection Team:

- Public Health England Health Protection Acute Response Centre (ARC)  
**0113 386 0300** or **0114 304 9843** out of hours for more than one confirmed case.

