

COVID-19 Checklist for Events (Licensed or other for mass gatherings of more than 30 people) (v6 25.09.20)

This checklist is provided as a guide for anyone (e.g. SAG Chairs, Licensing Teams, Enforcement Teams etc.) assessing the safety requirements that should be in place for mass gatherings of more than 30 people during the current COVID-19 outbreak. The checklist is based on Events Industry Forum ‘Keeping workers and audiences safe during COVID-19 in the outdoor event industry in England’, it is not exhaustive and other requirements may be needed as identified by the event risk assessment.

Evidence Required

	COMMENTS
<p>REGULATIONS</p> <p>The event (gathering) organiser is complying with the Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020 and must demonstrate that:</p>	
<ul style="list-style-type: none"> • The event (gathering) is being organised by a business, a charitable benevolent or philanthropic institution, a public body, or a political body 	
<ul style="list-style-type: none"> • there is a risk assessment, including COVID-19, in line with regulation 3 of the Management of Health and Safety at Work Regulations 1999(1), whether or not they are subject to those Regulations 	
<ul style="list-style-type: none"> • all reasonable measures to limit the risk of transmission of COVID-19 including following relevant government COVID-19 secure guidance, will be taken 	
<p>FINANCIAL RISK</p>	
<p>The event organiser is aware that the event may need to be cancelled if the COVID-19 situations changes due to local outbreaks, local sustained community transmission, second COVID-19 wave, and that they will be responsible for all financial losses</p>	
<p>RISK ASSESSMENT</p>	
<p>The risk assessment identifies what activity or situations may cause transmission of COVID-19</p>	
<p>The risk assessment identifies the different groups and individuals that could be at risk of transmission of COVID-19 including:</p> <ul style="list-style-type: none"> • Staff • Volunteers • Suppliers/delivery drivers • Contractors • Performers • Attendees – local, national, international • Independent vendors 	
<p>The risk assessment includes how likely it is that someone could be exposed to COVID-19 and considers age, ethnicity, health status, and other factors that may give rise to increased risk of severe illness from COVID-19 for attendees, staff, volunteers, suppliers, performers, and that:</p> <ul style="list-style-type: none"> • Where possible, they have acted to remove any activity or situation that is at risk of transmitting COVID-19 • Where not possible, they have controls in place to mitigate the risk of transmitting COVID-19 	
<p>The risk assessment includes travel to and from the venue including impacts on local transport hubs and public transport</p>	

West Sussex County Council Public Health Department

The risk assessment includes 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

EVENT PLANS

The plan includes:

- site map
- duration of event
- maximum capacity based on COVID secure measures including social distancing
- numbers of staff/volunteers to ensure COVID secure measures are maintained at all times

The plan demonstrates how **SOCIAL DISTANCING** will be maintained **AT ALL TIMES** between:

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

The plan 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
- 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, workstations, entrance gate numbers)
- Include provision for the display, where appropriate, the NHS Test & Trace QR code poster.

The plan 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
- re-enforcing message that entry will be refused if displaying symptoms

This document has been adapted, with permission, from the Surrey County Council Covid-19 checklist for events.

West Sussex County Council Public Health Department

- notification that the taking of temperatures may be required (if included in the event plan)
- 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

The plan 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 (the 'last mile' concept), avoiding peak public transport times,
- Staggered entry / exit times
- Additional entrances / exits points to reduce congestion
- The use of temperature checking apparatus, with risk assessment to include what the safe and expected temperature ranges should be (both high and low) and when to refuse entry. (Accuracy of such apparatus must be checked and demonstrated)
- 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, contractors, performers, independent vendors
- Arrangements in place to deal with uninvited attendees.

The plan 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

The plan shows the COVID-19 safe movement of ALL persons around the venue to maintain social distancing including:

- 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

The plan 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

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

- high contact surfaces and equipment

This document has been adapted, with permission, from the Surrey County Council Covid-19 checklist for events.

West Sussex County Council Public Health Department

- work areas
- barriers / screens
- toilets and washing facilities, ensuring adequate supplies of soap and hand drying materials, and frequent removal of waste materials
- shared equipment such as radios., hi viz jackets, tokens, lanyards, tools

The plan shows how staff/contractors/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

Briefing to include up to date symptom checklist based on latest information available on the day.

The plan shows how staff/performers/contractors will be protected from the risk of COVID-19 transmission and considers:

- Clear process for replenishment and storage of PPE
- 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

The plan demonstrates that the event can be delivered safely without the involvement of the emergency services and considers:

- crowd management
- Clear procedure for removing someone from site, particularly if refusing
- COVID-secure measures for administering first aid and providing emergency medical assistance, including the measures to take for someone with COVID19 symptoms
- Isolation areas clearly defined for those showing symptoms with sufficient quarantine capacity, particularly if more than one person presents.
- COVID-secure measures for dealing with lost and vulnerable people
- Clear procedure for collection and safe storage of lost property

Further advice maybe found at:

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

<https://www.gov.uk/guidance/covid-19-guidance-for-mass-gatherings>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

<https://www.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>

This document has been adapted, with permission, from the Surrey County Council Covid-19 checklist for events.

West Sussex County Council Public Health Department

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

<https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19>

<https://www.britishhorseracing.com/regulation/covid-19-coronavirus-industry-guidance-and-updates/>

<https://www.britishcycling.org.uk/about/article/20200512-about-bc-news-British-Cycling-Updated-Coronavirus-Guidance-0>

<https://www.britishtriathlon.org/britain/documents/covid-19/guidance-documents/final-covid19-clubs-guidance-04.06.20.pdf>