Hampshire County Council – Events Checklist
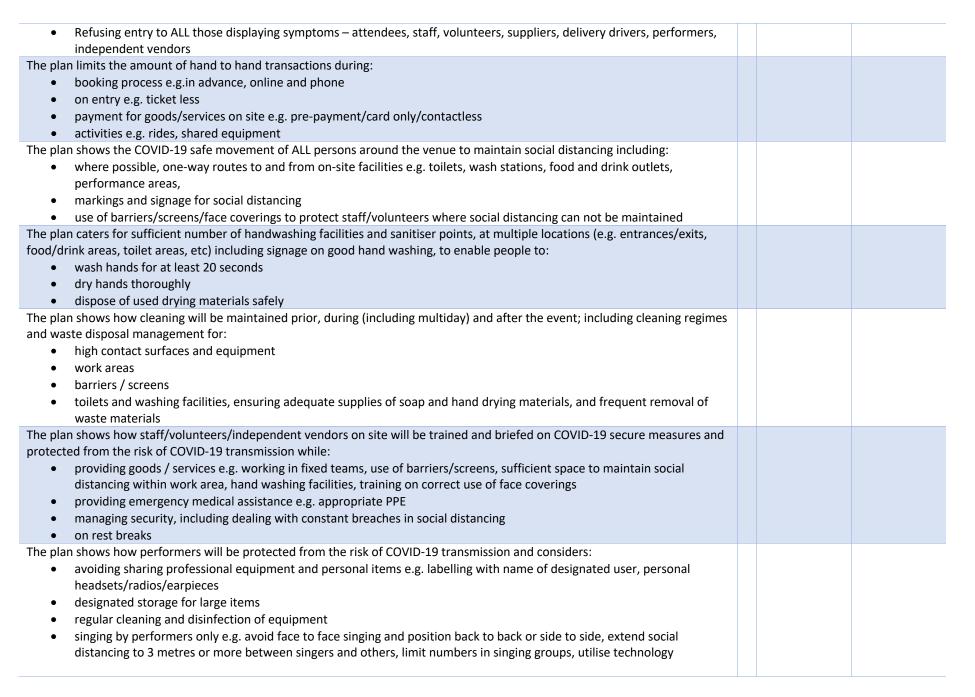
Keep Hampshire SAFE

The following checklist is provided as a guide for those intending to organise and run an event in Hampshire. It is a starting point and is not exhaustive. Your event is unique and will present specific risks. Any event application that does not contain at least the information described below may be delayed as this will be requested. Once submitted, we may request further information and clarification. 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

Risk Assessment and Covid19 mitigation	Yes / No	Comments
• there is a risk assessment, including COVID-19,		
• all reasonable measures to limit the risk of transmission of COVID-19 including following relevant government COVID-19 secure guidance, will be taken		
The risk assessment identifies what activity or situations may cause transmission of COVID-19		
The 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		
The risk assessment considers vulnerabilities (age, ethnicity, health status, etc) that would increase risk of severe illness from COVID-19 for attendees, staff, volunteers, suppliers, performers, and that: • 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		
The risk assessment includes travel to and from the venue including impacts on local transport hubs and public transport		
The risk assessment 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		
EVENT PLANS		
The plan includes: • site maps • duration of event • maximum capacity based on COVID secure measures including social distancing		

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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, 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,			
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, and also role for ALL staff, volunteers, suppliers/delivery persons, performers, independent vendors • 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)			
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 • 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, 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			
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: • 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			
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 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			
The plan 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			
The plan 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			

The plan 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 COVID19 symptoms			
FINANCIAL RISK			
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. The event organiser will need to be satisfied they are suitably insured against liability and losses.			

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

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