

# COVID-19 Checklist for Events

(Licensed or other for mass gatherings of more than 30 people)



**SURREY**  
COUNTY COUNCIL

# COVID-19 Checklist for Events

## (Licensed or other for mass gatherings of more than 30 people)

(updated 20201105 and taken from Surrey County Council Local Legal Powers Process Guide v6.0 20201105)

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 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' (24th September 2020), it is not exhaustive and other requirements may be needed as identified by the event risk assessment.

Note 1: When national restrictions are in place certain businesses and venues must close including entertainment venues, and leisure and sport facilities.

Note 2: When national restrictions no longer apply, Local COVID Alert Levels will be re-applied. The Government advice then allows for entertainment and tourist attractions, and organised outdoor sport and physical activity to operate provided the event or activity follows the relevant guidance in place for the Local COVID Alert Level in that area. Included in the guidance there is a requirement that people should not travel into or out of a VERY HIGH Alert Level Area, as part of wider measures to help manage the risk of transmission. As an event organiser there is an expectation that you will be able to manage this through your event booking system as part of the wider communication with your event participants and on occasions where a person would have to either move into or out of a Very High Alert Level area to attend your event, that they will be contacted and would not be allowed to attend the event.

E.g. 1 – The event is due to be held in an area of Medium or High Local COVID Alert Level. However, some of the participants live in an area of Very High Alert Level (including those areas declared as Very High immediately before the event). The expectation would be that the event organiser is able to remove those people from the event attendance and notify them not to travel from the Very High Alert level to an area with a lower alert level, (Medium or High).

E.g. 2 – The event is in an area with a Very High Local COVID Alert Level (including those areas declared as Very High immediately before the event). Event participants from inside this Very High Alert level area would be allowed to attend the event with the require COVID Safety measures in place. The expectation would be that the event organiser is able to remove those people residing in Medium or High Alert Level areas from the event attendance and notify them not to travel to the Very High Alert Level area

In all cases where an event is cancelled, or people are informed not to attend the event due to the examples above any costs would be an event organisers responsibility.

**REGULATIONS**

The event (gathering) organiser is complying with the relevant Health Protection Regulations 2020 at the time of the event (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020 and must demonstrate that:

- The event (gathering) is being organised by a business, a charitable benevolent or philanthropic institution, a public body, or a political body

**Comments**

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- 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

**Comments**

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- all reasonable measures to limit the risk of transmission of COVID-19 including following relevant government COVID-19 secure guidance, will be taken; including the appropriate measures to prevent travel to and from VERY HIGH Local COVID Alert Level areas (see note 1)

**Comments**

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**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

**Comments**

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**RISK ASSESSMENT**

The risk assessment identifies what activity or situations may cause transmission of COVID-19

**Comments**

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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

**Comments**

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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:

- 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

**Comments**

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The risk assessment includes travel to and from the venue including impacts on local transport hubs and public transport

**Comments**

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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

**Comments**

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**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

**Comments**

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The plan demonstrates how **SOCIAL DISTANCING** (including preventing gatherings within the event of more than 6 people both indoors and outdoors) 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 and staff and performers e.g. staff areas, performance areas, movement flow through attendee areas, ticket and security bag check areas

**Comments**

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The plan shows how the contact details for 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:

- display an official NHS QR code poster at the entrance or point of service
- for attendees that do not use the QR code, have a system to record first name, surname, contact phone number or contact email, or address including postcode, date (for multiday events) and arrival time at venue - for ALL attendees or their group 'lead member' (up to 6 people in the group)
- for staff etc that do not use the QR code, have a system to record first name, surname, contact phone number or contact email, address including postcode, date (for multiday events) and shift time at venue - for ALL staff, volunteers, 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 or official NHS QR code poster scanned)
- consider additional data if systems allow e.g. time of arrival and departure, location on site (zoned areas, work stations, entrance gate numbers)

**Comments**

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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 or partially 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

**Comments**

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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
- 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

**Comments**

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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

**Comments**

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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 cannot be maintained

**Comments**

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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

**Comments**

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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



**Comments**

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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

**Comments**

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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

**Comments**

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Further advice maybe found at,

<https://www.gov.uk/coronavirus>  
<https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae>  
<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>  
<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>