

COVID - 19

Guidance for community event organisers



Two Councils
One Team

**Broadland**
District Council
Community at heart

**South Norfolk**
COUNCIL

Outside events

Before delivering an event, you will need to consider the health and safety risks regarding COVID-19

This is a short guide aimed to help groups consider and prepare for a community event.

The content of the guide is to offer simple information. As the virus continues, regulations and restrictions will change. You should review the current regulations before planning an event and on a regular basis, leading up to the day event

As an event organiser, you have the responsibility for the wellbeing and safety of volunteers/ staff and attendees.

Stop and think...



Consider your local community, under the circumstances of the pandemic will they wish to attend an event?



What will the attendees experience? Will they have a quality experience?



If the event is cancelled at short notice due to the change in regulations, will you lose money? And if so, can your group take the hit?

Before you begin

Before you begin planning the details of your event consider the following:

Do you have:

- Enough time to safely plan
- A thorough understanding of how covid is transmitted
- Suitable outside space to host the event
- Volunteers committed to help
- A system to track and trace attendees
- Appropriate PPE for you and volunteers, provision of handwashing and or sanitisers stations
- An understanding of encouraging social distancing and the wearing of face masks
- Clear signage available suitable for your attendees advising on covid.

Basic Steps for planning a covid safe outdoors event

- Check to find out the current rules regarding COVID-19 for the event venue location
 - A covid risk assessment to ensure you have considered who might be harmed, how you control the risks, what further action you need to take, this will need to take into consideration covid safety measures
 - Promotion for the event- consider social media, a Facebook Page to ensure your attendees receive relevant advice on covid safety measures
 - Training for volunteer stewards / staff. Provide updates on covid safety measures, consider a WhatsApp group and regular online meetings in the run up to the event
 - Provide signage that detail the signs and symptoms of COVID-19
 - Ensure you have sanitisers in accessible places and all covid control measures
- Work out the capacity for the event to ensure social distancing can be adhered to
 - If you haven't got space could you consider a public space like a local park?
 - Is your outdoor space accessible, close to parking?



- Is there access to toilets and can you provide covid safe measures for cleaning and social distancing
- Communicate honestly with the public what they can expect from the event, manage expectations
- Have a separate entry and exit point and have these clearly identified
- Provide a one-way flow system for attendees on site
- Manage arrival time, consider timed entry/ staggered arrival times.
- Sufficient volunteer stewards or staff to monitor attendees and ensure social distancing is maintained.
- A rota for cleaning of all surfaces before, after and during the event
- Queue management
- Reasonable adjustments for people with disabilities and their carers
- Wet weather plan, will you need to cancel? How will you advise the public?
- Check your insurance covers COVID-19 related risks
- Make a detailed to scale plan of the event layout, so you can take into consideration covid safety measures allowing adequate space, distance between stalls, walkways etc
- Take your time and imagine the event taking place, walk through and try to envisage how it will look and the layout, this will help you visualise risks or pinch points that you need to address
- Safe disposal of rubbish and PPE
- Provide volunteer stewards / staff with a hi-vis or branded t-shirt to ensure that attendees can identify a helper if they have an issue
- Don't forget to consider all the regular risks like slips, trips and falls



Caterers and stallholders

If your event is inviting outside stalls and catering providers, ensure that you create a COVID -19 policy to ensure that everyone complies.

Request a copy of their risk assessment in advance, and make sure it is compliant to current rules

Try to encourage contactless payment

Provide volunteers stewards / staff to monitor any queues and maintain social distancing.



Performers

If you are contracting a performer, make sure you check out their policies on covid safety measures. In addition to government guidelines, organisations such as Equity, Outdoor Arts UK and the National Association of Street Artists have been working to find ways of making events as safe as possible for artist, staff and audience.

Make sure you provide adequate space for performance to ensure safety of performer and audience and adequate stewarding to ensure audience follow guidelines correctly.

In accordance to regulations at the time of your event you will need to consider safely seating your outside audience. If they will be sitting on the ground you can mark out family group plots, and encourage people to bring their picnic rugs to sit on.

If you are providing seating you must factor in cleaning between use and spacing out in accordance to social distancing rules.



Check out our Community Events Toolkit for a simple guide to plan and run successful events.

Useful websites

<https://spaceforlearning.org.uk/covid-guidance/checklist-COVID-19/gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

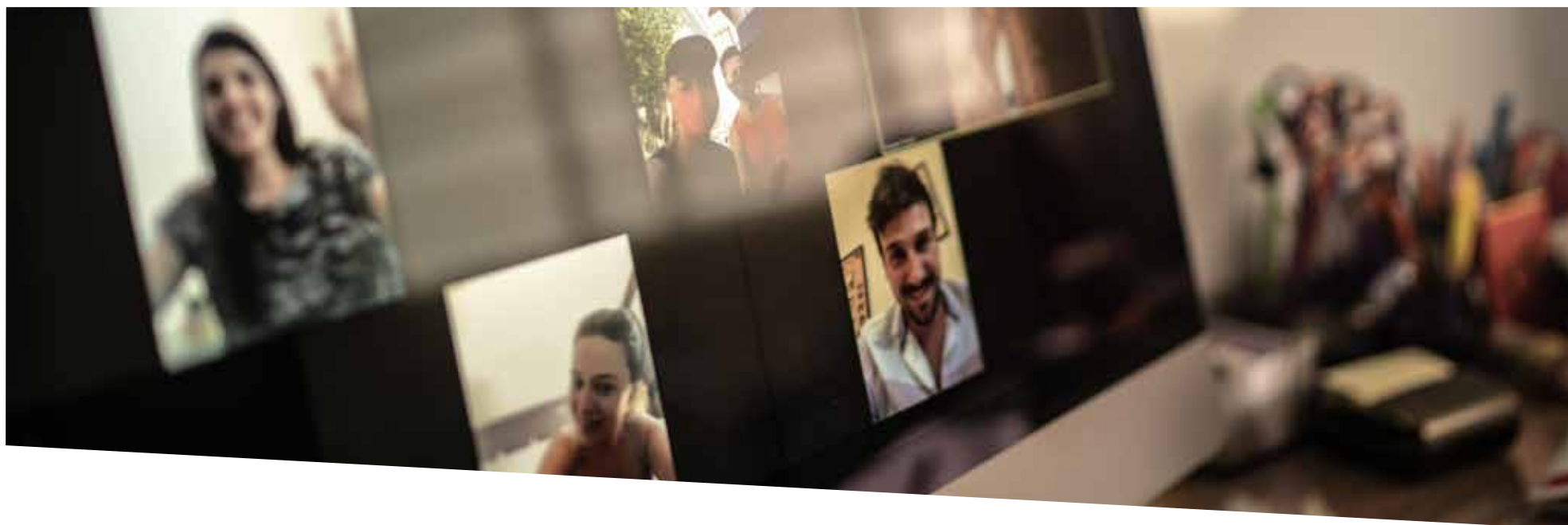
<https://www.gov.uk/find-coronavirus-local-restrictions>

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

<https://www.southnorfolkandbroadland.gov.uk/coronavirus-information>

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

<https://www.eventsindustryforum.co.uk/images/documents/EIF-DCMS-COVID-19-Working-Safely-11-March-2021.pdf>



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