

GET EVENTS READY

Considerations
for event organisers
preparing for
events restart



Preparing for Events

Key risks and controls list for Event Organisers (COVID-19)

This list provides examples of some of the areas you may need to consider and should be used to support your event risk assessment. Depending on the nature of your event, it may be useful to break this down into planning phase, build phase, open period and the break phase.

There should be a named person with lead responsibility for considering these issues. They should seek the appropriate support when considering this, for example from your security company, and your workforce. You should cross reference this against your other known risks to prevent a negative or disproportionate impact. All risks need to be managed and a balance must be found.

It is recognised that most organisers will provide venue or event management plans that will follow a similar format, and that most sections of these plans will require consideration and an update as a result of COVID-19, as well as collating these updates into an overarching COVID-19 plan. Key risks and controls for event organisers to consider are set out below:

Definitions

Events Sector - The collective group of organisations that deliver, or support the delivery of, planned events.

Events - Organised gatherings or activities of limited duration that bring people together for the primary purpose of participating in a community, cultural, commemorative, recreational, sporting, art, educational, entertainment or business experience.

Workforce - This is intended to capture anyone working on an event, whether that be direct employees, agency workers, freelance suppliers, contractors and specialist workers (such as riggers), seasonal workers, catering and cleaning staff, staff on zero hours contracts, and volunteers.

Workplace - location(s) at which event organisers will plan, prepare and deliver events, recognising these could be different fixed and temporary locations at each stage of delivery and that these could be indoors or outdoors.

Attendees - People other than your workforce that are onsite during an event which may include, but is not limited to, competitors, performers, spectators (including ticket holders), sponsors and the general public.

Understanding of the overview of the current COVID-19 situation

Have you checked which of the 5 levels applies in the area your event is taking place? You should keep this under review in the run up to the event. Information is available at: www.gov.scot/coronaviruslevels.

Has the workforce been informed on the most up to date COVID-19 outbreak guidance available via the UK Government and Scottish Government?

Are the workforce committed to following the available guidance?

Actions

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Actions

Does the workforce understand the COVID-19 risks and transmission routes, the steps that workforce and attendees can take to limit spread, the recognised best practices (including respiratory etiquette, hand hygiene etc), and the travel restrictions adopted by different countries that may affect the event?

Have workforce with underlying health conditions been identified and steps taken to ensure their safety as part of event planning? An individual risk assessment guidance and tool has been developed help staff and managers consider the specific risk of COVID-19 in the workplace.

Have workforce been requested to "opt-in" to return to working within the event environment by way of written consent?

Has the event considered engaging the services of a senior medical person to advise?

If awarding any medical provision contracts, have you considered including a clause that the supplier must provide COVID-19 guidance?

Does the event have a Medical Response Plan specifically in relation to COVID-19?

Does this Medical Response Plan include information about how attendees should interface with the healthcare system (such as hotline/helpline, organiser's medical teams, local healthcare system)?

Does the Medical Response Plan have a contingency plan for post-event?

Event emergency preparedness and response plans

Specific features of the event that should be considered, include:

- Type or purpose of event (for example, sporting, festival, business, cultural)
 - What is the duration and mode of travel of attendees?
 - Is the event outdoor (lower risk) or indoors (higher risk)?
 - Are attendees or workforce coming from abroad (higher risk), nationally (medium risk) or from the local area only (lower risk)?
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Have you checked latest guidance on travel and considered the impact this could have for your event?

Actions

Have you discussed your event with the relevant local authority and local public health team?

Has the event acquired any of the following supplies to help reduce transmission risk?

- Although use of PPE at events is expected to be limited, is PPE (Masks, gloves, gowns etc.) available for on-site medical personnel
- Are face coverings available for your workforce? It is mandatory for face coverings to be worn in all indoor communal settings, including, for example, in staff canteens and corridors
- Where face coverings are used, have you considered impacts on different groups? For example, people who are deaf and may lip read, and how they will be able to communicate to workforce. Consider people who are not advised to wear face coverings, such as those with asthma.

If a person is to fall ill/ considered to be suspected case during the event:

- Is there a procedure for attendees to clearly identify who to contact if unwell?
- Is there a protocol on who organisers should contact to report suspected cases?
- Are first aid services in-place and equipped to support patients with respiratory symptoms?
- Are there isolation rooms available on-site?
- Are there medical facilities (primarily hospitals) within the vicinity of the event to manage patients with COVID-19 infection if required? In particular consider in relation to events in rural and island locations in terms of healthcare capacity.
- Are transportation services with trained professionals available to transport critically ill patients with severe acute respiratory infections to a hospital, if necessary?
- Will provision of ambulance or other medical services for the event place an unacceptable strain on these public services?

Peparing for Events

Do you plan to establish screening measures for workforce, contractors, attendees at PoE, venues, routes and on-site medical facilities (first aid points)? (Please specify in Actions what these screening measures include)

Actions

Are processes in place to maintain a record of name, date, time and a mobile number or email address for all staff, customers and contractors for a period of 21 days to support customers and staff being contact traced in the event someone linked to the event contracts COVID-19? (For bookings on behalf of a household, one contact may be sufficient to support contact tracing).

Have you ensured that, in line with data protection rules, data collected is only used for its stated purpose (i.e. to support NHS Scotland's Test and Protect system), customers know why data is being collected, and this is stored confidentially and securely. This may include updating any privacy notices linked to your booking systems.

Have you ensured that arrangements for entry and exit allow you to control numbers and ensure that Test and Protect data is collect from all attendees?

Risk Assessment

Has a comprehensive risk assessment been undertaken at the beginning of the planning phase, reviewed regularly, and updated immediately before the handover to the operational phase?

Has the land or venue owner been sufficiently consulted and sighted on the risk assessment?

Where the venue for the event forms part of a larger premises (for example a shopping centre) has the need to collaborate with other businesses been taken into account?

Preparing for Events

Have distancing measures to reduce close contact among attendees during the event been considered and implemented where appropriate? For example:

- Is it possible to stagger arrival times?
- Is it possible to stagger departure times?
- Is transport to / from the event being provided and if so is this frequent enough to allow physical distancing?
- Are there enough bathrooms and food and water points to allow physical distancing?
- Will numbers be sufficiently limited to allow physical distancing between groups from different households?
- Are workforce areas large enough to allow physical distancing of workforce?
- Will high traffic areas be cleaned regularly to maintain hygiene?

Protocols for dealing with emergencies, evacuations and accidents will be impacted by the need to maintain physical distance. Emergency, evacuation and accident response processes therefore need to be considered to ensure effective arrangements are still in place. Everyone onsite should be familiar with new processes.

Delivering your event - venue facilities

Is current public health advice on physical distancing incorporated into event /venue staging plans? This should include the need to define the number of customers that can reasonably follow 2m social distancing within the venue taking into account total floor space, seating setting up as well as likely pinch points and busy areas.

How can the number of people be limited when entering the venue, overall and in any particular congestion areas, for example cloakrooms, foot outlets, and bars?

Have you taken into account the guidance on the maximum number of people that can attend an event at one time? This is currently 200 attendees for outdoor live events, even if you could accommodate more people at 2m physical distancing. For indoor events, the limit is 100 people at level 1 and 250 at level 0.

For outdoor events, has consideration been given to applying to the local authority for the temporary suspension of Access rights by an Order under Section 11 of the Land Reform (Scotland) Act 2003 to help to control the number of people with access to the site?

Actions

Preparing for Events

Actions

Prior to accessing the venue(s) has a deep clean been completed?
[may not be necessary if time between events is longer than 72 hours and no one has been in the venue during that time]

Has a cleaning schedule been developed to ensure the venue is clean and hygienic before, during, and after the event?

Are handwashing stations available at all points of entry and exit, and other well-marked and illuminated locations throughout the venue?
Are these stations no-touch activation?

Does / can the venue and associated facilities (toilets, car parks) comply with current public health recommendations and local authority licensing requirements (such as physical distancing of 2m, toilet provision)?

Where activities cannot be undertaken without contravening physical distancing (for example self-service drink stations in some venues) they should be suspended or reduced.

For outdoor events in particular, have requirements in relation to portaloos and improved handwashing facilities been considered?

Can you use screens to create a physical barrier between people, for example at pay points?

Are plans in place to provide hand sanitiser, tissues, frequently replaced soap canisters for washrooms?

Are plans / a schedule in place for frequent cleaning of washrooms?

Consider using physical distance 2m floor markings for other common areas such as entry points, food and drink points, toilets, showers, lockers and changing rooms and in any other areas where queues may typically form

Lifts should only be used by people with disabilities or other accessibility issues, for essential purposes, or on a one person per lift basis where possible.

Are you able to reduce the potential crowding of people, for example by having more entry points for attendees into the venue?

Preparing for Events

Ensure any changes to entries, exit and queue management take into account reasonable adjustments for those who need them, including disabled customers.

Actions

Ensure any changes to entries, exits and queue management do not introduce additional risks such as blocking fire escapes or inadequate pedestrian/vehicle segregation on roads.

Identify high risk areas such as pinch-points like entrances, stairs, escalators, vomitories etc where close physical contact is likely and/or obstructions force close physical contact. Take measures to reduce risk, including asking attendees to wear face masks, and using drop-off points or transfer zones.

For drive-in events, site rules should be such that patrons are informed to remain in their vehicle at all times (other than to access toilets and concession areas). It is expected that customer management procedures will be in place to control this aspect.

For drive-in events, the spacing of vehicles shall take account of need to maintain distancing should the occupants need to leave their vehicle. It is recommended that a space of three metres be maintained between marked bays such that an individual entering or exiting a vehicle remains a sufficient distance from the neighbouring vehicles.

The lack of adherence to physical distancing controls should be considered to be unruly behaviour and operators of premises should implement procedures whereby their stewards or staff challenge such behaviours and take necessary measures to address customers who contravene the rules on physical distancing within the premises

Have you implemented processes to minimise face-to-face contact and cash handling when taking payment from patrons?

When booking tickets, pre-booking (via telephone or online sales) will facilitate capacity management and minimise unnecessary travel in the event that an event reaches capacity

Preparing for Events

Where contactless payment is not possible (for example at concession areas), have you considered means of minimising the dwell time/contact time, provision of a screen or similar barrier, provisions of hand-hygiene arrangements for both staff and patrons, etc?

Actions

Delivering your event - toilets

Where toilets are provided for customers, has consideration been given to the route used for access and to the control of capacity and queuing? Initially, it may be necessary to assign a member of staff to act as a toilet attendant to manage use of the facilities to fully assess the need for additional control measures.

Where possible, doors (other than fire doors) should be left open to reduce the need to touch surfaces

Have you considered siting of hand sanitiser at key points along the route to communal facilities (e.g. entrance/exit points)?

Is signage in place to remind patrons of the need to maintain physical distancing whilst inside the venue?

Where paper towels are to be provided for hand drying, are adequate waste storage facilities in place?

Have you plans to implement an appropriate regime of monitoring and, when necessary, re-stocking consumables at hand washing facilities?

Delivering your event - venue hygiene

Ensure regular detergent cleaning procedures are in place using a product which is active against bacteria and viruses.

If your workforce have to use touch-based security devices such as keypads to enter the business through controlled areas, have you sought alternatives or implemented cleaning arrangements?

Are work areas, workforce rooms, canteens and equipment cleaned frequently between uses (at least twice daily)? A cleaning schedule should be designed and workforce trained to implement the schedule.

Are workspaces kept clear and all waste removed? All personal belongings must be removed from work areas at the end of work.

Preparing for Events

Have you set clear use and cleaning guidance for toilets to ensure they are kept clean?

Actions

Have you considered whether you can provide additional waste facilities and more frequent rubbish collection?

Have customers been encouraged to use contactless or cashless payment where possible rather than tokens or cash? [You should consider what will happen where people do not have access to contactless payments so that people are not excluded from an event]

Have you considered use of electronic, rather than paper, tickets that can be scanned without contact?
[You should consider what will happen where people do not have access to a smart phone or other electronic device so that people are not excluded from an event]

Are controls in place to minimise touching and to isolate or clean any merchandise that has been touched by a member of the public but not purchased?

Delivering your event - other methods of reducing transmission

Have you ensured, for indoor events, an increase in ventilation where it is safe to do so?

Can you provide active travel facilities, to encourage workforce and attendees to walk or cycle to premises, such as bike racks where possible? Venue arrangements will determine whether this is appropriate.

Are you able to stagger break times and make use of outdoor space for breaks where possible?

Have you considered using a consistent pairing or grouping system where workforce work on shifts together?

Have you considered how you will carry out any required security screening or bag checking and how to minimise risk?

Preparing for Events

Where an event is seated, have you considered how to manage entry and exit such as based on row number, front to back?

Actions

Where an event is not seated, can the venue be arranged into different physical blocks, and populating/vacating these blocks managed so as to stagger arrive/departure times?

Enhanced hygiene - workforce

Staff should be encouraged to use contactless or cashless payment where possible, if required in staff canteens.

Use signage, tannoy announcements and any other relevant communication tools to remind staff to maintain hygiene standards. i.e. hand washing and coughing etiquette.

Encourage staff to wash their hands by providing hand sanitation facilities at entry and exit points and in any common areas.

Cleaning - Workforce areas

Work areas, staff rooms, canteens and equipment should be cleaned frequently between uses. A cleaning schedule should be designed and staff trained to implement the schedule.

Frequent touch points should be identified and disinfected regularly including all objects and surfaces that are touched regularly. Adequate disposal arrangements should be made available for any additional waste created.

Set clear use and cleaning guidance for toilets to ensure they are kept clean.

Consider whether additional waste facilities and more frequent rubbish collection can be provided.

Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that physical distancing is achieved.

Preparing for Events

Staff Support

Actions

Plan and implement appropriate engagement structures to ensure employee engagement on testing and modification of site measures is developed collaboratively and regularly informed by shared experience.

Provide written or verbal communication of the latest guidelines to staff, develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.

Engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.

Take reasonable steps to ensure that disabled people are informed about new procedures, and are able to access facilities, i.e. handwashing facilities at wheelchair height, verbal direction for those unable to see floor markings or signage, etc.

Consider support mechanisms to promote positive mental health and wellbeing in the workforce, supporting employees who may be anxious for many reasons relating to the changes resulting from COVID-19.