Event COVID-19 Assessment Criteria and Checklist for Event Planners

Event organisers must have in place a detailed COVID-19 Risk Assessment and Event Management Plan, which provides information about the proposed activities and the measures that will be in place to reduce the risk of transmission of COVID-19. It is recommended that organisers read our Event Guidance document. The Events Industry Forum has also published guidance on outdoor events which has been developed with input from DCMS (you will need to create an account to access this but it is free).

The following checklist is provided as a guide for those intending to organise and run an event on the Isle of Wight and is the tool against which your event application will be assessed. 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 Director of Public Health for consideration and may require specific controls including to restrict or prohibit and event in accordance with Health Protection regulations.

The Isle of Wight Council will use the checklist as well as the criteria[1] below in assessing event applications:

- **The epidemiological context in which the event takes place –** the host country's existing regulations on public health measures to control spread of COVID-19, which reflects the intensity of transmission in the area;
- **Evaluation of risk factors associated with the event** – appraisal of the likelihood that the event may contribute to the spread of COVID-19 and that the health services capacity may be exceeded by such spread;
- **Capacity to apply prevention and control measures –** the ability to implement actions that can reduce the risks associated with the event.

COVID-19 Risk Assessment

Risk Assessment Criteria	Yes/No	Comments
Organiser has submitted a risk assessment		
The risk assessment must identify what activity or situations may cause transmission of COVID-19		
The risk assessment must identify the different groups and individuals that could be at risk of transmission of COVID-19 (e.g. staff, suppliers, performers)		
The risk assessment must include how likely it is that someone could be exposed to COVID-19 and where possible, that you have acted to remove any activity or situation that is at risk of transmitting COVID-19. Where not possible, the risk assessment should identify the controls that will be put in place to mitigate the risk of transmitting COVID-19		

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[1] Adapted from the WHO Guidance criteria for risk assessments: https://www.who.int/publications/i/item/10665-332235

Event Plan

Social Distancing; limiting contact criteria	Yes/No	Comments
The plan must include: • maximum capacity based on COVID secure measures including social distancing (it is advised that how the capacity has been calculated is documented, taking into account that people must be in groups of no more than 6 and the requirement that food/drink must be ordered/consumed whilst seated at tables). • numbers of staff/volunteers to ensure COVID secure measures are maintained at all times		
The plan must detail 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 and staff and performers e.g. staff areas, performance areas, movement flow through attendee areas, ticket and security bag check areas		
The plan must show COVID-19 safe ingress, egress, and movement through the venue and local area to maintain social distance, 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, and one-way routes to and from on-site facilities, e.g. toilets, food and drink areas • 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, • use of barriers/screens/face coverings to protect staff/volunteers where social distancing cannot be maintained		
The plan must identify how hand to hand transactions will be limited during the event, e.g. on payment for goods, booking in advance, etc.		

Hygiene and Cleaning Criteria	Yes/No	Comments
The plan must cater for the provision of face coverings for staff and customer use (if being provided) as well as sufficient number and maintenance of handwashing facilities (with soap and water) and sanitiser points, at multiple locations (e.g. entrances/exits, food/drink areas, toilet areas, etc) including signage on good hand washing and safe disposal of materials		
The plan must show 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 frequent removal of waste materials		
The plan must show 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 • 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 • Singing and playing of wind or brass instruments is limited to professionals only.		

Possible/confirmed case management Criteria	Yes/No	Comments
The plan must demonstrate: • that the event can be delivered safely, including the measures to take for someone with COVID-19 symptoms (e.g. on site isolation areas, cleaning guidance following a possible or confirmed case of COVID-19, use of personal protective equipment, communication pathways with NHS and ambulance services) • that staff training and briefings on escalating reports of possible or confirmed cases of COVID-19 at the event has been undertaken • how the contact details for ALL those present at the event will be recorded and stored for 21 days, to assist with requests for the data if needed as per NHS Test and Trace guidance.		

Communications Criteria	Yes/No	Comments
The plan must demonstrate 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 • display of NHS QR code posters and 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 (through tissue etiquette) e.g. under terms of booking • re-enforcing message that entry will be refused if displaying symptoms and will be asked to return home via private transport, if they are able to do so. • 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		

Training Criteria	Yes/No	Comments
The plan must show 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		

Further advice maybe found at:

Event Industry Forum - Event Guidance and Key Considerations

Purple Guide Supplementary Guidance

Association of Event Organisers - Risk Assessment Templates

Government Guidance - What you can and cannot do

Government Guidance - Organised Events

Government Guidance - Visitor Economy

Government Guidance - Performing Arts

Government Guidance - Phased Return of Sport and Recreation