

Guidance for Event Covid Management Plans and Covid Risk Assessments

Making events COVID secure

As a local business and employers, you have a vital role to play in the fight against COVID as the national restrictions are eased. The purpose of this document is to set out the measures SMBC will require you to address as part of your application to hold an event in Solihull. In addition to the Event Manual that you will produce, you will also need a Covid Management Strategy and Covid Risk Assessment. Examples of these documents are referenced below.

This guidance is aimed at business owners, operators and workers in indoor and outdoor events of any size, organised by businesses, charitable organisations, or public bodies. This includes business events (such as conferences, exhibitions, conventions, consumer/trade shows and other events and meetings), grassroots sport events, performing arts events (including theatre, music and other live performance events and festivals), and other events (including shows, fashion events, street events and fairs).

Priority Actions

The government have now introduced Priority Actions for Covid safety as part of their guidance for workplaces and events and your application will need to include/outline how you will implement the following measures:

1. Health and safety risk assessments that includes risks from COVID-19

The requirement for every employer to [explicitly consider COVID-19 in their health and safety risk assessment](#) has been removed. Employers may choose to continue to cover COVID-19 in their risk assessments.

The Health and Safety Executive (HSE) has [tools to support you](#). You can also find [advice for festivals](#) and the [Association of Event Venues \(AEV\) guidance for live events](#).

Employers have a duty to consult with their employees, or their representatives, on health and safety matters. The Health and Safety Executive has [guidance on how to keep people safe and healthy at work](#).

2. Turn people with COVID-19 symptoms away

Staff members or customers who have symptoms of COVID-19 (a new, persistent cough; a high temperature; or loses/has changes to their sense of taste or smell) should self-isolate, even if these symptoms are mild. You can find more information about how to protect workers and event attendees:

- [Advice for festivals](#)
- [Association of Event Venues \(AEV\) guidance for live events](#)

Use pre-event information and ticketing to remind event participants not to attend if they are symptomatic or self-isolating.

3. **Provide adequate ventilation**

You should make sure there is a supply of fresh air to enclosed spaces where there are people present. This can be natural ventilation through windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both. You should identify any poorly ventilated spaces in your premises and consider steps you can take to improve fresh air flow in these areas. You can find more information on the Gov.uk portal [section on ventilation](#) and the [HSE guidance on ventilation and air conditioning during the COVID-19 pandemic](#).

Outdoor events (including those with indoor areas): Although outdoor events typically present fewer risks than indoor events, government research has shown a number of areas where congestion can occur including: areas where people congregate at higher densities (such as concession stands, bars, turnstiles and toilets); events where there is significant close-mixing of people (for example, in front of a stage at a live performance, during a street event or on a dancefloor); and events involving energetic activity such as actively chanting and celebrating while attending sporting events, singing along at gigs and concerts. There is advice on the types of measures you can take to reduce risk at events in the gov.uk section on [managing customers and audiences](#), and further guidance on the steps you should take in the Gov.uk section on [event planning](#). You can use the [risk management template](#) to identify risks and risk management options specific to your event or setting, and help you to plan your event.

4. **Clean more often**

Increase how often you clean surfaces, especially those that are touched a lot. You should ask your staff and customers to use hand sanitiser and clean their hands frequently and provide them with advice to promote good hygiene. You can find more information in the gov.uk portal [section on managing your facility or event setting](#).

5. **Communicate and train**

Keep all your workers, contractors and visitors up-to-date on how you're using and updating safety measures. This should include ensuring that attendees are aware of relevant information before they attend, and that messaging during the event (such as signage and audio announcements) supports the communication of any relevant safety measures. You can find more information in the Gov.uk portal section on [communications and guidance](#). Onsite signage and audio messaging should provide up-to-date information on any attendee obligations or requirements. Staff and volunteers should be made aware of any attendee obligations or requirements and be able to provide guidance and respond to queries.

Risk Assessments

Assess the risks relevant to your event and put in place practical measures to reduce them.

- Follow the steps in the [Gov.uk section on risk assessments](#), and pay particular attention to the advice for events. This sets out the key risks for events, identified by the Events Research Programme, and can help you to understand how the characteristics of your event may affect the risk of COVID-19 transmission, and which mitigations are likely to be most appropriate.

Risk management templates

Event organisers may find using a checklist like the one below helpful when identifying risks and risk management options specific to their event or setting. Please note that a single event can include more than one risk factor, so you may need to refer to multiple rows.

- [Download 'Risk management template' \(PDF, 112KB\)](#)
- [Guidance on control measures](#)
- [Risk management templates and controls for music festivals](#) may be found from Page 14 onwards