Event Guidance Health Protection, including Covid-19

This guidance reflects the most recent policy changes. All event organisers in West Berkshire should use this guidance. The event organiser must remain alert to changes in legislation and guidance.

If you require further support with any information, please contact West Berkshire Council.

From 1 April 2022, whilst the requirement for explicit Covid-19 risk assessments has ended, we continue to recommend that you consider Covid-19 alongside other health measures. Your risk assessment should be updated regularly, remain dynamic, and reflect the recommendations below. Continue to consider the needs of employees and visitors at greater risk from Covid-19 and put in mitigations to protect them.

Employers should continue to comply with the requirements for cleaning, ventilation and welfare facilities in the Workplace (Health, Safety and Welfare) Regulations 1992 or the Construction Design and Management Regulations 2015 to control occupational health and safety risks. Employers should consider the specific conditions of individual places of work and comply with all applicable legislation, including the Health and Safety at Work Act 1974.

1. Review the guidance on Running Events Safely by the Health and Safety Executive.

2. Follow the steps set out in the Health and Safety Executive's guidance on how to do a risk assessment to consider Covid-19 and other respiratory infections and health hazards.

3. Read and implement measures outlined within the Reducing the spread of respiratory infections, including Covid-19, in the workplace and Living Safely with respiratory infections, including Covid-19 guidance.

4. Employers, event organisers, and staff should follow the Government guidance for people with respiratory infection symptoms, including Covid-19. Staff or attendees who have respiratory infection symptoms, such as Covid-19; have a high temperature or do not feel well enough to go to work or carry out everyday activities, should NOT attend any event and stay at home and avoid contact with other people.

5. Continue to identify poorly ventilated spaces and take steps to improve fresh airflow. Ventilation helps reduce the transmission of Covid-19 and other respiratory infections such as influenza (flu). Ensure you have adequate ventilation, especially in enclosed spaces, where people congregate, or at large events with lots of mixing.

Ventilation can be natural (windows, doors and vents), mechanical (fans and ducts), or both.
a.   Look for areas where people are usually present for an extended period, with no mechanical ventilation and no natural ventilation (such as open windows, vents or doors). Use a carbon dioxide (CO_2) monitor to measure the level of ventilation.

If you require further support with any information, please contact West Berkshire Council
PPPSafetyAdvisoryGroup@westberks.gov.uk

West Berkshire
COUNCIL

b.   Ventilate spaces during and between groups. Keep windows and doors open, move activities outside, and monitor CO2 levels where this is possible.

c.   The Health and Safety Executive provides guidance on assessing and improving ventilation in line with health and safety requirements under Workplace (Health, Safety and Welfare) Regulations 1992. Detailed Covid-19 specific guidance for workplaces and public buildings is provided by the Chartered Institution of Building Services Engineers (CIBSE) for those who wish to put additional measures in place.

6. Communicate to all attendees, potential attendees, staff, volunteers, and other visitors before and during your event. When holding an event, you set the rules and expectations for attendees. You should outline clearly the expectations and code of conduct expected for staff and visitors at the time of ticket purchase and regularly before and during the event.

a.   You should display signage and communications throughout the event to include messages encouraging hand washing, keeping a respectful distance, and promoting other measures. For example, limiting the number of individuals congregating in areas or recommending face-covering use in congested areas.

b.   Encourage attendees and staff to follow good hand hygiene practices to reduce the transmission of Covid-19 and other viruses. Visible hand sanitising stations should be located throughout the event, at all entrance and exit points and any 'high touch point' areas.

c.   Set text that should be communicated and shared:

    i.   People going to events should follow the national guidance Living safely with respiratory infections, including Covid-19 and not attend if you have a high temperature and/or are unwell.

    ii.   We encourage you to wear a face-covering, particularly indoors and in crowded spaces.

    iii.   Keep a respectful distance between yourselves and people who are not in your group.

    iv.   You must adhere to any safety measures at the event, including any directions given by stewards or staff during the event.

    v.   You should maintain good hand hygiene and wash your hands regularly.

7. Avoid close, prolonged contact of groups; reduce where possible. Areas such as queues, bars, and indoor attractions, can be managed to avoid close contact.

- Implement a booking system for the event itself and or main attractions with time slots to prevent overcrowding and queueing.
- Use indicators on how long it will be until the next available space to allow attendees to move to a quieter area and return later.
- Consider the impact of close contact and mixing people in rooms with reduced ventilation or at increased risk of crowding.
- Move activities to less crowded/outdoor areas.

8. Continue to implement regular stringent cleaning regimes. It's essential to clean surfaces that people touch a lot.

Useful links to online guidance and additional supporting information:
- Guidance on running events safely
- Living safely with respiratory infections, including Covid-19
- People with symptoms of a respiratory infection including Covid-19
- Coronavirus (Covid-19) symptoms
- Reducing the spread of respiratory infections, including Covid-19, in the workplace
- Coronavirus national data