



ADUR & WORTHING  
COUNCILS

## COVID-19 operational checklist

Consider the following examples of some of the areas you may need to consider in your risk assessment, and use in conjunction with national guidance. The risk assessment identifies what activity or situations may cause transmission of COVID-19. Your risk assessment should also identify the different groups and individuals that could be at risk of transmission of COVID-19 including:

- Staff
- Volunteers
- Suppliers/delivery drivers
- Performers
- Independent vendors
- Attendees – local, national, international

### Travelling to your event

- Have you provided information to attendees/staff/volunteers on the safest mode of transport to your event?
- How are you avoiding putting pressure on public transport?
- Is transport to and from the event being provided, and if so, is it frequent enough to allow social distancing?
- Is it possible to stagger event arrival and departure times?

### Social distancing

- Have you identified potential congestion areas (for instance, in toilets, food outlets, bars, entrances, exits) and taken measures to ensure social distancing can still be maintained?
- Will numbers to your event be limited sufficiently to allow social distancing between attendees who are from different households or support bubbles, as well as between staff? (Even if it's possible to safely seat a number of people inside, it may not be safe for them all to travel to or enter your venue - capacity may need to be further lowered)
- If your event space is not closed off to the public, how will the places where your customers come into contact with members of the public be made safe?

## Toilets and hand washing

- Do you have plans in place for sufficient toilets, hand washing and sanitiser facilities that are easily accessible around your event site (from build through to breakdown) with reminders all around to encourage the safe use of these facilities?
- Will antiviral high alcohol hand sanitiser be available on event entry and exit points?
- Is a schedule in place for the frequent cleaning of toilets and hand washing facilities, and restocking of consumables?
- Where toilets are provided, have you considered the route used for access and control of capacity and queuing?

## Touch points and cross contamination

- Have touch points (door handles, waste bin lids, tables and chairs) been identified, and plans put in place to ensure these are regularly disinfected?
- Have you used a customer journey approach to ensure all touch point and cross contamination risks are identified and addressed with suitable risk management?
- Have customers been encouraged to use contactless or cashless payment (you will need to ensure access for people who do not have contactless, so they are not excluded)?
- Are controls in place to minimise touching, or to isolate or clean any merchandise that has been touched by a member of the public but not purchased?
- Do you have adequate disposal arrangements available for any additional waste generated from enhanced cleaning?

## Movement around your event site

- How can you reduce the overall movement on your event site? (If the event activity encourages attendees to move around the event site you may need to rethink the way your event is going to work. Activity such as dancing, gathering and freely moving around becomes problematic in relation to the spread of COVID-19. Using the static approach, providing attendees with a bookable space where they will remain for the duration of the event is a good approach to hosting events during COVID-19)
- Can movement be managed through the provision of floor markings, bookable spaces, and a one-way system around your event site?

## Communication

Before customers arrive, communicate the following information with them:

- How the event will work
- Anyone who is unwell or required to self-isolate should not come to the event
- Social distancing and good hand and respiratory hygiene while attending your event is extremely important
- If children are permitted to attend your event, accompanying adults must be responsible for supervising them at all times

During your event, consider how you will communicate and reinforce messages about good hand washing techniques, hand washing frequency, social distancing, avoiding touching your face and what to do if you become unwell during your event.

## **NHS Test and Trace**

Do you have processes in place so you can meet your responsibilities in relation to the NHS Test and Trace system, in order to help contain outbreaks early and reduce the spread of COVID-19? [Visit GOV.UK for detailed information about Test and Trace](#)

ALL those present at the event must be recorded and data stored for 21 days, to assist NHS Test and Trace with requests for the data if needed, and must:

- include first name, surname, address including postcode, contact phone number or contact email, date (for multiday events) at venue - for ALL attendees
- include first name, surname, address including postcode, contact phone number or contact email, role, date (for multiday events) at event - for ALL staff, volunteers, suppliers/delivery persons, performers, independent vendors
- demonstrate compliance with GDPR
- consider when and how this data will be collected e.g. in advance (mandatory online, linked to ticket purchase), on site for those not completing in advance (entry denied until contact details provided)  
consider additional data if systems allow e.g. time of arrival and departure, location on site (zoned areas, work stations, entrance gate numbers)

## **Managing people with symptoms on site**

Do you have a plan in place to deal with any member of staff or attendees who present themselves with symptoms of COVID-19?

Have you considered creating an isolation or quarantine area from the start of construction through to the end of breakdown?

## **Music, singing and shouting**

- Have you made sure that you are avoiding any activity that promotes singing, chanting, and shouting? (These activities can project particles and naturally spread germs)
- Will any background music be at a level that means that attendees and workers are able to speak to each other without raising their voices or needing to edge closer to each other?

## **Performing arts (including live music at events)**

Have you checked whether performance is permitted at the time of your event?

[Visit GOV.UK for details](#) about which stage in the performing arts road map we are currently at and specific guidance on both indoor and outdoor performance.

## **Keeping your workers safe**

- Have you given information packs to staff with details on your event's COVID-19 policy, social distancing, travelling to work, break times, PPE and action plans?
- Do you have plans for comprehensive staff training on the safe use and disposal of PPE?
- Are staff aware of their responsibilities with regards to self-isolating should they or a member of their household develop symptoms?
- How are you ensuring that all suppliers, traders and caterers also work in line with COVID-19 policy?
- Can you use signage, tannoy announcements and any other relevant communication tools to remind staff when working and in their break areas to maintain hygiene standards and social distancing?
- Is a schedule in place for the frequent cleaning of work areas, welfare facilities and equipment for staff use, and have they been trained to use the schedule?
- Are all staff areas large enough to allow social distancing of staff, 2m wherever possible, 1m with risk mitigation only be where 2m is not viable? (Where social distancing guidelines cannot be followed in full, businesses should consider whether that activity needs to continue, if it does, steps must be taken to reduce the risk of transmission between staff)

## Protecting people who are at higher risk

How will you be aware of any staff member who is at higher risk and make reasonable adjustments for both staff and customers who may require it?

[Visit the NHS website](#) for details about people at higher risk from coronavirus.

[Visit GOV.UK](#) for details on shielding and protecting people who are clinically extremely vulnerable.

## Professional bodies

If you have specific activity taking place at your event, have you sought specialist guidance on this activity from a professional body (for example, outdoor performance, cycling, table tennis and so on)?

## Suppliers, traders and caterers

Although suppliers, traders and caterers need to supply their own risk assessment, have you fulfilled your responsibility in ensuring that it is submitted in accordance with your venue's COVID-19 policy?

## Financial Risk

Is your event financially viable? Please be aware that the event may need to be cancelled if the COVID-19 situation changes due to local outbreaks, local sustained community transmission or a second COVID-19 wave, and that the event organiser will be responsible for all financial losses.

For Further help and information [events@adur-worthing.gov.uk](mailto:events@adur-worthing.gov.uk) 01903 221207

Relevant links:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>

<https://www.gov.uk/guidance/covid-19-guidance-for-mass-gatherings>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

<https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19>

<https://www.gov.uk/government/news/venues-required-by-law-to-record-contact-details>  
<https://www.covid19.nhs.uk/venue-check-in-businesses.html>

<https://www.englandathletics.org/athletics-and-running/news/update-athletics-and-running-activity-will-not-be-affected-by-the-new-restrictions/>