

## Event Coronavirus COVID-19 Risk Assessment

In addition to the requirements to undertake a risk assessment for your event there is now a requirement to complete an additional risk assessment to identify those risks presented by coronavirus COVID-19, so that any necessary control measures can be identified and implemented.

The following is a guide to the types of risk that may be present and possible control measures that could be adopted to reduce or eliminate them.

The details in the risk assessment are not exhaustive and you may identify additional ones or implement additional control measures depending on your event circumstances. Some example have been included but these will need more details specific to your event.

It is also beneficial to read the latest government guidance to ensure you are complying with it and the legislation that accompanies this.

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

In particular the guidance entitled 'Performing Arts' and 'The Visitor Economy'.

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

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

Links can be found on the Wakefield Events main web page

<http://www.wakefield.gov.uk/events-and-culture/events/organising-an-event>

### Completing the Risk Assessment

The following is an example template which you may wish to use to write your own risk assessment.

You should consider how you will meet the requirements contained in government guidance and identify the specific measures you will implement.

You must also include how you will monitor and ensure compliance.

**Remember: obtain risk assessments from your vendors, performers, exhibitors etc. for their activities and equipment**

What are the hazards?	Who might be harmed and how?	Control measures (What are you already doing?)	Compliance monitoring (how and by whom?)	Contingency plans/ Actions in event of non-compliance (Action by whom? Action by when? Done)
Crowd Management	<p>All the identified hazards cover:-</p> <p>Members of the public, stewards, volunteers, employees</p> <p>And the harm throughout is: COVID-19 Viral infection.</p>	<p>Stewards and venue management to be included in maximum capacity calculations [Indicate capacity levels]</p> <p>Venue capacity to be adhered to at all times</p> <p>Identify Pinch points/junctions. Assess how to manage social distancing at these points</p> <p>Venues with a capacity over 30 to be controlled through tickets or advanced allocation look at ticketless systems such as QR codes/bar codes for entry</p> <p>Stagger arrival /leaving times to prevent crowds or surges.</p> <p>Temporary barriers to stop surges in the crowd and restrict free movement Barriers may be required to channel</p>	<p>Head count system to be in place to ensure numbers attending do not exceed capacity (carried out by?)</p> <p>Who will monitor / assess staffing levels required.</p>	<p>Actions in the event of more people turning up than have capacity to accommodate?</p> <p>Actions in event of non-compliance</p>

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		<p>people in to rows.</p> <p>Where possible peg doors open. Note: fire doors cannot be held open by any means unless on a self a self-closure</p>		
Social Distancing		<p>Enable all present to adhere to social distancing – floor marking, posters including in toilets, refreshment areas or other pinch points.</p> <p>Stagger access and egress in to and out of the venue.</p> <p>Groups of people not to exceed 6</p> <p>One way or keep left systems to be implemented and managed</p> <p>social distancing to be maintained within any queue or barrier system including sideways queuing</p> <p>Social distancing to be maintained around parked vehicles and at any ticket machines.</p>		

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		<p>Maximum occupancy numbers to be displayed on doors at internal venues</p> <p>Seating, tables and spectator areas to be socially distanced. 2m or 1m with other mitigation measures.</p> <p>Consider having a pre ordering and collection or delivery service for food.</p>		
Transport to/from site Vehicles		<p>Event organiser not to place additional pressure on any form of public transport</p> <p>Event organiser to ensure sufficient parking allocations for numbers attending event</p> <p>Car parks, cycle bays or motor bike parking not to create additional pinch points</p>	<p>Consider if and how the event will be advertised, who is likely to attend and how they will travel.</p> <p>Marshalling requirements.</p>	<p>Actions if car parks become full.</p> <p>Who will deal with this and how?</p>
Welfare, hygiene and toilets		<p>Quarantine areas close to medical/first aid locations to hold those who become ill</p> <p>Stewards and event</p>		

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		<p>organisers to have access to hand washing facilities or hand sanitiser/wipes to allow for continual hand hygiene throughout the event</p> <p>Increase cleaning of door handles and facilities including high contact points such as door handles</p> <p>Hygiene stations at all access and egress points – hand sanitiser or wipes</p> <p>Adequate toilet provision and regular cleaning.</p> <p>Regular cleaning of any tables etc at refreshment points.</p> <p>Provision of individual condiments and tables to be cleaned between customers.</p> <p>Were possible cashless systems to be implemented, (please note cash cannot be refused)</p> <p>Frequent washing or sanitising of hands</p>		

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		when handling cash, during cashing up and when changing		
Provision of PPE		Where 2m distancing cannot be maintained or controlled you must assess PPE provision for staff		
Wearing of face coverings		It is a requirement to wear face coverings in certain indoor environments (with certain exceptions). Where required - Provide signage requesting that face coverings are worn.		
Accidents, security, fire and other incidents		<p>Planning of the event should include social distancing when evacuating. Where this is not possible evacuate as normal during an emergency, social distancing to re-instated once clear of the location and safely at the must point.</p> <p>None emergency first aid to ring 111 All emergencies to ring 999</p>		
Music and dancing		Singing, shouting screaming and		

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		dancing by audiences is not to be encouraged. This to avoid raising of voices and people not socially distancing. If music is provided, consider the type and volume.		
Waste and waste removal		All waste to be double bagged and held for 72 hours prior to going into the general waste stream		
Track and trace		<p>Pre-booked events to manage all track and trace data</p> <p>Ticketless events should look at means of communication with participants and implement robust stewarding to manage attendees inside and outside of the venue. This will include ways to communicate to attendees on track and trace,</p>		

