



COVID-19: Guidance for Outdoor Events on BCP Council Land

Introduction

In order to ensure that the events industry can restart safely the Government has worked alongside the events industry bodies to develop a set of guidance in relation to COVID19.

The Event Industry Forum (EIF) has released guidelines which have been used to create this document. EIF Guidelines can be found alongside other performing arts guidance using the following link; <https://www.gov.uk/government/collections/guidance-for-dcms-sectors-in-relation-to-coronavirus-covid-19>

As you are aware the Government guidance is constantly changing. As the event organiser, it is your responsibility to keep up to date with the most recent government guidelines and any local restrictions so please bear this in mind whilst planning your event. Unfortunately, we will not permit any events on council land unless they comply with the government guidelines at the time of the event.

Outdoor Events

The guidelines currently state that outdoor events of over 30 attendees can be held if they are organised by a business, charitable organisation or public body as long as they have;

- carried out a thorough risk assessment and
- taken all reasonable steps to mitigate the risk of viral transmission, taking into account that risk assessment, in line with Covid-19 Secure guidance.

Large public gatherings also known as mass gatherings should still be avoided however, there is currently no cap given in the guidelines in terms of numbers. As outlined in section 4 of the EIF guidance measures must be taken to ensure that an event doesn't become a mass gathering.

Risk Assessment

Alongside the existing risk assessment and paperwork we ask you to complete, you will need to have a separate risk assessment for COVID-19. Your risk assessment must demonstrate that you have taken reasonable steps to mitigate the risk of viral transmission in line with COVID-19 Secure guidance.

To mitigate the risk, you need to control the environment through measures including;

- social distancing
- enhanced hygiene and cleaning practices
- NHS test and trace
- staggered arrival and departure times
- itinerary to prevent a mass gathering and to spread out the entertainment
- plans for workers and contractors to include back of house areas
- PPE
- communications
- training
- onsite crowd management
- emergency procedures

Failure to complete a suitably sufficient risk assessment which takes account of COVID-19 will result in your event not being given approval to go ahead on BCP Council land.

Insurance

You may find it difficult to get insurance to cover you for COVID-19, so you need to be aware of this when planning and budgeting for an event to take place. You should seek clarity from your insurance provider. You may also want to consider the possibility of a local lockdown or a second spike in your event plan, this could mean your event is cancelled at short notice.

Performances

There is separate guidance for the performing arts industry. This can be found at; <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

Equality Act 2010

Organisers should be aware that, as service providers, their responsibilities under the Equality Act 2010 remain in place. This means that it is important to continue to ensure that any event is reasonably accessible to everyone and that any COVID-19 related planning actions preserve existing accessibility, such as accessible car parking and access routes around a site.

Compliance checklist

The below checklist gives you an overview of the areas within the guidance document to consider when planning your event in relation to COVID19. Please note this is an overview of all the guidance so need to be adapted to meet the specifics of your individual event.

- lowering capacity to ensure social distancing can be maintained
- consideration of pre-booking/ticketing and security arrangements for those turned away as well as attendees
- pre event information to attendees and workers on measures
- temperature checks
- staggering entrance and exit times
- separate entrances and exits
- queue lines with markings
- ticketless entry
- one-way systems
- communication at the event on measures and requirements
- advice for visitors of how to get to and from the event avoiding busy routes
- hand sanitiser stations on entrance and exits and around the site
- COVID signage
- payment methods (preferably contactless rather than cash)
- use of screens and barriers to separate people
- use of back-to-back or side-to-side working (rather than face-to-face)
- reducing the number of people each person has contact with by using 'fixed teams or partnering'
- consideration to creating an isolation or quarantine point, close to the entrance or exit, where anyone found to be unwell or at risk can be taken
- method for illness reporting both before and after the event and during for workers and contractors
- training plan
- use of PPE equipment
- enhanced cleaning plan to include touchpoints
- process for NHS test and trace
- review of performances and entertainment to ensure large groups do not gather for example, shorter more frequent sets
- procedures and requirements from 3rd party contractors
- face covering requirements

Please note that this list is a guide and is by no means exhaustive. Measures will depend on the nature of your event). All measures documented by an event organiser must be implemented at the event itself. BCP Council is likely to monitor your event whilst taking place and failure to comply with these measures could result in enforcement action or future applications being revoked.

We hope this guide is helpful. It has been a difficult year for everyone, and we are very much looking forward to welcoming events back to BCP Council.

If you require further information please contact the events team at events@bcpcouncil.gov.uk, we will be happy to hear from you.

Events Team, BCP Council