

Checklist for COVID-19 Risk Assessment for Events within Bath & North East Somerset Council Area

Dear Organiser,

Bath and North East Somerset Council (B&NES) Public Health have created the following checklist to assist you with performing a COVID-19 Risk Assessment for your proposed event. Please consider it a shorthand guide. Full guidance and explanation is available from:

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

Templates to support you with the risk assessment are available from:

<https://beta.bathnes.gov.uk/event-forms-and-guidance>

If you are planning an event due to take place in B&NES we strongly recommend you perform a COVID-19 risk assessment and share this with staff according to Health and Safety law. Major events, as defined in the 'events classification' section of the [B&NES council event policy](#), will be referred to SAGE by our Events Office. A dialogue with SAGE must be initiated no later than 26 weeks before the event to allow the organiser enough time to address any concerns raised by the group. Consultation with SAGE and compliance with its recommendations are conditions of any land use agreement.

As a general principle, consider the routes of transmission of COVID-19 when performing your risk assessment. These are:

- Aerosol and droplet transmission (breathing, speaking, singing, coughing, sneezing, etc)
- Surface transmission

Please also remember when making your risk assessment that people infected with COVID-19 may or may not have symptoms, and that asymptomatic people may still be very effective spreaders of the virus.

Risks should be considered for all groups and individuals attending the event, including staff, volunteers, suppliers/contractors, performers, customers/guests/visitor and vendors/traders.

Checklist:

Measures to prevent symptomatic people attending your event

- Advance notice and signage to people who feel unwell not to attend your event and that entry will be refused if symptomatic or required to self isolate. Even if they have tested negative for COVID-19 they are likely to spread whichever virus they are currently infected with, which will likely cause illness and disruption to other attendees and/or staff who may become symptomatic and require COVID-19 testing.
- Check for and turn away staff and participants with COVID-19 symptoms or who are required to self-isolate.

Measures to reduce the chances of infected asymptomatic people attending your event

- Encourage all staff and attendees to be vaccinated.
- Expect all staff and attendees to regularly (twice weekly) test with lateral flow devices, and consider specifically requiring a LFD test within the last 24 hours before your event.

Measures to control asymptomatic transmission:

- Aerosol and droplet transmission:
 - Consider ventilation and ensure it is adequate. Please consider how different parts of your event may have different densities of people and therefore different ventilation needs – for instance queues for the toilets or concession stands vs other parts of the event.
 - Staff and attendees should be encouraged to wear face coverings and this should be expected in crowded spaces, unless exempt, whilst at your event. Consider making this a requirement (note government guidance is that “government expects and recommends that people wear face coverings in crowded and enclosed areas where you come into contact with people you do not normally meet”).
 - Social distancing measures – consider what distance is needed and how this will be implemented i.e. marshalling and signage
 - Hand washing facilities or hand sanitiser freely available
- Cleaning surfaces:
 - Consider which surfaces will be touched more often, and whether some surfaces might need different cleaning regimes to others
 - Consider who will clean the surfaces
 - Consider the practicalities of access to products and supplies the staff member will need
 - Consider the training they will need including checking whether products are effective against COVID-19 and adhering to instructions around contact time.
 - Refer to: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Communicate

- Communicate your plans with attendees and train your staff on your COVID-19 procedures and expectations.
- Share your COVID-19 risk assessment with staff and venue owners. If applying through the B&NES SAGE process please submit your formal risk assessment to B&NES Council via Event App. Templates available here: <https://beta.bathnes.gov.uk/event-forms-and-guidance>
- Communicate to staff what to do if a person becomes symptomatic whilst at the event.

Contact Tracing

- We encourage the use of the NHS COVID Pass. The COVID Pass allows those attending events to prove that they are vaccinated against COVID-19, have a medical exemption or have tested negative by a Lateral Flow Device shortly before the event takes place.
- NHS Test and Trace QR code in place or alternative system for recording attendees' contact details such as sign in books on arrival or requesting details of attendees at the booking stage