

Checklist for COVID-19 Risk Assessment for Events

Wiltshire Council Public Health have created the following checklist to assist you with performing a COVID-19 Risk Assessment for events you may be planning in your setting. Please consider it a shorthand guide. More guidance can be found here:

[Events and attractions - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

Please consider the routes of transmission of COVID-19 when performing your risk assessment:

- Aerosol and droplet transmission (breathing, speaking, singing, coughing, sneezing, etc)
- Surface transmission (tables, chairs, door handles, etc)

When conducting a risk assessment, it is important to consider that many people infected with COVID-19 may be unaware and asymptomatic. These individuals are still effective spreaders of the virus, which reinforces the importance of adequate control measures.

It is important to communicate the level of risk posed to any individual attending the event. This includes all individuals attending the event, staff, students, families, volunteers, suppliers/contractors, performers, and other visitors.

Below is a checklist of measures to consider. This is not an exhaustive list but should be seen as a guide.

Checklist:

Measures to prevent symptomatic individuals attending your event

- ☐ Send strong pre-event messages to ensure staff/children/visitors who have Covid symptoms or who are self-isolating or feeling unwell do not attend your event/activity. Remind individuals of additional winter illnesses and that if unwell please avoid attending the event. Entry can be refused if symptomatic.
- ☐ Ask attendees if they are symptomatic for COVID-19 and turn away staff and participants with COVID-19 symptoms (temperature, cough, loss of taste/smell) or those who are known to be COVID-19 positive and are required to self-isolate.
- ☐ Plan for what to do if a person becomes symptomatic whilst at your event. Ask them to leave, return home to isolate and arrange a PCR test. Consider plans for cleaning of the area the symptomatic person was occupying.

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

- ☐ Encourage all staff, eligible students, and visitors to be vaccinated.
- ☐ Expect all staff and students above secondary school age and visitors secondary school age and above to test regularly with lateral flow devices, and ask secondary school aged students and visitors to take an LFD test on the morning of the 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 places where queues may form or where people may be tempted to crowd around to see something. Please consider whether CO₂ monitor placement can assist you with monitoring ventilation adequacy. You may want to remind people to wear extra layers.
- ☐ Visitors to educational settings are now required to wear face coverings in communal areas

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

This would include events such as nativity plays for example. Good practice from events, is for the person leading the event to remind people to wear face coverings at the start of the event.

- ☐ Social distancing measures – consider what distance is needed and how this will be implemented i.e. marshalling, barriers, one-way routes, markers and signage, managed refreshment supply (if any). Avoid close contact activities between attendees e.g. face-painting. Think about the numbers of attendees and how you might protect your staff and students from the risk of transmission from guests (no backstage or front of house mixing for example).
- ☐ Depending on the event and where the size of the space being used to host the event, consider limiting the number of people each family is able to bring to two adults (plus their children).
- ☐ Keep any background music to a level to enable guests to speak with each other without raising their voices or stepping closer.
- ☐ Maintain social distancing when groups of children are singing (especially the class teacher if facing the singing class). Increase space where possible between pupils and families, and groups of children that don't normally mix.
- ☐ Singers should sing side to side preferably, not facing each other and maintain distance.
- ☐ Hand washing facilities or hand sanitiser freely available, but particularly on entry and before and after touching shared surfaces, such as stalls or games.

Cleaning surfaces:

- ☐ If using the same rehearsal space, then clean between each group presentation - allow time to air before concurrent use.
- ☐ 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 during your event.
- ☐ 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>

Communication:

- ☐ Communicate your plans with prospective attendees and train your staff on your COVID-19 procedures and expectations.
- ☐ Share your COVID-19 risk assessment with staff and venue owners, if relevant.
- ☐ Communicate to staff what to do if a person becomes symptomatic whilst at the event.
- ☐ Communicate with students, families, and other potential visitors what your expectations are around COVID mitigation procedures and behaviours.
- ☐ Display signage to encourage hand hygiene, social distancing and use of face coverings where appropriate.

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.
- ☐ We recommend an NHS Test and Trace QR code is visible alternatively, a different system for recording attendees' contact details (e.g., attendees register).
- ☐ After the event, warn and inform the community if a case has attended your event during their infectious period (2 days prior to symptoms or a positive test result).