



Keeping workers and audiences safe during COVID-19

In the Outdoor Event Industry in England

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Introduction

The UK is currently experiencing a public health emergency as a result of the COVID-19 pandemic. It is critical that employers, employees, the self-employed, volunteers and attendees take steps to keep everyone safe.

This document, effective from 11th July 2020, is to help employers, employees, volunteers and the self-employed, and their customers and attendees, in the outdoor event industry in England understand how to work safely *and keep their customers safe during this pandemic*, socially distancing from as many people as possible from outside of their household or support bubble, in line with the current laws and guidance. We hope it gives you freedom within a practical framework to think about what you need to do to continue, or restart, operations during the COVID-19 pandemic.

We understand how important it is to work safely and support your workers' and 'attendees' health and wellbeing (and that of other people who may be affected by your business, such as attendees at your events) during the COVID-19 pandemic and not contribute to the spread of the virus.

We know that many businesses of this type are currently closed for their usual service by [government regulation](#); we hope this guidance will be useful for those businesses as they develop new ways of working or to help prepare for the time when they are able to reopen. The government is clear that workers should not be forced into an unsafe workplace and the health and safety of workers and attendees, and public health, should not be put at risk.

We know many people are keen to return to contribute to volunteering.

Organisations have a duty of care to ensure, as far as reasonably practicable, that volunteers are not exposed to risks to their health and safety. This guidance around working safely during COVID-19 should ensure that volunteers are afforded the same level of protection to their health and safety as others, such as workers and customers.

This document has been prepared by the Events Industry Forum with input from the Department for Digital, Culture, Media and Sport (DCMS) and in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE).

Public health is devolved in Northern Ireland, Scotland and Wales. This guidance should be considered alongside local public health and safety requirements and legislation in Northern Ireland, Scotland and Wales. For advice to businesses in other parts of the UK please see guidance set by the Northern Ireland Executive, the Scottish Government, and the Welsh Government.

While this guidance applies to England, you should always consider whether there are local restrictions in place in your area. If so, you should first read the guidance relevant to your area as this may supersede guidance in this document. You can find information on the lockdown in Leicester [here](#).

Face coverings

Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.

Fire risk assessment

Please remember that when a building or space is repurposed - when there is any change in use or type or use or other circumstance - there needs to be a fire risk assessment.

Updates

We expect that this document will be updated over time. This version is up to date as of 9th July 2020. You can check for updates at www.eventsindustryforum.co.uk. If you have any feedback for us, please email jim@tesa.org.uk

This document is one of a set of documents about how to work safely in different types of workplace. This one is designed to be relevant for people who organise and work in the outdoor event industry and should be used in conjunction with the Purple Guide which sets out good practice and health & safety standards for outdoor events.

Organisers must ensure that the General Data Protection Regulation (GDPR) is observed, which will involve understanding suitable lawful bases, notifying people of any testing that is undertaken and completing a data impact assessment.

How to use this guidance

This document sets out guidance on how to open workplaces safely while minimising the risk of spreading COVID-19. It gives practical considerations of how this can be applied in the workplace for workers, volunteers, attendees and visitors. This guidance only relates to activities permitted by English law.

Each business will need to translate this into the specific actions it needs to take, depending on the nature of the business, including the size and type of business, how it is organised, operated, managed and regulated.

This guidance does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as a business or an employer you continue to comply with your existing obligations and legislation, including those relating to individuals with protected characteristics. It contains non-statutory guidance to take into account when complying with these existing obligations. When considering how to apply this guidance, take into account agency workers, contractors, volunteers, attendees, visitors and other people, as well as your employees.

Any reference to 'households' includes 'support bubbles' as defined in the Government guidance on [Meeting people from outside your household](#).

To help you decide which actions to take, you need to carry out an appropriate COVID-19 risk assessment, just as you would for other health and safety related hazards. As part of this risk assessment, you should understand and take into account the particular circumstances of those with different protected characteristics. This risk assessment should be done in consultation with unions or workers.

What do we mean by 'Outdoor Events'?

Outdoor events cover a wide range of organised activities, ranging from (but not limited to) small community events to classical and jazz concerts and from agricultural shows and public firework displays to circuses and corporate hospitality. Some events may include fixed structures, such as the use of cattle sheds at agricultural shows.

Outdoor events include:

- Air Shows
- Agricultural Shows (including town and country shows)
- Carnivals, Fun fairs, fetes, steam rallies and Community Fairs
- Car boot sales
- Circuses
- Display and Performing Arts including Street Art Events
- Firework Displays
- Flower Shows and Gardening Events

- Historical re-enactment events
- Literature Fairs / festivals
- Pet and Animal Shows
- Some music concerts (see below)
- Outdoor theatres and performing arts

Event organisers should take account of Government guidance on Performing Arts when organising outdoor events with live performances, which are permitted from 11th July. Singing and wind and brass playing should be limited to professional contexts only.

At this time, venues and event organisers should not permit indoor performances, including drama, comedy and music, to take place in front of a live audience. This is important to mitigate the risks of droplets and aerosol transmission - from either the performer(s) or their audience. **Indoor performances to a live audience are expected to resume after 1 August, subject to the successful completion of pilots, and provided prevalence remains around or below current levels.**

In addition, some large-scale concerts and festivals are unlikely to be feasible practically and economically under this current guidance (such as many of those represented by the Concert Promoters Association, The Association of Festival Organisers and the Association of Independent Festivals). Where permitted, some forms of smaller event, such as jazz and classical concerts, may be able to adapt to this guidance and manage social distancing. This guidance will remain under review with DCMS and will be revisited as the government regulation around social distancing and alert status evolves.

Where a mix of services may be offered within particular premises or an event, only those services that are permitted to be open should be available.

Where outdoor events are permitted to take place, social distancing should be maintained at all times between attendees who are from different households or support bubbles, and between attendees and staff and performers.

Social interactions should be limited to a group of no more than two households (indoors and out) or up to six people from different households (if outdoors).

It is against the law for gatherings of more than 30 people to take place in private homes (including gardens and other outdoor spaces), unless one of the exemptions set out in government Regulations applies.

Outdoor events, that are organised by businesses, charitable organisations, and public bodies, may have more than 30 attendees provided (i) they have carried out a thorough risk assessment and (ii) taken all reasonable steps to mitigate the risk of viral transmission, taking into account that risk assessment, in line with Covid-19 Secure guidance. This includes ensuring that social distancing between different households or support bubbles is maintained at all times, and between staff and performers. In particular, those operating venues or running events following COVID-

19 Secure guidelines should take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place.

Individual businesses or venues should also consider the cumulative impact of many venues re-opening in a small area. This means working with local authorities, neighbouring businesses and travel operators to assess this risk and potentially applying additional mitigations. These could include:

- Further lowering capacity - even if it is possible to safely seat a number of people inside a venue, it may not be safe for them all to travel or enter that venue.
- Staggering entry times with other venues and taking steps to avoid queues building up in surrounding areas.
- Arranging one-way travel routes between transport hubs and venues.
- Advising patrons to avoid particular forms of transport or routes and to avoid crowded areas when in transit to the venue.

Local authorities should avoid issuing licences for events that could lead to larger gatherings forming, or pressure on public and local transport, and provide advice to businesses on how to manage events of this type. If appropriate, the Government has powers under Schedule 22 of the Coronavirus Act 2020 to close venues hosting large gatherings or prohibit certain events (or types of event) from taking place, and a power under regulation 6 of the Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020 to restrict access to a public place.

This guidance should be read in conjunction with [The Purple Guide to Health, Safety and Welfare at Music and Other Events](#) and the [Circus Safety Toolkit Guide](#) as well as the following Guidance:

Issued by BEIS:

- [Retail Shops Guidance](#)
- [Foodservice \(including takeaway\)](#)

Issued by DCMS/ALB:

- [Performing Arts Guidance](#)

This guidance applies to the organisation of outdoor events. It will be relevant to anyone who has some degree of responsibility for the venue or the event. Where there is more than one responsible person or organisation – for example, the venue owner/operator, a person who has hired the venue for a period of time and the users of the venue – they will need to co-operate to ensure that they give proper consideration to this guidance.

1. Thinking about risk

Objective: That all those involved in organising and staging outdoor events carry out a COVID-19 risk assessment.

Development of a health risk assessment should form part of the overall event risk assessment.

COVID-19 is a public health emergency. Everyone needs to assess and manage the risks of COVID-19, and in particular businesses should consider the risks to their workers and attendees. As an employer, you also have a legal responsibility to protect workers and others from risk to their health and safety. This means you need to think about the risks they face and do everything reasonably practicable to minimise them, recognising you cannot completely eliminate the risk of COVID-19.

You must make sure that the risk assessment for your business addresses the risks of COVID-19, using this guidance to inform your decisions and control measures. You should also consider the security implications of any decisions and control measures you intend to put in place, as any revisions could present new or altered security risks that may require mitigation. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. If you have fewer than five workers, or are self-employed, you don't have to write anything down as part of your risk assessment. Your risk assessment will help you decide whether you have done everything you need to.

There are interactive tools available to support you from the Health and Safety Executive (HSE):

- [Managing risks and risk assessment at work](#)
- [Working safely during the coronavirus \(COVID-19\) outbreak](#)

Employers have a duty to consult their people on health and safety. You can do this by listening and talking to them about the work and how you will manage risks from COVID-19. The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. Involving them in making decisions shows that you take their health and safety seriously. You should consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by workers. As an employer, you cannot decide who the representative will be.

At its most effective, full involvement of your workers creates a culture where relationships between employers and workers are based on collaboration, trust and joint problem solving. As is normal practice, workers should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer.

Employers and workers should always come together to resolve issues. If concerns still cannot be resolved, see below for further steps you can take.

How to raise a concern:

- Contact your employee representative.
- Contact your trade union if you have one.
- Contact your local licensing authority.
- Use the [HSE form](#)
- Contact HSE by phone on 0300 003 1647.

1.1 Managing risk

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers should work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. In the context of COVID-19 this means protecting the health and safety of your workers and attendees by working through these steps in order:

- In every workplace, increasing the frequency of handwashing and surface cleaning.
- Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people socially distances wherever possible).
- Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take to reduce the risk of transmission between their staff.
- Further mitigating actions include:
 - Increasing the frequency of hand washing and surface cleaning.
 - Keeping the activity time involved as short as possible.
 - Using screens or barriers to separate people from each other.
 - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
 - Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

(Note: The above list is not finite and each business should consider if there are other mitigating factors which apply to their circumstances)

Risk assessments should carefully consider worker safety, especially of those working closely with many members of the audience.

Where the enforcing authority, such as the HSE or your local authority, identifies employers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they are empowered to take a

range of actions to improve control of workplace risks. For example, this would cover employers not taking appropriate action to ensure social distancing, where possible.

Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law. The actions the enforcing authority can take include the provision of specific advice to employers to support them to achieve the required standard, through to issuing enforcement notices to help secure improvements. Serious breaches and failure to comply with enforcement notices can constitute a criminal offence, with serious fines and even imprisonment for up to two years. There is also a wider system of enforcement, which includes specific obligations and conditions for licensed premises.

Employers are expected to respond to any advice or notices issued by enforcing authorities rapidly and are required to do so within any timescales imposed by the enforcing authorities. The vast majority of employers are responsible and will join with the UK's fight against COVID-19 by working with the Government and their sector bodies to protect their workers and the public. However, inspectors are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.

Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.

In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.

The recommendations in the rest of this document are ones you should consider as you go through this process. You could also consider any advice that has been produced specifically for your sector, for example by trade associations or trades unions.

If you have not already done so, you must carry out an assessment of the risks posed by COVID-19 in your workplace as soon as possible. If you are currently operating, you are likely to have gone through a lot of this thinking already. We recommend that you use this document to identify any further improvements you should make.

1.2 Sharing the results of your risk assessment

You must share information with your workforce about health and safety matters, including the risks identified by your assessment and the preventative and protective measures you intend to take to address those. If possible, you should consider publishing the results of your risk assessment on your website (and we would expect all employers with over 50 workers to do so). We would expect all businesses to demonstrate to their workers and attendees that they have properly assessed their

risk and taken appropriate measures to mitigate this. You should do this by displaying a notification in a prominent place in your business and on your website, if you have one. Below you will find a notice you should display in your workplace to show you have followed this guidance.



- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

1.3 Communication to customers / attendees

- You should provide written or spoken communication of the latest guidelines to both workers and customers inside and outside the venue.
- You should display posters or information setting out how customers should behave at your venue to keep everyone safe.

1.4 Collecting of customer data for test and trace

The opening up of the economy following the COVID-19 outbreak is being supported by NHS Test and Trace. You should assist this service by keeping a temporary record of your attendees for 21 days, in a way that is manageable for your business, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.

Many businesses that take bookings already have systems for recording their attendees – including restaurants, hotels, and hair salons. If you do not already do this, you should do so to [help fight the virus](#). We have worked with industry and relevant bodies to design a system in line with data protection legislation, details of which can be found [here](#).

2. Who should go to work

Objective: That those working on the event site are kept to the minimum necessary to deliver a safe event.

People who can work from home should continue to do so. Employers should decide, in consultation with their employees, whether it is viable for them to continue working from home. Where it is decided that workers should come into their place of work then this will need to be reflected in the risk assessment and actions taken to manage the risks of transmission in line with this guidance.

Steps that will usually be needed, include:

- Considering who is essential to be on the event site; for example, some administrative or marketing staff may not need to be on site and should work from home, if at all possible.
- Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.
- Keeping in touch with off-site workers on their working arrangements including their welfare, mental and social health and personal security.
- Providing equipment for people to work from home safely and effectively, for example, remote access to work systems.
- Planning for the minimum number of people needed on site to complete the work safely and effectively.
- Ensuring that those coming onto site are fit to work and are not suffering any symptoms of COVID-19 or otherwise feeling unwell.

2.1 Protecting people who are at higher risk

Objective: To protect clinically extremely vulnerable and clinically vulnerable individuals.

Clinically extremely vulnerable individuals have been strongly advised not to work outside the home during the pandemic peak and only return to work when community infection rates are low.

Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.

If clinically vulnerable individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). If they cannot maintain social distancing you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk, you must

take into account specific duties to those with protected characteristics, . Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.

Steps that will usually be needed:

- Provide support for workers around mental health and wellbeing. This could include advice or telephone support.
- See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.
- Ensure any changes to entries, exit and queue management take into account reasonable adjustments for those who need them, including disabled customers. For example, maintaining pedestrian and parking access for disabled customers.

2.2 People who need to self-isolate

Objective: To make sure individuals who are advised to stay at home under **existing government guidance** do not come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household or are in a support bubble with someone who has symptoms and those who are advised to self-isolate as part of the NHS **Test and Trace** service.

Steps that will usually be needed:

- Enabling workers to work from home while self-isolating if appropriate.
- See current guidance for [employees](#) and [employers](#) relating to statutory sick pay due to COVID-19.
- See [current guidance](#) for people who have symptoms and those who live with others who have symptoms.
- See [current guidance](#) for contacts with possible or confirmed Coronavirus (COVID19) infection who do not live with the person.

2.3 Equality in the workplace

Objective:

- Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.

Steps that will usually be needed:

- Understanding and taking into account the particular circumstances of those with different protected characteristics.
- Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them.
- Considering whether you need to put in place any particular measures or adjustments to take account of your duties under equalities legislation.

- Making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers.
- Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments.

Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.

3. Social distancing for workers

Objective: To maintain social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.

- You should maintain social distancing in the workplace wherever possible.
- 2m or 1m with risk mitigation (where 2m is not viable) are acceptable. You should consider and set out the mitigations you will introduce in your risk assessment.
- Where the social distancing guidelines for workers cannot be followed in full in relation to a particular activity, organisers should consider whether that activity needs to continue for the event to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between workers. Mitigating actions include:
 - Further increasing the frequency of hand washing and surface cleaning.
 - Keeping the activity time involved as short as possible.
 - Using screens or barriers to separate people from each other.
 - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
 - Reducing the number of people each person has contact with by using fixed teams or partnering (so each person works with only a few others).
- Social distancing applies to all areas, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing
- Social distancing measures should be applied wherever possible in relation to members of the public attending an event, especially, where there is direct interaction between them and those working on the site.
- Site access points for those working on site should be managed in respect of social distancing.
- Maintain good ventilation in the work environment. For example, opening windows and doors frequently, where possible.
- Particular attention needs to be applied to ingress and egress points to avoid crowding, including means for handling tickets and passes as well as how bag checking can be managed safely.

It should be noted that many outdoor events, such as large concerts and festivals, are unlikely to be feasible practically and economically under this current guidance (such as many of those represented by the Concert Promoters Association, The Association of Festival Organisers and the Association of Independent Festivals).

3.1 Coming to work and leaving work

Objective: To maintain social distancing wherever possible on arrival, before departure and on departure from work and to enable handwashing upon arrival.

Steps that will usually be needed:

- **Walk and cycle if you can. Where this is not possible, use public transport or drive.** If using public transport is necessary, wearing a face covering is mandatory, unless you are exempt for health, disability or other reasons.

- Maintaining use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them.
- Informing all those coming onto the event site to work, including delivery drivers and contractors appointed by traders and suppliers, of the event's health requirements – in advance, if possible.
- Consideration should be given to all those coming onto the site – other than the attendees – being required to sign a register or form confirming they are not suffering from COVID-19 symptoms or living in the same household or support bubble as someone who is unwell. Also, whether they share a household or accommodation with anyone in a vulnerable group who is self-isolating. If yes, they should not be allowed onto the site. Event organisers have a responsibility for the safety of all those on site, whether directly employed or not.
- The signing of the register/form needs to be risk assessed so that it can be done safely, preferably before they leave home on-line. It is the responsibility of their employer to ensure that this is done.
- Organisers should consider the details they gather on the register/form, for example a mobile phone number. Care needs to be taken to comply with the GDPR – see Introduction.
- Consideration should be given to creating an isolation/quarantine point, close to the entrance or exit, where anyone found to be unwell or at risk can be taken.
- Consideration should be given to getting any workers who are unwell off the site and home safely.
- Staggering arrival and departure times to reduce crowding at ingress and egress points, taking account of the impact on those with protected characteristics.
- Limiting passengers in shared vehicles, such as minibuses. This could include leaving seats empty.
- Reducing congestion, for example, by having more entry points to the site at larger events.
- Using markings and introducing one-way flow at ingress and egress points.
- Providing handwashing facilities (or hand sanitiser where not possible) at ingress and egress points.
- Managing check systems at ingress and egress points to avoid contact and maintain social distancing.

3.2 On-site Management

Objective: To minimise the risk of cross-contamination

- A suitably trained manager should be appointed to coordinate and oversee the implementation of health management on site, including development of a health risk assessment which should form part of the overall event risk assessment. This may fall within the remit of the event safety manager, if they are suitably trained.
- Anyone working on the event site who starts to feel unwell, or shows any symptoms of COVID-19, should immediately isolate themselves from other workers and either stay in isolation until medical assistance can be brought to them or leave the site altogether.
- Consideration should be given to creating an isolation/quarantine area (ideally close to medical facilities) from the start of construction through to the conclusion of breakdown.
- Those taken ill should report their illness to their supervisor/manager immediately and ask for a [COVID-19 test on the NHS website](#).

- Consideration should be given to sending home any co-workers who have been in close contact with the person taken ill, including those who have shared transport with them, particularly as it is known that some people can carry the virus and show no symptoms at all. Close contacts of COVID-19 cases should follow the [government advice and self-isolate for 14 days](#).
- Where close proximity working is unavoidable (e.g. some construction makes it impossible), consider alternative risk mitigation measures including more frequent hand washing and surface cleaning, minimising the time spent in close proximity, avoiding face-to-face working and using fixed teams.
- In situations where gloves are needed for safety reasons (e.g. for handling certain materials) workers need to be reminded of the risks of them carrying pathogens and should be advised not to touch other parts of their body while wearing them.
- All those working on site should be encouraged to wash their hands regularly (and particularly before and after eating, drinking or using the toilets) with soap and water for 20 seconds.
- Sufficient hand washing and sanitiser facilities should be easily accessible around the site throughout the event, from build-up to break down. The number required will depend on the event.
- Disposable towels or electric dryers should be used – never use cloth hand towels.
- Sanitisers should be antiviral with a high alcohol content.
- Workers should be advised of the risk of severe burns if alcohol sanitisers are still present on the skin near naked flames or sources of static electricity.
- Microphones, headphones, tools and personal equipment should not be used by different people without being disinfected between each use or quarantined for sufficient time.
- Where box offices, customer service kiosks or similar constructions are needed on site, staff working in them should be protected by screens.

3.3 Cleaning

Objective: To reduce the risk of COVID-19 being transferred through cross contamination and safeguard cleaning sites.

- Frequent cleaning of work areas and equipment between use, using normal cleaning products.
- Review the Performing Arts Guidance, for additional advice on handling musical instruments, technical equipment and other similar objects.
- Areas that are likely to be touching points for the public and workers, such as door handles, waste bin lids, tables and chairs etc. need to be regularly disinfected. Particular attention should be paid to areas where there is high traffic, such as backstage and all common areas.
- When cleaning after a known or suspected case of COVID-19 (for example in designated isolation/quarantine areas), [refer to specific guidance](#).

3.4 Toilets

Objective: To ensure that toilets are kept open and to ensure/promote good hygiene, social distancing, and cleanliness in toilet facilities. Public toilets, portable toilets and toilets inside premises and outside should be kept open and carefully managed to reduce the risk of transmission of COVID-19.

Steps that will usually be needed:

- Using signs and posters to build awareness of good handwashing techniques, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- Consider the use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).
- To enable good hand hygiene, consider making hand sanitiser available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water, liquid soap and suitable options for drying (either paper towels or hand driers) are available.
- Setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage.
- It is recommended that alcohol-based cleaning products are used when toilets are in use as these are effective for COVID-19 within 1 minute. Normal cleaning agents, which take longer deal with COVID-19 can be used for the final clean.
- Particular attention should be given to cleaning frequently hand-touched surfaces and consider use of disposable cloths or paper roll to clean all hard surfaces.
- Keep the facilities well ventilated, for example by fixing doors open where appropriate.
- Special care should be taken for cleaning of portable toilets and larger toilet blocks.
- Putting up a visible cleaning schedule can keep it up to date and visible.
- Providing more waste facilities and more frequent rubbish collection.

3.5 Communications & Training

Objective: To ensure all those operating on the site are kept aware of the need to stay safe.

- All those working on site should be provided with written guidance on the site's health (COVID-19) policy, ideally in advance of coming onto the site.
- The site health rules should form a key part of induction training.
- Induction training should take place in accordance with social distancing rules and preferably on-line in advance of workers coming onto site to minimise contact.
- If induction meetings are held on site they should be held outdoors, if possible, with social distancing in place.
- Particular attention should be given to briefing volunteers who might not be familiar with COVID-19 work practices.
- It is important that event organisers require all their contractors to follow their rules and ensure that their staff are suitably trained and briefed about them.
- Requiring contractors, volunteers and other workers to arrive on site early for a health safety briefing is advisable.
- Signage on site should be used to remind workers of the need to socially distance and to wash hands regularly.

3.6 Suppliers, Traders and Caterers etc.

Objective: To ensure the safety of all those working on site.

- Organisers should consider requesting that suppliers only send staff to event sites who have declared themselves well that day.
- Organisers should require suppliers to sanitize equipment before it is handed over on site.
- Organisers should provide suppliers with details of their COVID-19 policy/requirements and ask them to sign up to abide by these in advance of the event.
- Organisers should consider requiring all those with stands or operating in areas where they will have an interface with the public, to undertake a risk assessment and provide the organiser with details of how they will shield their staff and the public to minimise risk and maintain social distancing.
- Organisers may wish to provide guidelines for traders etc. but this should not be an alternative to traders providing their own risk assessments and thinking through the issues. This should include plans to move staff to a safe place and in isolation if they become unwell.
- Organisers should insist on a consistent approach throughout the event.
- Consideration should be given to avoiding pinch points when deciding on trader siting.
- All catering facilities should operate taking account of social distancing and, where possible, avoiding queues.
- Catering facilities should be required to operate to the standards required of foodservice operations generally and should comply with [appropriate foodservice and food retailing COVID-19 guidance](#)
- Encourage caterers to operate a click and collect service, possibly through an event app.
- If tables and chairs are provided, these should be suitably spaced, in line with social distancing requirements and frequently cleaned with suitable detergents/sanitiser.
- Where tables and chairs are being used, it is preferable for these to be placed outside.
- All food should be suitably covered.
- Any indoor food and drink service should use table service, where possible.
- Caterers should not be allowed to trade without suitable hand washing facilities.
- Where possible single use containers should be used and attendees should be encouraged to throw these in waste bins after use.
- Organisers should agree in advance working requirements for food suppliers, including controls on incoming goods etc.
- Any food sampling should be done in a way to prevent cross-contamination.
- Traders should follow the [guidance for retailing](#).
- Where exhibitors/traders share a structure, the Government's retail guidance should be followed, including one-way systems and signage etc., to maintain social distancing.
- Any activity which involves close contact, such as printed materials or a 'thank you' (for example, a badge for adopting an animal), should only be done in a way that is safe. Where items are offered in exchange for support, only do this where it can be collected from an appropriate distance and with hygiene measures in place (for example, through the availability of hand sanitiser).

3.7 Moving around the event site

Objective: To maintain social distancing as far as possible while people travel through the workplace.

Steps that will usually be needed:

- Reducing movement by discouraging non-essential trips within sites, for example, restricting access to some areas, or encouraging use of radios or telephones, where possible. These items require cleaning between users if multi-use.
- Introducing one-way flow through the site and structures.
- Providing floor markings and signage to remind both workers and attendees to follow social distancing guidelines, wherever possible.
- Regulating the flow of traffic areas.
- Managing pinch points to avoid crowding.
- Where vehicles such as golf buggies and mobility scooters are used by staff or visitors to get around events, consideration will need to be given to keeping these away from potential pinch points around shows. Regular cleaning of hired buggies and scooters after each use will be important.

3.8 Workplaces and workstations

Objective: To maintain social distancing between individuals when they are at their workstations.

Steps that will usually be needed:

- Reviewing layouts to allow workers to work further apart from each other. For people who work in one place, workstations should allow them to maintain social distancing, wherever possible.
- Assigning workstations to an individual as much as possible. If a workstation needs to be shared, it should be shared by the smallest possible number of people and touch points disinfected between users where possible.
- If it is not possible to keep workstations socially distanced, then organisers should consider whether that activity needs to continue for the business to operate and, if so, take all mitigating actions possible to reduce the risk of transmission.
- Using floor tape or paint to mark areas to help people maintain social distance.
- Avoiding people working face-to-face. For example, by working side-by-side or facing away from each other.
- Using screens to create a social barrier between people.
- Using a consistent pairing system if people have to work in close proximity. This applies, for example, to maintenance activities that cannot be redesigned.
- Minimising contacts around transactions, for example, considering using contactless payments where this is possible.

3.9 Performances, including rehearsals, training and preproduction

See Performing Arts Guidance.

3.10 Stages, dressing rooms and similar areas

See Performing Arts Guidance.,

3.11 Meetings

Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings

Steps that will usually be needed:

- Using remote working tools to avoid in person meetings.
- Only absolutely necessary participants should physically attend meetings and should maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).
- Avoiding transmission during meetings, for example avoiding sharing pens and other objects.
- Providing hand sanitiser in meeting rooms.
- Holding meetings outdoors or in well-ventilated rooms, whenever possible.
- For areas where regular meetings take place, use floor signage to help people maintain social distancing.

3.12 Common Areas

Objective: To maintain social distancing while using common areas.

Steps that will usually be needed:

- Staggering break times to reduce pressure on the staff break rooms or places to eat.
- Using safe outside areas for breaks.
- Installing screens to protect workers in receptions or similar areas.
- Providing pre-packaged meals or similar to avoid queuing and unnecessary contact with catering staff
- Configuring seating and tables to optimise spacing and reduce face-to-face interactions.
- Encouraging workers to remain on-site and, when not possible, to maintain social distancing while off-site.
- Considering use of social distance markings for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.

3.13 Accidents, security and other incidents

Objective: To prioritise safety during incidents.

Steps that will usually be needed:

- Considering the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations.

- Considering whether you have enough appropriately trained staff to keep people safe. For example, having dedicated staff to encourage social distancing or to manage security.
- For organisations who conduct physical searches of people, considering how to ensure safety of those conducting searches while maintaining security standards.
- Following [government guidance on managing security risks](#).
- In an emergency, such as an accident, provision of first aid, fire or break-in, people do not have to maintain social distancing if it would be unsafe.
- People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.

Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.

4. Keeping attendees safe

Where outdoor events are permitted to take place, social distancing should be maintained at all times .

4.1 Planning

Objective: To ensure that the size of audience, the arrangements and performances (where permitted) staged are consistent with ensuring safe distancing.

Risk assessments should specifically consider the maximum capacity for a given performance and the ability to manage audience behaviour to maintain social distancing. Capacity should be limited, based on the size of the event space and expectations of audience behaviour, to ensure that social distancing can be maintained. It should also be limited to avoid putting pressure on local and public transport.

Outdoor structures and ventilation

Marquees or tented structures where performance occurs in front of a live audience, such as tented circus events, should limit audience capacity so that social distancing can be maintained. They should also consider additional mitigations to reduce the risks of transmission, such as providing sanitisation points, asking audience members to use face coverings, and reminding the audience to avoid raising their voices.

Good ventilation can help reduce the risk of spreading coronavirus, so event organisers should focus on improving general ventilation, preferably through fresh air or mechanical systems.

Where possible, event organisers should consider ways to increase the supply of fresh air, for example, lifting or removing side walls from outdoor structures such as marquees **or using fans to circulate fresh air**. Side walls should be lifted or removed for any live performances with an audience, such as circus events.

Where any indoor spaces are used, particular attention should be given to ventilation and sufficient circulation space, especially around equipment and between individuals and fixed groups.

Steps that will usually be needed:

- Event organisers should ensure social distancing can be maintained at all times between attendees who are from different households or support bubbles, and between attendees and staff and performers.
- People should only be gathering at an event in groups of up to two households (including your support bubble). Social interactions should be limited to a group of no more than two households (indoors and out) or up to six people from different

households (if outdoors). It is against the law to gather in groups of more than 30 people, except for the limited circumstances as set out in law (see page 7).

- In these specific cases, those operating venues and event organisers should take additional steps to ensure the safety of the public and prevent large gatherings or mass events from taking place. Individual businesses or venues should consider the cumulative impact of many venues re-opening in a small area. This means working with local authorities, neighbouring businesses and travel operators to assess this risk and potentially applying additional mitigations. These could include:
 - Further lowering capacity - even if it is possible to safely seat a number of people inside a venue, it may not be safe for them all to travel or enter that venue.
 - Staggering entry times with other venues and taking steps to avoid queues building up in surrounding areas.
 - Arranging one-way travel routes between transport hubs and venues.
 - Advising patrons to avoid particular forms of transport or routes and to avoid crowded areas when in transit to the venue.
- Local authorities should avoid issuing licences for events that could lead to larger gatherings forming, or pressures on local and public transport, and provide advice to event organisers on how to manage events of this type. If appropriate, the Government has powers under Schedule 22 of the Coronavirus Act 2020 to close venues hosting large gatherings or prohibit certain events (or types of event) from taking place, and a power under regulation 6 of the Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020 to restrict access to a public place.
- Organisers should consider social distancing and factors such as avoiding pinch points when planning the event.
- Making attendees aware of, and encouraging compliance with, limits on gatherings, for example, on arrival or at booking.
- Organisers should consult with the relevant authorities and seek specialist advice to best evaluate impact, develop mitigating strategies and coordinate relevant external agencies if required.
- Particular consideration needs to be given to ingress and egress management, car parking, public transport, hand washing facilities and areas such as arenas, stages or demonstration sites where crowding could take place. Requirements for permanent structures will differ from green field sites.
- Evacuation plans will require careful consideration and are likely to be subject to scrutiny by authorities.
- Organisers, in consultation with those responsible for crowd management, should consider the need for social distancing and the risks of overcrowding when planning and, where necessary, restrict the numbers allowed on the site – or in a particular area – at any one time. Depending on the type of event, this may be best achieved through ticket numbers. However, for events where there is no ticketing, organisers will need to consider using other communications approaches, coupled with site stewarding, to manage the numbers attending.
- The expected interactions among participants occurring during the event will need to be considered and sufficient controls should be put in place to ensure social distancing is maintained.
- Activities or features that are likely to encourage audience behaviours increasing transmission risk, such as crowding, clustering and physical contact outside of household groups or support bubbles should be avoided and prevented.
- All venues and event organisers should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes – but is not limited to – refraining from activity, that may encourage shouting. This is because of the potential for increased risk of transmission – particularly from aerosol and droplet transmission.

- The risk of alcohol impairing social distancing should be managed through, where needed, controls on the purchase or consumption of alcohol (including alcohol brought by attendees on site or into the premises).
- Where there could be a risk from use of other substances, organisers should consult with the appropriate enforcement agencies and crowd management specialists.
- All events of over 30 people should be ticketed or otherwise controlled to ensure that Covid-19 secure guidance and government regulation is upheld. The numbers of tickets issued should ensure that social distancing can be maintained. Ticketing should also be used to support test and trace (see 1.4)
- All reasonable effort should be made to manage arrivals on site to avoid crowding and queuing, such as by ensuring that there are sufficient entrance points and advising attendees in advance which entrance to use.
- It is good practice for ticketed events to provide attendees with staggered arrival times and to provide barriered queuing systems that are marked out to encourage that social distancing is maintained between those queuing.
- Consideration will need to be given to managing family groups who may wish to remain closer than the required social distance but who, in doing so, may encourage others to cluster in a similar manner. Communication is key to this.
- Consideration should be given to planning car parking to allow sufficient spacing for the social distancing of occupants. This will be particularly important at events where attendees may gather around their vehicles during an event or make frequent visits to their vehicles to collect chairs, coats, drinks etc.
- Organisers should anticipate that with the public concerned about social distancing, more may travel to their event by car rather than using public transport. This may necessitate additional car parking arrangements.
- Advance ticketing should be considered to control parking. Alternatively, an A-Z or odd/even number approach might be used to stagger arrivals at car parks.
- Reconfiguring entertainment spaces to enable attendees to be seated rather than standing. For example, repurposing dance floors for attendee seating.

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 disabled people and that any COVID-19 related planning actions preserve existing accessibility, such as accessible car parking and access routes around a site.

4.2 Ingress and Egress

- Appropriate queuing systems should be deployed to manage social distancing at ingress points.
- Outside queues should be managed to ensure they do not cause a risk to individuals, other businesses or additional security risks, for example by introducing queuing systems, having staff direct attendees and protecting queues from traffic by routing them behind permanent physical structures such as street furniture, bike racks, bollards or putting up barriers.
- Advance ticketing should be encouraged, wherever possible, to minimise queuing.
- Those purchasing tickets at box offices should be encouraged to pay by card, contactless if possible. If cash is exchanged, hand washing facilities should be provided in these areas.
- On arrival, those checking tickets should ask attendees if they – or any member of their family – are suffering symptoms associated with COVID-19.
- Tickets should be designed for electronic scanning, if possible, to avoid the need for those checking to need to touch tickets.

- All reasonable effort should be made to maintain social distancing between staff and attendees at entrances. This should include requiring attendees to fit their own wrist bands etc. rather than this being done by members of staff.
- Where wrist bands are used, they should be passed to one member of the group arriving to minimise contact.
- People with symptoms of COVID-19, or who have been advised to self-isolate following contact with someone with symptoms of COVID-19, should be asked not to attend. Such individuals should be refused entry and asked to return home.
- Consideration should be given to providing advice on what people should do if they are unwell. This could be done by sending an advance email or printing on tickets etc.
- It is advisable to have an isolation/quarantine area near entrances where those refused entry can be taken until they can safely leave the site.
- In their pre-event communication, organisers should encourage attendees to bring the minimum of personal effects to the event in order to reduce bag search requirements.
- It is suggested that attendees are asked to empty bags into trays, if possible, to minimise the contact points for those carrying out checks.
- Hand washing and sanitiser stations should be available, and clearly signposted, around the event ingress and egress points.
- To avoid crowding, particularly around pinch points, at the conclusion of an event, organisers should consider the best way to manage exits given the structure and layout of the site.
- Extra stewarding/marshalling may be needed at key pinch points and care should be taken to remove any barriers at exits that might cause crowding. This should be considered as part of the event's crowd management plan, in consultation with those responsible for managing security and marshalling etc.

4.3 On site Management

- Management of crowd density points, such as where people stop to watch displays, should be considered as part of this planning to ensure social distancing can be maintained.
- Signage should be used on the approach to and around the event site to remind attendees of the need for social distancing and to clearly direct them to facilities such as hand washing locations and quarantine areas.
- Throughout the event, event staff should be used to encourage those attending to maintain the basic rules of social distancing, particularly around potential pinch points.
- Announcements should be made frequently to encourage attendees to respect distancing measures.
- Organisers should establish quarantine areas on site which can be used to isolate staff or members of the public that may become ill during the event and consideration should be given to providing suitable qualified medical staff at these points.
- Those with symptoms should be sent home and asked to request a COVID-19 test through the NHS Test and Trace service.
- Occupancy of toilets and similar areas needs to be carefully managed to avoid crowding and to allow for social distancing. Ideally a member of staff should be appointed to manage these areas and queuing systems should be clearly defined to maintain distancing and to keep those entering/leaving coming too close.
- Frequent cleaning of waste these spaces needs to be undertaken with suitable detergents and sanitisers, with particular attention paid to touch points such as taps, door handles etc.
- Ample stocks of alcohol sanitisers and wash facilities should be available in these locations.

- Frequent clearing of bins and waste from around the event site is important and those responsible should be provided suitable personal protective equipment and should be trained to clean surfaces around bins etc. that may be touched by the public, using a suitable detergent or sanitiser.
- Demonstration areas should be managed to discourage crowding, where possible using barriers or seating to manage social distancing.
- All seating arrangements should be managed to ensure the maintenance of social distancing. Key principles to follow for seating include:
 - Audiences should be seated as individuals or groups from the same household or support bubble;
 - These individuals and groups should maintain social distancing;
 - Seating and space for those requiring disabled seating or wheelchair space should be considered within the social distancing arrangements with due regard to accessibility responsibilities under the Equality Act 2010;
 - Providing allocated seating and managing seating plans through ticketing systems or manually to ensure social distancing is maintained;
 - If unallocated seating is provided, installing seat separation or labelling seats which should not be used, or deploying staff to support the audience in adhering to social distanced seating;
 - It is expected that guests will take responsibility for their own and others' welfare and abide by social distancing in seated areas. Staff should nevertheless be deployed to ensure that these measures are being observed. This may include increased checks and supervision, in particular before and at the end of each performance.
- Attendees who are accompanied by children should be reminded that they are responsible for supervising them at all times and should follow social distancing guidelines.
- Consider having clearly designated positions from which event staff can provide advice or assistance whilst maintaining social distance.
- Traders should discourage attendees from handling products, if at all possible, and should use display systems to avoid this.

4.4 Emergency Egress

Objective: To minimise the risk to both workers and attendees in the case of an emergency

- In planning the event site, consideration needs to be given to evacuating attendees in case of emergency in such a way as to maintain social distancing, where possible.
- Consideration might be given to multiple exit points and providing spaces where crowds can gather with space for social distancing.
- Sufficient trained security/marshalling staff need to be available at exit points to manage the exiting crowd.
- Planning for emergency egress should be undertaken as part of the event risk assessment and in full consultation with those responsible for crowd management.
- The priority should be maintaining public safety.

4.5 Community Assurance

Objective: To provide assurance to local communities around events

- Organisers should be aware that local communities are wary of visitors and the risks they perceive they pose to bringing infection into the area.
- Organisers should work to reassure communities of the steps they are taking to keep everyone safe.

5. Personal Protective Equipment (PPE) and face coverings

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It includes respiratory protective equipment, such as face masks.

Where you are already using PPE in your work activity to protect against nonCOVID-19 risks, you should continue to do so.

At the start of this document we described the steps you need to take to manage COVID-19 risk in the workplace. This includes working from home and staying socially distanced away from each other in the workplace if at all possible. When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE. For example, first responders and immigration enforcement officers. If you are in one of these groups, you should refer to the advice at:

- [COVID-19: personal protective equipment \(PPE\) plan](#)
- [COVID-19: cleaning in non-healthcare settings](#)

Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you should provide this PPE free of charge to workers who need it. Any PPE provided should fit properly.

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

Face coverings are currently mandatory on public transport and will be mandatory in shops and supermarkets from 24th July 2020. People are also encouraged to wear face coverings in enclosed public spaces where there are people they do not normally meet. Relevant [guidance on facing coverings](#) is available on [GOV.UK](#)

A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, should continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.

It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

~~Wearing a face covering is optional and is not required by law, including in the workplace.~~ If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- When disposing of face coverings (and PPE) people should do so in a 'black bag' waste or litter bin. Face coverings or PPE should not be put in a recycling bin or dropped as litter.
- Businesses should provide extra bins for staff and customers to dispose of single use face coverings and PPE, and should ensure that staff and customers do not use a recycling bin. Full details of how to dispose of personal or business waste during the coronavirus pandemic can be found at <https://www.gov.uk/>
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with Manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

You can make face-coverings at home and can find guidance on how to do this and use them safely at - [How to wear and make a cloth face covering](#).

6. Workforce Management

6.1 Shift patterns and working groups

Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.

Steps that will usually be needed:

- As far as possible, where workers are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.
- Identifying areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones.
- Creating zones to separate groups, for example those who work front of house (such as sound operators) from other production team members and performers.
- Ensuring that where things have to be passed to others, where possible, they are appropriately sanitised.
- Where an individual is operating on a peripatetic basis, such as a freelance musician or choreographer, and operating across multiple groups or individuals: Maintaining distancing requirement with each group;
 - Avoiding situations where distancing requirement is broken, for example a choreographer demonstrating partnering work in dancing;
 - Making efforts to reduce the number of groups interacted with and locations worked in, to reduce the number of contacts made;
 - Considering a regular private testing programme with an accredited provider.

6.2 Work-related travel

6.2.1 Cars, accommodation and visits

Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.

Walk and cycle if you can. Where this is not possible, use public transport or drive. If using public transport is necessary, wearing a face covering is mandatory, unless you are exempt for health, disability or other reasons.

Steps that will usually be needed:

- Minimising non-essential travel – consider remote options first.
- Minimising the number of people outside your household or support bubble travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.
- Cleaning shared vehicles between shifts or on handover.
- Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.

6.2.2 Deliveries

Objective: To help workers delivering to the event site maintain social distancing and maintain hygiene practices.

Steps that will usually be needed:

- Putting in place procedures to minimise person-to-person contact during deliveries.
- Minimising contact during exchange of documentation, for example by using electronically signed and exchanged documents.
- Staggering deliveries to avoid queuing at ingress and egress points.

6.3 Communications and training

6.3.1 Returning to work

Objective: To make sure all workers understand COVID-19 related safety procedures.

Steps that will usually be needed:

- Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.
- Engaging with workers, contractors, suppliers, volunteers, traders and all those working on the event site through existing communication routes to explain and agree any changes in working arrangements.
- Developing communication and training materials for workers prior to coming onto the event site, especially around new procedures for arrival at work.

6.3.2 Ongoing communications and signage

Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.

Steps that will usually be needed:

- Ongoing engagement with workers, contractors, suppliers, volunteers, traders and all those working on the event site to monitor and understand any unforeseen impacts of changes to working environments.
- Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).
- Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.
- Using visual communications, for example signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.

- Communicating approaches and operational procedures to suppliers, contractors, volunteers, traders and all those working on the event site to help their adoption and to share experience.

Reviewing external messaging to visitors and attendees to make sure it does not provide information that may present a security risk, such as the location of queues or the number of people permitted in a queue.

7. Inbound and outbound goods

Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations.

Steps that will usually be needed:

- Scheduling/pre-booking delivery times, wherever possible.
- Consider ways of avoiding queuing and congestion by creating separate off-site holding areas for deliveries.
- Revising pick-up and drop-off collection points, procedures, signage and markings.
- Eliminating unnecessary contact at ingress and egress points.
- Where possible and safe, having single workers load or unload vehicles.
- Where possible, using the same pairs of people for loads where more than one is needed.
- Enabling drivers to access welfare facilities when required, consistent with other guidance.
- Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing driveaways.

Making sure that hand hygiene facilities are available for drivers coming onto the site.

8. Considerations for events involving animals and show rings

DEFRA Animal health licensing and regulations: Organisers should consider how these requirements can be managed to maintain social distancing and the safety of those involved in handling animals. Due to the biosecurity regulations for animal areas, disinfectant and hand washing points are already enhanced and the use of hand sanitizer in these areas is prohibited.

Ring Events and similar areas: Consideration needs to be given to managing crowds gathering around rings where livestock are on show and displays take place. It will be important to provide guidance on social distancing in these areas. This may involve marking out spectator viewing points and creating tiered viewing points to help people see from further back. Access to viewing points to maintain distancing needs to be considered. It may be that some of these events will not be able to take place while social distancing is in place.

Small Animal Shows etc.: A feature of many shows are the small animal marquees where visitors can walk round and see the animals that are being judged. Social distancing rules need to be applied in these areas with clear signage directing people in one-way system around exhibits, much as they would follow signage in a supermarket. The petting of the animals in these situations also needs to be assessed separately as it could provide a contact point for passing on the virus.

Horses and Stabling: All reasonable precautions need to be taken to avoid cross contamination where stables and other areas are used by more than one person.

Non-cleanable surfaces: Some materials used at events involving livestock, such as wood, are not disinfectable. The erection of these areas should be managed to minimise cross-contact between workers and consideration should be given to using other materials at points (such as gates) that are likely to be touched by workers or the public. Covering these areas with a disinfectable material might be considered. [See PHE guidance.](#)

For green field events:

See the following:

- [COVID-19: Cleaning historic surfaces](#) (Historic England)
- [Coronavirus \(COVID-19\): advice on accessing green spaces safely](#) (DEFRA)

9. Where to obtain further guidance

- [COVID-19: What you need to do](#)
- [Support for businesses and employers during coronavirus \(COVID-19\)](#)
- [General guidance for employees during coronavirus \(COVID-19\)](#)
- [Guidance on staying alert and safe \(social distancing\)](#)

Appendix Definitions

Common Areas

The term 'common area' refers to areas and amenities which are provided for the common use of more than one person including canteens, reception areas, meeting rooms, areas of worship, toilets, gardens, fire escapes, kitchens, fitness facilities, storerooms, laundry facilities.

Clinically extremely vulnerable

Clinically extremely vulnerable people will have received a letter telling them they are in this group, or they will have been told by their GP. Guidance on who is in this group can be found at:

- [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

Clinically vulnerable people

Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section at:

- [Staying alert and safe \(social distancing\)](#)

Support Bubble

Definition of 'Support Bubble': *'The term 'support bubble' refers to single adult households, where adults live alone or with dependent children only, expanding their support network so that it includes one other household of any size. Further guidance on this can be found at:*

- [Meeting people from outside your household](#)