EVENT GUIDANCE

Event Guidance

This guidance is for those who provide indoor and outdoor attractions and events, including events planned on private and Council-controlled land and buildings.

Events can be planned and organised on private land if they follow Government guidance to ensure that the event is Covid-19 Secure, and abides by current legislation.

At present, Wakefield Council are not allowing events on land or in buildings controlled by them. This is subject to review and may change. Those planning to hold an event on Council land or in Council buildings should regularly check the Wakefield Council website http://www.wakefield.gov.uk

Events cover a wide range of organised activities, ranging from (but not limited to) small community events to large 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. Events also include, but are not limited to:

- Air Shows
- Agricultural Shows (including town and country shows)
- Carnivals, funfairs, 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
- Outdoor theatres and performing arts
- Pet and animal shows
- Physical activity and leisure events e.g. organised runs, charity events
- Some music concerts (see below)

Government has now allowed the restart of outdoor and indoor events provided Covid-19 Secure Risk Assessments are undertaken with the appropriate control measures and mitigations put in place to reduce the risk of Covid-19 infection.

While this applies to England, you should always consider whether there are local restrictions in place in the area where your event/proposed event is taking place.

It is the responsibility of any event organiser who wishes to host any form of event to check https://www.gov.uk/coronavirus for the latest Government guidance on Covid-19 to ensure they can plan and run an event in line with Covid-19 Secure measures. Event organisers are also advised to check local infection rates or any local restrictions by checking the Council's website. https://www.wakefield.gov.uk

Event organisers should pay particular attention to changes in relation to Test and Trace, face coverings and managing audiences. Event organisers should also keep up to date with the implications of any local or national restrictions that may be brought in to tackle increases in the prevalence of the virus, and what that means for the event/planned event.

This will apply to all types of events.

Event organisers should take account of the relevant guidance provided by Government and other bodies, not only in relation to their sector but also the provision of entertainment and events, such as:

- **Events and visitor attractions:**
  https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy
- **Performing arts**:
  https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts
- **Restaurants, pubs, bars and takeaway services:**
  https://www.gov.uk/guidance/working-safelyduring-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery
- **Elite sport - return to competition: safe return of spectators**:
  https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/elite-sport-return-to-competition-safe-return-of-spectators
- **Social Distancing at sports grounds:**
  https://sgsa.org.uk/planning-for-social-distancing-guidance-published
- **Community centres/venues:**
  https://www.gov.uk/government/publications/covid-19-guidancefor-the-safe-use-of-multi-purpose-community-facilities
- **Social distancing**:
  https://www.gov.uk/government/publications/staying-alert-and-safesocial-distancing
- **UK Hospitality:**
  https://www.ukhospitality.org.uk/page/UKHospitalityGuidanceforHospitality
- **Events Industry Forum:**
  https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19
- **Outdoor events guidance**:
  https://www.local.gov.uk/covid-19-outdoor-events-guidance
- **Guidance for Department for Digital, Culture, Media and Sport (DCMS) sector**s:
  https://www.gov.uk/government/collections/guidance-for-dcms-sectors-in-relation-to-coronavirus-covid-19

Wakefield Council provide event organisers with information to assist with hosting a Covid-19 Secure event via the Wakefield Safety Advisory Group (SAG). The SAG is there to support event organisers through the planning process and give them advice that will promote public safety.

Making an application to host an event?

If you are an event organiser planning an event in Wakefield district and you wish to use Council-controlled land or buildings, you should apply to the Wakefield SAG using the appropriate application form:
http://www.wakefield.gov.uk/events-and-culture/events/organising-an-event

Application to the Wakefield SAG will allow you to receive up-to-date advice and recommendations from public sector professionals in relation to public safety and Covid-19 safety at events and also ensure that the appropriate licences and permissions can be sought. There is also guidance around what is required in a Covid-19 Secure Risk Assessment.

As an event organiser, you should also consider the following as part of your events plan, and update your Risk Assessment to take account of:

- The maximum capacity/audience numbers and the ability to manage the numbers of those attending to avoid compromising social distancing.

- Potential for staging events at different times to avoid pinch points.

- Reconfiguration of indoor and outdoor event spaces to allow social distancing.

- Managing any extra external queueing that may be needed and avoiding the congregation of crowds.

- The use of separate access and exit points and the possible use of a marked one way system.

- Guidance around ventilation for indoor and outdoor settings - see Government guidance documents highlighted above.

- The impact on local transport, including parking, use of public transport and flows of people through the local area and getting to the venue.

- Guidance around retail purchases such as programmes and merchandise - see Government guidance for shops and branches highlighted above.

- Behaviours that increase the risk of aerosol transmission; for example loud background music that encourages shouting or people raising their voices, such as group singing or chanting.

- Providing signage which details the social distancing measures, one way systems, hand hygiene and if face coverings should be worn.

- Provision of hand hygiene such as washing or sanitisation facilities at key points.

- Security implications of any changes you intend to take in response to Covid-19. This may include fencing outdoor events to prevent access and control numbers.

- If 2m social distancing cannot be achieved and 1+m will be used, what additional control measures will be required such as not seating people face-to-face but back-to-back or side-to-side, or the use of face coverings.

If you intend to use private land or buildings we strongly advise you to also apply to the SAG.

Details of the application process can be found at:

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

How large can an audience be?

- Current Government guidance states that social interactions should be limited to a group of no more than 6 people indoors or outdoors.

- Events organised by businesses or charities that are following Covid-19 Secure guidelines can host larger groups, provided they take reasonable steps to mitigate the risk of transmission, in line with Covid-19 Secure guidance and including completion of a Risk Assessment. Further guidance on the completion of a risk assessment can be found in the various guidance mentioned previously.

- Social distancing between different households or support bubbles should be maintained at all times, and between staff and performers.

- Events should consider reducing site, premises or venue capacity and limiting ticket sales to a volume which ensures social distancing can be maintained. Where possible, encourage guests to purchase tickets online and to use e-ticketing. Where this is not the case, encourage contactless payment.

- Free, open, unticketed and unfenced events will need to demonstrate a reasonable approach to control numbers if too many people begin to arrive and staff will need to encourage social distancing.

- Although this is not a requirement for outdoor events, it is suggested that organisers should assist Test and Trace by keeping a temporary record of 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.

Other steps you could consider to manage those attending events and social distancing:

- Provide space for staff and other attendees to be socially distanced from each other and from any crowd, production team members or other individuals wherever possible.

- Provide a protective screen around sound and lighting desks or stationary staff points.

- Manage scheduling so that audiences or crowds for different performances/events are not using the site, premises or venue at the same time in a way that compromises adherence to social distancing, and to allow for adequate cleaning.

- Provide sufficient circulation space, especially around equipment and between groups.

- Communicate the arrangements beforehand with customers and supervise with additional staff if appropriate.

- Areas that are likely to be touching points for the public and workers, such as door handles, hand rails, 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.

- Ensuring seating is available for only 6 people, or more than 6 if from one household or bubble.

- Having regular cleaning of seating or rides throughout the event and at both the start and end of the event.

- General advice on cleaning for Covid-19 can be found at: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

What other steps should I take to keep audiences safe?

- When members of the public are attending events, organisers should ensure that steps are taken to avoid audiences needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult, for example during intervals. This also applies to funfair rides and event organisers should consider using rides that do not encourage screaming or shouting or the use of loud background music.

- Discourage or avoid activities or features that are likely to encourage audience behaviours increasing transmission risk, such as crowding, clustering, communal dancing and physical contact.

- Steps should be taken to manage groups who remain closer than the required social distance and who, in doing so, may encourage others to cluster in a similar manner. Communication is key to this.

- Consider allowing guests to pre-order and collect refreshments and other retail merchandise and items for use, such as picnic blankets or seating, at designated points throughout the premises to maximise social distancing and reduce pinch points. Also make sure appropriate hygiene measures are in place, particularly for items that are offered for reuse.

- 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.

Use of face coverings

In England face coverings must be worn indoors, if you can, in entertainment venues, including theatres and concert halls. However, face coverings are not currently required in hospitality settings, including restaurants with table service, bars, and pubs, or in outdoor settings. Government has the power to mandate the use of face coverings in other venues and locations in response to local outbreaks. Please keep checking https://www.gov.uk for the most up to date advice on entertainment, and here in terms of use of face coverings: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-makeyour-own

The use of face coverings may also be considered where 2 metre social distancing cannot be maintained but this should be used in addition to other measures such as not seating people face-to-face to achieve the 1m+ distance. This can be applied outdoors in addition to indoor settings.

Larger events

If you are planning any larger scale events you can find guidance produced by the Events Industry Forum here:

https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiencessafe-during-covid-19

Other useful information

The Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations 2020 gives Local Authorities the powers to give a direction imposing prohibitions on event organisers from holding an event or to cancel an event and applies to both outdoor and indoor settings. Event organisers can be prosecuted for failing to follow a direction under these regulation. There are also rights to appeal any direction to the Magistrates' Courts which should be lodged as soon as possible and, where possible, submitted within the 7-day review period. Further details can be found here:

https://www.gov.uk/government/publications/local-authority-powers-to-impose-restrictions-under-coronavirus-regulations/local-authority-powers-to-impose-restrictions-health-protection-coronavirus-restrictions-england-no3-regulations-2020

A simple guide for managing entertainment noise, e.g. live music, DJs, karaoke, which helps managers of pubs, clubs and other places who provide entertainment to manage noise and avoid complaints from neighbours, can be found here: http://www.wakefield.gov.uk/Documents/bins-environment/ environmental-health/pollution/guide-for-managing-entertainment-noise.pdf

Other organisations that are potential sources of event-specific Covid-19 related information are:

- **Association of Event Organisers** has specific guidance for the outdoor arts sector: https://www.aeo.org.uk/covid-19

- **Emergency Exit Arts** are also hosting webinars and providing information: https://eea.org.uk

- **Events Industry Forum** have created a guide to keeping workers and audiences safe during COVID-19: https://www.eventsindustryforum.co.uk

- This 60 minute online course from **WorldHost** can empower your staff to keep customers and colleagues safe beyond COVID-19 and drive positive behaviours in a rapidly changing customer facing environment: https://www.skillsplatform.org/courses/7720-worldhost-2020-keeping-customers-safe-covid-19

- Guidance for cultural sector re-opening gathered by Arts Council England: https://www.artscouncil.org.uk/covid-19/covid-19-government-reopening-guidance

- Funding is also available to apply for via Arts Council England: https://www.artscouncil.org.uk/funding/CRFgrants#section-1

- **NEXSTART** (National Exit Strategy Advice & Response Team) are a group of industry leaders providing advice for the hospitality and entertainment industry: https://www.nexstart.co.uk/file-share

- **Production Services Association Tour Production Group** have produced: https://www.artscouncil.org.uk/funding/CRFgrants#section-1

- **Equity** have provided guidance for returning to work in live performance: https://www.equity.org.uk/news/2020/july/returning-to-outdoor-work-in-live-performance-guidance-for-equity-members

- **UK Hospitality guidance** for the Visitor Economy: https://www.ukhospitality.org.uk/page/UKHospitalityGuidanceforHospitality

- **Run Britain** have provided advice for sporting race organisers: https://www.runbritain.com/covid-19-uk-road-race-guidance

- **One Dance UK** have information and webinars for returning to dance: https://www.onedanceuk.org/programme/return-to-dance/?utm_source=One+Dance+UK&utm_campaign=36eefaf7a8-EMAIL_CAMPAIGN_2019_08_19_12_01_COPY_01&utm_medium=email&utm_term=0_f4ae144224-36eefaf7a8-144479885

- **England Athletics** for general advice on athletics events and planning: https://www.englandathletics.org

- **The Kennel Club:** https://www.thekennelclub.org.uk for those wishing to organise dog shows or The Governing Council of the Cat Fancy: https://www.gccfcats.org for cat shows

- **The Showman's Guild** for some travelling funfairs: https://showmensguild.co.uk

Legal Disclaimer:

It is the responsibility of the event organiser to comply with all relevant law and guidance and to ensure the event is conducted safely. Sign off by the Safety Advisory Group (SAG) does not imply that the Council or any of the SAG partners have approved the event or accepted any liability for injury to or loss by any participants.

Neither Wakefield Council nor any of the Participants in the SAG accept any liability for loss to event organisers arising from the cancellation of or adjustment to any events or event plans after they have been signed off by the SAG arising from changes in national law, guidance or practise.

CORONAVIRUS NOTE: the UK is currently experiencing a pandemic of coronavirus (Covid-19). Powers have been given to Local Authorities to prevent events and use of public spaces. Sign off by the SAG does not indicate that Local Authority agrees that the event is Covid-19 Secure and does not prejudice any subsequent use of these or any other enforcement powers before, during or after the event.