

**Health Protection,  
including COVID-19, Event Guidance**

Information correct at 05.04.22

This guidance provides an update to previously issued guidance to reflect the most recent changes in policy and should be used by all event organisers in North Yorkshire. If you require further support with any of the information contained, please get in contact with your District or Borough council who sent this information to you. The event organiser must remain alert to changes in legislation and guidance.

From 1 April 2022, whilst the requirement for explicit COVID-19 risk assessments has ended, we continue to recommend that COVID-19 is considered in your risk assessment alongside other health measures. Your risk assessment should be updated regularly and remain dynamic and reflect the recommendations made below. You should continue to consider the needs of employees and visitors who are at greater risk from COVID-19 and put in mitigations to protect them.

*Employers should continue to comply with the requirements for cleaning, ventilation and welfare facilities in the Workplace (Health, Safety and Welfare) Regulations 1992 or the Construction Design and Management Regulations 2015 to control occupational health and safety risks. Employers should consider the specific conditions of individual places of work and comply with all applicable legislation, including the Health and Safety at Work Act 1974.*

1. Review the guidance on [Running events safely](#) by the Health and Safety Executive.
2. Follow the steps set out in the Health and Safety Executive's guidance on [how to do a risk assessment](#) to consider COVID-19 and other respiratory infections and health hazards.
3. Read and implement measures outlined within the [Reducing the spread of respiratory infections, including COVID-19, in the workplace](#) and [Living Safely with respiratory infections, including COVID-19](#) guidance.
4. Employers, event organisers and staff should follow the Government guidance for [people with symptoms of a respiratory infection including COVID-19](#). Staff or attendees who have [symptoms of a respiratory infection](#), such as COVID-19, and have a high temperature or do not feel well enough to go to work or carry out normal activities, should not attend any event and stay at home and avoid contact with other people.
5. Continue to identify poorly ventilated spaces and take steps to improve fresh air flow. Ventilation helps to reduce transmission of COVID-19 and other respiratory infections such as influenza (flu). Ensure you have adequate ventilation especially in enclosed spaces, areas where people congregate, or at large events with lots of mixing. Ventilation can be natural (windows, doors and vents), mechanical (fans and ducts), or a combination of both.
  - a. Look for areas where people are usually present for an extended period of time, and where there is no mechanical ventilation and no natural ventilation (such as open windows, vents or doors). Use a carbon dioxide (CO<sub>2</sub>) monitor to measure the level of ventilation.
  - b. Ventilate spaces during and between groups. Keep windows and doors open, move activities outside, and monitor CO<sub>2</sub> levels where this is possible.
  - c. The Health and Safety Executive provides [guidance on how to assess and improve ventilation](#) in line with health and safety requirements under Workplace (Health, Safety and Welfare) Regulations 1992. Detailed COVID-19 specific guidance for workplaces and public buildings is provided by the [Chartered Institution of Building Services Engineers \(CIBSE\)](#) for those who wish to put additional measures in place.
6. Communicate to all attendees, potential attendees, staff and other visitors **before** and **during** your event. When holding an event you set the rules and expectations for attendees. You should outline

clearly the expectations and code of conduct expected for staff and visitors at the time of ticket purchase and regularly before and during the event.

- a. Highly visible signage and communications should be displayed throughout the event to include messages encouraging hand washing, keeping a respectful distance, and promoting other measures, which may include limiting the number of individuals who congregate in areas or recommending face covering use in congested areas.
  - b. Encourage attendees, and staff, to follow good hand hygiene practices to reduce transmission of COVID-19 and other viruses. Visible hand sanitising stations should be located throughout the event, at all entrance and exit points and any 'high touch point' areas.
  - c. Set text that should be communicated and shared –
    - i. People going to events should follow the national guidance [Living safely with respiratory infections, including COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19) and not attend if you have a high temperature and/or are unwell.
    - ii. We encourage you to wear a face covering, particularly indoors and in crowded spaces.
    - iii. Keep a respectful distance between yourselves and people who are not in your group.
    - iv. You must adhere to any safety measures in place at the event including any directions given by stewards or staff during the event.
    - v. You should continue to maintain good hand hygiene and wash your hands regularly.
7. Close prolonged contact of groups should be reduced where possible. This includes areas such as queues, bars, indoor attractions etc.
- a. Implement a booking system for the event itself and or main attractions with time slots to prevent overcrowding and queueing. Indicate 'how long' it will be until the next available space to give attendees the opportunity to move to a quieter area and return later. Consider the impact of close contact and mixing of people in spaces with reduced ventilation or at increased risk of crowding. Move activities to less crowded / outdoor areas.
8. Continue to implement regular stringent cleaning regimes. It's especially important to clean surfaces that people touch a lot.

**Links to guidance referred throughout and additional supporting information:**

- Guidance on running events safely - <https://www.hse.gov.uk/event-safety/index.htm>
- Living safely with respiratory infections, including COVID-19 - <https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19>
- People with symptoms of a respiratory infection including COVID-19 - <https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>
- Coronavirus (COVID-19) symptoms - <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/>
- Reducing the spread of respiratory infections, including COVID-19, in the workplace - <https://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace>
- Coronavirus national data - <https://coronavirus.data.gov.uk/details/interactive-map/cases>
- North Yorkshire events information - <https://www.northyorks.gov.uk/guidance-events>

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