

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 the requirement for explicit COVID-19 risk assessments may end. However we will continue to recommend that COVID-19 is considered in your risk assessment. 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.

1. Follow the steps set out in the Health and Safety Executive's guidance on [how to do a risk assessment](#) and [how to assess COVID-19 risks](#).
2. Employers, event organisers and staff should follow the Government guidance for those with COVID-19. People who have COVID-19 are no longer legally required to self isolate. Staff or attendees who have any of the [main symptoms of COVID-19](#), or a positive test result, should not attend the event and should follow the public health advice to stay at home and avoid contact with other people.
3. 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 (CO₂) monitor to measure the level of ventilation.
 - b. Ventilate spaces during and between groups. Keep windows and doors open, move activities outside, and monitor CO₂ levels where this is possible.
 - c. Read more about Ventilation including how to improve ventilation and to identify poor ventilation and associated risks at <https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions#ventilation-1> and <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>.
4. 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 for COVID-19 in place at the time of attending. You should check for symptoms of COVID-19 (a high temperature new and persistent cough, or a loss/change in sense of taste or smell) **before** travelling to the event.
- ii. Anyone with a positive test result must stay at home, and household members should follow [national guidance for close contacts](#). You **must not** attend this event if you have symptoms or test positive for COVID-19.
- iii. We encourage you to wear a face covering, particularly indoors and in crowded spaces.
- iv. Keep a respectful distance between yourselves and people who are not in your group.
- v. You must adhere to any safety measures in place at the event including any directions given by stewards or staff during the event.
- vi. You should continue to maintain good hand hygiene and wash your hands regularly.

For more information on communicating with customers visit -

<https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions#customers-1> and to access communication assets please visit - <https://coronavirusresources.phe.gov.uk/covid19-response/resources/>

5. 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.
6. Continue to implement regular stringent cleaning regimes. Use approved cleaning products and consult the [cleaning in non-healthcare settings](#) guidance.

To stay up to date on the local COVID-19 picture check <https://www.northyorks.gov.uk/coronavirus-advice-and-information> and <https://coronavirus.data.gov.uk/details/interactive-map/cases> regularly.

Links to guidance referred throughout and additional supporting information:

- COVID-19: people with COVID-19 and their contacts - <https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>
- Face coverings: when to wear one, exemptions, and how to make your own - <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- COVID-19: cleaning in non-healthcare settings outside the home - <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- Working safely during coronavirus (COVID-19), Events and attractions - <https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>
- Coronavirus local data - <https://www.northyorks.gov.uk/coronavirus-data>
- Coronavirus national data - <https://coronavirus.data.gov.uk/details/interactive-map/cases>
- North Yorkshire events information - <https://www.northyorks.gov.uk/guidance-events>