

Revised 3rd March 2021 Draft

COVID QUESTIONNAIRE FOR EVENT ORGANISERS

Events running 17th May-21st June

For Events of more than 6 people it is a legal requirement for the EVENT ORGANISER TO UNDERTAKE A RISK ASSESSMENT taking account of relevant Government Guidance to limit the risk of transmitting the coronavirus. This is known as a COVID Risk Assessment. We have created a questionnaire in Table 5 to enable the event organiser to explain the proposed controls having undertaken a risk assessment of the event.

Please check the latest government guidance <https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021>. Further guidance on risk assessments can be found: <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<p>When considering the questions below, as they relate to your proposed event, you must take account of:</p> <ul style="list-style-type: none"> ➤ the people working at or supporting the event, ➤ those who you expect to attend including level of attendance overall, at any one time and vulnerabilities ➤ others who may be affected by the event, even if they are not attending 	<p>Controls that can assist in reducing the transmission of coronavirus are:</p> <ul style="list-style-type: none"> ➤ Social distancing, ➤ Personal hygiene (including hand washing, face covering etc.) ➤ Preventing contamination such as avoid touching items such as contactless payments, keeping doors open, sharing of equipment etc ➤ Cleaning and disinfection ➤ Tracing those may have worked, supported or attended the event.
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The answers to the questions together with the [Trading Safely Covid19 toolkit](#) for Hertfordshire businesses, should assist the Event Organiser identifying key controls identified by their risk assessment to ensure their event is COVID SECURE

Once Completed Return to.....

If there is insufficient information provided **FOUR WEEKS PRIOR TO THE START OF YOUR EVENT** to demonstrate that your event is COVID SECURE, the Environmental Health Officer may advise the Director of Public Health from Hertfordshire County Council that your event may need to be stopped or restrictions or requirements placed upon it. The purpose of the COVID risk assessment and the identification of suitable controls is to avoid such a scenario.

IT IS IMPORTANT THAT EVENT ORGANISERS COMPLETE ALL THE TABLES BELOW, BUT THEY MUST TAILOR THE INFORMATION TO THEIR EVENT.

If the question is not relevant you are not expected to answer it, and similarly if there is additional relevant information you must add this. You know your event.

It is the Event Organiser’s responsibility to ensure they provide as much information as possible in order for the Environmental Health Department to assess whether your event will be COVID secure, there is a limited amount of chasing that can be offered.

TABLE 1	
EVENT – Name and description of the event	
Location, date, duration, times	
Event Organiser and contact telephone and email	
Owner / Occupier and contact telephone and email	
Any other Person involved in managing entry or departure and contact telephone and email	
District Council	
No of attendees Controlled indoor events: of up to 1,000 people or 50% of a venue’s capacity, whichever is lower. Outdoor events with a capacity of either 50% or 4,000 people, whichever is lower.	

**TABLE 3 Layout plan to include the following information where relevant -
 this should be attached.**

<ul style="list-style-type: none"> • exit and entry points • number of rooms • number of floors • area shared with other businesses • wash hand basins • toilet/bathroom and showers • communal areas (e.g. canteens, kitchens, lifts, stairs) • screens • barriers 	<ul style="list-style-type: none"> • travel routes • smoking areas • staff zoning • frequently used touch points, • hand sanitising points • fallow, unused or disused work stations/ • equipment/tables/Chairs etc • any propped open doors, • key signage or information points 	<ul style="list-style-type: none"> • Ventilation e.g. openable windows. • Reception • Marquees • External Buildings • Detail any other relevant points on the plan
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TABLE 4 Details of staff, performers, vendors, contractors etc delete where not applicable				
Groups of staff	Employed by the Event Organiser	Agency, Part Time, Zero Hours Contracts etc	Contractors	Volunteers
Management				
Supervisors				
Health and Safety and COVID advisors				
Admin				
Catering staff				
Bar Staff				
Waiting staff				
Front of House staff				
Security				
Bouncers/door supervisors				
Electricians				
Stage and/or Marquees erectors etc				
Performers				
Singers				
DJs				
Vendors				
Supervising attractions				
Cleaners				

Car Jockeys				
Delivery Drivers				
Others (Specify)				

TABLE 5 – Event Management – the answers to the questions in this table will be considered as the COVID Secure controls you intend to put in place as part of your COVID risk assessment. They must reflect your event. Indicate which questions do not apply to your event and add any other COVID controls you consider necessary.

1. State you management and supervision arrangements	
2. If you have a Health and Safety Advisor – state who this is	
3. If you have a COVID Advisor – state who this is	
4. How do you expect staff to arrive at the event – public transport, car sharing, mini bus, coach etc. <i>(Do staff travel together)</i>	

<p>State how the transmission of coronavirus will be controlled</p>	
<p>5. Proposed car parking arrangements (Include any one-way systems, marshalling arrangements, speed restrictions etc and include on plans).</p> <p>State how the transmission of coronavirus will be controlled</p>	
<p>6. Details of any staggered start or finish times</p> <ul style="list-style-type: none"> • Staff, contractors, performers, vendors etc • Attendees 	
<p>7. State any policy on PPE/Face Coverings and Identify:</p> <ul style="list-style-type: none"> ➤ who, ➤ where, ➤ who provides. <p>If your risk assessment indicates that social distancing (whether inside or outside) may or cannot be maintained during set up, close down and during the event - , face coverings maybe a necessary control and therefore a legal requirement.</p> <p>You will need to consider - all staff, volunteers, marshals, stewards, catering, contractor, attendees etc</p> <p>You must indicate:</p> <ul style="list-style-type: none"> • if face coverings are required, • how this will be managed for those either not possessing or not wearing a face covering, • how attendees will be alerted to the requirement prior to arrival and • how those who maybe exempt will be protected from the transmission of coronavirus.. 	

<p>Please Note; Government Guidance stipulates that customers in hospitality venues must wear face coverings, except when seated at a table to eat or drink. This may be a legal requirement.</p> <p>Staff in hospitality and retail (including concessions) will also be required to wear face coverings</p>	
<p>8. How will any security or method of searching etc be undertaken to reduce the risk of transmitting coronavirus.</p>	
<p>9. Detail arrangements for social distancing for safe exiting of the site considering mass exodus, speeding cars, drunken behaviour etc</p>	
<p>10. What Health screening do you intend to undertake for those identified in TABLE 4? This should include those who may have travelled from restricted/lockdown areas and if need to quarantine after travel from abroad. <i>Any questionnaire should be attached.</i></p>	
<p>11. Detail any overnight arrangements for staff, performers, contractors, attendees etc. specifically addressing how the transmission of coronavirus will be controlled.</p>	
<p>12. Detail of any staff Rotas/shift patterns/staff bubbles</p>	
<p>13. Social Distancing (delete as appropriate)</p> <ul style="list-style-type: none"> - how will this be maintained at <ul style="list-style-type: none"> • Queuing at: <ul style="list-style-type: none"> ○ Entrances 	

- Exits
- Bar
- WC
- Food vendors
- Merchandise stalls

Detail social distancing arrangements for:

- Security and Stewarding personnel
- Bar personnel
- Tables
- Tills/payment stations
- During performances
- After show parties
- Attractions
- Food Stalls
- Merchandise stalls
- Toilets
- Wash Hand basins
- Around the site
- Muster Points
- Smoking Areas

<ul style="list-style-type: none"> • Staff Rest Areas 	
<p>14. If a one way pedestrian flow is to be used, explain how this will work and be supervised. <i>(To be included on plan)</i></p>	
<p>15. Details of any barrier/zoning arrangements proposed to enable social distancing in spectator or visitor areas, on entry, while queuing for tickets, food/drink. (To be included on plan) Detail types of barriers used. <i>(To be included on plan)</i></p>	
<p>16. Operation of the bar</p> <ul style="list-style-type: none"> • How will payments be made 	
<p>17. Operation of food provision</p> <ul style="list-style-type: none"> • How will payments be made 	
<p>18. Food Vendors</p> <p>Numbers/details of all food vendors</p> <p>Any catering facilities (give details)</p> <p>Should be 3 rated or above under the Food Hygiene Rating System to demonstrate confidence in management)</p> <p>Detail position of food and catering facilities. <i>(To be included on plan)</i></p>	
<p>19. Tables/seating areas/bean bags</p>	

<p>Include distances between seating where appropriate <i>(To be included on plan)</i></p>	
<p>20. Toilets – location and numbers Number of units, type of unit. State the cleaning and disinfection arrangements between use. <i>(To be included on plan)</i></p>	
<p>21. Wash Hand Basin – state numbers and locations <i>(To be included on plan)</i></p>	
<p>22. Wash Hand Basin confirm provision of:</p> <ul style="list-style-type: none"> • Receptacles for used paper towels • Liquid soap • Running water • Hand sanitiser 	
<p>23. Sanitiser stations</p> <ul style="list-style-type: none"> • Locations <i>(To be included on plan)</i> • Types (70% alcohol) • Demonstrate it has been tested to BSEN14476 	
<p>24. Security Stewards, Marshalls Detail how the above personnel will be protected from the risk of coronavirus transmission and consider:</p>	

<ul style="list-style-type: none"> • avoiding sharing professional equipment and personal items • Will such items be labelled as to designated user such as for headsets, ear pieces, radios etc. • regular cleaning and disinfection of equipment 	
<p>25. Performances</p> <ul style="list-style-type: none"> • Type • Timings <p>Detail how performers will be protected from the risk of coronavirus transmission and consider:</p> <ul style="list-style-type: none"> • avoiding sharing professional equipment and personal items • Will such items be labelled as to designated user such as for headsets, ear pieces etc. • designated storage for large items • regular cleaning and disinfection of equipment • singing by performers only e.g. avoid face to face singing and position back to back or side to side, • extending social distancing to 3 metres or more between singers and others, • limit numbers in singing groups, • utilise technology 	
<p>26. Funfair/attractions</p> <ul style="list-style-type: none"> • Type • Timings • Locations (<i>To be included on plan</i>) <p>State the cleaning and disinfection arrangements between use.</p>	

<p>27. Children’s Play equipment</p> <ul style="list-style-type: none"> • Type • Timings • Locations (<i>To be included on plan</i>) <p>State the cleaning and disinfection arrangements between use.</p>	
<p>28. Detail how infected/symptomatic individuals will be managed</p> <p>Plan for if you need to test attendees or find out if they’ve been vaccinated</p>	
<p>29. Detail Infection Control measures for sick staff, contractors, attendees etc</p>	
<p>30. First Aiders</p> <p>State provider:</p> <p>Are they – COVID aware</p> <ul style="list-style-type: none"> • Locations (<i>To be included on plan</i>) 	
<p>31. Contingency plans</p> <ul style="list-style-type: none"> • How will social distancing be maintained in an emergency • What are the communication arrangements on site and off site • What arrangements will be in place for adverse weather conditions to maintain social distancing 	

<p>32. Cleaning and Disinfection arrangements</p> <ul style="list-style-type: none"> • Do you have a cleaning schedule • State what cleaning chemicals and equipment will be used • What method of disinfectant will be used that is suitable for coronavirus. • (NOTE : A disinfectant tested to BSEN 14476 is suitable for enveloped viruses such as Coronavirus. • What equipment will be used and how will this be cleaned and disinfected. 	
<p>33. Arrangements for dealing with or removing people whose behaviour is adversely affected by alcohol or drugs.</p>	
<p>34. Track and trace – how will this be undertaken?</p> <ul style="list-style-type: none"> • Staff, volunteers, contractors, performers, vendors attendees, visitors etc • QR code • Will the following be obtained: <ul style="list-style-type: none"> i. first name and surname, ii. address including postcode, iii. contact phone number or email iv. date (for multiday events) at venue • When and how this data will be collected? E.g. in advance (mandatory online, linked to ticket 	

<p>purchase), on site for those not completing in advance.</p> <ul style="list-style-type: none"> • Will you be requiring additional data if systems allow such as time of arrival and departure, location on site (zoned areas, work stations, entrance gate numbers etc.) • What are your proposals if contact details are not provided or refused? • How will contact details be recorded? <p>(attach any questionnaire)</p> <p>Please Note: There is a legal requirement to facilitate contact tracing by displaying a QR code, (which is a code that can be scanned using the NHS Covid-19 app, and which will log the person’s entry to the premises on their phone).</p> <p>You must also request that those attending your event, (principally, staff, customers and visitors (with some exemptions)), scan the QR code with the app on entry, or provide certain contact details.</p> <p>Please Note: You may need to demonstrate compliance with GDPR</p>	
<p>35. Training - please provide training and/or instruction details of the following</p> <ul style="list-style-type: none"> • COVID controls for management, marshals, stewards, security etc • Cleaning and disinfection • Wearing, donning and removal of PPE 	

36. Detail how the Covid secure policies and procedures will be implemented, monitored and enforced on site.	
STATE ANY OTHER CONTROLS NOT DETAILED ABOVE	
37.	
38.	
39.	
40.	