

Oldham Council – Events COVID-19 Guidance
24th May 2021

Introduction

This document has been collated to assist potential organisers of events in Oldham to operate in line with current Government guidance under Step 3 restrictions (17th May 2021 – 21st June 2021). Any information in this document is accurate at the time of writing but may be subject to change as circumstances around the COVID-19 crisis develop.

This document is supplied to organisers of Events in Oldham to provide advice on how to operate under Step 3 guidance of the Government’s Roadmap out of Lockdown. This document is for information purposes only and is not exhaustive guidance to span all manner of events. It is the organiser’s responsibility to ensure that their event is managed safely and in line with COVID-19 secure guidance. It is the organiser’s responsibility to identify event/site specific hazards and mitigate risk in accordance with Health and Safety legislation.

This document will only cover guidance under Step 3 of the government’s roadmap out of lockdown. Guidance under Step 4 of the roadmap will be provided in due course as information from the Event’s Research Programme is published.

Event cancellations may be required to prevent risk to public health. Oldham Council is not responsible for any event cancellations, and any event proposals are submitted with understanding from the organiser that event cancellations may be required to preserve public safety. Oldham Council is not responsible for any financial loss caused by cancellation of events due to COVID-19.

We implore any organisers of potential events to engage in discussion if the Oldham Council Events Team if we can assist in any way. Please utilise the communication methods below:

Jack Child - Oldham Council Events Coordinator

Email: events@oldham.gov.uk

Tel: 0161 770 1691

Mob: 07790 362551

Permitted events under Step 3 guidance

From no earlier than 17th May 2021 indoor and outdoor events can operate providing that they meet COVID-19 secure requirements as evidenced on risk assessments. Any events that wish to operate under Step 3 restrictions will need to supply the OMBC events team with a COVID-19 risk assessment that clearly shows that adequate measures are taken to mitigate the transmission of the COVID-19 virus as a result of their event.

All event submissions must have a general event risk assessment, COVID-19 risk assessment and public liability insurance with a minimum indemnity of £5 million, or £10 million if the event incorporates non-standard inflatables. For small-scale events this documentation must be provided to the events team no later than 2 weeks before the proposed event start date. For mid/large-scale events, the organiser will need to provide this documentation well in advance. It is recommended to contact the events team on events@oldham.gov.uk at least 3 months prior to organising any mid/large-scale events.

To operate within Step 3 restrictions, event organisers must:

- Follow COVID-19 secure guidance
- Take reasonable steps to limit risk of transmission
- Complete a COVID-19 risk assessment
- Adhere to legal requirements
- Ensure attendees don't mix beyond the permitted limits of social contact rules

Social contact limits for events	
Indoor	Rule of 6 or 2 households
Outdoor	30 attendees
Organised Sport	Exempt from social contact restrictions

Outdoor events can exceed these limitations under the condition that reasonable measures are implemented as evidenced on the event COVID-19 risk assessment.

Events that are subject to a capacity cap should take note that event staff aren't counted towards the capacity cap. These figures attain to attendees only.

Events which can't take place until further notice

An event cannot take place in either Step 2 or Step 3 if it is unlikely that social distancing between groups of attendees can be maintained, or if other COVID-secure requirements cannot be met. This may be the case for events such as music festivals and carnivals. This guidance varies according to the type of event and could include outdoor events, performing arts or sports events.

If an event falls into this category, event organisers should approach local authorities to look at identifying whether any adjustments to the format of the event can be made to enable the event to go ahead. This may include the use of seating or barriers to ensure that attendees maintain an appropriate distance.

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Step 4 Guidance

Step 4 will take place no earlier than 21 June, and at least five weeks after Step 3. The government will announce one week in advance whether restrictions will be eased as planned.

With appropriate mitigations in place, by Step 4, the government aims to remove all legal limits on social contact and enable all events above the Step 3 capacity restrictions to go ahead. This will be strictly subject to the government review of the latest available data on the impact of the previous step against four tests and the outcome of the scientific Events Research Programme, potentially using testing to reduce the risk of infection, subject to further evaluation.

Further guidance on Step 4 restrictions will be provided in due course, as data becomes available from the events research programme.

COVID-19 specific considerations when planning an event

Location

Is the event an indoor or outdoor event?

Has consideration been put into restrictions on attendance for indoor/outdoor events?

Will the event display a QR code for to sign in for track/trace purposes?

Is the location adequate for the number of attendees, considering limits on social contact and required space between attendees?

Social distancing

Is the location suitable for social distancing to be easily implemented by attendees of the event?

Are there designated staff/stewards ensuring that social distancing measures are followed?

Have reasonable measures been implemented prior to the event taking place to limit the number of attendees – e.g. ticket sales?

How will queues be managed?

Are there visible markings stationed throughout the event to assist attendees with social distancing?

Are ample measures in place for staff to socially distance?

Are one-way systems implemented to assist social distancing during ingress/egress?

Hygiene

Is hand sanitiser supplied at the event?

Is any regularly handled equipment sanitised/disinfected before and after use?

Is the type of hand sanitiser/disinfectant adequate for combatting the COVID-19 virus?

Are hand washing facilities stationed throughout the event?

Is adequate toilet provision supplied at the event?

Are toilets regularly cleaned throughout the event?

Does the event have adequate airflow?

Face coverings

Are face coverings supplied at the event?

Are face coverings a condition of entry?

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Attractions

Will attractions be cleaned/sanitised in-between uses?
How will queues for attractions be managed?

High-risk activities

Does the event promote activities that could exacerbate the risk of COVID-19 transmission at the event?
High-risk activities could include, but aren't limited to:

- Singing
- Cheering
- Shouting
- Dancing
- Face painting

COVID-19 symptoms

Will COVID-19 testing of staff be practiced prior to the event?
Has the organiser implemented protective measures for staff/attendees if COVID-19 symptoms develop during the event?
Is there a contingency plan in place for if the event needs to be cancelled due to positive COVID tests from staff?

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Resources

The information in this document has been sourced from the below resources. Due to government guidance being regularly updated, it is highly recommended that any organisers carry out their own research and cross-reference their event proposal with the latest government guidance.

<https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19response-spring-2021-summary>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963491/COVID-19_Response_-_Spring_2021.pdf

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-canand-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-otherssafely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

<https://www.gov.uk/government/publications/staying-alert-and-safe-socialdistancing/staying-alert-and-safe-social-distancing-after-4-july>

<https://www.gov.uk/guidance/coronavirus-covid-19-advice-on-accessing-green-spacesafely>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phasedreturn-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoorsport-and-recreation>

https://www.gov.uk/government/news/performing-arts-given-green-light-to-resumeoutdoors-on-july-11?utm_source=64538ef6-ce42-4c93-957bbf5cb131f825&utm_medium=email&utm_campaign=govuknotifications&utm_content=immediate

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

<https://brc.org.uk/news/corporate-affairs/social-distancing-in-retail-stores-andwarehouses/>

<https://www.eventsindustryforum.co.uk/>

Additional support can be sought from the Oldham Councils events team via: events@oldham.gov.uk