

Events within Step 4 Guidance

Introduction

This document has been collated to assist potential organisers of events in Oldham to operate in line with current Government guidance following Step 4 restrictions (after 19 July 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 in line with Step 4 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. Helpful resources can be found on the final page of this document.

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

Step 4 – Permitted Events

From no earlier than 19 July 2021, indoor and outdoor events can operate providing that they meet COVID-19 secure requirements as evidenced on the event risk assessments. Any event organisers that wish to operate in the borough 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 an event, the 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

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Step 4 Guidance

As we have now entered Step 4 of the Governments Roadmap, from no earlier than 19 July 2021, limits on social interaction have been reduced. Despite measures being eased, it is advised that appropriate mitigations are implemented to reduce the spread of COVID-19 and preserve public health.

The latest government advice in relation to events can be accessed via: <https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>

Six Steps to protect yourself, your staff and your customers from COVID-19:

1. Complete a health and safety risk assessment that includes risks from COVID-19 – Consider points outlined in the government guidance (<https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>)
2. Turn people with COVID-19 symptoms away – People should be encouraged to self-isolate if they show symptoms of COVID-19, even if symptoms are mild
3. Provide adequate ventilation – Any enclosed spaces should be adequately ventilated where there are people present.
4. Clean more often – Ensure that surfaces are cleaned often. Encourage people to use hand sanitiser and provide sanitisation stations at the event.
5. Enable people to check in at your venue – You may display NHS QR Code posters throughout the event and encourage attendees to check-in to assist NHS Test and Trace.
6. Communicate and train – Ensure staff and visitors are familiar with safety measures in place at the event.

You should also consider:

- Speaking with the local authority as early in the planning process as possible. The Oldham Council Events Team can be contacted via the means outlined on the first page of this document.
- Display NHS QR Code posters throughout the event
- Consider using the NHS COVID Pass to reduce the risk of transmission at the event

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- Put a Communication Plan in place to assist in relaying important information to attendees
- Ensure your risk assessment includes management of confirmed COVID-19 cases among attendees
- Implement measures to reduce the risk of transmission at the event
- Encourage visitors to wear face coverings

COVID-19 Specific Considerations

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?

Does the venue have adequate ventilation?

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?

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Face coverings

Are face coverings supplied at the event?

Are face coverings a condition of entry?

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?

Assessing COVID-19 Risk

The Government has published resources to assist event organisers in evaluating the risks associated with COVID-19 and to minimise transmission at events. These can be found in the latest guidance: <https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>

Alongside this guidance, a Risk Management Template has been published for event organisers to complete during the planning process of events. These resources can be accessed via the means below.

Risk Management Template Document:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002106/Risk_management_template_-_blank.pdf

Example of completed Risk Management Document:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002108/Risk_management_template_-_example.pdf

COVID-19 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/guidance/working-safely-during-covid-19/events-and-attractions>

<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>

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<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

Organising and event on Council Land – General Advice

Before submitting an event request, please read Oldham Council's terms of use for running an event in the borough, you will be required to accept these terms later in the event notification process: http://www.oldham.gov.uk/downloads/file/3940/terms_of_use

General Events Guidance can also be found on the .Gov website: <https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events>

Risk Assessments

Before submitting an event request, the event organiser must ensure that the event will be safely managed, and that action is taken to minimise risk to staff and attendees. Oldham Council's Health and Safety team will review risk assessments for proposed events on Council owned land. You can obtain a risk assessment template and an example of what is considered a comprehensive risk assessment on the Oldham Council website.

Blank Risk Assessment Template: http://www.oldham.gov.uk/downloads/file/3682/risk_assessment_blank_template

Example of an Event Risk Assessment: http://www.oldham.gov.uk/downloads/file/3683/example_event_risk_assessment

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Public Liability Insurance

All events operating on Council Land require public liability insurance. For any events on council land, Oldham Council requires public liability insurance with a minimum indemnity of £5,000,000 for standard events operating in the Borough. If the event has non-standard inflatables, such as inflatable slides or assault courses, the event organiser will require public liability insurance with a minimum indemnity of £10,000,000 in order for the event to be approved.

Health and Safety (Inflatables/Fairgrounds)

For 'high risk' events, where inflatables or fairgrounds are proposed to operate, Oldham Council's Health and Safety department will require further documentation before an event can be approved. Safety certificates will need to be submitted for each ride or inflatable. Oldham Council will only accept PIPA and ADIPS certification as valid safety inspection documents. We will also require risk assessments valid to each inflatable or ride. These can often be obtained from the supplier of the attractions.

Event notification form

Once an event organiser has collated a comprehensive risk assessment, acquired the adequate public liability insurance relevant to their event and obtained safety certification (if applicable) they will be required to complete an event notification form, found on the Oldham Council Website (https://www.oldham.gov.uk/forms/form/283/en/event_notification). Here they must attach documentation relevant to their event and accept the Council's terms of use.

Following submission of the event notification form, feedback will be requested from Oldham Council's internal and external partners. These include:

- Health and Safety Team
- Risk and Insurance Team
- Licensing Team
- Environmental Health
- Traffic for Greater Manchester
- Parking Client Team
- Greater Manchester Police
- North West Ambulance Service

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- Greater Manchester Fire & Rescue Service
- Locally Ward Councillors

Feedback is usually requested within a 3-week period, but more time may need to be allowed for larger events or events that are deemed to be 'high risk'.

Further information about running an event on Council land, such as exemptions from charges for holding an event in a park, can be found here: <https://www.oldham.gov.uk/info/200204/licensing/361/events>

If you require any further information, please do not hesitate to contact the events team via:

Email: events@oldham.gov.uk.

Tel: 0161 770 1691

Mob: 07790 362 551