

Organising Events during the COVID19 Pandemic

Due to the current pandemic when organising an event you will need to consider how you can prevent the spread of coronavirus.

Large Groups Queuing

Please use staggered entry times and liaise with other venues in the area to avoid large numbers visiting the area at one time.



COVID19 Risk Assessment

A covid risk assessment will need to be completed for your event so we can make sure you have taken the necessary measures to stop the spread of coronavirus.



Government Guidance

Please regularly check government guidelines and make sure that your event complies.



Social Distancing

Social distancing is something that is going to continue into the future. As the organiser you will have to consider the capacity of the outdoor space you are using and a reduction in numbers so you can successfully implement social distancing.



Ways to make your event COVID19 Secure

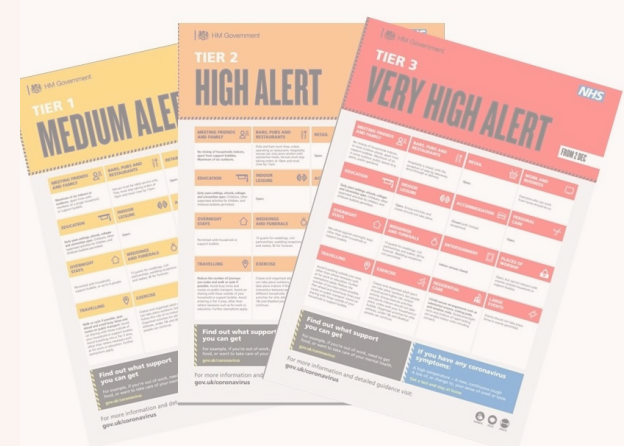
You will need to ensure that every effort is made to ensure that your event is COVID-19 secure, this should include:

- Using a one way flow at the event
- Provide floor markings
- Hand sanitiser/washing hands
- Remind attendees that they should abide by social distancing at all times
- Socially distance markers in place in queuing areas
- Deep cleansing between performances
- The use of e-tickets



Tiers

You will need to check the tier of the area in which your event will take place. The event industry forum gives guidance on [Tier restrictions and how to keep workers and audiences safe](#).



Track and Trace

You will need to implement plans to gather all attendees' information so you can contact them for track and trace purposes. You can do this via an online ticketing system. You can also register for an [NHS QR code](#) to display at your event.

