

# EVENT COVID SECURE PLAN

## 1. Event Details

Event Name:
Responsible Person:
Organiser:
Address of Event:
Contact Details for Responsible Person:
Please write a brief description of your event:
Category of Event: (delete as appropriate)  <ol style="list-style-type: none"><li>1. indoor event with 500 or more attendees, where those attendees are likely to stand or move around for all or part of the event, such as music venues with standing audiences or large receptions</li><li>2. outdoor event with 4,000 or more attendees, where those attendees are likely to stand or move around for all or part of the event, such as outdoor festivals</li><li>3. event with 10,000 or more attendees, whether indoor or outdoor, such as large sports and music events</li></ol>

## Reason for less than 100% Checks

I confirm that we will not be able to check the Covid Status of 100% of attendees:  YES/NO
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Describe the reason why it will be not be possible to carry out 100% checks:

What percentage of checks are you proposing?

**Measures you will have in place**

Describe the measures you will have in place to check the Covid Status of individuals

Describe any offsite measures you have in place to cover those who may not be checked on arrival

Have you carried out a Health and Safety risk assessment that covers the entry to the event?  
YES/NO

If yes please send this to us with this application.

How you will be carrying out checks

For the checks that you do carry out entry to the event, what method will you be using?

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How many members of staff will be carrying out checks?

If you are not using the NHS Covid Verification App, what information will you be collecting?

How will you be storing the data that you collect?

How will you make this available for checking if the Local Authority requests to see it?

**Other Information**

Please include any other information that you think will help us to make our decision here: