



SUSSEX RESILIENCE FORUM

Sussex Local Authority Resilience Partnership (SLARP)

Event Planning Guidance Covid-19 Q&A Sheet

This document has been produced by the SRF Sussex Local Authority Resilience Partnership (SLARP) in liaison with the emergency services as guidance explaining what you should consider when planning a public event during the Covid-19 Pandemic.

Responsibility for the safety of all persons working at or attending an event rests with the prospective licence holder/organiser of the event/landowner. In the context of COVID-19, mass gatherings have extremely strong potential to amplify transmission of the virus. The purpose of this document is to provide the necessary guidance to event organisers to help protect the health of staff, attendees, and the local community.

Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations 2020 give Upper Tier Local Authorities powers to prohibit events from taking place, on the basis of serious and imminent threat to public health, if Covid-19 secure procedures are not followed.

This is a generic guidance document, however Event Organisers should always consider the local [restrictions in place in the area](#). If you live, work or volunteer in an area that is experiencing a local COVID-19 outbreak and where local restrictions have been imposed, different guidance and legislation will apply. Organisers should first read the guidance relevant to the area as this may supersede guidance in this document.

Current and up to date [government guidance](#) should always be the first point of reference when considering Covid security for events.

Prior to Submitting an Application

Any decision to restrict, modify, postpone, cancel, or proceed with holding a mass gathering should be based on a rigorous risk assessment exercise, tailored to the event, and with due consideration of the most up to date government guidance on controlling the spread of coronavirus.

Organisers should consult with public health officials and continually assess, based on current conditions, whether to postpone, cancel, or significantly reduce the number of attendees.

Organisers should communicate clearly and consistently with all participants and support staff including volunteers, to ensure event plans are adaptable to change or short notice cancellation, should government guidance change, or local lockdowns come into force.

It is recommended that you apply at least six months in advance to allow time for engagement with Event SAGs, to ensure that licenses and road closures notices (if necessary) are obtained and for advice to be duly considered and acted upon.

Event organisers are asked to be mindful that where there are policing considerations these may require exercising, and it is strongly recommended to apply with sufficient time for this to take place.

Q: Where can I find the most up to date government guidance to help with planning of my event?

The government has issued [guidance for businesses](#) around keeping workplaces Covid-secure. The guides cover a range of different types of work and you may need to refer to more than one of these guides as you think through what you need to do to keep people working at your event safe.

The section on [Performing Arts](#) may be of particular relevance to events organisers, as well as the section on [Visitor Economy](#), which covers indoor and outdoor attractions, business events and consumer shows. The government has also issued specific guidance for organisers of [sporting events](#).

The UK Events Industry Forum has created a guide to [Keeping workers and audiences safe during COVID-19](#), which is kept up to date and draws together government advice on how to safely plan and hold outdoor events during the COVID-19 pandemic.

The World Health Organisation has issued guidance on [Key planning recommendations for mass gatherings in the context of the current COVID-19 outbreak](#), including an adaptable [risk assessment tool](#) and mitigation checklist for mass gatherings in the context of COVID-19

Guidance on re-opening of funfairs has been developed by the HSE in partnership with all major Travelling Showmen's associations: [Covid-19 Guidance for Risk Assessment for Funfairs](#)

All staff and attendees should be encouraged to take everyday preventative actions, as outlined in [government guidance on Staying Safe Outside your Home](#).

Organisations in certain sectors must collect details and maintain records of staff, customers and visitors on their premises to support NHS Test and Trace. More information can be found in your local authority Outbreak Plan, and full information on what businesses are included and what information to collect is available on the government page on [Maintaining Records of Staff, Customers and Visitors to Support NHS Test and Trace](#).

Event organisers are encouraged to consider this guidance in preparation of their application and event safety plan. However this list is not exhaustive. Should issues arise which are not specifically covered by government guidance, events organisers are encouraged to raise these immediately with the relevant Local Authority or Safety Advisory Group, so that further guidance can be sought.

Q: How can I stay updated?

If you have read and implemented the Government's COVID-19 reopening guidance, understand the guidance from Public Health England and have a COVID-19 Risk Assessment in place, you can apply for a Visit Britain industry standard mark by completing an [online self-assessment](#). This includes a checklist confirming you have put the necessary processes in place. You will then receive a certification and the 'We're Good To Go' mark to display on your premises and online.

Your business must align with the UK Government's official guidance for the sector including '[Working Safely during COVID-19: Visitor Economy](#)' and a separate application is required for all sites. Once you have applied an 'alert' system ensures that you will be notified if there are changes to the official guidance. A call-handling service will provide you with support and assessors will also carry-out random spot-checks to ensure your business is adhering to the guidance.

Q: How will guidance be enforced?

The government has issued Local Authorities and Police with [powers](#) under the Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations 2020 to issue directions to restrict or prohibit events from taking place. Powers to restrict events may be used, where this is necessary in order to respond to serious and imminent threat to public health, and in order to prevent COVID-19 transmission in the local authority's area

Where a local authority designated officer or a police officer or PCSO reasonably believes that a person is in contravention of a prohibition, requirement or restriction as set out in the regulations, they may take such action as is necessary and proportionate to enforce a direction.

- A local authority designated officer may issue a prohibition notice to a person who contravenes a direction
- Police may direct an event to stop, direct persons to leave, or remove people.
- Where it is reasonably believed that a person aged 18 or over has committed an offence under these regulations, a Fixed Penalty Notice (FPN) may be issued

Q: What are my rights to appeal a direction?

Those directly impacted by any direction under these Regulations, including the owner or occupier of premises or event organiser against whom a direction applies, will have the right of appeal to a local magistrate and may make representations to the Secretary of State.

Any direction will include details of how to appeal, and further information is provided within the [Regulations](#).