

## **COVID-19 Festive Event Guidance**

This guidance is based on the existing North Yorkshire Public Health Events Guidance available at <https://www.northyorks.gov.uk/guidance-events> and is focused specifically at event organisers who are holding events during the Festive period.

If you require further support with any of the information contained, please get in contact with your District or Borough council who sent this information to you.

This guidance is provided in accordance with regulations and national guidance that is in place at the time of writing and may change. The event organiser must remain alert to changes in legislation and guidance. Event organisers should have contingencies in place to make necessary changes or be prepared to cancel the event in accordance with changes and conditions imposed locally and nationally.

You **must** review and complete a COVID-19 risk assessment. This should be updated regularly and be based on the current COVID-19 picture both nationally and locally. You should consider the infection rates in the area you are holding the event and the rates in the target audience age group. This risk assessment should be shared with your local authority for review at their request. You should, based on the outcome of your risk assessment, implement measures to reduce the risk posed by COVID-19 examples of which are included below.

1. Communicate to all attendees, potential attendees, staff and other visitors **before** and **during** your event to include:
  - a. Set text that **must** be communicated and shared –
    - i. People going to events are strongly advised to take a lateral flow test at home before attending. Anyone with a positive test result must stay at home, and household members should follow [national guidance for close contacts](#)
    - ii. Face coverings should be worn indoors and in crowded spaces
    - iii. Keep a respectful social distance between yourselves and people who are not in your group
    - iv. Do not travel to the event if you are feeling unwell. If you start to feel unwell whilst at an event you should leave the site immediately
    - v. Follow all COVID-19 measures in place at events including regular hand hygiene
  - b. When holding an event you should set the rules and expectations for attendees. You should outline clearly the expectations and code of conduct expected for staff and visitors at the time of ticket purchase and regularly before and during the event.
2. Highly visible signage and communications should be displayed throughout the event to include, Hands, Face, Space, Ventilate and other key messages.
  - a. Visible hand sanitising stations should be located throughout the event, at all entrance and exit points and any 'high touch point' areas.

- b. A supply of face coverings should be made available for attendees whom arrive without face coverings. Face coverings should be worn by **all** staff at the event to give a positive message to attendees to encourage wearing. This should include outside spaces where distancing cannot be maintained or crowding is possible or likely.
    - c. If you would like to access communication assets please visit - <https://coronavirusresources.phe.gov.uk/covid19-response/resources/>
  3. Close prolonged contact of groups should be avoided and reduced where possible. This includes areas such as train carriages, fair rides, lifts etc. and groups should be given the choice of sharing with others or offered alternative arrangements.
    - a. Implement a booking system for main attractions with time slots to prevent overcrowding and queueing. Ask people to return at a quieter time or indicate 'how long' it will be until the next available space to give attendees the opportunity to move to a quieter area and return.
    - b. Consider the impact of close contact and mixing of families in spaces such as Santa's grottos, Festive trains and fair rides, and ask people to respect each other through distancing and face coverings as appropriate. Ensure sufficient staff are available to keep groups separated where this is required.
    - c. Implement stringent cleaning regimes. Use approved cleaning products and consult the [cleaning in non-healthcare settings](#) guidance.
    - d. Ventilate spaces during and between groups. Keep windows and doors open, move activities outside, and monitor Co2 levels where this is possible.
  4. Consider high-risk transmission activities including singing and chanting and consider how these risks can be minimised. You will need more mitigation in place if your event has many of these activities.
    - a. Encourage people to remain facing in the same direction when singing or shouting, for example in a choir or pantomime, and reduce the amount of audience participation where possible. Wherever possible, avoid people facing each other during these activities.
  5. Promote testing and request that attendees (aged 11+ and younger where able) and staff undertake a lateral flow test before attending. You do not need to check attendees' tests, unless you wish to make it a condition of entry. However, we recommend checking staff tests as a baseline measure.

Health Protection (Coronavirus, Restrictions) (England) (No.3) Regulations 2020 (No. 3 Regulations) ('the regulations') will continue to apply until the end of 24 March 2022. Local authorities are able to, under the above regulation, make directions that respond to a serious and imminent threat to public health. This gives powers to give directions which:

- Restrict access to, or close, individual premises
- Prohibit or restrict certain events (or types of event)
- Restrict access to, or close, public outdoor places (or types of outdoor public places)

As a guide, examples of where your event may be considered to *pose a serious and imminent threat to public health* under the above regulation may include, but are not limited to:

- **Very** high infection rates based on disease prevalence and transmission rates in the area. Or at a regional or national basis, as appropriate.
- Regional and local epidemiological data on case rates, vaccination rates, hospitalisations and deaths because of COVID-19 infections.
- Local information and insight on hospital capacity.
- Outbreaks of Variants of Concern.
- Information or direction from NHS Test and Trace, the Joint Biosecurity Centre, or the UK Health Security Agency (Public Health England).
- Documents provided by the event organiser, including arrangements for risk mitigations, in light of the latest government guidance, and the following of working safely, and other relevant, guidance.

In addition, consideration may be given to:

- The location of the event
- The risks associated with the event, including anticipated attendance, and the activities
- The likelihood of attendees travelling from regional, national or international locations with greater transmission rates
- The documentation provided by the organiser to mitigate risk

**Rates are currently high.** There may be additional restrictions or advice imposed where infection rates are particularly high. Changes that affect you will be communicated to you but due to the nature of how quickly things may change, could be immediately before or during your event. You must remain engaged with your local authority and keep attendees updated on any changes. You should remain up to date with the local and regional picture whilst planning, before, and during your event. Be aware that should substantial risk be identified the outlined regulations may be applied.

To stay up to date on the local COVID-19 picture check <https://www.northyorks.gov.uk/coronavirus-advice-and-information> and <https://coronavirus.data.gov.uk/details/interactive-map/cases> regularly.

Remember to always check the infection rates in the community where you are holding your event. High infection rates pose a greater risk to the safety of your staff and attendees. Not all of your attendees will be aware of high infection rates, you need to remind them to be cautious and provide the facilities to help them to be safe.

This is your event; you must outline the rules for attendees to follow.

Be kind, respect one another, and understand individual's choices.  
We want to encourage everyone to have a safe Christmas.

**RESPECT & PROTECT** | *each other*