**COUNCIL OF THE ISLES OF SCILLY**

**Safety Advisory Group**



**Covid-19 Checklist**

This document is intended to supplement the information and guidance that event organisers must ensure they are aware of at the time they intend to hold an event or any activity that attracts people to gather.

The information is primarily focussed on the level of threat from COVID19 and the mitigations required in accordance with the current Government guidance.

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| **Topic** |  | **Comments** |
| **Current local outbreak status** |  |  |
| **Current levels of COVID19 infection in the Local Authority area.** | An event organiser must review the current COVID infection rate 1 week prior to the event and up to the date of the event.  Consideration should be given to cancelling the event if there is a significant increase in infections locally.  <https://www.gov.uk/guidance/full-list-of-local-covid-alert-levels-by-area> |  |
| **Outbreaks locally or county wide** | Consideration must be taken of any outbreaks occurring in the location of the proposed event and what communications must go out if the event is postponed or cancelled. |  |
| **Context** |  |  |
| **Type & Location** | What Covid safe requirements must be put in place with regard to the event venue?  Is the event Indoors, outdoors, seated, ticketed etc.  For each venue type, ensure that the correct Covid guidance is being followed, appropriate plans are in place and enforced. |  |
| **Characteristics of Participants/attendees** | Consider the demographics of the audience or participants. Are there any particular vulnerabilities?  Evidence in the plans what measures are being put in place to ensure that the audience and participants are able to remain Covid safe. |  |
| **Local Population** | Consider what impact the event will have in the local area.  Address any vulnerabilities and sensitivities that need mitigation prior to event in the event safety plans. |  |
| **Mitigation and Communication** |  |  |
| **Communication re COVID preparedness** | Communicate in advance of the event your Covid preparedness and social distancing plans.  Emphasise that people should not attend the event if they, or a household member, have any of the three main symptoms of Covid. |  |
| **Compliance with Government guidance.** | The event organiser must demonstrate compliance with the Government COVID19 secure guidance in their event plan and risk assessment. |  |
| **COVID mitigation and resources** | The event organiser must clearly articulate and promote COVID19 best practice including facilitating hand washing and good sanitation, enhanced cleaning, social distancing and promote the wearing of face coverings where appropriate. |  |
| **Response to COVID- like illness.** | Need to clearly articulate the planned response if an attendee or participant becomes ill with the symptoms of COVID19.  Event organiser should contact Public Health England South West if they become aware of a confirmed case of COVID19 on 0300 303 8162. |  |
| **Test & Trace data\*** | Collection of contact data of attendees/participants to inform Test and Trace system in the event of any positive case or outbreak linked to the event.  \*ticketed and/or seated events only |  |

Useful links to further guidance.

<https://www.cornwall.gov.uk/health-and-social-care/public-health-cornwall/information-about-coronavirus-covid-19/covid-19-data-for-cornwall-and-the-isles-of-scilly/covid-19-national-data/>

<https://www.local.gov.uk/covid-19-outdoor-events-guidance>

<https://www.gov.uk/guidance/covid-19-guidance-for-mass-gatherings>

<https://www.gov.uk/create-coronavirus-qr-poster>

[the national guidance on outdoor events](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation?utm_source=MEMBERS&utm_campaign=6f22e51202-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-6f22e51202-323671169&mc_cid=6f22e51202&mc_eid=5180d3679f)