

Covid-19: Local guidance for event organisers.

Produced Summer 2021

North Yorkshire County Council works in collaboration with other local authorities and emergency services as part of the local Safety Advisory Groups (SAGs). Each district council has its own SAG, which acts as the point of contact for the event organisers and a forum for COVID-19 risk assessments to be scrutinised. As a multi-agency group we want to support event organisers to host a safe, enjoyable event that adheres to the latest government guidelines.

The priorities for local SAGs are to support event organisers by offering specialist advice and guidance in relation to hosting an event to ensure all safety measures are in place. We are here to work with you to implement the latest guidance and to protect the public from environmental hazards, communicable disease and other health and safety risks through mitigation. As event organisers you should inform your local SAG so that your event plans can be reviewed and suitable advice can be offered. See page 15 for contact details of your local SAG.

In addition to notifying the local SAG, North Yorkshire Police should be notified directly if your event falls into one of these categories:

- Military event in the public domain
- Protest or demonstration
- Remembrance Day parade or event
- Cycle time trial or official cycle race
- An event where you wish to request Special Police Services (SPS)¹.

Purpose:

The guidance applies to all events that are planned to take place in North Yorkshire and the City of York. The guidance is intended to support event organiser to host a safe and COVID-19 secure events. The also sets out the process for hosting an event along with information on reporting and managing COVID-19 outbreaks.

The purpose of the guidance is to provide a consistent approach across North Yorkshire to ensure that events are able to go ahead safely and in accordance with the government's [guidance](#).

The local Safety Advisory Group and local Safety Sporting Advisory Group will consider the following when reviewing events:

- That the event organiser is **has considered the latest government guidance**
- That the event organiser has considered and included the **13 key principles** –see next page
- That the event does not cause a threat to the public and all mitigations are in place to protect the public

(SPS)¹ is the provision by the police of an additional special service i.e. beyond that which the police would consider necessary to meet their public duty obligations, and which is provided at the request of organising bodies of certain events and for which the organising body must pay

Where an event poses a risk to public health or in the event of a local spike in coronavirus cases, North Yorkshire County Council may consider prohibiting, restricting or imposing conditions in respect of venues, events or outdoor public places using the powers available in

[The Health Protection \(Coronavirus, Restrictions\) \(England\) \(No. 3\) Regulations 2020.](#)

The 13 key principles

In North Yorkshire, we require all event organisers to consider the 13 key principles when producing all event plans and associated risk assessments. These principles are designed to be used in conjunction with the guidance referenced above, and highlight key areas that event organisers need to fully consider in order to hold an event in a COVID-19 secure environment.

1. Appropriately consider the safety of the event and ensure it takes place in line with the latest available government guidance. Have contingency plans in place to regularly review and react to changing guidance and local key trend data.
2. Assess risks ensuring a suitable and sufficient Covid-19 risk assessment has been conducted which identifies practical measures to be implemented appropriate to the level of risk.
3. Consider the use of the NHS Covid Pass as part of the risk assessment process.
4. Ensure there is an identified competent Covid-19 Officer to oversee plans and their co-ordination (for visitors, staff, contractors and vendors).
5. Be able to demonstrate safe and effective management of crowd density throughout all site areas in order to maintain safe social distancing and manage potential pinch points.
6. Encourage visitors, staff, contractors and vendors to wear face coverings. Consider through your risk assessment whether your workers need PPE.
7. Be able to demonstrate enhanced cleaning, hand washing and hygiene procedures for visitors, staff, contractors and vendors- sufficient for projected numbers.
8. Be able to demonstrate the ability to manage waste, including face mask and other PPE disposal
9. Ensure adequate ventilation in all areas.
10. Ensure your risk assessment includes protocols for identifying, reporting and responding to suspected or confirmed Covid-19 cases. Consider displaying an NHS QR code so that visitors can check in using the NHS Covid-19 App.
11. Be able to demonstrate robust calculations of visitor projections at the event for each day it takes place.
12. Demonstrate due consideration of the impact of the event in the local area including for example on local transport networks
13. Have communication plans in place to inform visitors of the Covid secure arrangements in place at the event and provide visitors with instructions for attending the event including visitor and staff codes of behaviour.

Event organisers should follow COVID-secure guidance and must adhere to legal requirements.

<https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>

Demonstrating the key principles

Key principle	How	Why	Related guidance/tools
<p>1</p> <p>The event can safely take place in accordance with the latest government guidance.</p>	<p>As event organiser, you must ensure that your event is able to go ahead safely and that you have fully considered the latest Government Guidance in your planning.</p> <p>Organisers and attendees are encouraged to maintain social distancing and take all reasonable steps to reduce the risk of infecting others.</p> <p>All reasonable action has been taken by the event organiser to mitigate the risk to public health.</p> <p>Have contingency plans in place to regularly review and react to changing guidance and local key trend data.</p>	<p>Event organisers should follow all relevant COVID-secure guidance depending on the type of event, and complete a related risk assessment. This guidance varies according to the type of event and could include outdoor events, funfairs, performing arts or sports events (full list in the Existing guidance section).</p>	<p>Existing Guidance https://www.gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities/coronavirus-covid-19-organised-events-guidance-for-local-authorities#guidance</p> <p>Guidance Coronavirus (COVID-19): Organised events guidance for local authorities https://www.gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities/coronavirus-covid-19-organised-events-guidance-for-local-authorities</p>
<p>2</p> <p>Assess risks ensuring a suitable and sufficient Covid-19 risk assessment has been conducted with identified practical measures to be implemented appropriate to the level of risk</p>	<p>As an event's organiser, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. You must ensure your risk assessment includes</p> <ul style="list-style-type: none"> • What situations or activity might cause transmission of the virus. • Think about who could be at risk. • Decide how likely it is that someone could be exposed. • Act to remove the activity or situation, or if this isn't possible, control the risk • Identify contact points throughout your site. <p>Complete the Risk Management Template for Events.</p>	<p>The COVID- 19 Risk Assessment is based on identifying the contact points where, when and how transmission at the event is most likely to occur and assigning the controls best able to reduce the risk of transmission.</p>	<p>Risk Management Template for Events https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002106/Risk_management_template_-_blank.pdf</p> <p>Coronavirus: how to stay safe and help prevent the spread https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</p> <p>The Association of Event Organisers- https://www.aeo.org.uk/covid-19</p> <p>Managing an Event' https://www.hse.gov.uk/event-safety/managing-an-event.htm</p> <p>'What to include in your Covid-19 risk assessment' https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm</p>

Demonstrating the key principles

Key principle	How	Why	Related guidance/tools
<p>3</p> <p>Event organisers should give consideration to the use of the NHS COVID Pass for their event. They should consider whether this should be used in line with relevant guidance alongside appropriate risk assessments.</p>	<p>Use of the NHS COVID Pass is voluntary for individual organisations. However, we encourage the use of the NHS COVID Pass in facilities or events where people are likely to be in close proximity to a large number of people from other households for a sustained period of time.</p> <p>This is likely to include settings that have the following characteristics:</p> <ul style="list-style-type: none"> • Crowded indoor settings such as nightclubs and music venues • Large unstructured outdoor events such as business events and festivals • Very large structured events such as business events, music and spectator sport 	<p>The NHS COVID Pass allows people to demonstrate their COVID-19 status. It can help organisations to reduce the risk of transmission of COVID-19.</p>	<p>NHS Covid Pass NHS COVID Pass - NHS (www.nhs.uk)</p>
<p>4</p> <p>A competent Covid-19 Officer must be appointed for visitors, staff, contractors and vendors.</p>	<p>Demonstrate an effective chain of command and decision making structure for the event (for planning and live phases)</p> <p>Identify a dedicated member of the event team to:</p> <ul style="list-style-type: none"> • Ensure control measures are maintained - • Issues are escalated. • Contingency plans are put into action where necessary. 	<p>A dedicated Covid-19 Officer should ensure a risk assessment for COVID-19 is active throughout the whole event, with risks continually reviewed and mitigation measures taken as required.</p>	<p>Keeping Workers and audiences safe during covid-19 https://www.eventsindustryforum.co.uk/%20index.php/11-features/14-keepingworkersand-audiences-safe-duringcovid-19</p> <p>What to include in your Covid-19 risk assessment https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm</p>

Demonstrating the key principles

Key principle	How	Why	Related guidance/tools
<p>5</p> <p>Be able to demonstrate safe and effective management of crowd density throughout all site areas in order to maintain safe social distancing and manage potential pinch points.</p>	<p>Demonstrate the ability to effectively control the numbers entering the event footprint and to obtain real time counts of numbers present on site.</p> <p>Determine effective design, capacity and management of circulation routes to maintain social distancing requirements.</p> <p>One-way visitor traffic system could create a logical flow to reduce overcrowding and minimise pinch points.</p> <p>Identify and manage pinch points and bottlenecks (Note - to also include management of the approaches and any related queuing outside the event footprint).</p> <p>Widen walkways to enable adequate 2m distancing.</p> <p>Organisers are recommended to issue a code of conduct to attendees and staff as part of their pre-event communications.</p>	<p>The ability to control the perimeter of the site and manage access and accurate real time data are necessary to manage numbers and crowd densities.</p> <p>Illustrates the commitment to prioritising health and safety first while enabling successful interactions at the event.</p> <p>A prescribed flow through the event venue helps to safely promote social distancing. Entrances and exits can follow the same one way traffic to follow the logical flow. These traffic flows allow for proper spacing to be maintained and easily monitored, all of which contributes to enhanced healthy and safety standards.</p>	<p>Staying safe outside your home https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</p> <p>Coronavirus (COVID-19): safer travel guidance for passengers https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Covid capacity calculator and COVID-19 Mass Gathering Event Risk Assessment Tool, available at: https://www.northyorks.gov.uk/guidance-events</p>
<p>6</p> <p>Encourage visitors, staff, contractors and vendors to wear face coverings. Consider through your risk assessment process whether your workers need additional PPE</p>	<p>Use signage to ask event visitors, staff, contractors and vendors to use face coverings in any enclosed spaces and where social distancing is compromised.</p> <p>Provide face coverings for staff and visitors who have not brought their own.</p>	<p>To protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (Covid-19).</p>	<p>Face coverings: when to wear one, exemptions, and how to make your own</p> <p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p>

Demonstrating the key principles

Key principle	How	Why	Related guidance/tools
<p>7</p> <p>Demonstrate enhanced cleaning, hand washing and hygiene procedures for visitors, staff, contractors and vendors, sufficient for projected numbers</p>	<p>Hand sanitiser stations positioned at key locations throughout the event, including restrooms, food and beverage locations, and conference rooms, with regular use encouraged for all visitors, staff, contractors and vendors</p> <p>Increased focus on cleaning key touch points, including restrooms, food and beverage areas and help points.</p> <p>Venues hosting organised events provide an enhanced clean prior to moving in and again before the event opens.</p> <p>All cleaning should reflect current UK government advice.</p> <p>More detailed information on cleaning is also available in the Visitor Economy guidance.</p>	<p>Providing hand washing facilities and washing your hands regularly, with accompanying signage, is a simple measure to reduce infection in- or out- of a pandemic. In addition, event organisers and venues should be committed to make hand sanitiser stations readily available throughout event spaces, particularly at key locations.</p> <p>Enhanced and visible cleaning regimes throughout the event and particularly in key areas can provide a visible representation of the industry's dedication to health and safety.</p>	<p>COVID-19: cleaning in non-healthcare settings outside the home https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Working Safely During Coronavirus (Covid-19) https://www.gov.uk/guidance/working-safely-during-covid-19</p>
<p>8</p> <p>Ability to manage waste, including face mask and other PPE disposal.</p>	<p>The collection and removal of waste receptacles increased during events in order to minimise risk.</p> <p>Specific waste bins for mask disposal provided and clearly identified, with a proposed schedule to regularly disinfect the waste receptacles themselves.</p>	<p>These efforts follow recommendations and advice of the UK Government and reduces the risk of infection to others through contaminated waste.</p>	<p>Coronavirus (COVID-19): disposing of waste https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste</p>
<p>9</p> <p>Ensure adequate ventilation in all areas.</p>	<p>Ensure that the proper ventilation, temperature, humidity, UV air purification controls, etc. are in place in any indoor or covered areas.</p> <p>This may include marquees which are 'outside' where less than 50% of their sides are open.</p> <p>Consider Carbon dioxide monitors.</p> <p>Try to utilise as much outside space as possible and encourage the use of outside space where practical.</p> <p>Conduct an assessment of fresh air (ventilation).</p>	<p>The aim is to reduce exposure to harmful particles.</p> <p>Where applicable, filters should be properly installed and maintained in appropriate systems to treat recirculated air, and filters should be appropriately designed for the building in which they are used.</p>	<p>Air conditioning and ventilation during the coronavirus outbreak (HSE Guidance) https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</p> <p>Assessment of fresh air: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/assessment-of-fresh-air.htm</p> <p>Events and attractions – Ventilation https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions#facility-3</p>

Demonstrating the key principles

Key principle	How	Why	Related guidance/tools
10 Ensure your risk assessment includes protocols for identifying, reporting and responding to suspected or confirmed Covid-19 cases.	<p>Organisers are encouraged to use the official NHS QR code posters to allow check-in at different premises with the NHS App – details to create and download your own poster can be found here https://www.gov.uk/create-coronavirus-qr-poster</p> <p>Traditional Test & Trace services should be offered for those who cannot use the App but ask for their details to be recorded either digitally or using paper but should be a temporary record of staff, customers and visitors. This record must be maintained in a way that is manageable for your business and respects the privacy of those using this method.</p> <p>In light of a confirmed positive result, the NHS Test and Trace team will contact the organiser and it's important to provide all requested information in a timely manner. At this time, there is no expectation for the organisation to contact their customers or visitors.</p> <p>Personal data must be handled in accordance with GDPR.</p> <p>Know the responsibilities and actions associated with suspected or confirmed Covid-19 cases and close contacts with someone who has tested positive for Covid-19.</p> <p>Notification of the positive result should be made to the county council via dph@northyorks.gov.uk if this has not come through the national test and trace service.</p> <p>Notification of outbreak to Public Health England Health Protection Acute Response Centre (ARC) on 0113 386 0300.</p> <p>Ensure any persons responding to assist any members of the public that may result in close contact have/wear the recommended COVID-19 Personal Protective Equipment (PPE).</p>	<p>Organisers should keep a temporary record of attendees for 21 days, in a way that is manageable for the business, and assist NHS Test and Trace with requests for data should it be required. This could assist in essential work to contain clusters or outbreaks.</p>	<p>NHS Test and Trace: how it works https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>Information for Organisations https://covid19.nhs.uk/index.html</p> <p>Maintaining records of staff, customers and visitors to support NHS Test and Trace https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</p>

Demonstrating the key principles

Key principle	How	Why	Related guidance/tools
<p>11</p> <p>Be able to demonstrate robust calculations of visitor projections</p>	<p>Assess and document the maximum number of people permitted at any one time within the whole event / individual areas (e.g. marquees) taking into consideration floor space, seating setting up as well as likely pinch points and busy areas.</p> <p>You should take additional steps to manage risk, if the event or attraction:</p> <ul style="list-style-type: none"> • takes place indoors; • takes place outdoors, but also has indoor spaces; • includes congested areas; • involves free movement between people; • includes crowd density • or has a large number of attendees <p>Complete the COVID-19 Mass Gathering Event Risk Assessment Tool, and consider the impact of the Covid Capacity Calculator on safer operation levels.</p>	<p>Determining the capacity of the site/ individual areas is necessary to manage numbers and crowd densities in order to safely encourage social distancing.</p>	<p>the Covid-19 Mass Gathering Event Risk Assessment Tool and Covid capacity calculator, available at: https://www.northyorks.gov.uk/guidance-events</p> <p>Working safely during Covid-19 – Events and attractions https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions</p> <p>Events Research Programme: https://www.gov.uk/government/publications/events-research-programme-science</p>
<p>12</p> <p>Demonstrate due consideration of the impact of the event in the local area including, for example, local transport networks</p>	<p>How will attendees and staff get to the event consider the– impact on and capacity of public transport. More consideration may be required as capacities reduced due to Covid this should be mitigated against through engagement with providers where appropriate.</p> <p>Consider the impact on road network causing queues and emergency services. Car parking should have due consideration for additional spaces to prevent car sharing and allow distancing.</p> <p>Either before or after event it is likely that attendees will put pressure on local services such as going to pubs etc. and congregate/gather in public areas.</p> <p>Communications with local residents to prevent community tensions as some may be very against the event taking place (this would also involve things like noise etc. under normal times) but for Covid it is essential that event organisers engage with the local community to provide assurance that the event is taking place within the Covid requirements guidance and the actual footprint of the event is also being managed. This will minimise the impact on SAGs and NYP.</p>	<p>Event organisers should follow COVID-secure guidance and consider the impact their event may have on surrounding infrastructure.</p>	<p>Safer travel guidance: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Event Impacts: https://www.eventimpacts.com/</p>

Demonstrating the key principles

Key principle	How	Why	Related guidance/tools
13 Have communication plans in place to inform attendees of the Covid secure arrangements in place at the event and provide attendees with instructions for attending the event	<p>A comprehensive communications plan for all attendees and the local community reinforcing key principles for staging the event will be important. Event organisers need to give clear and consistent messaging of what is expected and take reasonable measures to facilitate this. Organisers may also want to consider the positive communication of mitigation measures to help support confidence.</p> <p>They may also wish to consider issuing a pre-event attendee code of conduct detailing issues such as checking for COVID-19 symptoms prior to attending, conducting routine twice weekly LFD tests in the week before and after the event, adhering to any COVID-19 precautions at the event, or adhering to other relevant expected behaviours at the event or on the way to an event.</p> <p>It may be necessary to create operating procedures to deal with non-compliance. Attendees should “know before they go” what measures will be in place and what will be required of them. This should emphasise that attendees who are unwell or who are required to self-isolate should not come to the event. It should also emphasise the importance of physical distancing and good hand and respiratory hygiene.</p> <p>Event organisers may want to take advantage of the NHS COVID Pass at the event as a condition of entry.</p> <p>Multiple channels are likely to be required to communicate and reinforce key messages and updates, with visual material proving beneficial in demonstrating changes that have or are being made especially where language barriers may limit the effectiveness of written information.</p>	<p>To ensure that all potential issues and risks are communicated prior to the event in order to allow for mitigation.</p> <p>To ensure all those attending your event are aware of the measures that they will need to comply with, and any changes that may be made in the lead up to the event.</p>	<p>Association of Event Organisers https://www.aeo.org.uk/covid-19</p> <p>Working safely during coronavirus https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions</p> <p>Coronavirus Campaign Resource Centre https://coronavirusresources.phe.gov.uk/</p>

Risk assessment

The Association of Event Organisers (AEO), Association of Event Venues (AEV), Events Supplier and Services Association (ESSA) and its stakeholders, have produced the follow risk templates to ensure there is a framework of support and assessments to ensure a safe return to live events. The UK Government has approved all work. <https://www.aeo.org.uk/covid-19>

Basic risk template: An easy to follow layout, which covers the fundamental considerations and can cover multiple risk scenarios – suitable for smaller events with fewer special considerations.

https://cdn.asp.events/CLIENT_AEO_6F6DAB1E_5056_B739_5434FCD30E5F9143/sites/AEO/media/covid19/Risk-Assessment--Managing-the-risk-of-Coronavirus.pdf

Comprehensive risk assessment template: A comprehensive assessment covering potential hazards for all groups throughout the various event phases - suitable for larger, more complex events. https://cdn.asp.events/CLIENT_AEO_6F6DAB1E_5056_B739_5434FCD30E5F9143/sites/AEO/media/covid19/Draft%20Risk%20Assessment%20Template%20for%20Covid-19%20AEO%20v2.pdf

Risk Assessment for sampling at food shows: created to support organisers who run food shows or shows where sampling is frequently used.

https://cdn.asp.events/CLIENT_AEO_6F6DAB1E_5056_B739_5434FCD30E5F9143/sites/AEO/media/covid19/UPDATED%20Exhibitor%20Sampling%20COVID%20Risk%20Assessment%20Template.pdf

Working safely guidance

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>

Site capacity calculator

<https://www.northyorks.gov.uk/sites/default/files/fileroot/Health%20and%20social%20care/coronavirus/Outbreaksupport/Initial%20Site%20Capacity%20Calculator%20During%20COVID.xlsx>

Managing an event <https://www.hse.gov.uk/event-safety/managing-an-event.htm>

What to include in your COVID-19 risk assessment

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

Running an event safely – Advice from the Health and Safety Executive (HSE) Security advice from the Counter Terrorism Security Office

Event safety plans and risk assessments are the event organiser's documents and should reflect the significant hazards from the event, including COVID-19 and identify the measures that need to be taken to ensure that people are safe as well as to comply with Health and Safety and other laws.

These plans must reflect the current government guidance and event documentation must be revised, updated and implemented the changes required as the pandemic evolves.

Legal requirements

As per Regulation 6(2) & (3) of the [The Health Protection \(Coronavirus, Restrictions\) \(Steps\) \(England\) Regulations 2021](#)

The organiser takes the required precautions for the purposes of these Regulations by meeting both of the following requirements.

1. The first requirement is that the organiser or manager has carried out a risk assessment that would satisfy the requirements of Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (whether or not the organiser or manager is subject to those Regulations).
2. The second requirement is that the organiser or manager has taken all reasonable measures to limit the risk of transmission of coronavirus, taking into account—
 - a) The risk assessment and
 - b) Any guidance issued by the Government, which is relevant to the event.

If an event poses a serious and imminent threat to public health, NYCC may consider issuing a direction to prohibit an event from taking place or impose other restrictions or prohibitions under Reg 5(1) of The Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations. If the direction is contravened, a fixed penalty notice (FPN) may be issued by NYCC, a police officer or a police community support officer.

If, by attending a particular event or by any other means, individuals are contravening the regulations the police have the power under The Health Protection (Coronavirus, Restrictions) (Steps) (England) Regulations 2021 to direct individuals to leave a location or remove them from that location. Which may have the effect of shutting the event down if all attendees are dispersed.

If the organiser holds an event in contravention of [The Health Protection \(Coronavirus, Restrictions\) \(Steps\) \(England\) Regulations 2021](#), they may be issued with a fixed penalty notice by a police officer, police community support officer or other designated person. Organisers could also be issued with fines subject to enforcement methods, including fixed penalty notices, if they have contravened other business-related regulations of the:

- [The Health Protection \(Coronavirus, Restrictions\) \(Steps\) \(England\) Regulations 2021](#)
- [The Health Protection \(Coronavirus, Collection of Contact Details etc. and Related Requirements\) Regulations 2020](#)
- [The Health Protection \(Coronavirus, Restrictions\) \(Obligations of Hospitality Undertakings\) \(England\) Regulations 2020](#)
- [The Health Protection \(Coronavirus, Restrictions\) \(Self-Isolation\) \(England\) Regulations 2020](#)

Legal Disclaimer: It is the responsibility of the event organiser to comply with all relevant law and guidance and to ensure the event is conducted safely. Safety Advisory Group reviewing documentation does not imply that the Council or any of the SAG partners have approved the event or accepted any liability for injury to or loss by any participants. Neither North Yorkshire County Council nor any of the participants in the SAG accept any liability for loss to event organisers arising from the cancellation of or adjustment to any events or event plans after they have been signed off by the SAG arising from changes in national law, guidance or practise.

CORONAVIRUS NOTE: the UK is currently experiencing a pandemic of coronavirus (COVID-19). Powers have been given to Local Authorities to Issue directions imposing prohibitions, requirements or restrictions in relation to the holding of event, access to premises and access to public outdoor spaces.

Reporting a COVID-19 case

If you are aware that a member of staff, audience or performer have a positive case of COVID -19 you are required to inform Public Health England and North Yorkshire County council using the following reporting mechanisms:

Please copy reports of laboratory confirmed cases or positive cases to dph@northyorks.gov.uk and call the Public Health England Health Protection Team on **0113 386 0300** or, out of hours, on **0151 909 1219**.

Notification and requests for support for positive cases of COVID-19 please email dph@northyorks.gov.uk using the following header - 'Email header: 'positive COVID case – type of setting i.e. accommodation/workplace/leisure accommodation [name of setting and District]'

AND

You should call Public Health England Health Protection Acute Response Centre (ARC) on: Monday to Friday, 9am to 5pm: **0113 386 0300**

Out of hours: **0151 909 1219**

Government and HSE guidance

The government and HSE have produced guidelines to ensure workplaces are safe and the workforce is protected from coronavirus.

- [Working safely during coronavirus](#)
- [Health and Safety Executive guidance to working safely](#)
[Completion of a COVID-19 Risk assessment](#)
- [Cleaning of the workplace](#)
- [If you need to self-isolate or cannot attend work due to coronavirus guidance](#)
- [Practical guide for employers who want to offer workplace testing for asymptomatic employees](#)

SAG Contacts

- **Craven District Council**
Email: SAG@cravenc.gov.uk
- **Hambleton District Council**
Email; Sag@hambleton.gov.uk
Website: <https://www.hambleton.gov.uk/downloads/download/235/event-management>
- **Harrogate Borough Council**
Email corporateworkplacesupport@harrogate.gov.uk
Website: <https://www.harrogate.gov.uk/events-activities-council-land/event-procedures>
- **Richmondshire District Council**
Email address: safetyadvisorygroup@richmondshire.gov.uk
Website: <https://www.richmondshire.gov.uk/community/community-safety/planning-a-safe-event/>
- **Ryedale District Council**
Email licensing@ryedale.gov.uk
Website: [Ryedale District Council - Permission to host events](#)
- **Scarborough Borough Council**
Email: Scarborough.SAG@scarborough.gov.uk
Website: Events | SCARBOROUGH.GOV.UK
- **Selby District Council**
Email address SAG@selby.gov.uk
Website: [Organising community events | Selby District Council](#)
- **York City Council**
Email: info@makeityork.com
Website: <https://www.york.gov.uk/HoldingAnEvent>
- **North Yorkshire County Council (Sports Grounds Only)**
Email: Elizabeth.fitzgerald@northyorks.gov.uk
Email: business.advice@northyorks.gov.uk

Other useful contacts

North Yorkshire County Council

Customer services and all telephone enquires: **01609 780780**

Further support: dph@northyorks.gov.uk



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