

Organising events in 2021



Events can be a great way to raise awareness, generate new interest or raise funds for not-for-profit organisations. An event can cover a wide range of organised activities, including (but not limited to) small community events, large concerts, agricultural shows, public firework displays, circuses and corporate hospitality.

The Government's roadmap for easing lockdown restrictions means that outdoor and indoor events can soon be restarted, provided that Covid-19 Secure Risk Assessments are undertaken, and the appropriate control measures are in place to reduce the risk of Covid-19 infection.

It is the responsibility of the event organiser to check www.gov.uk/coronavirus for the latest Government guidance on Covid-19 to ensure they can plan and run an event in line with current safety measures.

Event organisers are also advised to check local infection rates and comply with any additional restrictions listed on local council websites.

Local Community Advisory Service

Our Local Community Advisory Service has a [free interactive guide](#) with risk assessment templates, and other risk management tools, available for you to download.

If your not-for-profit organisation, town, parish or community council is insured with Zurich, you can also benefit from free access to our specialist LCAS health and safety advice line 0800 302 9052 (option 3) and email service lcashelpline@uk.zurich.com (open Monday – Friday, 9am – 5pm).

Covid-19 considerations when planning your event



Event capacity - consider pre-booked tickets to avoid compromising social distancing and pinch points



Crowd management – stagger entry/exit times and consider circulation of pedestrians to minimising queues



Suitable ventilation - see [Government guidance](#)



Minimise behaviours that increase the risk of aerosol transmission



Hygiene – cleaning regimes and handwashing/sanitising facilities



Provide signage to explain social distancing measures, one-way systems, hand hygiene and if face coverings should be worn



Covid-19 infection control - contact tracing, reporting/notification of infection and symptom checking requirements



Impact of food and beverage provisions for example food stall, pre booking, waitressing, contactless payments

3 steps to running an event safely

In order to successfully run an event, you'll need to ensure that there is a robust plan in place for managing health and safety, which is adequately communicated and fully documented. As an event organiser, you have a duty of care to people working at or visiting your site and safety must always be the paramount consideration before, during and after the event, whatever the size.

1) Before the event: What information do you need to gather to enable you to plan the event?

Carry out a Risk Assessment

A risk assessment is key to event safety planning.

It doesn't have to be complicated, but it should be proportionate to the activity. A good understanding of what activities will be available at the event - whether it's a bonfire night with a fireworks display, or a children's walk in the park - will help inform risk assessments and plan for the event.

Assessments should record details of any installation, use and de-rigging of temporary structures, barriers, stands, information signs, decorations, specialist equipment, inflatables and fun fair rides and security of cash.

If you know that the event will attract lots of young children, older people or those with disabilities, then you may need to consider having adapted facilities or arrangements in place. For example:

- changing facilities
- lost children help-points
- suitable welfare facilities
- specific access routes

It's also important to remember why you are having the event (and taking some risks), so include the benefits of the event in your risk assessment.

Develop an Event Safety Plan

An event safety plan should contain a record of all health and safety arrangements including, but not limited to:

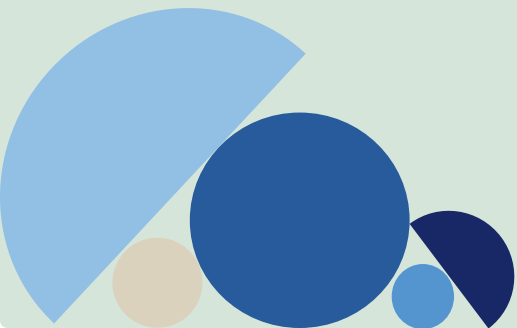
- first aid facilities
- licensing (e.g. noise, music, alcohol)
- staff and volunteer training
- waste management
- crowd control
- lost person/child procedure,
- vendors' safety
- insurance arrangements.

A Traffic Management Plan should be considered if vehicles need access to the event site, or there will be a provision for vehicle parking. Try, as far as possible, to only have moving vehicles on the site when the number of attendees is at a minimum and plan the vehicle routes to minimise interaction with pedestrians.

It's also important to think about how communications will work during the event. For example:

- Do stewards have the means to call for assistance or receive updated instructions?
- Has an emergency plan been communicated and tested?
- How will the crowd receive communications - PA systems?
- The plan needs to be documented and communicated to staff well before the event.

The Health & Safety Executive has further guidance on organising an event safely.



2) During the event: What needs to be considered and maintained during the event?

Monitoring and inspections

It's important to monitor the implementation of controls identified by your risk assessment, for example crowd management and hygiene facilities. A method of achieving this is site inspections.

Inspect the event site before, during and after the event, to ensure that no significant hazards have been missed or changed. It may be that the site layout has changed or that poor weather has meant that an area has now become unusable.

- Inspection before- gives an opportunity to make changes in advance
- Inspection during - picks up any immediate changes needed
- Inspection after - ensures the site has returned to a safe condition

3) After the event: What needs to be done after the event?

Debriefs

Event debriefs should be conducted to address concerns raised and possible improvements needed for future events. An 'event log' should be kept in order to record complaints, incidents and accidents. You may be required to show this, should a formal claim be made against you.

Record retention

By keeping records such as risk assessments, event safety plan, inspection reports, contracts, accident investigations and relevant insurance certificates you can effectively demonstrate that significant risks were identified and adequate controls had been put in place.

Useful Links

- [COVID-19 Response - Spring 2021 \(Roadmap\) \(gov.uk\)](#)
- [Coronavirus \(COVID-19\): Organised events guidance for local authorities \(gov.uk\)](#)
- [COVID-19: Guidance for the safe use - Community centres/venues \(gov.uk\)](#)
- [\(COVID-19\) Coronavirus restrictions: what you can and cannot do \(gov.uk\)](#)
- [Working safely during COVID-19- Events and visitor attractions \(gov.uk\)](#)
- [Working safely during COVID-19- Performing arts \(gov.uk\)](#)
- [Working safely during COVID-19- Restaurants, pubs, bars and takeaways \(gov.uk\)](#)
- [Coronavirus \(COVID-19\): Events sector guidance \(Scot\)](#)
- [Covid-19 Guidance for Food Business Operators \(Scot\)](#)
- [COVID-19 Secure Guidelines- UK Hospitality](#)
- [Events- Funding Regulator](#)
- [Health, Safety & Welfare at events- Purple Guide](#)
- [Keeping workers and audiences safe - Events Industry Forum](#)
- [Outdoor events guidance - Local Government Association](#)

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