

COVID QUESTIONNAIRE FOR EVENT ORGANISERS

EVENT ORGANISERS ARE EXPECTED TO UNDERTAKE A COVID RISK ASSESSMENT – the questions below should assist in drawing up the COVID risk assessment along with the [Trading Safely Covid19 toolkit](#) for Hertfordshire businesses.

Once Completed Return to.....

If there is insufficient information provided **FOUR WEEKS PRIOR TO THE START OF YOUR EVENT** to demonstrate that your event is COVID secure, the Environmental Health Officer may advise the Director of Public Health from Hertfordshire County Council that your event may need to be stopped or restrictions placed upon it. The purpose of the COVID risk assessment is to avoid such a scenario.

IT IS IMPORTANT THAT EVENT ORGANISERS COMPLETE THE TABLES BELOW, BUT THEY MUST TAILOR THE INFORMATION TO THEIR EVENT. If the question is not relevant you are not expected to answer it, and similarly if there is additional relevant information you must add this. You know your event.

It is the Event Organiser's responsibility to ensure they provide as much information as possible in order for the Environmental Health Department to assess whether your event will be COVID secure, there is a limited amount of chasing that can be offered.

TABLE 1	
EVENT – Name and description of the event	
Location, date, duration, times	
Event Organiser and contact telephone and email	

Owner / Occupier and contact telephone and email	
Any other Person involved in managing entry or departure and contact telephone and email	
District Council	

TABLE 2	
Total Number of attendees at the whole event and total number per day, if applicable	
Total Number of Staff, Performers, vendors, Contractors, Security attending the whole event	
Total Number Attending at any one time	
Total Number of Staff, Performers, vendors, Contractors, Security Attending at any one time	
Age range of those likely to attend the event	
Vulnerabilities of staff and/or attendees – age, ethnic grouping, underlying health conditions (<i>which may affect their susceptibility to the effects of COVID</i>)	
Ratio of those attending indoors to outdoors (include measurements of covered areas i.e. gazebos, tents etc and any maximum occupancy)	
Method of advertising/Ticket sales – how where – obtain copies (<i>this will give an indication of the likely catchment area for attendees</i>)	

Will tickets be sold in advance if so where are they advertised	
Will tickets be sold on the door	
Where do attendees, staff, contractors etc come from, local, regional, national and/or international <i>(Are there any spikes etc from originating areas)</i>	
Nature of the Activity(ies) Specify all. <i>(How will this influence the attendees behaviour)</i> <i>i.e. type of music (DJ or live), description music genres, include maximum decibel levels of any amplified music.</i>	
Alcohol Sales or consumption <i>(may affect behaviours)</i> <i>How are sales organised i.e. kiosk, tent , fixed buildings, drinking zones</i>	
Likelihood of drugs <i>(may affect behaviours)</i> <i>Measures taken to prohibit use of drugs</i>	

TABLE 3 Layout plan to include the following information where relevant- **this should be attached.**

<ul style="list-style-type: none"> • exit and entry points • number of rooms • number of floors • area shared with other businesses • wash hand basins • toilet/bathroom and showers • communal areas (e.g. canteens, kitchens, lifts, stairs) • screens • barriers 	<ul style="list-style-type: none"> • travel routes • smoking areas • staff zoning • frequently used touch points, • hand sanitising points • fallow, unused or disused work stations/ • equipment/tables/Chairs etc • any propped open doors, • key signage or information points 	<ul style="list-style-type: none"> • Ventilation e.g. openable windows. • Reception • Marquees • External Buildings • Detail any other relevant points
--	--	--

TABLE 4 Details of staff, performers, vendors, contractors etc

Groups of staff	Employed by the Event Organiser	Agency, Part Time, Zero Hours Contracts etc	Contractors	Volunteers
Management				
Supervisors				
Health and Safety and COVID advisors				
Admin				
Catering staff				
Bar Staff				
Waiting staff				
Front of House staff				

Security				
Bouncers/door supervisors				
Electricians				
Stage. Marquees erectors etc				
Performers				
Singers				
DJs				
Vendors				
Supervising attractions				
Cleaners				
Car Jockeys				
Delivery Drivers				
Others (Specify)				

TABLE 5 - Event Management	
1. Specify management and supervision arrangements	
2. Health and Safety Advisors	
3. COVID Advisors	
4. How do staff arrive at the event – public transport, car sharing, mini bus, coach etc. <i>(Do staff travel together)</i>	
5. Proposed car parking arrangements (Include any one way systems, marshalling arrangements, speed restrictions etc and include on plans)	
6. Details of any staggered start or finish times <ul style="list-style-type: none"> • Staff, contractors, performers, vendors etc • Attendees 	
7. Policy on PPE/Face Coverings – who, where, who provides. (Face coverings should be worn by attendees at all times while inside on site except while eating or drinking- unless there is an exemption on health grounds). All staff, marshals, stewards, bar	

staff, contractors etc should also wear face coverings at all times. Ensure anyone not wearing face coverings is refused entry or provided with a mask.	
8. Security/entrance detail any method of searching etc	
9. Detail arrangements for safe exiting of the site – to consider mass exodus, speeding cars, drunken behaviour etc	
10. Health Screening Questionnaires for those identified in TABLE 4 to include travel from restricted/lockdown area and if need to quarantine after travel from abroad. <i>The questionnaire should be attached.</i>	
11. ODetail any overnight arrangements for staff, performers, contractors, attendees etc.	
12. Details of staff Rotas/shift patterns/staff bubbles	

<p>13. Social Distancing</p> <ul style="list-style-type: none"> • Queuing at: <ul style="list-style-type: none"> ○ Entrances ○ Exits ○ Bar ○ WC ○ Food vendors <p>Detail social distancing arrangements for:</p> <ul style="list-style-type: none"> • Security • Bar • Tables • Tills/payment stations • During performances • Attractions • Food Stalls • Merchandise stalls • Toilets • Wash Hand basins • Around the site 	
--	--

<ul style="list-style-type: none"> • Muster Points • Smoking Areas • Staff Rest Areas 	
14. One way pedestrian flow <i>(To be included on plan)</i>	
15. Details of barriers/zoning arrangements to enable social distancing in spectator areas, on entry, while queuing for tickets, food/drink. <i>(To be included on plan)</i> Types of barriers used	
16. Operation of the bar <ul style="list-style-type: none"> • How will payment be made 	
17. Operation of food provision <ul style="list-style-type: none"> • How will payment be made 	
18. Food Vendors Numbers/details of all food vendors Any catering facilities (give details)	

Should be 3 rated or above under the Food Hygiene Rating System)	
19. Tables/seating areas/bean bags Include distances between seating where appropriate <i>(To be included on plan)</i>	
20. Toilets – location and numbers Number of units, type of unit. State the cleaning and disinfection arrangements between use. <i>(To be included on plan)</i>	
21. Wash Hand Basin – numbers and locations <i>(To be included on plan)</i>	
22. Wash Hand Basin provision of: <ul style="list-style-type: none"> • Receptacles for used paper towels • Liquid soap • Running water • Hand sanitiser 	
23. Sanitiser stations <ul style="list-style-type: none"> • Locations (identify on Plans) • Types (70% alcohol) 	

24. Performances <ul style="list-style-type: none"> • Type • Timings 	
25. Funfair/attractions <ul style="list-style-type: none"> • Type • Timings State the cleaning and disinfection arrangements between use.	
26. Children's Play equipment <ul style="list-style-type: none"> • Type • Timings State the cleaning and disinfection arrangements between use.	
27. Detail how infected/symptomatic individuals will be managed	
28. Infection Control for sick staff, contractors, attendees etc	
29. First Aiders – COVID aware State provider	
30. Contingency plans <ul style="list-style-type: none"> • maintaining social distancing in an 	

<p>emergency</p> <ul style="list-style-type: none"> • communications on site and off site • adverse weather (ensure if adequate cover from rain is to be provided in for example gazebos, tents etc state how social distancing at all times will be maintained) • 	
<p>31. Cleaning and Disinfection arrangements</p> <ul style="list-style-type: none"> • Cleaning schedule • Cleaning chemicals – state • Disinfectants to be used – confirm BSEN BSEN14476 or other method of disinfection that is suitable for enveloped viruses such as Coronavirus. 	
<p>32. Track and trace</p> <ul style="list-style-type: none"> • Staff, contractors, performers, vendors etc • Attendees • Method of recording 	

(attach questionnaire)	
33. Training <ul style="list-style-type: none"> • COVID controls for management, marshalls, stewards, security • Cleaning and disinfection • Wearing, donning and removal of PPE 	
34. Details of how the Covid secure policies and procedures will be implemented, monitored and enforced on site.	
STATE OTHER CONTROLS	
35.	
36.	
37.	
38.	
39.	