COVID-19 EVENT GUIDE

COVID Safe Event Guidelines

Updated 7th August 2020

EVENT DETAILS

Event Name:

Area Section / Register:

Contact person:	Contact Email/Mobile:
Event Location:	Event Date/Time:

Anticipated Attendance:

Description of Event / Activities:

Action Plan Summary

This is a summary checklist to operate your outdoor event. No indoor events should take place until revised guidelines are produced. Details for each activity are listed in the next chapter. This document should be completed by the event organiser and returned, along with the completely Risk Assessment form, to the Club Manager at manager@aroc-uk.com

	BEFORE THE EVENT	ON ARRIVAL	DURING THE EVENT
PLAN	☐ Check latest national and local legislation ☐ Plan the event, meeting points and routes being taken to avoid busy areas ☐ Visit the event location and ensure social distancing can be followed, check for public toilets and opening times ☐ Estimate the total safe limit of number of attendees based on space available to maintain appropriate social distancing ☐ Monitor any national and local legislation for changes up to the day of the event and prepare to cancel the event if changes occur which affect your plans ☐ Prepare an event cancellation plan so all steps are clearly understood, and pre-booked attendees are notified in the event that the meeting must be cancelled ☐ Complete Risk Assessment or obtain Risk Assessment from premises, if appropriate (e.g. local pub garden) ☐ Notify Club Manager for approval of plan and risk assessment	☐ If location is too busy to maintain appropriate social distancing, find alternative or cancel event ☐ Assess total numbers attending against planned safe limit, and if too many to maintain social distancing, find alternative or cancel event ☐ Maintain a register of all attendees and capture contact details if they did not pre-book ☐ Brief social distancing measures	☐ Monitor levels of public at the location to ensure social distancing can still be undertaken, or end event
COMMUNICATE	☐ Invite attendees and strongly recommend pre-booking ☐ Do not share specific location and timing information on social media to prevent uninvited guests ☐ Provide a clear briefing of the event and what will happen if the location is too busy on arrival to maintain social distancing	☐ Brief social distancing measures	☐ Remind attendees, if necessary, to maintain safe social distancing ☐ Do not share location information on social media until the event is complete and all participants have left
MAINTAIN SOCIAL DISTANCING	☐ Determine total number of people allowed to comply with legislation	☐ Vehicles should be parked suitably far apart to allow for social distancing between cars	☐ Social distancing must be followed at all times ☐ Ensure orders for food/drink are undertaken in an orderly fashion (e.g. as a group) rather than cause queues or risk social distancing measures
FACILITATE CONTACT TRACING	☐ All attendees must provide contact details at the time of booking	☐ Capture contact details (if not already pre-booked) of all attendees	
HYGIENE AND WELL-BEING	☐ Brief all attendees that they should not attend if displaying symptoms ☐ Attendees encouraged to use PPE/face masks	☐ Ensure attendees are not displaying symptoms	☐ PPE/Face masks to be encouraged ☐ Frequent hand-washing or use of hand sanitiser to be encouraged

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1. Plan

i) Before the Event

☐	Check the latest national and local COVID-19 legislation. Pay particular attention to any changes to social distancing and maximum group sizes. Total meeting attendees must not exceed legislation and you need to consider how you will maintain safe social distancing measures throughout the event.
☐	Plan the event, meeting points and routes being taken to avoid busy areas. Do not choose locations which are tourist hotspots or are typically very busy. Ideally meeting points and start/end points of drives should have access to toilet facilities.
☐	Visit the planned location and ensure social distancing can be followed and the facilities support the expected numbers of attendees (e.g. sufficient picnic tables). If the location is busy on your visit, consider alternatives which will allow for more/safer space.
☐	Estimate the total safe limit of number of attendees based on space available to maintain appropriate social distancing.
☐	Monitor any national and local legislation for changes up to the day of the event, and prepare to cancel the event if changes occur which affect your plans.
☐	Prepare an event cancellation plan so all steps are clearly understood and pre-booked attendees are notified in the event that the meeting must be cancelled.
☐	Complete the AROC Risk Assessment. It is important that you have considered all risks to our members and the public. If the event is at a commercial premises (e.g. a local pub garden) you can use their Covid Risk Assessment (ask the owner for a copy).
☐	Notify the AROC Club Manager by sending this completed checklist along with your completed Risk Assessment to manager@aroc-uk.com and call the AROC office to discuss before inviting anyone to the event.

ii) On Arrival at the Event

☐	If, upon arrival, the location is too busy to maintain appropriate social distancing, find an alternative location or cancel the event. Do not proceed with the event if social distancing measures cannot be followed.
☐	Assess the total numbers attending against the planned safe limit, and if too many have arrived to maintain social distancing, find an alternative location or cancel the event. Do not proceed with the event if social distancing measures cannot be followed. This is why we strongly advise pre-booking only.

☐	Ensure a register is maintained of all attendees. This should be pre-filled with pre-booked attendees, but ensure contact details are captured for those not pre-booked too.
☐	Brief all attendees on arrival, paying particular attention to social distancing measures.

iii) During the Event

☐	Monitor levels of public at the location to ensure social distancing can still be undertaken. If the volume of public at the location increases and you feel social distancing measures cannot be adequately followed by your attendees, end the event.

2. Communicate

i) Before the Event

☐	Invite attendees and strongly recommend pre-booking. Ensure all attendees know that a register will be taken upon arrival to facilitate contact tracing, so pre-booking will speed up the process.
☐	Do not share specific location and timing information about the event on social media to prevent uninvited guests arriving without pre-booking.
☐	Provide a clear briefing of the event and what will happen if the location is too busy on arrival to maintain safe social distancing.

ii) On Arrival at the Event

☐	Brief all attendees the social distancing measures which must be followed to ensure the safety of themselves and others.

i) During the Event

☐	Remind attendees, if necessary, to maintain social distancing.
☐	Do not share specific location information about the event on social media until the event is complete and all participants have left.

3.   Maintain Social Distancing

i) Before the Event

☐	Determine the total number of people allowed based on latest national and local guidance and legislation, to ensure the even complies with legislation.

ii) On Arrival at the Event

☐	Vehicles should be parked suitably far apart to allow for social distancing between cars.

ii) During the Event

☐	Social distancing must be followed at all times.
☐	Ensure orders for food/drink are undertaken sensibly (e.g. a nominated individual on behalf of groups to avoid creating queues) if no table-service.

4.   Facilitate Contact Tracing

i) Before the Event

☐	All attendees must provide contact details at the time of booking. This is absolutely critical to facilitating contact tracing.

ii) On Arrival at the Event

☐	Capture a register of all attendees and ensure contact details are captured for those who did not pre-book.

5. Hygiene and Well-Being

i) Before the Event

☐	Brief all attendees that they must not attend if they are displaying any symptoms of Covid-19 or suspects they or any member of their family unit may have Covid-19, are self-isolating, quarantining or are shielding.
☐	Encourage attendees to use Personal Protective Equipment (PPE) or face masks even in public to minimise risk to themselves and others.

ii) On Arrival at the Event

☐	Ensure attendees are not displaying symptoms of Covid-19 and ask them to confirm that neither them nor any member of their family unit are displaying symptoms or self-isolating or quarantining.

ii) During the Event

☐	The use of Personal Protective Equipment (PPE) or face masks is to be encouraged.
☐	Frequent hand-washing or use of hand sanitiser is to be encouraged.

6. After the Event

Section Secretaries are requested to provide a summary report of the event to the Club Manager after the event is complete.

This will help us understand what went well, what went less well, and will inform any measures we need to consider in future along with revisions to guidelines to help our volunteers.