**Advice for planning an event from Public health checklist**

* Complete the ‘Event Gatherings’ risk assessment below. You do not have to send this to Public Health but it will tell you what you need to consider.
* The event advertising is aimed mainly at those who live in your parish rather than for the whole island.
* That people are asked to stay home if they are feeling unwell.
* That people are asked to mind their personal space and not crowd areas.
* Please provide lots of opportunities for hand sanitising – eg on each stall.
* That areas that are used frequently have enhanced cleaning –eg public toilets.
* That anything used frequently is cleaned as often as possible with hot water and soap and or wipes– eg handles and seats any craft or activity areas.
* The event is outdoors and spread out.

**Risk Assessment for Event / Gathering of Over 100 Persons**

Host (name and contact details) –

Location –

Number of attendees –

Nature of attendees (e.g. Guests, staff, contractors, businesses etc.) –

Controlled (list of all attendees kept) or uncontrolled (public event) environment –

| **Nature of hazard** | **Who might be harmed** | **Risk rating** | **Controls required** | **Action** | **Responsibility** |
| --- | --- | --- | --- | --- | --- |
| Spread of Covid-19 | Detail the nature of the attendees (e.g. guests, staff etc.) | High / medium / low | Examples include –  Information on Covid control measures to be communicated to all attendees  People told not to attend if they exhibit symptoms  Hand washing facilities / sanitiser will be readily available  Handwashing and rest room facilities will be cleaned regularly, bins will be emptied and soap, paper towels and hand sanitiser replenished regularly  Only registered attendees / staff / contractors will be permitted to the premises (for controlled events) and records kept for 14 days  Social distancing is not required in stage 3 but attendees are recommended to respect each other’s space and seating is spaced to accommodate this principle | How the controls from the previous column will be undertaken | Name of person who will take the action detailed in the previous column |
| Ventilation system recirculating air (indoor events) | Detail the nature of the attendees (e.g. guests, staff etc.) | High / medium / low | Examples include –  Where possible good ventilation should be maintained using natural ‘fresh air’ ventilation (opening windows and ‘non-fire’ doors)  Ventilation systems set to circulate fresh air and not to recirculate | How the controls from the previous column will be undertaken | Name of person who will take the action detailed in the previous column |
| Airborne spread through travel to the venue | Detail the nature of the attendees (e.g. guests, staff etc.) | High / medium / low | Examples include –  Encouraging attendees to wear face masks if travelling using public transport | How the controls from the previous column will be undertaken | Name of person who will take the action detailed in the previous column |
| Vulnerable people attending | Detail the nature of the attendees (e.g. guests, staff etc.) | High / medium / low | Examples include –  Risk assess the anticipated nature of the attendees and whether additional controls are necessary | How the controls from the previous column will be undertaken | Name of person who will take the action detailed in the previous column |
| Any other site and / or event specific hazards that you have identified | Detail the nature of the attendees (e.g. guests, staff etc.) | High / medium / low |  | How the controls from the previous column will be undertaken | Name of person who will take the action detailed in the previous column |