

## Step 4 Guidance for Event Organisers

Whilst we welcome the easing of mandatory measures which will see an increase in running events with the subsequent benefits that brings in physical and mental health, it should be borne in mind that the pandemic is far from over and it is important that we encourage the continued implementation of some of the safeguarding measures that as a society we have put into place over the last 18 months. Also, a significant percentage of the adult population have not been fully vaccinated and most people under the age of 18 years have not been vaccinated at all. Participants, officials and spectators could be in this group and can catch and spread the virus.

**Therefore, it is important that event organisers should consider the following guidelines which are based on government advice –**

- Event organisers are strongly encouraged to factor early engagement with the relevant local authority into the event planning process to ensure any issues can be identified and resolved without delay.
- Continue to carry out a Covid-19 Risk Assessment. Example templates can be found in the “Downloads” section of the runbritain Covid-19 advice home page.
- Participants, event staff, officials and spectators should be encouraged to check for symptoms of COVID-19 (a high temperature, new and persistent cough, or a loss of/change in sense of taste or smell) before travelling to the event. Participants should be encouraged to download and use the NHS app, which enables them to report symptoms, order a coronavirus test and check in to certain venues using a QR code.
- Participants, event staff, officials and spectators should not attend the event if they need to self-isolate, for example because they have been asked to self-isolate by NHS Test and Trace, are required to isolate after travel, or because they are displaying any COVID-19 symptoms.
- Participants and spectators should adhere to any relevant COVID-19 safety measures in place at the event, including observing directions given by marshals. Organisers may continue to require additional COVID measures (eg. face coverings outside the field of competition, proof of test or vaccine status) and for participants, spectators and volunteers to respect those requirements if the organiser feels it appropriate for their event, or if requested by the Local Authority.
- The event timetable and event areas should be designed in order to maximise the available space for each participant and minimise the amount of time participants spend in close proximity to each other. Race organisers should carefully assess the capacity of their events, based on the time and space available to the organiser. Crowd flow at the event should be considered. The use of crowd flow modelling tools are available, and should be considered for large and / or complex events.
- Participants, event staff, officials and spectators should continue to maintain good hand hygiene, covering mouths/noses when coughing or sneezing, and be reminded to bring their own hand sanitiser and wipes.
- Participants, event staff, officials and spectators should adhere to any other relevant behaviours identified through your risk assessment or usual event planning.
- Put in place a communications plan to ensure relevant information on COVID-19 measures is communicated to attendees before and during the event.
- Provide attendees with information on safety measures (such as modifications to the competition venue) and guidance they should follow.
- Consider how best to communicate these messages during the event.

- Face coverings are no longer required by law, but the government expects and recommends that people should continue to wear them in crowded and enclosed settings, to protect themselves and others. Where worn correctly, this can reduce the risk of transmission.
- Organisers should ensure that a reasonable provision of personal and hand hygiene equipment and consumables is provided for staff, officials and volunteers at the event site.
- Organisers should take steps to regularly clean shared surfaces and equipment.
- Participant should be encouraged to self-hydrate, minimising number of water provision both on course and at the finish.
- Where water stations are provided, water should be in sealed containers and issued on a self-help basis.
- Continue with minimising face to face contact by: -
  - Sending out bib numbers.
  - Consider providing no baggage, goody bag issue or changing provision.
  - Encouraging spectators around the course rather than just gathering at the start/finish.
  - Encouraging participants, event staff, officials and spectators to respect individuals' space.
- Organisers may want to issue a code of conduct to attendees, as part of their pre-event communications. (See "Downloads" section of the runbritain Covid-19 advice home page.)
- You should also provide clear communications to your attendees of any relevant travel guidance, or advice on how to travel safely to your event.

### **Further details**

Government advice can be found from the following links: -

Events & Attractions

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

Grassroots Sports

<https://www.gov.uk/government/publications/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators>