

## **Covid-19 Advice for Event Organisers**

This guidance should be read in conjunction with the latest British Canoeing Action Plan for the Return of Paddling in England which is available through the British Canoeing website.

### **Practical Advice for Event Organisers**

Whilst Covid-19 restrictions may vary, it is likely that mitigations will be necessary for some time to come. Here are some things to consider planning or implementing as part of your event:

- Following the latest government and British Canoeing Covid-19 guidance
- Updating risk assessments to ensure covid-19 risks are included
- Updating event plans to include covid-19 mitigations
- Appointing a covid-19 Officer for the event to oversee planning and delivery of mitigations
- Liaising with local authority safety advisory group to ensure they are comfortable with the event taking place
- Reviewing the layout of, and flow around, the venue to reduce the number of pinch points. Also consider how this will be marked or signed around the site.
- Communicating well with those attending so they understand how the event will operate
- Reviewing the volunteer plan to ensure you have enough, that they are suitably protected and that contingencies are in place if any become unavailable
- Reviewing the schedule, and if necessary entry numbers, to see if there are ways to reduce the number of people on site at any given time and to maximise the distribution of people
- Using online entries and payments to minimise face to face contact
- Enhancing entry forms to include agreement to any amended rules or terms and conditions of entry, e.g. not attending if required to isolate
- Developing refund and cancellation policies and ensure they are communicated at the point of entry
- Planning how you will communicate any late changes or cancellations if needed
- Reviewing any requirements for collecting track and trace information for participants
- Delivering briefings online or in smaller groups to reduce the size of gatherings and close contact of people
- Planning and preparing any signage or guidance that you want to display around the venue.
- Considering spectators, whether they are permitted within guidance, any restrictions that in place and how they will be managed
- Reducing the number of touch points around the venue and how they will be cleaned
- Reducing the amount of equipment sharing between participants and volunteers. If it is needed, consider how it will be cleaned
- Adding additional hygiene stations around the venue, e.g. hand washing/sanitiser
- Reviewing how registration, event control and information points will operate to reduce face to face contact where possible. Online systems, phone numbers or WhatsApp messages could be used as a way to reduce contact.
- Reviewing safety and first aid provision to ensure suitable protocols are in place and that appropriate PPE is available where necessary
- Planning toilet provision. Considering whether ventilation is possible and any necessary cleaning protocols are in place
- Planning changing provision. Consider whether it is required and if so how to mitigate risks, e.g. ventilation and cleaning
- Reviewing any activities which encourages people to gather, e.g. presentations or displaying of result. Consider if it is necessary to reduce the size of gatherings or close contact of people. Some things, e.g. results, could be done online instead.
- Reviewing latest guidance on catering to ensure any provision is adhering to it
- Planning for what happens if anyone develops symptoms whilst attending the event

## Viability of the Event

Even as Government guidance allows for events, there are wider considerations for event organisers when determining whether an event can or should take place. These decisions will need to be taken on an event by event basis and should consider the following.

Area	Considerations
Government Guidance and Restrictions	Can the event take place within the rules that are in place or that may be introduced?  Can/will people travel to the event and can they use accommodation if required?
Venue Policy	Are the facilities that are needed available and can they accommodate the event?  If you are not the venue owner, ensure regular communication with the venue to understand their current position and likely future stance. This would apply to access to the water and to any required facilities.
Control of the site and public access	Are you able to control the number of people on site and their behaviour? If the site is open to the public then consideration may need to be given to how to communicate with them to ensure the safety of all involved.
Volunteers / Workforce	Are there enough volunteers available for the event? Some may be unavailable to support for a variety of reasons.  It is also worth having more volunteers than you need in case people are unavailable at short notice, due to a need to isolation or restriction changes.
Viability of competition / activity	Will enough people be willing and able to participate to make the event worthwhile?  Entry numbers may be lower than previously expected. For some events, restrictions on international travel may also impact the number of people entering
Finances	Is the event still financially viable?  Lower entry numbers may mean the event is not financially viable. If you may have to cancel it is important to understand cancellation and/or payment deadlines to ensure you are making these decisions in advance of key payment dates.
Welfare Provision	Are you able to provide appropriate first aid and safety cover within guidelines?  Consider whether the safety and first aid volunteers or paid for service can still attend and support, whether your venue has adequate hand washing facilities and, should you be hiring toilets, whether they have any challenge with supply of washing facilities e.g. soap or hand sanitiser.

# Event Covid-19 Officer

## Draft Role Description

### **Position Overview**

The Event Covid-19 Officer is responsible for all Covid-19 matters for the event and will be responsible for liaising with key stakeholders and other organisations in relation to the event's response to Covid-19. They promote clear and effective communication channels across the event and ensure that everyone involved feels supported and has someone to go to should they have any questions or concerns. They ensure that the event organising team, volunteers and third party contractors follow Covid-19 guidelines and oversee the mitigations that are in place across the whole event.

The role is not designed to be an enforcement officer and would not be expected to confront people who are operating outside of the guidance.

The position can be held by an existing member of the organising team such as the event safety officer or some responsibilities can be distributed across a number of people. The officer/officers should ensure that they have the time to carry out duties during the event and so it may not be possible for the main organiser to lead on this. It should also be recognised that everyone involved with the event has a responsibility for minimising the risks associated with COVID-19.

### **Commitment**

This will depend on the size of the event. The Event Covid-19 Officer/s would expect to be involved in all aspects of event planning and operations, attend event organisation meetings and be present at the event to ensure compliance.

### **Main Tasks and Responsibilities**

- Keep up to date with the latest Government and British Canoeing advice and guidelines on Covid-19.
- Act as a main point of contact for all stakeholders with regards to Covid-19.
- To oversee the implementation of the relevant risk assessment and event delivery plan.
- Act as the link between the event and any venue operators and ensure both are following current up to date guidelines.
- Communicate with the event organising team any Covid-19 protocol concerns raised to the Covid-19 Officer concerning the event.
- Regularly review the event risk assessments and delivery plan and recommend changes when necessary.
- Promote good practice to event stakeholders and remind of protocols where necessary.
- To support the organisers with any related Covid-19 issues.

### **Relevant Skills and/or Aptitudes**

- Reliable and proactive with a positive approach.
- Excellent communicator with good verbal, written and IT skills.
- Eye for detail.
- Good listener with excellent interpersonal skills.
- Approachable and a good listener.
- Respect confidentiality.
- Tactful and discreet.
- Logical thinker and solution minded.

**Knowledge and Experience**

- Understanding of the event risk assessment process.
- Understanding of the event.
- Understanding of government and British Canoeing Covid-19 guidelines.
- Understanding of GDPR regulations.
- Understanding of risk management and associated material.

**Personal Attributes**

- Commitment to responding to the needs of others.
- Positive and common-sense approach to dealing with challenging issues.
- Treats people with respect.
- Protects confidential information.
- Strong individualist & decision maker with high determination to succeed.
- Self-motivated.

**Support Available from British Canoeing**

- Access to events guidance
- Support from the British Canoeing Events Team