

# 10 GUIDING PRINCIPLES FOR HOSTING EVENTS SAFELY

## 1 RISK ASSESSMENT

Produced in partnership with the venue and the organiser, the risk assessment will be a key document to determine the measures that will need to be put in place for an event. As part of this, ensure that you have a procedure in place, for anyone who presents symptoms during the event. It is also important that the organiser appoints a COVID-19 compliance officer to oversee the implementation and adherence to the health and safety measures established by event's COVID-19 plans.



## 2 BEFORE YOUR GUESTS ARRIVE



Screening delegates, visitors, and exhibitor stand crew before entering is very important. COVID-19 related questions need to be added to the pre-registration process and must be completed before entering the venue. This will also aid in minimising queuing and contact during registration. Face coverings are a condition of entry – guests will not be allowed to enter the venue unless they are wearing a face covering.

## 3 SOCIAL DISTANCING



Ensure that relevant markers and one-way systems are installed in public areas, including networking spaces outside conference rooms, toilets, lifts, and cloakrooms, to help everyone keep a safe distance.

## 6 VENUE FACILITIES

Ensure that your venue's facilities are in line with the latest government guidelines.



## 5 ARRIVAL & REGISTRATION

Ensure that your venue, can manage arrivals safely and securely, in line with the latest government guidelines.



## 4 BUILD-UP & BREAKDOWN

Ensure that anyone working on any phases of an event has pre-registered before arriving onsite. They should also declare whether they are fit and healthy to work. They must come with the required PPE (Personal Protective Equipment).



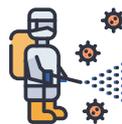
## 7 FOOD & BEVERAGE

Ensure that all hospitality, stand catering and retail services provided are in line with the latest government guidelines.



## 8 CLEANING STANDARDS

Ensure that the venue's cleaning team has been trained to deliver new cleaning procedures. This includes ensuring all touch points are regularly wiped with chlorine-based cleaning fluid, as well as the seating in conference and meeting areas.



## 10 TRAINING & COMMUNICATIONS

Ensure that the venue's employees have participated in a COVID-19 training programme instructing them how to keep themselves and others safe. As part of your pre-event communication, let attendees know about pre-registration and early arrival. Ensure that you have COVID-19 signage onsite during the event. As part of your post-event communication, let attendees know that there is a possibility that the attendee database may be shared in case of positive COVID-19 case.



## 9 PERSONAL HYGIENE

Ensure that hand sanitisers will be provided at the main entrances and across public areas of the venue.



## REMEMBER SAFETY FIRST



**SOCIAL DISTANCE MANAGEMENT:**  
Social distancing must be managed, considering the latest government advice. Relevant markers must be installed in public areas to help everyone keep a safe distance.



**ASSESSMENT:**  
Every event is different. Working in partnership with your venue, assess what the safety practices to meet the needs of your event will be.



**FACILITIES:**  
Ensure the venue has adapted to the guideline provided by government, so that events can run safely including a new cleaning regime, improved air circulation, hand sanitiser stations and one-way systems.



**EXPERIENCE:**  
With the help of the venue, aim to minimise the impact on the guest experience, ensuring that expectations are set with everyone delivering the event. This would include arrival and registration, food and beverage as well cleaning standards.



**TRAINING:**  
Ensure that your staff, as well as staff at the venue, are trained to deliver events that are in line with latest government guidelines, and to the highest possible standards.



**YOUR RESPONSIBILITIES:**  
Make sure that your team and venue understand their role in keeping themselves and everyone else safe.