# 10 Steps to putting on a COVID Secure Event

Before beginning this process it is impossible to mitigate the risk of any COVID 19 infection completely. Due to the nature of the virus, but if you undertake, understand, plan and action the below points you will be moving towards a more COVID secure event.

1. **Educate yourselves and your members** about the signs and symptoms of COVID 19, the more educated they are about the virus the greater the understanding and potential adherence to you safety measures will be.
2. **Undertake a risk assessment** – for every event you must undertake a risk assessment of your activity to be approved. That specifically rate to the controls you are putting together for COVID-19 transmission **as well as** any previous risks that were there.
3. **How will you encourage hand washing and cleanliness at your events –** cleaning and hand washing are essential in stopping the spread of the virus you must provide provision in any plans for this. This should cover before, during and after the event.
4. **Apply Social distancing –** in you planning social distancing of 2m should be applied at all times for those outside of your household. How will your activities be planned to ensure this can be maintained.
5. **Pick the right venue for the right size –** Your venue capacity must match the number of people you plan to attend with social distancing applied.
6. **Sell tickets and record attendance –** all of your events whether free or priced should now be ticketed to ensure you can manage attendance and know who is coming to your events for track and trace purposes. You should also take a register of these ticket holders to ensure you know who came and can contact them later.
7. **Pre event information and start of event –** you should before every event provide information and instructions to members coming and attending, reminding them of guidance of the safety measures you have put in place
8. **Designate roles –** when planning your event it is critical you apply the measures outlined in the risk assessment to keep everyone safe. The SU and UEA Sport will be undertaking spot checks and with no adherence we will be required to close further activity to avoid further risk and that the group prove they have amended and put measures in place. You should also consider designated roles to assist social distancing.
9. **Be aware of guidance should someone display or arrive with symptoms –** ensure you notify the SU and university of this. Consider immediate isolation of all those that came into close contact.
10. **Be safe, responsible and have fun –** we want to ensure everyone is having a good time in the safest possible way. So the greater the adherence planning and implementation the greater the opportunity will be for us to undertake further activity in the future.

We as a Union and UEA Sport want to ensure activity can happen to ensure we maintain the student experience. Should you however not implement your risk assessment and ignore guidance, we will have to step in the on the grounds of safety and stop the activity from happening instantly, as we are not prepared to put any student at risk whether that organisers or attendees. Your safety is our primary concern.

# For more information please go to the [SU Committee Hub](https://www.uea.su/opportunities/commmittee-hub/) or [UEA Sport Resource Hub](https://ueasport.co.uk/clubs/club-documents/)

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