

Your toolkit to operate safe activities and events



**Bolton
Council**

This toolkit has been developed to guide you through the process of setting up a safe event or activity.

Bolton Council wants our residents and voluntary sector to act safely and remain cautious in order to keep everyone as safe as possible.

It's important that organisations and groups are COVID responsible.

The Bolton Council website is there as a resource for you and is continuously updated with the latest guidance www.bolton.gov.uk

Understanding the risks of COVID-19

The risk of catching or passing on COVID-19 can be higher in certain places and when doing certain activities. The main way of spreading COVID-19 is through close contact with an infected person. When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles (droplets and aerosols) containing the virus that causes COVID-19. These particles can be breathed in by another person. The particles can also land on surfaces and be passed from person to person via touch.

In general, the risk of catching or passing on COVID-19 is higher:

- in crowded spaces, where there are more people who might be infectious
- in enclosed indoor spaces where there is limited fresh air

Some activities can also increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more particles as they breathe heavily, such as singing, dancing, exercising or raising their voices.

The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices.

In situations where there is a higher risk of catching or passing on COVID-19, you should be particularly careful to follow the guidance on keeping yourself and others safe as we return to normality. Every little action helps to keep us all safer.

Key messages

Whilst the government has lifted restrictions, there is still guidance in place to reduce the risk of spreading COVID-19.

Bolton Council are promoting the following key messages to residents and organisations, therefore, you may want to encourage your volunteers/staff and service users to:

- self-isolate if displaying COVID-19 symptoms or a close contact of somebody who has tested positive (more info at www.bolton.gov.uk/selfisolation)
- take twice weekly rapid lateral flow tests, even if they do not have COVID-19 symptoms (get tests at www.nhs.uk/get-tested)
- get vaccinated when offered
- wash their hands regularly and for 20 seconds make sure indoor spaces are well ventilated with fresh air
- meet up outdoors where possible
- consider wearing a face covering in enclosed and crowded spaces
- be aware that not everyone will want close contact with others
- minimise the number of contacts they have with people from outside of their household
- check into the venue using the NHS COVID-19 app or a paper form (**read the full guidance**)

Organisations and groups should read guidance on **working safely during coronavirus**.

Local activity planning

Although restrictions are no longer a legality, as a local organisation you should remain COVID responsible.

The risk to volunteers/staff, group members and the community should be safely managed.

When planning activities, the following measures are recommended:

- action plan in place (roles and responsibilities)
- risk assessment up to date
- ensure hygiene levels are maintained – hand washing
- enhanced cleaning arrangements are in place
- face coverings are worn where appropriate
- provide adequate ventilation
- social distancing is advised in poorly ventilated spaces
- effective safeguarding arrangements for the vulnerable
- enable people to check into the venue (**read the full guidance**)
- turn people away who are displaying COVID-19 symptoms
- communicate and train your volunteers and staff on how you are using and updating safety measures

At all times you should be able to demonstrate your ability to meet core government guidance. **Read the full current government guidance.**

You can find a risk assessment template and guidance on the government website. **Risk management template for event organisers.**

You can also find more information on organising larger scale events on Bolton Council's website. **Read the full Bolton Council guidance.**

Communicating with your audience

As the situation changes it is crucial that you ensure you let your participants, service users and audiences know what to expect when attending an activity or event, in advance of their visit.

This not only allows them to make an informed decision on whether to join but also allows for reassurance in circumstances where they may feel worried or anxious.

Some key tips on communicating prior to an activity are below.

On any materials promoting your event:

- make it clear what you are doing to make the activity safe
- advise of the requirements of entry or participation
- add guidance on not to attend if displaying COVID-19 symptoms or are a close contact of somebody who has tested positive
- ensure you add a website or phone number where they can find out more detail or speak to somebody

At the activity, take steps to remind people of measures in place using things such as:

- Signage
- Communication from staff or volunteers
- Audio announcements

To find information and resources you can use to communicate the guidance with your participants, please visit the **Public Health England resource centre**. You can download lots of materials and to ensure you keep up to date with new assets, you can sign up.

FAQs

Do I need to ask participants to show an NHS COVID Pass?

The NHS Covid Pass allows residents to check their COVID status and demonstrate that they are at lower risk of transmitting to others through full vaccination, a recent negative test, or proof of natural immunity.

This is optional for organisations but recommended for large crowded settings where people are likely to be in close proximity to people outside their household.

When applying this guidance, organisations should be mindful of the particular needs of different groups of workers and individuals. It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic, such as age, sex, race or disability.

Read the full guidance

Do I have to make sure people have tested before taking part in an activity?

COVID responsible measures should include encouraging staff, volunteers, and service users to take regular rapid lateral flow tests, even if they do not have COVID-19 symptoms.

You can get tested at a test site, collect from a pharmacy or Community Collect point or order online for home delivery. Find out more at www.nhs.uk/get-tested

You should consider promoting this information to your groups prior to attending the sessions.

There is guidance for enabling safe and effective volunteering during COVID-19). **Read the full guidance.**

Do I have to make sure people are fully vaccinated before taking part in an activity?

We would encourage everyone to be vaccinated. Vaccination offers the greatest protection.

You should share with your group where to get the most up to date vaccination information to prompt them and make accessible. You can find the current list of sites on the [NHS Bolton CCG website](#).

Remember if residents still have concerns advise them to go to the vaccine bus or vaccine clinic and have a chat with a clinician.

From the 16th August only those over 18s with full vaccination status will be exempt from isolation, if identified as a close contact. **Read more about these changes.**

Further steps on how to keep volunteers and activities safe can be found on the [government website](#).

Where can I find information that I can trust?

You can find up to date information from various trusted sources of information:

- Community Champions - www.bolton.gov.uk/communitychampions/trusted-information
- JSNA - www.boltonjsna.org.uk
- Bolton Council - www.bolton.gov.uk
- Bolton Clinical Commissioning Group - www.boltonccg.nhs.uk
- Bolton Foundation Trust - www.boltonft.nhs.uk
- National Guidance - www.gov.uk/coronavirus
- Public Health England - coronavirusresources.phe.gov.uk

How can people check into the venue?

You can check into a venue using a QR code. You will need to use the NHS Covid-19 app. To help protect yourself and others, **download and use the latest version of the NHS COVID-19 app.**

Further information can be found on the government website.

What do we do if someone tests positive when they arrive on site?

If you are offering lateral flow testing on-site and the test is positive, the positive case must register their result, go straight home to self-isolate and book a PCR test. These can be booked or ordered at **www.gov.uk/get-coronavirus-test**

How can we support staff and service users if they test positive?

You can ask them to visit **www.bolton.gov.uk/selfisolation** to download our self-isolation support pack that contains lots of information on how to get through the self-isolation period.

How can we keep up to date with where staff and service users can vaccinate, so we can sign post to the nearest sites?

You can find the current list of sites on the **[NHS Bolton CCG website](#)**.

Isolation – what are the changes from the 16th August and is this written in the guidance?

From 16th August under 18's are not required to isolate if identified as a close contact, along with close contacts who are over 18 who are fully vaccinated (both vaccine doses a minimum of 2 weeks prior).

Under 18's and fully vaccinated individuals identified as close contacts will continue to be advised to take a PCR test, to detect the virus and variants of concern.

Anyone who tests positive following the PCR test will still be legally required to self-isolate, irrespective of their vaccination status or age.

The information is outlined in this **[article](#)**.

We are awaiting the full guidance.

Our service users are aged between 66-95yrs.

Some service users attend more than one group. Is this appropriate and in-line with the guidance?

The following principles should be applied:

Organisations and groups should **assess the risks** around volunteering roles and activities and take steps to keep volunteers, staff and service users safe. Your organisation or group should:

- take steps to reduce the risk of COVID-19 in line with **HSE guidance**
- consider how **working safely guidance** might apply to your organisation
- consider displaying a **notice** in your workplace to show you have followed the necessary steps to reduce the risk of COVID-19

People who are at high risk from COVID-19

(clinically extremely vulnerable), should follow the same guidance as everyone else. However, they may want to take extra steps to protect themselves.

Read the full guidance.

You can find a risk assessment template and guidance on the government website.

Risk management template for event organisers

What if a service user states they've got COVID-19 after attending our events?

By asking individuals to check in (NHS QR code) and sharing the records of those who provide their contact details with NHS Test and Trace, you will help to identify people who may have been exposed to COVID-19.

Please see the guidance on [NHS Test and Trace](#) and [safe volunteering](#).

If I run an event would I be liable if someone caught COVID-19?

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a COVID-19 risk assessment and it'll help you manage risk and protect people.

As part of your risk assessment, you must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

You can find a risk assessment template and guidance on the government website. [Risk management template for event organisers](#)

You can also find more information on organising larger scale events on Bolton Council's website. Read the full [Bolton Council guidance](#).

My staff/ volunteers will be working in front facing roles supporting events/ activities do they need to be lateral flow testing every day?

The guidance for enabling [safe and effective volunteering during coronavirus](#) (COVID-19) recommends that organisations and groups may want to encourage volunteers to take regular rapid lateral flow tests, even if they do not have COVID-19 symptoms. The recommendation is for tests to be taken twice weekly.

You can get tested at a test site, collect from a pharmacy or Community Collect point or order online for home delivery. Find out more at www.nhs.uk/get-tested

Further information

If you need further information please contact communitychampions@bolton.gov.uk

If you want to keep up to date with weekly COVID-19 updates, sign up to be a Community Champion at www.bolton.gov.uk/communitychampions and you will receive regular updates plus access to lots of support and guidance.

This toolkit will be reviewed and updated on a regular basis on the [council website](#)
2nd August 2021

Guidance and links

[Guidance on local restrictions](#)

[Government guidance](#)

[Bolton Council self-isolation guidance](#)

[Get tests – LFD and PCR](#)

[NHS COVID-19 app](#)

[How to download the NHS COVID-19 app](#)

[Working safely guidance](#)

[Managing low risk in voluntary organisations](#)

[The safe use of multi-purpose community facilities](#)

[Safely managing youth sector activities and spaces](#)

[Safely managing activities in the sport and physical activity sector](#)

[The safe use of places of worship](#)

[Undertaking fundraising activities safely](#)

[Risk management template for event organisers](#)

[Organising larger scale events – Bolton Council events](#)

[Public Health England resource centre](#)

[Self-isolation guidance from 16th August](#)

[Guidance for the clinically extremely vulnerable \(CEV\)](#)

[Current vaccination sites](#)

[NHS Test and Trace](#)

[Safe volunteering](#)

[Community Champions](#)

[JSNA](#)

[Bolton Council](#)

[Bolton Clinical Commissioning Group](#)

[Bolton Foundation Trust](#)