Annex A

In reaching a decision about whether an event is safe to proceed under the COVID situation and outlook that applies at any point in time, Local Authorities should follow usual procedures and processes but may also wish to consider some or all of the following factors:

Are the capacity caps above what is allowed per the protection levels?	
Is there a risk to local population health, taking into account local trends in the prevalence of coronavirus- available via Public Health Scotland.	
Has the event organiser/venue operator carried out a comprehensive risk assessment?	
Has the event organiser/venue operator taken into account relevant COVID-safety or relevant sector guidance?	
Can/will all mitigations be operated effectively?	
Has the event organiser/venue operator undertaken an Equalities Impact Assessment, ensuring that measures take into account diversity & equality concerns and those of disabled people?	
What will be the impact on the local area and other adjacent areas?	

Has the event organiser/venue operator engaged with neighbouring businesses, transport operators and local police to assess and mitigate risks arising from pressure on local and public transport?	
Has the event organiser/venue operator engaged with local accommodation providers in the area in the event of overnight stays, including for event staff, workers and contractors	
Has the event organiser/venue operator considered the impact of increased footfall on the surrounding area and infrastructure (for example, queue management and crowding outside of a venue)?	
Has the event organiser/venue operator considered the impact and management inside the premises at particular pinch points (for example queue management and crowding at bar, food stand, merchandise areas etc.)?	
Will attendees be primarily local, or will there be additional risk factors created by attracting a national or international audience for the event?	
Has the event organiser/venue operator successfully run their event in line with relevant COVID-19 Scottish Government sectoral guidance previously? This could be within the local authority area or successful events in other local authority areas.	
Through conversations with the event organiser/venue operator and a review of their Risk Assessment, local authorities will need to satisfy themselves that the event organiser/venue operator has put in place reasonable mitigations which take into account ongoing Scottish Government guidance such: • ensure cleanliness in all areas with a focus on touch points and	

key areas and drawing up cleaning schedules in advance • robustly log customer data for the purposes of NHS Test and Protect • ensure they communicate how customers can travel safely to venues in advance of the event, according to the safer travel guidance	

Event organisers/venue operators and local authorities, where there is concern the event cannot be held safely may consider:
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• reducing the number of attendees to minimise any burden on local transport systems
• staggering entry times with other venues and taking steps to avoid queues building up in surrounding areas
• arranging one-way travel routes between transport hubs and venues
• advising patrons to follow safer travel guidance, including:
  o travelling on quieter routes where possible
  o sanitising hands regularly
  o wearing a face covering unless exempt
  o keeping distance where possible	