

Freshers' Events 2021: Safety measures for in-person events

Keep informed

- Check the COVID-19 infection rates in your area and consider whether it is safe to hold an in-person event.
- Stay informed of government guidelines for your area and respond immediately to any changes that affect your event. This could involve cancelling the event at short notice.
- Stay up-to-date with changing safety guidelines for gatherings for your area.

Reduce risk

- Identify potential risks of COVID-19 transmission and actively reduce these risks.
- Work with the venue to reduce the risks you've identified. Check the venue's safety protocols and ensure they meet government guidelines for the area and that you are satisfied with them.
- Communicate safety measures to attendees in advance and also at the start of the event, to ensure attendees support the measures and allay any concerns about safety. This could include recommendations such as staying home if feeling unwell, frequent hand washing, keeping one metre apart, using hand sanitiser, wearing a mask and avoiding shouting/cheering/handshaking/hugging.
- Display signs around the venue communicating safety measures, if the venue does not already do this.

Venue

- Host the event outdoors, if possible. Avoid crowded, poorly ventilated indoor spaces. If indoors, increase ventilation by opening windows and doors.
- Arrange to have sole use of the room/venue. Avoid sharing the space with other gatherings.
- Limit the number of attendees to allow people to remain at least one metre apart (or the recommended distance for your area).
- Ensure that commonly touched surfaces and any shared items are cleaned regularly by the venue or a designated Group member. Bring your own cleaning equipment, if needs be.
- Keep background music volume low so attendees do not need to shout.

Safety measures

- Encourage attendees and Group members to:
 - use masks
 - avoid touching their masks, eyes, noses and mouths
 - wash their hands regularly with soap for 20 seconds
 - avoid shouting and cheering loudly
 - avoid handshakes and hugging

- Have extra unused masks available.
- Provide hand sanitizer that contains at least 60% alcohol, if the venue does not provide it.

Food and drink

- Consider having a picnic and encouraging attendees to bring their own food and drinks.
- If serving food and drinks, do not offer shared items, such as food platters, bowls of crisps or jugs of juice. Please instead provide food and drink items that are individually wrapped, such as single packets of sandwiches and cans of drink.

Cancelling the event

- Consider how you will cancel the event, if required to do so. Have a plan in place for letting attendees know quickly, such as by phoning and emailing them. Ensure you have attendee contact information to hand. Advanced booking for in-person events will be made mandatory this year, to enable you to keep attendees informed of any changes.
- Consider putting plans in place for hosting the event online, should the in-person event have to be cancelled. Let attendees know in advance that this is an option and keep them informed of any updates.
- Promptly reimburse attendees any fees they have paid in advance to attend the event, if possible. Speak to the committee in advance about allocating funds to cover this.
- Ensure that several Group members are involved with the event and have someone on standby to organise and/or host the event, should you fall ill or become unavailable on the day of the event.

Miscellaneous

- Consider that some attendees might not feel comfortable using public transport.
- These suggestions have been sourced from eventbrite.co.uk and cvent.com. Further suggestions are available online.