Dear venue owner / event organiser,

We are writing to you as you own or manage a site or venue which regularly holds events bringing together large groups of people to gather in one place.

Given the ongoing impact COVID-19 is having on all our lives we are looking extremely carefully at how we Keep West Sussex Safe.

As a County Council we are trying to do our very best to support our communities, our economy, and our businesses and jobs in the county while at the same time making sure we don’t do anything that puts people at risk.

One of the ways we are doing this is to work with yourselves and our colleagues in the district and borough councils to ensure that events are planned in a safe and managed way.

As the owner or manager of an event site/venue we wanted to set out some of our expectations around events and the responsibilities you, as organisers, have:

**Advance notice** – if a large event is being held at your site/venue which requires notification to the district or borough council, then please do this as far in advance as possible, so that support can be provided to reduce COVID-19 risk where necessary.

**Safety requirements** - in order to hold any event at your venue, organisers are required to carry out and produce a COVID risk assessment and will need to set out the COVID-19 safe procedures that have been put in place including those that support social distancing. Even if the event is not going before a Safety Advisory Group, please make sure the organisers complete the COVID-19 West Sussex SAG Chairs / Licencing Teams - COVID-19 Check list which supports a thorough assessment of risk and mitigations. This can be found in the enclosed attachment.

**Contact tracing** – the organisers of any event will need to be able to support contact tracing if an outbreak occurs. This includes taking customer details and keeping records of where and when staff have been working. The government website offers guidance on maintaining records of staff, customers and visitors to support NHS Test and Trace. If possible, you should record the contact details of all visitors and keep your records on a spreadsheet as these will all support contact tracing if it becomes necessary. We have developed a template for you to use to collect this information and can easily be downloaded from our website here.

**Training session**
We are considering offering online training provided by Public Health officials. Please email us by 4 November if you would be interested in taking part in this and if we have enough interest, we will aim to organise an event later in November. Our email address is: publichealth@westsussex.gov.uk
I also include links to some other information that you may find useful:

- [https://www.gov.uk/guidance/covid-19-guidance-for-mass-gatherings](https://www.gov.uk/guidance/covid-19-guidance-for-mass-gatherings)
- Public Health England Workplace Action Cards – these are useful information sheets designed to be printed or downloaded to keep on-hand in your business or organisation. There is one is specifically aimed at small and large gatherings.

Don’t forget if you become aware that two or more people, associated with your event test positive for COVID-19 then please telephone the West Sussex Health Protection Team (part of Public Health England) on 0344 225 3861.

Thank you for all you have done already to support the local response and in continuing to help reduce the risk of further COVID-19 outbreaks.

Please visit [www.westsussex.gov.uk/coronavirus](http://www.westsussex.gov.uk/coronavirus) for more information and do not hesitate to contact me or my team if you need any further advice or support by emailing publichealth@westsussex.gov.uk.

Yours faithfully

Dr Tony Hill
Interim Director of Public Health
West Sussex County Council