

Guidance for organisers of community Remembrance Sunday events in Sheffield

Background

This guidance is based on the UK Government guidance to local authorities regarding Remembrance Sunday commemorations published on 15 October 2020. The full guidance can be found at www.gov.uk/government/publications/local-authority-preparations-for-remembrance-sunday/local-authority-preparations-for-remembrance-sunday

It has been adapted to provide guidance to local community organisers in Sheffield but the basic principles and covid-safe advice remains as per the government guidance.

As of 14 September, there are [new legal requirements](#) which apply to Remembrance Sunday events. Other information contained in this note is based on existing guidance for covid secure events.

The COVID Alert Levels, across all tiers, provide for a specific exception for Remembrance Sunday events for participants and spectators, provided appropriate precautions are undertaken by the event organiser.

It is important to consider other local restrictions which may apply in your area, when planning events. You can find out [whether additional measures apply in your area](#).

To organise outdoor Remembrance Sunday events at a public war memorial or cenotaph, you must complete a COVID-19 risk assessment (see template at the end of this guidance) and take all reasonable measures to limit the risk of transmission of the virus. You must also take into account the national [guidance on outdoor events](#), including all cleaning and hygiene precautions.

Where necessary, you should engage with neighbouring businesses, transport operators and local transport authorities to assess any risks to the local area of increased visitors from other locations and apply additional mitigations if needed.

What can a Remembrance Sunday event involve?

The Remembrance Sunday event at the National Cenotaph will be adjusted this year to ensure the event is as safe as possible. Local events should be adapted to reflect the same principles. They should:

- be short and focused on wreath laying, with a reduced march past or parade only if social distancing can be maintained. In addition to the time of parade you should also consider the amount of space available where the parade assembles and falls out to ensure there is room for participants to social distance. Numbers should be reduced in line with space if necessary. The main focus should not be the parade, it should be the wreath laying and silence.
- take advantage of opportunities for wreath layers to represent wider groups

- take precautionary measures as set out in the [performing arts guidance](#) for any small, military bands
- not involve communal singing
- keep numbers to a minimum, focusing attendance on those wishing to lay wreaths (more information on who can attend below) – as a guide the civic service will be limited to 20 participants including organisers
- take reasonable steps to minimise wider public viewing, encouraging the public to observe the rule of 6 when spectating.
- If you are concerned about the potential number of spectators consider recording the event in advance and broadcasting at the time of Remembrance and/or Armistice
- observe [social distancing](#) at all times

Who can attend a Remembrance Sunday event?

Event organisers should keep numbers to a minimum. For the avoidance of doubt, the following people are legally permitted to attend events to commemorate Remembrance Sunday as participants. Attendees should observe social distancing at all times.

- people attending as part of their work (such as local councillors, local faith leaders, the local MP)
- people attending in a voluntary capacity on behalf of a recognised organisation
- members of the armed forces or reserve forces
- veterans of the armed forces, and/or their representatives or carers

Members of the public are legally permitted to stop and watch the event as spectators but must observe the rule of 6 and social distancing rules. Event organisers should take reasonable steps to ensure the public attend alone, or do not mix in groups larger than 6 when in an outdoor public space (unless they are from one household/support bubble).

The [guidance on shielding and protecting the most seriously clinically vulnerable](#) has recently changed, please ensure you take this into account when planning events.

Test and Trace

Event organisers must take reasonable steps to record the contact details of those attending (including those present in a working capacity, and members of the public who stop to spectate).

Event organisers must keep a temporary record of attendees for 21 days, in a way that is manageable, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. Further detail can be found in the [current Test and Trace guidance](#).

Those responsible for organising events, and businesses working on an event site, must also keep records of staff working patterns for a period of 21 days.

We recommend creating a specific NHS test and trace QR code for your event, Specific instructions on how to do this are in an accompanying document. You should encourage any participants as well as any spectators to scan the QR code to check into the event.

However, we suggest having someone with a pen and paper as with the elderly nature of some participants it is likely that some will not have smart phones.

It should be noted that those found not to be compliant with these regulations may be subject to financial penalties so please ensure you are able to demonstrate that you have taken all reasonable steps to comply with the requirements.

Please note the legal requirement on recording contact details does not extend to Places of Worship, however it is strongly advised that recording is put in place where possible.

Communal Worship

Remembrance Sunday services are traditionally part of communal worship. From 5 November, places of worship are not permitted to open for communal worship. Celebrants may, however, enter places of worship to broadcast services to their communities and will be able to incorporate Remembrance services as part of this when they do so.

It is important that risks are managed sensibly and in line with wider places of worship guidance, and that services conform with the current relevant restrictions.

Further guidance

For further guidance and coronavirus safety advice please visit the Sheffield City Council and UK Government web pages.

Sheffield City Council Coronavirus pages – <https://www.sheffield.gov.uk/home/your-city-council/coronavirus-hub/>

UK Government Coronavirus pages - [Coronavirus \(COVID-19\): guidance and support](#)

Covid-19 Risk Assessment

For your Remembrance Sunday event to take place in Sheffield you will need to submit your covid-risk assessment by email to events@sheffield.gov.uk at least 3 full working days prior to the event taking place. The sample below for the civic ceremony can be used as a basis but please note it should not be copied and pasted as it needs to demonstrate you have assessed the individual risk and taken relevant measures for your event which may be different to the civic event.

Civic Remembrance Sunday – Barker’s Pool – Sunday 8 November 2020

Covid - 19 Risk Assessment

Further detail on the mitigation measures and organisational measures taken for the event can be found in the Event Operational Plan

No	Risk Description	Risk Control	Further Measures
1	Lack of social distancing - Extra protective measures	No parade Limit number of participants Pre-record event at earlier time and details not published to discourage spectating Staff will monitor to ensure social distancing and household, or support bubble are distancing from each other Encourage 2m distance at all times for participants and spectators. Ceremony plan will be based on 2m distancing and limited movements during ceremony e.g. for wreath laying	Face coverings will be encouraged Communications messaging to encourage people to ‘Remember from Home’
2	Unclean environment	Amey to carry out additional cleaning of benches and bins in addition to usual power washing of the cenotaph and floor areas and litter picking Hand sanitizer station to be available on site One microphone per speaker or cleaning of microphone between speakers Person raising the flag to wear gloves	
3	Spreading of germs	No singing to be allowed to prevent airborne infection Speakers to be limited Shorter ceremony, less speeches and limiting the numbers of wreath layers and participants - less contact time and numbers	
4	Lack of ventilation	All parts of the ceremony will be held outdoors People will not be encouraged to socialize after the event No refreshments will be provided indoors	
5	Contact tracing - Test and trace	QR codes at entrance areas and around the event to get people to register their attendance as a participant or spectator Member of staff recording details of anyone unable to use the NHS QR code All attendees and spectators to be asked to register prior to and at the end of the ceremony	
6	People attending with symptoms	Signage to remind people not to attend if they have got symptoms and to leave immediately, self-isolate and book a test.	Consider temperature checks for participants
7	Capacity and attendance	Limit the number of participants: Up to 20 participants, including wreath layers plus additional event support team. Do a shortened version of the ceremony Combine organisations laying wreaths to allow distancing and limit numbers Pre-record the ceremony and do not publicise to discourage spectating Limit the number of spectators and ensure anyone stopping to view maintains social distancing and stick to the rule of 6, household groups or support bubbles	