Agricultural Show Society Safety Plan (Risk Assessment & Event Management – COVID-19)

1. Background Information			
Event:		Date Completed:	
Title of Assessment:	INSERT SOCIETY NAME COVID-19 Safety Plan	Name of person/s conducting assessment:	

2. Safety Assessment				
Identify and list Hazards		List Current Safety Controls	Risk Rating	List additional controls
1	Movement of people throughout the Event to prevent transmission of COVID-19	• Handwashing stations (soap &water/hand sanitiser placed at entry/exit to the Event • Handwashing stations throughout the Event area • Regular changes and refills to these stations • Handwashing instruction guides placed at the stations • Signage at gates about the spread and how to combat COVID-19 • Display conditions of entry on website. Social media and at all entry points • Request patrons to self-isolate/not attend if showing symptoms or feeling unwell • Provide stallholders information on relevant hygiene practices • Reduce sharing of equipment • Spectators/Patrons should maintain social distancing (1 person per 4m^2) • Frequently sanitise high traffic areas such as amenities, door handles, seating etc • Review deliveries and move towards contactless deliveries and invoicing if possible	Medium/High	• Monitor adherence to controls • Monitor situation and expert advice in relation to upcoming events • Officials to remind stall holders of their responsibilities • Implement cleaning checklist • Signage and notices to remind patrons to maintain social distancing • Nominate separate entry and exit points with signage • Limit number of entry or access points • Implement limits for the number of people permitted at any specific time/place (i.e. Pavilions) • Monitor number of patrons as per government advice • Install hand washing/sanitising stations • Vulnerable peoples to be discouraged from attending • Keep a record of name and contact details (phone/email) for all volunteers, stall-owners, contractors and patrons

2	Food/Drink Hygiene – prevention of COVID-19 by trade site vendors	• Inform Food Site holders on their responsibilities towards food hygiene • Ensure all sites have completed and have a copy of the Food Safety Course • Consider allowing patrons to bring their own food and drink	Low/Medium	• Ensure that food sit holders have gloves/sanitisers at their sites and are used • Complete a cleaning checklist – stallholders • Complete a health, hygiene and facilities check list • Signage • Use disposable cups/containers
3	Physical Distancing	• Review relevant directives and advice • Implement signage/marking for social distancing in areas such as ticketing, food/drink, amenities • Seated groups should be separated by 1-2 empty seats on either side • Develop plans for allocated seating, and arrival/departure (separate via rope/barricades or signs) • Consider staggered exit times for seating areas	Low/Medium	• Signage on all doors/entries regarding crowd capacity • Implement social distancing between attractions, activities, events and vendors • Consider time-based booking to reduce crowds • Have strategies in place to manage gatherings outside the premises, before and after the event
4	Contact with contaminated surfaces/people	• Office staff behind safety shields/glass or have minimal contact with general public • Where possible conduct business via phone. Email or electronic platforms • Open windows or adjust air conditioning to reduce recycled air where possible • Cleaners were appropriate PPE • Personal hygiene is maintained when using shared facilities • Volunteers/stewards to minimise contact with patrons/guests • Stagger start/finish times for stewards/volunteers to minimise risk of multiple volunteers being at risk at the same time	Medium	• Use disinfectant type cleaners on all high-touch surfaces • Inform all third-party operators to disinfect relevant surfaces • Encourage the downloading of COVID Safe App • Cleaners rostered for duration of event to sanitise common areas frequently • Stall holders to wear PPE • Staff to wear PPE • Encourage cashless transactions • Replace coverings with easily subitizable material • Ensure all waste is contained to bins and bins are regularly removed/emptied

5	Staff member/volunteer exhibits flu-like symptoms	• Communicate regularly that staff/volunteers/patrons that are feeling unwell should not attend events • Have in place an isolation plan should an individual/s appear to be unwell and is attending • Provide training/resources to staff/volunteers on symptoms of COVID-19 •	Medium	• Temperature check on arrival for volunteers/stallholders • Keep a log of all temperatures • Refuse entry if temperature is over 37.5 • Isolate and send home immediately with limited/no contact with people • Identify and protect potentially vulnerable volunteers • Have PPE available
6	Staff member/volunteer is exposed to COVID-19	• Have in place an isolation plan should an individual/s appear to be unwell and is attending	Medium	• Isolate immediately • Apply PPE and remove from site • Close site/area and contact relevant authorities
7	Staff member/volunteer contacts COVID-19	• Have in place an isolation plan should an individual/s appear to be unwell and is attending	Medium	• Isolate immediately and seek medical advice • All staff/volunteers/patrons that may have had contact to self-isolate and seek medical advice • Identify all contacts in previous 14 days
8	Communication	• Regular communication between staff/volunteers and third parties (entertainment providers, Showmen's Guild, Stallholders) • Regular communication between organisation and competitors • Regular communication between organisation and the public via social media/website regarding processes and procedures	Low	• Regular Public Service Announcements relating to personal hygiene, social distancing and the procedures/policies for competitors and patrons • Use social media and websites to notify general public

9	Hygiene and Cleaning	• Adopt good hand hygiene practices • Ensure bathrooms are well stocked with hand soap/sanitiser and paper towels/hand dryers • Have hand sanitiser stations at key points around the facility including but not limited to entry and exit points • Avoid handing out pamphlets, signs or sponsored materials like schedules and flyers • Clean frequently used surfaces such as tables, counters etc with disinfectant • Clean frequently touched areas like door handles and handrails several times a day with disinfectant	Medium/High	• Maintain disinfectant solutions at an appropriate strength and follow instructions • Staff/Cleaners should use gloves when cleaning • Encourage contactless payment
10	Record Keeping	• Keep a record of name and mobile number/email address for all staff, volunteers, contractors, competitors and patrons • Ensure records are only used for the purposes of tracking COVID-19 • Records to be kept for at least 28 days	Low	• Encourage patrons and volunteers to utilise the COVIDSafe App • Cooperate with NSW Health if contacted in relation to a positive case

Health and Safety Checklist for Shows during COVID-19

Pre-Event			
	Yes	**No**	**N/A**
Have you considered the running of this event in relation to updated government advice on mass gatherings?			
Has current information been prepared and communicated to participants (e.g. flyers, email, website, social media)?			
Have the risks been communicated to attendees, volunteers and patrons?			
Have event participants been advised not to attend if they are unwell?			
Have event participants been advised that if they have travelled overseas within the past 14 days, they must not attend the event and self-isolate for at least 14 days?			
Does the event have a plan to manage the notification of flu-like symptoms?			
Is the event duration limited to as short as practical?			
Has signage been placed at the event's entry/exit areas, near toilets and food preparation/service areas to remind people to practice good hygiene and social distancing?			
Does the event organisers have adequate equipment and/or facilities to support good hygiene practices (soap/hand sanitiser, paper towels and tissues)?			
Has the owner/manager/organiser of the facilities/event confirmed they will increase and maintain cleaning of facilities and high touch/use areas for the duration of the event?			
Are the names and contact details for all attendees being captured at the gate so they can be contacted post-event if required?			
Is the facility large enough to allow for social distancing?			
During Event Checklist			
Will information on practising social distancing and good personal hygiene be provided by the organisation regularly?			
A 'Toolbox' talk is to be completed with all volunteers prior to the event to ensure all volunteers follow good hygiene guidelines and are aware of the policies and procedures in place			
The event has enough sanitisation stations with sanitiser, paper towels and tissues?			
The event has enough signage showing proper handwashing procedures and cough etiquette?			
Hygiene items are available to ensure that microphones are sanitised between users/speakers or enough equipment is available for individuals to use one for the duration of the event?			
High use areas such as serving areas and office desks are sanitised as far as practical to reduce potential exposure?			
Are the contact details for all stewards and volunteers collected and available?			
Are the contact details for health providers available?			
Are the organisers periodically checking to ensure that all controls are in place and being followed?			
Have the organisers allowed for an isolation area, should a potential case arise?			
Post-Event Checklist			
Have volunteers/competitors/traders/patrons been advised on what to do if they begin to feel unwell or display symptoms relating to COVID-19?			