# Appendix 6 - Livestock Competitions Event Management

## COVID-19 Health & Safety – Checklist

As an event organiser you are required to identify and manage the risks associated with your event. This checklist is designed to assist with managing COVID-19 risks ONLY. Where practical substitute face-to-face meetings and group events by utilising video conferencing (e.g. Zoom, Skype, Webex, Workplace, Microsoft Teams or similar) or telephone

| Event Name | | | |
|---|---|---|---|
| Event Location | | | |
| Number of Participants* (Refer to Qld Government guidelines for outdoor and indoor venue restrictions) | | | |
| Event Description | | | |
| Event approved by | Name: | Date: | |

**If "NO" is ticked below, please ensure that risks are controlled prior to event or alternate controls noted.**

| Pre-event Checks | YES | NO | NA |
|---|---|---|---|
| Have you checked the COVID-19 situation in the community where the event is to be held? | ☐ | ☐ | ☐ |
| Are there any additional local restrictions that must be adhered to? | ☐ | ☐ | ☐ |
| Liaison with venue manager with regards capacity limitations and new procedures for venue and sanitation practices? | ☐ | ☐ | ☐ |
| Pre-registration/entry of all exhibits/entries? | ☐ | ☐ | ☐ |
| Refund policy in place? | ☐ | ☐ | ☐ |
| Size and duration of show options considered, including limitation on entries to reduce time? | ☐ | ☐ | ☐ |
| Procedure in place to notify competitors if event cancelled? | ☐ | ☐ | ☐ |
| Determine whether "show and go" or "show and stay"? | ☐ | ☐ | ☐ |
| Guidelines and procedures in place for screening of competitors? | ☐ | ☐ | ☐ |
| If sale involved contact with local processor to determine that they have the necessary capacity? | ☐ | ☐ | ☐ |
| Strategy developed and delivered to enforce new policies? | ☐ | ☐ | ☐ |
| Determine shared space and movement roster developed? | ☐ | ☐ | ☐ |
| Facility layout modified to accommodate wider walkways and one way traffic? | ☐ | ☐ | ☐ |
| Necessary signage installed? | ☐ | ☐ | ☐ |
| Livestock housing to include physical distancing requirements? | ☐ | ☐ | ☐ |
| Roster developed to stagger arrival times? | ☐ | ☐ | ☐ |
| Roster developed to stagger use of common facilities? (eg washbays, milking facilities etc) | ☐ | ☐ | ☐ |
| Sufficient space has been allocated to allow for physical distancing? | ☐ | ☐ | ☐ |
| Sufficient volunteers organised to deal with extra requirements? | ☐ | ☐ | ☐ |

| During Event Checks | YES | NO | NA |
|---|---|---|---|
| Will information on the practice of physical distancing and good personal hygiene be provided by the organiser/first speaker, and/or at the registration desk? (e.g. key talking points listed below)<br>• Regularly wash hands (before meals, after using bathroom, after sneezing/coughing into hands).<br>• Inform organiser to notify bathroom facilities are unclean.<br>• Stay in your hotel room/home if you start to develop flu like symptoms and advise event organiser.<br>• Keep a distance of at least 1.5 metres between yourself and others during breaks and networking.<br>• All hand shaking at event is discouraged similarly no hugging or kissing. | ☐ | ☐ | ☐ |
| A 'toolbox' talk is to be completed with event staff and other workers prior to the event to ensure all workers follow good hygiene guidelines? (A toolbox talk is a short safety briefing.) | ☐ | ☐ | ☐ |
| Event organiser checked on the day that there are no unwrapped snacks? | ☐ | ☐ | ☐ |
| The facility has sufficient sanitisation stations at the event with alcohol based hand sanitiser, tissues and wipes? | ☐ | ☐ | ☐ |
| There signage at the venue showing proper handwashing procedures and cough etiquette? | ☐ | ☐ | ☐ |
| The venue kept clean throughout the event? | ☐ | ☐ | ☐ |
| Hygiene items are available to ensure microphones can be sanitised appropriately between speakers? | ☐ | ☐ | ☐ |
| Desks are wiped down with antibacterial or similar wipes as far as practical during breaks to reduce cross contamination? | ☐ | ☐ | ☐ |
| Are the contact details of relevant staff and local health providers available to all participants? | ☐ | ☐ | ☐ |
| Are the contact details of all participants collected? | ☐ | ☐ | ☐ |
| The organisers are checking facilities during the event and report issues to venues/providers? | ☐ | ☐ | ☐ |
| Steps in place to limit spectators to ensure compliance with physical distancing requirements? | ☐ | ☐ | ☐ |
| Any children in attendance are accompanied by an adult? | ☐ | ☐ | ☐ |
| Participants leave as soon as they have finished showing? | ☐ | ☐ | ☐ |
| All areas managed to ensure physical distancing requirements are maintained? | ☐ | ☐ | ☐ |
| Any children in attendance are accompanied by an adult? | ☐ | ☐ | ☐ |
| Group meals prohibited? | ☐ | ☐ | ☐ |
| Paper materials limited? | ☐ | ☐ | ☐ |
| Face masks worn where necessary? | ☐ | ☐ | ☐ |
| Only immediate family in staged photos? | ☐ | ☐ | ☐ |
| Show rings marked for younger participants? | ☐ | ☐ | ☐ |
| Ring personnel using sanitizer before entry and exit and before touching and after distributing ribbons and awards? | ☐ | ☐ | ☐ |
| **Post Event Checks** | **YES** | **NO** | **NA** |
| All participants were briefed during event closing sessions about physical distancing and consulting/adhering to medical advice if experiencing flu-like symptoms post event, post-event? Briefing points included:<br>• stay home if you are sick<br>• always to keep a distance of at least 1.5 metres between yourself and other people where possible at all times, particularly in public areas<br>• avoid visiting vulnerable people, such as those in aged care facilities or hospitals, infants, or people with compromised immune systems due to illness or medical treatment<br>• avoid crowds and mass gatherings where it is difficult to keep the appropriate distance away from others<br>• avoid small gatherings in enclosed spaces, for example family celebrations<br>• avoid shaking hands, hugging, or kissing other people | ☐ | ☐ | ☐ |
| Records of Attendance are completed, collected and stored for all participants. | ☐ | ☐ | ☐ |

| | | | |
|---|---|---|---|
| Venue is cleaned and sanitised | ☐ | ☐ | ☐ |
| Contact information must be kept on all patrons, workers and contractors, including full name, email address (residential address if not available), phone number and date and time of entry for a period of at least 56 days.<br>☐ Ensure records are used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely. | ☐ | ☐ | ☐ |
| | | | |
| | | | |

# Additional actions summary

For each proposed risk control, provide a recommended action and allocate a responsible person and timeframe for completion in consultation with the responsible person, confirm completion of each action.

| Ref no | Additional action | Accountable Area | Responsible Person | Target completion date | Actual completion date |
|---|---|---|---|---|---|
| 1. | | | | | |
| 2. | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

# General Hygiene Tips

Remember, the best way to protect yourself from common viruses including COVID-19 is:
- Clean your hands with soap and water and/or use hand sanitiser.
- Cover your nose and mouth when you cough or sneeze and wash or sanitise your hands after.
- Avoid close contact with anyone with cold or flu-like symptoms.
- Stay home if you are sick.
- Avoid visiting vulnerable people, such as those in aged care facilities or hospitals, infants, or people with compromised immune systems due to illness or medical treatment.
- Aim to keep a distance of 1.5 metres between yourself and other people where possible, for example when you are out and about in public place.
- Avoid crowds and mass gatherings where it is difficult to keep the appropriate 1.5 metres distance.
- Avoid small gatherings in enclosed spaces, for example family celebrations.
- Avoid shaking hands, hugging or kissing others.

For good handwashing technique refer to Queensland Health Handwashing posters. Posters such as this should be: placed in key areas such as bathroom and entry exit areas at your event.

# Site-specific emergency details

Provide details of site-specific emergency contacts.

| EMERGENCY CONTACTS: in an emergency situation dial 000 | | | |
|---|---|---|---|
| Local Hospital: | | Nearest GP: | |
| Nearest Chemist: | | Show Society : | |
| Chief Steward: | | Other: | |