

Appendix 7 - Pavilion 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any additional local restrictions that must be adhered to?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liaison with venue manager with regards capacity limitations and new procedures for venue and sanitation practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-registration/entry of all exhibits/entries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changes to configuration of layouts to incorporate physical distancing requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refund policy in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Size and duration of show options considered, including limitation on entries to reduce time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedure in place to notify competitors if event cancelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guidelines and procedures in place for screening of competitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If sale involved contact with local processor to determine that they have the necessary capacity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategy developed and delivered to enforce new policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determine shared space and movement roster developed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility layout modified to accommodate wider walkways and one way traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Necessary signage installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient volunteers organised to deal with extra requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical barriers in place to distance guests from exhibits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-booking of events/demonstration sessions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rostering/timing of events/demonstration sessions? (Time limits established)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrangements to clean facilities between event/demonstration sessions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rostering and distribution of “bump-in” and “bump-out” timetable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

During Event Checks	YES	NO	NA
Will information on the practice of social 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) <ul style="list-style-type: none"> Regularly wash hands (before meals, after using bathroom, after sneezing/coughing into hands). Inform organiser to notify bathroom facilities are unclean. Stay in your hotel room/home if you start to develop flu like symptoms and advise event organiser. Keep a distance of at least 1.5 metres between yourself and others during breaks and networking. All hand shaking at event is discouraged similarly no hugging or kissing. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event organiser checked on the day that there are no unwrapped snacks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The facility has sufficient sanitisation stations at the event with hand sanitiser, tissues and wipes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There signage at the venue showing proper handwashing procedures and cough etiquette?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The venue kept clean throughout the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hygiene items are available to ensure microphones can be sanitised appropriately between speakers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desks are wiped down with antibacterial or similar wipes as far as practical during breaks to reduce cross contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The organisers are checking facilities during the event and report issues to venues/providers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the contact details of relevant staff and local health providers available to all participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the contact details of all participants collected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steps in place to limit spectators to ensure compliance with physical distancing requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any children in attendance are accompanied by an adult?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participants leave as soon as they have finished showing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All areas managed to ensure physical distancing requirements are maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any children in attendance are accompanied by an adult?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group meals prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper materials limited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face masks worn where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ring personnel using sanitizer before entry and exit and before touching and after distributing ribbons and awards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No sampling or consumption of food or drink from live cooking demonstrations or food related contests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cookery Section entries delivered in/on a sealed container, if not must not be accepted and rejected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Only person to break the seal is the judge to sample the entry for judging purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guests leave once demonstration/display finished?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time limits at demonstrations/displays monitored and enforced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

During Event Checks (cont)	YES	NO	NA
Sufficient time between demonstrations/displays to allow time for cleaning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning between demonstrations/displays?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stewards using sanitizer before entry and exit and before touching and after distributing ribbons and awards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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: <ul style="list-style-type: none"> • stay home if you are sick • 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 • 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 • avoid crowds and mass gatherings where it is difficult to keep the appropriate distance away from others • avoid small gatherings in enclosed spaces, for example family celebrations • avoid shaking hands, hugging, or kissing other people 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Records of Attendance are completed, collected and stored for all participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Venue is cleaned and sanitised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. <ul style="list-style-type: none"> <input type="checkbox"/> Ensure records are used only for the purposes of tracing COVID-19 infections and are captured and stored confidentially and securely. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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					
6					

General Hygiene Tips

For good handwashing technique refer to Queensland Health Handwashing posters. Posters such as this should be:

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.

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:	