

# Appendix 9 - Show and Showgrounds 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. Skype, Webex, Workplace, Microsoft Teams or similar) or telephone conferencing solutions.

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:	
<b>If "NO" is ticked below, please ensure that risks are controlled prior to event or alternate controls noted.</b>			
Pre-event Checks	YES	NO	NA
Have you considered the running of this event in relation to updated government advice on gatherings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has current information been prepared and communicated to participants? (e.g. flyers, email, website. Refer to Federal Department of Health and Queensland Health websites and below for general hygiene.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the risks been communicated to attendees and other workers? (e.g. The highest risk is to people with a pre-existing health. Anyone with a health condition may want to consider their own personal risk and make their own decisions about attending or sending a delegate.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have event participants been advised not to attend if they are unwell?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have event participants been advised that if they have travelled overseas or from a declared COVID-19 hotspot within the past 14 days, been in close contact with a known active case of COVID-19 or awaiting a COVID-19 test result and they must not attend?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the event have a plan to manage the notification of flu-like symptoms? (who to contact locally and a nominated event contact person)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the event duration limited to as short as practical?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has signage been placed at the event entry/exit areas, near toilets and food preparation areas to remind people to practice good hygiene and social distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the event location have adequate equipment and/or facilities to support good hygiene practices (e.g. soap and water and/or hand sanitiser, paper towels and tissues)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the facilities and other relevant providers confirmed they will heighten cleaning and maintenance of facilities and high touch/use areas for the duration of event? (e.g. bathroom door handles, desks cleaned during coffee/lunch breaks, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the names and contact details of all attendees being captured so they can be contacted post-event if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the facility large enough for participants to practice physical distancing? (e.g. aim for at least 50% extra capacity for the number of participants so you are not closely seated and have designated seating.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the organiser confirmed with venue there will be no unwrapped snacks or self-service of food items? (e.g. Lollies, biscuits, teabags, condiments – sauces, creams etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all the relevant Industry COVID Safe Plans applicable been identified? <a href="https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans">https://www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all the relevant Industry COVID Safe Plans requirements and checklists been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pre Event Checks (cont)	YES	NO	NA
Have systems been developed to address all compliance requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have operational adjustments been identified and completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have density/capacity determinations for all facilities/areas been determined and advised to relevant facilities/areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has protection of staff and volunteers been considered and appropriate approaches been implemented? (eg. Barriers, protective coverings and distancing etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has it been communicated to all stakeholders on how to effectively prevent the spread of germs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have rosters/timetables been developed to implement cleaning and disinfection practices in accordance with Health Department guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has all necessary signage been identified, obtained and installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have health screening procedures been developed and implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and volunteers have been provided guidance on their responsibilities? For example <ul style="list-style-type: none"> <li>- Presenting fit for duty</li> <li>- Monitoring the health of guests and participants</li> <li>- Modelling and encouraging good hygiene and physical distancing practices</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have stakeholders received the information and training and feel confident to undertake their duties and have been trained and provided guidance on: <ul style="list-style-type: none"> <li>- Hand and respiratory hygiene</li> <li>- Physical distancing</li> <li>- Signs and symptoms of COVID-19</li> <li>- Measures to take in the event of a confirmed or suspected case of COVID event</li> <li>- The requirements of the Show and Showgrounds Industry COVID Safe Plan</li> <li>- New processes and procedures</li> <li>- Additional education in workplace health and safety practices and dealing with conflict</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have resources (handbooks, apps, easy guides, templates etc) been developed and distributed to stakeholders as a reference for: <ul style="list-style-type: none"> <li>- keeping people safe</li> <li>- physical distancing,</li> <li>- procedures and protocols especially in relation to cleaning, notification of events and their duty of care,</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have alternatives been identified and offered to reduce contactless payment options?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has compliance with relevant Industry COVID Safe Plans been checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a process been established for conducting regular audit and compliance checks on COVID safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have strategies been developed to monitor and prevent co-mingling of groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all seating area plans been designed and set-up to comply with physical distancing requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pre Event Checks (cont)	YES	NO	NA
Have all venues/facilities been reconfigured to comply with physical distancing requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have event/display/demonstration sessions been scheduled to limit contact and to also allow sufficient time between sessions to meet cleaning procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have “bump-in” and “bump-out” and delivery schedules been developed and distributed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have markers on the floor been installed where necessary to comply with physical distancing requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all supplies required been identified and obtained, in particular supplies of hand sanitizer, soap or equivalent, cleaning products and materials, personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have adequate hand-washing/sanitizing stations been identified and provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the Safe Work Australia website for helpful information and guidance? <a href="https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit">https://www.safeworkaustralia.gov.au/collection/covid-19-resource-kit</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the Queensland Government’s COVID-19 website to review up to date information on specific restrictions in place? <a href="https://www.covid19.qld.gov.au/">https://www.covid19.qld.gov.au/</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all the relevant Industry COVID Safe Plans notices been completed and displayed? <a href="https://www.covid19.qld.gov.au/_data/assets/pdf_file/0025/134953/statement-of-compliance.pdf?nocache-v2">https://www.covid19.qld.gov.au/_data/assets/pdf_file/0025/134953/statement-of-compliance.pdf?nocache-v2</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have facilities floor/site plans been developed and recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where practical, have delivery drivers or other contractors visiting the premises been directed to minimise physical interaction with staff? Is electronic paperwork used where practical to confirm proof of delivery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have cleaning protocols been established for discrete areas of high foot traffic (e.g., bathrooms, catering areas)? Do the cleaning protocols include a frequency of cleaning for the discrete area dependent on usage from attendees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there are enough supplies of cleaning products (e.g. detergent, sanitiser, bleach, etc) to last the duration of the entire event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has signage been placed at the event entry areas instructing people not to enter if they have been to a declared COVID hotspot in the previous 14 days, they are unwell or have COVID 19 symptoms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For contact tracing purposes, can contact information be kept for patrons, contractors and staff including: a) full name b) phone number c) email (or residential address where the person does not have an email account d) date and time of entry e) exit time or estimated period, where feasible.  Is this information readily available (e.g. within an hour)? Can the information be provided to public health?  Is the information able to be kept safely and securely for a period of at least 56 days?  Is there a process in place to ensure patrons have signed in?  Is there a sign encouraging people to provide a time of departure or estimated duration, with signage that is more effective contact tracing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

During Event Checks	YES	NO	NA
<p>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)</p> <ul style="list-style-type: none"> <li>• Regularly wash hands (before meals, after using bathroom, after sneezing/coughing into hands).</li> <li>• Inform organiser to notify bathroom facilities are unclean.</li> <li>• Stay in your hotel room/home if you start to develop flu like symptoms and advise event organiser.</li> <li>• Keep a distance of 1.5 metres between yourself and others during breaks and networking.</li> <li>• All hand shaking at event is discouraged similarly no hugging or kissing.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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.)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Toilets – Have practices been adopted and implemented to ensure that frequently touched areas and surfaces are cleaned regularly with detergent or disinfectant (including shared surfaces such as taps, basins, benches, hand drying equipment/paper towel dispensers, doors/door handles, locks on toilets, cistern buttons, etc.)?</p>			
<p>Are cleaning practices implemented in accordance with Office of Industrial Relations?</p>			
<p>General cleaning – Have practices been implemented and adopted to ensure that the venue is frequently cleaned, with a particular focus on high contact areas, such as eftpos equipment, dining tables, counter tops and sinks?</p>			
<p>Event organiser checked on the day that there are no unwrapped snacks?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The facility has sufficient sanitisation stations at the event with hand sanitiser, tissues and wipes?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>There signage at the venue showing proper handwashing procedures and cough etiquette?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The venue kept clean throughout the event?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hygiene items are available to ensure microphones can be sanitised appropriately between speakers?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Desks are wiped down with antibacterial or similar wipes as far as practical during breaks to reduce cross contamination?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are the contact details of relevant staff made available to all participants?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are the contact details of local health providers available to all participants?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The organisers are checking facilities during the event and report issues to venues/providers?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Collect and retain a record of all persons in attendance. Details that should be collected include:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Mobile Number or Email address</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ensure ongoing compliance through checks and audits?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Report and record all incidents and notify if necessary?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Post Event Checks	YES	NO	NA
All participants were briefed during event closing sessions about social 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"> <li>stay home if you are sick</li> <li>always to keep a distance of 1.5 metres between yourself and other people where possible at all times, particularly in public areas</li> <li>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</li> <li>avoid crowds and mass gatherings where it is difficult to keep the appropriate distance away from others</li> <li>avoid small gatherings in enclosed spaces, for example family celebrations</li> <li>avoid shaking hands, hugging, or kissing other people</li> </ul>	<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"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post Event Checks- Risk Management Record Keeping	YES	NO	NA
All checklists, worksheets and assessment tools used in working through the risk management process are documented and stored in accordance with requirements.	<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.

<b>EMERGENCY CONTACTS:</b> in an emergency situation dial 000			
<b>Local Hospital:</b>		<b>Nearest GP:</b>	
<b>Nearest Chemist:</b>		<b>Show Society:</b>	
<b>Other:</b>		<b>Other:</b>	