# COVID-19 SAFETY PLAN
## Events Template

**WorkSafe** TASMANIA

Complete the fields in this template to build your **Events COVID-19 Safety Plan.**

▶ **Event description**

▶ **Date of event**      D   D   M   M   Y   Y   Y   Y

▶ **Is the event outdoor or indoor?**

▶ **Will the event be seated?**      Yes      No

▶ **Will the event have multiple employers?**      Yes      No

▶ **Will there be one COVID-19 Safety Plan for the entire event or multiple plans?** [one for each PCBU]

▶ **Who is responsible for overall control of the event?**

▶ **What Public Health Directions apply?** [see Managing risk below]

▶ **Date completed**      D   D   M   M   Y   Y   Y   Y

   **Keep your completed safety plan at your event: you do not need to submit this to WorkSafe Tasmania.**

## MANAGING RISK: YOUR DUTY OF CARE

### Managing the risks of COVID-19

Your COVID-19 Safety Plan will detail how you will reduce the risks of COVID-19 at your event. It is important when completing this template that you provide as much details as possible when describing how you intend to implement the various controls.

The minimum standards for managing the risks of COVID-19 have been determined by Public Health. For current Public Health Directions, see coronavirus.tas.gov.au.

Under the *Work Health and Safety Act 2012*, as a business, you must manage the risks of COVID-19 entering or spreading at your event. You may not be able to eliminate the risk completely. Instead, you will need to consider other ways to reduce the risk as far as reasonably practicable. This may involve the use of substitution, isolation, engineering or administrative controls.

You must use the most effective level of control, noting that you may need a combination of controls. You must also maintain and regularly review your control measures to ensure they remain effective.

This plan will help you to identify exactly what controls you will take to put in place to mitigate identified risks.

In a COVID-19 environment restrictions and risks change constantly, so you should review and think about ongoing health and safety regularly, in the lead up to your event and update your plan accordingly.

If you are changing your event operations and activities, your systems of work, or the work tasks your workers perform, you will need to update your COVID-19 Safety Plan.

# COVID-19 Safety Plan - Events

## Multiple businesses/employers COVID-19 Safety Plans

Key things to consider:

For any event there must be at least one COVID-19 Safety Plan. If your event has multiple businesses/employers, you may require each of the businesses/employers to have their own COVID-19 Safety Plan. If this is the case, you need to consider how you will ensure that these plans are of a sufficient standard consistent with the event's overall COVID-19 Safety Plan.

You will need to see all plans that will apply to the event and ensure they are adequate to manage the identified risks and you will need to consider what criteria to undertake to assess businesses/employers.

You need to be clear who is responsible for implementing the various plans and what action will be taken if the plans are not being implemented effectively.

► **Do businesses/employers need to submit their COVID Safety Plans to the event manager for approval?** Yes     No

► **How will the approval of COVID Safety plans from subordinated businesses/employers be managed?⚠**

Yes     No

► **Who is responsible for monitoring compliance with individual businesses/employers COVID Safety Plans? ⚠**

► **What action will be taken by the event controller if an approved COVID Safety Plan is not implemented appropriately by subordinate businesses/employers? ⚠**

What controls are required to mitigate the above risks? [list controls]

Describe in detail how these controls will be implemented [you need to address each of the items identified ⚠ above]

# COVID-19 Safety Plan - Events

## Resource the COVID-19 Safety Plan

Key things to consider:

The plan is simply that, a plan. You need to ensure that sufficient resources are available to **implement** the plan.

If you fail to adequately resource your plan, controls may not be applied and risks not mitigated.

You need to consider who has responsibility for implementing the plan and ensure that they have the authority to take steps to ensure the plan is implemented.

► **Who is responsible for implementing the COVID Safe Plan?**

► **What resources are available to implement the plan?** ⚠️

► **What is the minimum number of resources required to implement the plan?**

► **How will compliance with the plan be achieved?** ⚠️

What controls are required to mitigate the above risks? [list controls]

Describe in detail how these controls will be implemented [you need to address each of the items identified ⚠️ above]

# COVID-19 Safety Plan - Events

## Patron Management

Key things to consider:

Density limits apply to both indoor and outdoor venues. Venues must not have a density of more than one person per 2 square metres of floor space (known as the 2 square metre rule).

Refer to coronavirus.tas.gov.au for the current maximum gathering limits:

You need to have a method to ensure that the maximum number of people at the event is not exceeded. This could include having someone counting people on entry or through a ticketing system. The event organsier needs to know how many people are allowed on site and how many people **ARE** on site at any one time (including staff).

The maximum number of people allowed at an event is the smaller number of either:

- the maximum number of people for which there is 2 square metres per person
- the maximum gathering number specified for the type of venue/activity.

► **How many people are allowed under the 1 person per 2 square metre rule?**

► **What is the maximum number of people allowed at the event?** [including staff]

► **Will the event be ticketed?**    Yes    No

► **How will access numbers be monitored and controlled?**⚠

► **Will the event have front of house/gate sales?**    Yes    No

► **How will patrons be advised of entry requirements?**⚠

► **Will personal details be collected on entry?**    Yes    No

► **How will this data be stored for 28 days post the event?** ⚠

What controls are required to mitigate the above risks? [list controls]

Describe in detail how these controls will be implemented [you need to address each of the items identified ⚠ above]

# COVID-19 Safety Plan - Events

## Site Access/Egress

You should implement procedures to ensure physical distancing and avoid mixing of patrons as much as possible, and minimise direct contact between patrons by:

- taking measures or modifying venues to ensure staff and patrons can enter, exit, and move around the event safely, e.g. through one-way flow, separate entry and exit points
- managing dwell times to control the flow of patrons
- using physical barriers such as roping to manage high traffic areas
- ensuring accessibility requirements are considered when reconfiguring spaces and patron flow
- encouraging online and phone bookings, and limiting or eliminating the incidence of walk-in patrons

► **Will the site be secured?** [fenced/access restricted]     Yes     No

► **What security arrangements are needed?** ⚠️

► **How many points of entry for the site will be available?**

► **Will access and egress points be different?**     Yes     No

► **Will patrons need to queue to gain access?**     Yes     No

► **How will this queuing be managed?** ⚠️

► **Will patrons disperse on entry or remain confined?** ⚠️

What controls are required to mitigate the above risks? [list controls]

Describe in detail how these controls will be implemented [you need to address each of the items identified ⚠️ above]

# COVID-19 Safety Plan - Events

Key things to consider:

Depending on the event, there may be multiple rooms or facilities within the overall event. These areas must be managed and subject to appropriate controls.

Areas where alcohol is served can present additional challenges due to the need for patrons to be seated when consuming alcohol. Adequate seating will need to be provided. Queues must be managed.

Encouraging patrons to disperse or implementing zones to restrict movement are good ways to reduce the risk of excessive congestion.

▶ **Are there multiple rooms/facilities on site?**     Yes     No

▶ **Have room densities been calculated and permissable limits displayed at the entrance to each room/facility?**     Yes     No

▶ **Will the event serve alcohol?**     Yes     No

▶ **Will patrons be able to be seated to consume food and alcohol?** [will sufficient seating be available?]     Yes     No

▶ **How will wet areas be managed to ensure appropriate patron behaviour?**⚠️

▶ **What will be the points of congregation during the event?** ⚠️ [toilets/kiosks/displays/bars etc.]

▶ **How will theses points of congregation be managed?**⚠️

▶ **Will facilities be dispersed throughout the venue to minimise congregation and queuing?**  Yes     No

▶ **How will patron movement be managed during the event?**⚠️

▶ **Will the event be split into zones to reduce patron mixing?**     Yes     No

▶ **How will zones be controlled?**⚠️

▶ **Will patron numbers be limited in designated seated areas?**     Yes     No

What controls are required to mitigate the above risks? [list controls]

Describe in detail how these controls will be implemented [you need to address each of the items identified ⚠ above]

## Hygiene

Key things to consider:

The event organiser is to encourage good hygiene practices to provide hygiene measures to minimise the risk of exposure to, contracting or spreading COVID-19. Hand washing facilities, use of soap and water or the use of hand sanitiser, as appropriate for the circumstances.

While toilet areas provide a means to wash hands, other hand washing facilities may be needed. Hand sanitiser should be stationed strategically throughout the venue/event. This will assist in implementing necessary hygiene controls.

► **Will sanitiser be available at key locations?**　　Yes　　No

► **What other hygiene controls will need to be available throughout the site?**⚠

► **How will soap and sanitiser stock be monitored and replenished?**

What controls are required to mitigate the above risks? [list controls]

Describe in detail how these controls will be implemented [you need to address each of the items identified ⚠ above]

# COVID-19 Safety Plan - Events

## Cleaning

Key things to consider:

The event organiser must prepare, implement and maintain a schedule for cleaning, and where appropriate disinfecting, that ensures the facilities at the event are routinely cleaned. This must include furniture, equipment and other frequently touched items.

The cleaning schedule should be in writing so all workers are aware of the requirements. The schedule should take into account the level of risk of exposure to, contracting or spreading COVID-19 within the event.

Cleaning frequently-touched surfaces is very important in reducing the risk of spreading COVID-19. For example, hand rails, EFTPOS machines and door handles all need to be disinfected frequently.

See How to clean and disinfect your workplace - COVID-19 (Safe Work Australia).

► **Is there a cleaning schedule?**    Yes    No

► **What are the cleaning requirements before, during and after the event?** ⚠

► **Who is responsible for ensuring cleaning is undertaken in accordance with the cleaning schedule and to the required standard?**

► **What cleaning and disinfectant consumables are to be used?** ⚠

► **Do the consumables meet the required standard for COVID 19?**    Yes    No

► **How will cleaning staff be trained in the safe use of cleaning products and cleaning standards?** ⚠

What controls are required to mitigate the above risks? [list controls]

Describe in detail how these controls will be implemented [you need to address each of the items identified ⚠ above]

## Training

Key things to consider:

The event organiser must provide each worker (including contractors and volunteers) with training on:
- the risks in relation to COVID-19, and
- the control measures to be implemented to mitigate those risks.

The requirements of this plan must be communicated to all workers who have a role in implementing the plan. Training in what is needed, when, how and by whom is key to implementing the plan.

The event organiser must ensure that **ALL** parties know what is expected of them and will be adequately skilled to undertake their tasks.

► **What training will be provided to workers, volunteers, exhibitors, caterers, suppliers etc. on how this plan is to be implemented?**⚠

► **Who is responsible for providing the training?**⚠

What controls are required to mitigate the above risks? [list controls]

Describe in detail how these controls will be implemented [you need to address each of the items identified ⚠ above]

# COVID-19 Safety Plan - Events

## Information and Instruction

An event organiser must provide information and instruction to patrons and ensure as far as is reasonably practicable in the circumstances that:

- each person, or group of people attending the event together, should remain separated from other individuals or groups at the event by maintaining a distance of at least 1.5 metres from each other. This also applies when entering or leaving the event, and

- the total number of people present in a single space, at any one time, does not exceed the number calculated according to the current density requirement. Refer to coronavirus.tas.gov.au for the latest requirements.

If it is not reasonably practicable to comply with the physical distancing requirements described above, then the employer must ensure that control measures are implemented in keeping with the requirements to manage the risks to health and safety relevant to COVID-19.

A person at, entering or leaving the event must ensure that they comply with the requirements of the physical distancing requirements of the

► **How will patrons be advised not to attend the event if unwell?** ⚠

► **How will patrons be informed/instructed on COVID controls before and during the event ?**⚠

► **How will information be communicated to patrons before and during the event ?**⚠**?**

What controls are required to mitigate the above risks? [list controls]

Describe in detail how these controls will be implemented [you need to address each of the items identified ⚠ above]

# COVID-19 Safety Plan - Events

## Supervision

Key things to consider:

The event organiser must provide adequate supervision to ensure control measures are implemented for COVID-19.

Implementing COVID-19 Safety Plans require people to apply the controls. Those responsible for ensuring tht controls are applied **must** be supervised to ensure that the work that is being done is effective and performed to the desired standard.

The plan **must** detail how workers will be managed when implementing the plan.

► **What organisation structure will apply to ensure the COVID Safety Plan is implemented effectively?**⚠

► **How will workers responsible for implementing the plan be supervised and instructed in performing their role?**⚠

► **How will patrons be managed and supervised during the event?** ⚠

► **How will the event controllers ensure patrons remain separated and/or seated by 1.5 metres?** ⚠

What controls are required to mitigate the above risks? [list controls]

Describe in detail how these controls will be implemented [you need to address each of the items identified ⚠ above]

# COVID-19 Safety Plan - Events

Key things to consider:

The event organiser must ensure that information and instruction is provided to workers, volunteers, patrons, suppliers/contractors and others at the event about your COVID-19 control measures and the requirements of those people to apply the control measures as they are reasonably able.

The information and instructions are to be in a format that is reasonable to the circumstances: including plain English, pictures, and languages other

▶ **Will there be signage at entrances and congregation points?**    Yes       No

▶ **Will audio messaging be used?**    Yes       No

▶ **What signs need to be placed around the event?** ⚠️

What controls are required to mitigate the above risks? [list controls]

Describe in detail how these controls will be implemented [you need to address each of the items identified ⚠️ above]

# COVID-19 Safety Plan - Events

## Emergency Procedures

Key things to consider:

Emergency procedures are critical to any event. The event organiser needs to ensure that in the event of an emergency, patrons are not put at risk of COVID-19 exposure through the emergency procedures.

Event managers need to consider how many emergency egress locations will be available, how will they ensure that patrons are distributed across the various egress points and what will patrons do once they have exited the venue (will they disperse or congregate?).

► **Do evacuation procedures ensure that in an emergency evacuation, large numbers of people do not congregate for extended periods in close proximity?** ⚠️    Yes    No

What controls are required to mitigate the above risks? [list controls]

Describe in detail how these controls will be implemented [you need to address each of the items identified ⚠️ above]

► **Other matters**

Detail how other controls are to be applied.

# COVID-19 Safety Plan - Events

## Review

As the situation with COVID-19 can change rapidly in the lead up to your event, make sure you regularly review your control measures to ensure they are still meeting the minimum requirements and are managing the risks in the best possible way for your event.

► **Do you have a process for reviewing and adjusting the controls as circumstances change, and are you using that process?**
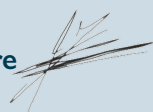
Yes        No

Briefly outline that process

## Manager approval of your COVID-19 Safety Plan

► **Approved by**

► **Signature**

► **Date completed**    D D  M M  Y Y Y Y

**Keep your completed safety plan at your workplace: you do not need to submit this to WorkSafe Tasmania.**

Disclaimer
To ensure this information is easy to understand, we refer to 'event organisers' and their responsibilities. However, under the work health and safety laws, duties apply to a 'person conducting a business or undertaking' (PCBU) which includes employers and also others who engage workers. See information about PCBUs for more detail.