

## COVID-19 Event and Venue Plan

Event Title:

Event Date:

Responsible Person:

Plan Submitted to ANDRA on:

### Checklist

TOPIC	SCOPE	VENUE PLAN AND COMMENTS
Government Requirements Re: Public Gatherings	Organisers adhere to relevant State and Territory Government requirements.	
Monitoring	Create a register of all event attendees. Encourage all to download <a href="#">COVIDSafe App</a>	
Maximum Event Capacity	Maximum venue numbers for competitors, crew, officials, emergency crews and other venue staff/ persons recorded. Have you adjusted activity timings to allow participants or teams to arrive and depart separately?	
Documentation and Licence Checking, Wrist Band Allocation	Avoid in person licence checks. Pre-entry only of competitors and crew. Editable ESP form found <a href="#">here</a> Editable ESP form for DDL's found <a href="#">here</a>  List measures to be undertaken.	
Venue/ Event Support Contractors	Essential only.	

TOPIC	SCOPE	VENUE PLAN AND COMMENTS
Driver and Officials Briefings	No gathering of drivers or officials or team personnel. All communications by electronic means.	
Scrutineering	<p>Scrutineering to be contained to a maximum of 15 minutes [where possible]. Contained to competitor and scrutineer only.</p> <p>Scrutineer to follow hygiene and distancing protocols at all times.</p> <p>e.g. Scrutineer work through the scrutineering sheet with competitor point out specific items. Eg. Firesuit standard/ condition, seatbelt standard and dates etc etc. In this manner the competitor must have completed an ESP declaration and the vehicle scrutineer is auditing the minimum requirements not physically checking themselves.</p> <p>List measures to be undertaken.</p>	
Equipment Deployment	Hygiene protocols to be adopted.	
Post Event Documentation	<p>Submitted within 7 days.</p> <p>Register of all attendees to be collated and returned to ANDRA within 7 days.</p>	
Track Officials/ Spotters/ Turn Around Area	Minimum required personnel only including start line area. Physical distancing measures must be in place.	
Fire, Medical and Recovery Teams	<p>Vehicles to contain a maximum of 2 people when in operation.</p> <p>Teams to wear PPE.</p>	

TOPIC	SCOPE	VENUE PLAN AND COMMENTS
Competitors	No passenger rides.	
Competitor Crew	Absolute minimum team/ crew personnel to attend event. Physical distancing needs to be adhered to including limited movement through pit area by crew persons.	
Bracket Marshalls	Electronic communication to be adopted where possible.	
Results	Communicated electronically.	
Presentations	No in person presentations to be conducted.	
Spectators	As per physical distancing and relevant legislation.	
Media	To be minimised.	
Venue/ Areas Entry and Exit Points	Consideration given to entry and exit points of venues/ area to avoid gatherings and unapproved attendance.	
Venue Facilities Plan – As Necessary	Responsibility for venue facilities – ie cleaning toilet etc.	
Tower	Personnel numbers to be kept to a minimum – social distancing requirements adhered to; including commentary, electronic communications to be used where possible.	

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Paddock/ Pit Area	Demonstrate how area will be managed to allow additional space. Limit persons movement between pit areas.	
Social Distancing	Demonstrate that all operational areas – indoor or outdoor – are set up to comply with social distancing measures e.g. 1.5m apart or 4m <sup>2</sup> area e.g. fenced off 80m <sup>2</sup> areas that contain 20 persons.  List measures.	
Staging Lanes	Crew and competitors to maintain physical distancing, look at ability to keep space between vehicles and crew persons in staging lanes.	
Food and Catering	To be minimised, preference for all attendees to bring own food/ beverage.	
Communication	Are there protocols in place to advise participants, officials and parents or carers to not attend if they are feeling unwell?  Are there strategies to address non-compliance?  Protocols for notifying health authorities of issues or suspected COVID-19 cases?	
Hygiene Practices Information	Correct hygiene measures adopted.	

## Risk Assessment Sample

Identify and List Hazards	List Current Risk Controls	Risk Rating	List Additional Controls (if any - where current controls are not adequately managing the level of risk)
Movement of people throughout the Event to prevent transmission of the Coronavirus.		<i>Medium</i>	<ul style="list-style-type: none"> <li>Handwashing stations (soap &amp; water) placed at entry to the Event.</li> <li>Handwashing stations throughout the Event area.</li> <li>Regular change of water at these stations.</li> <li>Handwashing instruction guides placed at the stations.</li> <li>Information on spread of coronavirus at the entry gates to the Event.</li> </ul>
Food Hygiene - prevention of the coronavirus by trade site vendors.		<i>Low/Medium</i>	<ul style="list-style-type: none"> <li>Inform Food Site holders on their responsibilities towards food hygiene.</li> <li>Ensure all sites have completed and have a copy of the Food Safety Course.</li> <li>Ensure that Food Site holders have gloves/sanitizers at their sites and they are being used.</li> </ul>

### 1. Consequences

Descriptor	Level	Definition
<b>Insignificant</b>	<b>1</b>	No injury
<b>Minor</b>	<b>2</b>	Injury/ ill health requiring first aid
<b>Moderate</b>	<b>3</b>	Injury/ill health requiring medical attention
<b>Major</b>	<b>4</b>	Injury/ill health requiring hospital admission
<b>Severe</b>	<b>5</b>	Fatality

### 2. Likelihood

Descriptor	Level	Definition
<b>Rare</b>	<b>1</b>	May occur somewhere, sometime ("once in a life time / once in a hundred years")
<b>Unlikely</b>	<b>2</b>	May occur somewhere over an extended period of time
<b>Possible</b>	<b>3</b>	May occur several times over a period of time
<b>Likely</b>	<b>4</b>	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
<b>Almost Certain</b>	<b>5</b>	Prone to occur regularly It is anticipated for each repetition of the activity of event

3. Using the matrix calculate the level of risk by finding the intersection between the likelihood and the consequences

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Extreme	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

4. Risk Level / Rating and Actions

Descriptor	Definition
Extreme	Notify <b>Workplace Manager and/or Management OHS Nominee</b> immediately. Corrective actions should be taken immediately. Cease associated activity.
High	Notify <b>Workplace Manager and/or Management OHS Nominee</b> immediately. Corrective actions should be taken within 48 hours of notification.
Medium	Notify <b>Nominated employee, HSR / OHS Committee</b> . Nominated employee, OHS Representative / OHS Committee is to follow up that corrective action is taken within 7 days.
Low	Notify <b>Nominated employee, HSR / OHS Committee</b> . Nominated employee, HSR / OHS Committee is to follow up that corrective action is taken within a reasonable time.