

COVID-19 – Event Safety Plan

Events and gatherings.

Before you fill in the form

This form should be completed by any organisation, business or entity organising a public event or gathering.

Any event that is planned for 500 or more people to attend must receive formal Chief Health office (CHO) approval prior to the event proceeding.

Events of less than 500 people do not require formal CHO approval but will receive a Statement of Commitment upon submitting the COVID-19 Event Safety Plan.

Refer to the COVID-19 –Event and Gathering Guidelines to assist with your event safety planning.

Fields marked with asterisk (*) are mandatory.
Fields marked with caret (^) are office use only.

Event Coordinator Details			
Coordinator First Name*		Coordinator Last Name*	
Organisation*		On-site event manager*	Y / N – If no provide a contact
Contact Details			
Phone number*			
Email address*			
Postal address*			
Event Details			
Name of event*			
Site/s address*	Darwin Convention Centre, 10 Stokes Hill Road, Darwin NT 0800		
Event Date/s and event time/s*	Date from:	Date to:	
	Start Time:	Finish Time:	

Planned number of persons*	<input type="checkbox"/> <500 Estimate: <input type="checkbox"/> >500 Estimate:	
Event Target Group*		
Site Details		
Is the site appropriate for this type of event? *	Y/N	
Are there multiple sites involved? *	Y/N - List	
Indoor/outdoor or both*	Indoor / Outdoor or both	
Is the site normally used for this type of event and crowd? *	Y/N	
Is it a ticketed event*	Y/N	
Will alcohol be available at the event? *	Y/N	
Will there be camping facilities at the event? *	Y/N	
Will additional public health infrastructure be provided? * e.g. portable toilets, hand basins, showers	Y/N	
Will any food vendors (excluding permanent fixed food businesses) operate at the event*	Y/N	
Toilets		
Ablution facilities – Record the number of facilities to be provided in the below tables.		
Permanent & temporary	Male	Female
WC (toilets) *	8 Toilets	23 Toilets
Urinals*	14 Urinals	N/A
Hand basins*	12 Hand Basins	13 Hand Basins
Showers *	5 Showers (Back of House)	5 Showers (Back of House)
Will separate toilet facilities be available for food vendors? *	Y / N	
Will separate toilet facilities be available for medical attendants? *	Y / N	

<p>Are there sufficient toilet facilities? * https://knowledge.aidr.org.au/media/4771/safe-and-healthy-mass-gatherings-manual-2010-review.pdf</p>	<p>Y / N</p>
<p>Will toilets be accessible for people with disabilities? *</p>	<p>Y / N</p>
<p>Are baby change and sanitary disposal areas available? *</p>	<p>Y / N</p>
<p>Cleaning and disinfecting</p>	
<p>You will need to develop a comprehensive cleaning schedule detailing how you will identify and manage cleaning and disinfecting of facilities and equipment.</p>	
<p>Outline the cleaning, disinfecting and maintenance plan for these facilities (e.g. cleaning schedules, identification of high touch surface and frequencies) *</p> <ul style="list-style-type: none"> • Venue Presentation staff members at the Centre have been provided full training on all correct cleaning methods and operational procedures • Thorough and regular cleaning schedules are in place throughout the Centre • High touch surfaces concentrated on throughout the duration of the event • All chemicals utilised at the Centre have been approved and put through an assessment to ensure certain criteria's are met such as TGA certification, SDS documentation, FSANZ and Food Safety Regulatory requirements • Hand sanitiser stations located throughout the event, mainly positioned at entry points and registration areas 	

Management of interstate/international employees/performers

Employees, contractors and/or performers arriving from interstate/international are required to quarantine for 14 days on entry to the Northern Territory (refer to the quarantine information on the website)

Outline the plan for management of interstate/international employees / performers.*

Event emergency preparedness and response

You will need to incorporate COVID management strategies into your emergency management plans. Do you have plans in place to respond if a person falls ill or is considered a suspected COVID-19 case during or after the event, including a process for collecting contact information to assist with contact tracing?

Outline the plan and protocols.*

Communication with performers, officials and attendees

You will need to ensure performers and attendees know what protocols are in place to manage their own behaviour.

Outline the measures you will use to communicate and provide guidance to attendees, performers and officials. *

Physical distancing before, during and after the event/performance

You need to consider what measures are implemented to encourage performers and attendees maintain physical distancing of 1.5 metres before, during and after the event.

Physical distancing between performers/sportspeople who are not known to each other will not always be possible. The Safety Plan should focus on ways to minimise risk while allowing these activities to occur.

Outline the measures you will use to managed physical distancing of people: *

Changes to activities

You will need to consider whether changes to normal activities or operations are required to minimise any risk.

Outline any additional measures and considerations being made to manage certain activities.

Event subcontractors

<p>You will need to ensure subcontractors have completed any necessary checklists and meet any other legislative / regulatory requirements, e.g. food registration, liquor licencing and permits.</p>	
<p>Have you sighted the COVID-19 Safety checklists of any businesses or organisations participating in the event? E.g. food businesses, entertainers, dance companies</p>	<p>Y / N / NA</p>
<p>List all the businesses/organisations/suppliers involved in your event: * E.g. list all food stalls, performers etc.</p>	
<p>Outline any measures you are taking to ensure all businesses/organisations/suppliers involved in your event are aware of and complying with key principles.</p>	

Site Plan

Attach a detailed site plan of the event set up. The site plan should include the following and consider a layout plan that allows for appropriate physical distancing measures.

- Hand sanitising stations
- Food stalls
- Waste bins
- Toilets facilities
- Seating areas
- Standing areas
- Bar facilities
- Entrance access points
- Exit access points
- Emergency exit points
- Camp grounds
- Dance areas
- Medical stations
- Information Desk

Further information

Please contact envirohealth@nt.gov.au