



EVENT HEALTH & SAFETY GUIDELINE



SPACE TO *Think*



Introduction

The Darwin Convention Centre is delighted to welcome clients and guests to our world-class venue.

While the NT Government has lifted COVID-19 restrictions, the safety and wellbeing of those visiting our Centre will always remain our first priority. As conferences and events return to the Centre, we will continue to encourage Covid-safe practices and implement strict cleaning regimes to ensure a safe meeting environment.

As part of these measures, employees working at the Centre have all been vaccinated and receive COVID-19 health and safety training, with a more intense program for operational team members working within the food and beverage, events, security and venue presentation departments.

These measures are supported by VenueShield, an environmental hygiene protocol created by the Centre operator's parent company ASM Global. VenueShield was created in response to evolving government regulations and guest expectations, stemming from the COVID-19 pandemic and is a comprehensive, best-in-class program developed and deployed to more than 325 ASM Global facilities around the world, including the Darwin Convention Centre. The program provides the most advanced hygienic safeguards that serve ASM Global clients, guests, staff and other visitors. All policies are aligned with, and informed by, public health authorities, medical and industry experts and our guidelines have been developed incorporating all of these combined measures.



On Arrival

- The Centre has four main entry points. Each entry has signage clearly displaying the terms and conditions of entry.
- Contactless hand sanitiser stations with supporting signage will be placed at all entry points as well as registration areas.
- Branded floor decals have been implemented to encourage social distancing.
- The Centre's security team will be onsite to guide the safe flow of delegates and guests throughout the Centre.



Social Distancing and Floor Plans

- While not mandatory, floor plans can be designed to allow 1.5 metre social distancing to allow 4 square metres of space per person.
- The Centre's business development and event teams will work in collaboration with clients to meet any COVID-19 health and safety requirements of the organiser.





Food Service

- The Darwin Convention Centre is independently and rigorously audited by some of the world's most recognised benchmarking and certification programs for quality, food safety and environmental management (e.g. ISO 22000).
- Heavy cleaning regimes already in place as part of this certification will continue, with additional diligence regarding the daily sanitisation of surfaces.
- Food and beverage attendants have been retrained and operational manuals updated to ensure these new measures are adhered to.
- Food and beverage stations will be clearly labelled on all floor plans with contactless sanitising stations at each entry point.
- Pre-packaged foods will be an option for all clients, with biodegradable packaging to ensure our sustainability efforts continue.
- Contactless payment is preferred at all events that include cash bars or cafes.
- The Centre's events team will closely monitor all event plans to ensure break times are staggered for larger functions. If more than one event occurs over the same period, break times will also be staggered to minimise the flow of delegates through shared spaces such as foyers and toilets.





Health and Hygiene

- The Centre's venue presentation team have restructured cleaning techniques to match the Safe Work Australia "How To" cleaning manual.
- Staff are rostered to ensure consistent sanitisation of frequent touch points.
- Cleaning equipment and chemicals have been authorised and approved by the ASM Global EHAP team who have ensured all products are government approved and certified.
- WH&S policies and procedures will remain in place and risk assessments incorporate a COVID-19 inclusion.
- Staff washrooms, changing rooms and communal areas have Australian Health Department hand washing instruction posters at each station.
- Touch-free sanitisers will be available at entry/exit kiosk stations and at each entry point of the venue to allow staff to sanitise their hands before entering the premises.
- Appropriate PPE will be worn by all employees based on their role and responsibilities and in adherence to state and local regulations and guidance. Training on how to properly use and dispose of PPE will be provided to all staff.





Contact

For additional information please contact a member of our team

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For additional information regarding government regulations please refer to the following links:

[Northern Territory Government COVID Resources](#)

[Australian Government COVID Resources](#)

[Safe Work Australia COVID Resources](#)

**All information contained in this guideline is current based on government regulations as at March 2023.*



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