

# Major recreation facilities | COVID-19 Safety Plan

Safety Plan for major recreation facilities, agricultural shows and theme parks.

Follow the steps below to ensure your business, staff and customers stay COVID Safe.

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Effective 10 January 2022

## Business details

### Business name

Armidale & New England Show Society

### Business location (town, suburb or postcode)

If your business has multiple premises, complete a Safety Plan for each location.

Armidale

### Select your business type

Agricultural shows

## Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Explain how you will do this

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Entry & Exit points will be sent to all volunteers and members beforehand  
Volunteers who are feeling unwell or a close contact will not be involved  
Signage of symptoms at all major entry points  
There will be attendants on all entry/exit points should someone present with symptoms.  
We have a procedure to isolate patrons/volunteers/staff  
A roster has also been produced to record who is where and when over the weekend.  
Very limited volunteers working in multiple sections.  
Third parties are aware that if any workers feel unwell, they are not to attend the event and isolate

**Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.**

**Explain how you will do this**

Have been listed on the website, social media, in our conditions of entry, and at all entry points  
All Stewards will be easily identifiable with either a Committee shirt or a Vest  
All Stewards have been briefed on the symptoms of COVID-19, social distancing and cleaning  
PPE is available for volunteers if required  
Each section has conducted a Risk Assessment using the ASC COVID Risk Assessment  
All volunteers are aware of their roles  
Volunteers and patrons are encouraged to have had both vaccinations, and if possible, the booster before attending the event or being involved in its setup.

**Display conditions of entry such as requirements to stay away if unwell and record keeping where applicable.**

**Explain how you will do this**

Conditions of entry will be displayed on: The Website, Social Media, Entries/Exits  
Signs at all gates and around the event

**Businesses can require proof of COVID-19 vaccination in line with their COVID-19 vaccination policy.**

**An occupier of premises at which a music festival is being held in an indoor area must take reasonable steps to ensure that only fully vaccinated or medically exempt persons are allowed to attend the festival if there are more than 1,000 persons attending the festival.**

**For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials.  
Guidance is available at: <https://www.nsw.gov.au/covid-19/business/covid-19-vaccinations-and-businesses>  
(<https://www.nsw.gov.au/covid-19/business/covid-19-vaccinations-and-businesses>)**

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All patrons, volunteers, and members will need to QR onto the grounds, or if unable to QR, provide their written details on the sheets provided. This information will be recorded and kept for the necessary time, should a need arise. Following this, they will be destroyed.

We will not be requiring proof of vaccination to attend the event, though we will be encouraging all patrons who attend to have had their vaccinations.

We will also be encouraging all of our volunteers and members to have their vaccinations and booster (where relevant)

**Review the 'COVID-19 safety guidance for large events' available at <https://www.nsw.gov.au/covid-19/business/covid-safe-events/large> (<https://www.nsw.gov.au/covid-19/business/covid-safe-events/large>) and consider which risks and mitigation measures are relevant to your event before completing this COVID-19 Safety Plan.**

### **Explain how you will do this**

Exclude volunteers and attendees who are unwell

Masks and sanitizer are available from the Secretaries Office

Additional cleaning

All 3rd parties, such as Trade Sites, Guild, and St Johns need to provide a COVID Plan

All patrons will be given a wristband when they have completed their QR sign-in to keep track of numbers and to provide an easily identifiable way for marshalls to see who have not entered the grounds correctly

Events will be spaced over the weekend

Online ticketing to record attendees details will also be used

Separate entry and exits are clearly marked with signs

Patrons are asked to wear masks if they can not be socially distant

Use of pre-sale tickets to attempt to reduce queues

All Traders need to provide a COVID plan and utilize queues

Stewards are limited to helping in only 2 additional sections for each day

P/A announcements and signage, patrons are encouraged to limit cheering or signing

No dancing unless involved in an entertainment act

P/A announcements and signage patrons are encouraged to limit hugging, handshakes, or other intimate forms of contact

Alcohol will only be served and drunk while sitting down

The Show has the right to check bags when entering the Showground

Police will be present over the weekend and Security will be on the bar

No drugs as per conditions of entry signs

All events, with the exception of the Pavilion, will be outside

While the Pavilion is being used, doors will be open to allow for airflow, but will also be barricaded to prevent people from entering and exiting outside of the nominated points

A cleaner has been made aware of the additional requirements for cleaning

The BBQ and bar areas will be cleaned frequently

Surfaces such as tables at gates and seating will be cleaned regularly

St John's Ambulance will be present

Should someone with symptoms appear, the Secretary has a COVID response plan in the Office-

Hospital has been notified that the event is on and that the COVID plan is in place

All patrons, volunteers, and competitors need to sign in via a QR Code or sign-in to access the Ground

Volunteers all need to sign the Sign-on sheet for insurance

## Physical distancing



**Capacity at a music festival must not exceed 20,000 people.**

**Note: Music festivals are defined in the Public Health (COVID-19 General) Order (No 2) 2021.**

### Explain how you will do this

This is not a music festival. Given accessible space, there is room for approx 3,500 people at one time

### Support 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

### Explain how you will do this

Signage directing patrons to maintain social distancing and follow queuing instructions  
All volunteers in a specific area, such as the Pavilion will remain socially distant.  
Should the need arise for communication, mobile phones or radios can be used  
Grandstands will be marked for the 1.5m  
'Toolbox Talks' at the start of each day can be done via technology  
The use of online and electronic rostering  
Tap-n-Go payments on the gates and electronic ticketing will be available

**Avoid congestion of people in specific areas where possible. Consider zoning of areas for large events, such as by using alternate sections and access corridors.**

### Explain how you will do this

Tap-n-Go payments on the gates and electronic ticketing will be available  
Multiple QRs at gates to allow multiple scannings at once  
Queues at all gates  
Queues at bar and canteens

**Have strategies in place to manage gatherings that may occur outside the premises and in any designated smoking areas.**

### Explain how you will do this

There will be Marshals on all gates who are aware that they are responsible for dispersing any gatherings outside of and to try and minimize the chance of groups forming while waiting to get in.

The Society has spoken with local police on strategies to minimize this and people standing around the fence on the outside.

Communicate to all volunteers/patrons/members/staff that they have a responsibility to follow the rules

Stagger break times for volunteers and use a roster for the major areas and events at the Show Markers on the grandstands.

#### **Where practical:**

**- encourage private transport options to minimise crowding on public transport**

**- coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.**

#### **Explain how you will do this**

Volunteers/members/officials are encouraged to travel to the event in private transport, and not to share rides unless they are from the same household.

Walking or cycling is also being promoted as possible ways to get there

Stewards/officials/members are able to park on the grounds

Overflow parking or additional parking areas nearby at the fields opposite O'Connor Catholic College

Communicate effectively the process of where and when parking is available and how to get to the facilities via our social media platforms in the week leading up to the show.

There will be minimal public transport interaction with the patrons for 2022

Hand sanitizer will be available at the main entry point for people to use before they sign in

Through our social media platforms, we will communicate to the general public about the options available to attend the event, so that any changes are not a surprise

There will be no general public vehicles allowed on the Showground for the 2022 Show

All vehicles can only access the grounds via Canambe Street

**Singing and dancing is not permitted at major recreation facilities.**

**Note: this does not apply to a performer who is performing or rehearsing on the premises; a person who is instructing, or being instructed, in singing or dancing on the premises; a wedding service, or a gathering immediately following a wedding service, held on the premises.**

#### **Explain how you will do this**

All musical acts are aware of their responsibilities

## Ventilation



Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> (<https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance>), and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Explain how you will do this

**Use outdoor settings wherever possible.**

Explain how you will do this

All seating will be marked out to ensure that the distancing is maintained.  
All moveable seating in the pavilion will also be set up to minimize the risk of groups mingling  
All queues are marked on the floor  
Reduced entry and exit points to manage the flow of attendees  
Improve ventilation by opening doors for airflow but these will be blocked

**In indoor areas, increase natural ventilation by opening windows and doors where possible.**

Explain how you will do this

Pavilions will be the only indoor settings  
Masks must be worn while indoors, and this will be highlighted by signs  
Grandstands are open to the air, and distances and masks will be required for seating  
Far and side doors will be opened in all pavilions, but access via them will be limited  
Windows will be opened where possible  
All seating is open to the air

**In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

Explain how you will do this

There are no mechanical ventilation systems in use at this event

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Explain how you will do this**

There are no mechanical ventilation systems in use at this event

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

**Explain how you will do this**

All third parties such as Showmen's Guild and Traders have been asked to supply a COVID Safety Plan

## Hygiene and cleaning ^

**Face masks must be worn by staff and customers aged over 12 in indoor areas, unless exempt.**

**Explain how you will do this**

Face masks must be worn in all indoor settings, including but not limited to: the Pavilions, Show Office, near the Canteen, and in the Grandstands, if not eating or drinking  
Patrons are encouraged to wear their own masks to the event  
Free masks and other PPE will be available at multiple points

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

**Explain how you will do this**

3 amenities blocks at the Showground  
Have cleaners who will periodically check all handwashing areas are well stocked  
Additional sanitizer stations at all key points - all entry points, pavilions, and offices  
Highly touched areas such as bathrooms and counters are sanitized periodically  
Should the rate of patrons attending be higher than expected, more frequent cleaning will take place  
Appropriate signage for handwashing procedures in all amenities and around the event  
Additional hand sanitizer stations around the facility and in all offices and sections  
At all entry and exit points to be used when arriving and departing the event/facility for all patrons  
Encourage patrons to bring additional sanitizer for their own personal use, if they feel it necessary.  
All trade sites and Guild members are to have sanitizer available while operating

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

**Explain how you will do this**

Additional hand soap and paper towels have been purchased for the cleaners for all 3 amenity blocks  
There are no hand dryers in the amenities areas  
Additional Hand sanitizer to be added to the amenities areas

**Clean frequently used indoor hard surface areas (including children’s play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.**

**Explain how you will do this**

We have established a cleaning timetable with the cleaning staff  
More frequent cleaning is advised for high touch areas such as toilets and counters  
The following areas will be routinely cleaned, at least once a day: Hand sanitizer dispensers, sinks/hand basins, keyboards/iPads/phones, doorknobs/handles, hand and stair rails, chairs, tables and counters, door frames, blinds, and touch screens, and vending machines  
All staff/volunteers are to wear gloves and these gloves should be discarded after each clean.  
Disinfectants have been purchased that are suitable for use on hard surfaces (chlorine bleach in a concentration of 1000 parts per million)  
These chemicals will be labeled as ‘disinfectant’ on the packaging and will be used as per the instructions on the packaging  
Cash will be reduced on gates, with the use of tap-n-go technology and pre-sale tickets  
We have encouraged all traders and other parties to use contactless payment

**Record keeping**



**Consider having a NSW Government QR code available so that workers and customers can check in using the Service NSW app, to support contact tracing if a person with COVID-19 visits the premises.**

**The occupier of premises where a musical festival is being held in an indoor area of premises with more than 1,000 attendees must take reasonable steps to ensure that workers and customers check-in using the NSW Government QR code system when they enter the premises.**

**Explain how you will do this**

All patrons will need to QR into, and out of, the event using the Services NSW App  
If they are unable to use the app, a sign-in sheet will be available

**Processes should be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.**

### Explain how you will do this

We will use the Services NSW App and QR code to record all attendees.  
A hardcopy sign-in will be available if they are unable to access the app, do not have a mobile or their technology stops working. This will be converted to an electronic format within the timeframe required.  
The recording of details is required for ALL individuals who are present at any component of the event (set up, the main event, pack down, etc)  
Gates will be manned for as long as the gates are open to ensure that all attendees are recorded  
No public vehicles are allowed on the Showground to reduce the risk of individuals being brought in without following the process  
All details (electronic and hardcopy) are to be kept secure  
The use of wristbands for patrons who have completed the check-in process gives a visible indicator that they have followed the procedure.

**If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.**

### Explain us how you will do this

A hard-copy sign-in sheet will be available in the event that patrons are unable to sign in, or there are other factors such as age and language, that make this option unlikely.  
These sheets will be converted to a spreadsheet every 4 hours and available upon request  
All records will be kept for 28 days

**Review the 'guidance for businesses with a worker who tests positive for COVID-19' available at <https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case> (<https://www.nsw.gov.au/covid-19/business/linked-with-positive-worker-case>) and have protocols in place in the event that a worker who tests positive for COVID-19 has been in the workplace.**

### Explain how you will do this

If a volunteer returns a positive result, they will be sent home immediately  
All areas they have been involved with, or working in will be cleaned  
Advise all other volunteers of the situation, and ask them to monitor for symptoms  
All volunteers will be given the following information provided should include: Symptoms of COVID-19, where to seek advice and help, reminders to not enter attend the event if unwell, physical distancing, personal hygiene, and cleaning practice

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50 if a worker has tested positive. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus> (<https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus>) for more information.**

### Explain how you will do this

We will cooperate with NSW Health if contacted and notify all relevant authorities if a positive case is detected

Now that you have finished, select the print button to print the plan or save as a PDF.

Last updated: 10 January 2022