

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Regional agricultural show

Organisation details

Organisation name	Bathurst Agricultural Horticultural & Pastoral Association Inc. (Royal Bathurst Show)
Location (town, suburb or postcode)	Bathurst NSW 2795
Completed by	Brett David Kenworthy
Email address	secretary@bathurstshow.com.au
Effective date	17 March 2021
Date completed	20 March 2021

Wellbeing of staff and customers

Review the 'COVID-19 safety guidance for large events' available on nsw.gov.au and consider which risks and mitigation measures are relevant to your event before completing this COVID-19 Safety Plan.

Having reviewed the 'COVID-19 safety guidance for large events' and identified risks and mitigation measures we have adopted our 'Special COVID 19 Supplementary Regulations' in force until 31 March 2022 (or previously amended/rescinded) which will relate to the operation of the 2021 Royal Bathurst Show.

These generally address the key risks and form a foundation along with other strategies such as; our adopting & using the NSW Government "Stay COVID SAFE" communication

resources, (particularly on a dedicated COVID 19 FAQ page on website and scheduled Social Media posts). The amendment of our 'Worker (Staff & Volunteer) and Exhibitor Induction/Training', adoption of 'BAHPA Event Cleaning Protocol & Guide' and inclusion of the Event QR Code and encouraging Check In on our Ticketing.

Exclude staff and customers who are unwell from the premises.

All attendees to be made aware of requirement to test & self-exclude if unwell.

- o Utilise NSW Gov "Stay COVID SAFE" material to drive self awareness and responsibility for exclusion on all relevant material/media.

- o Include in Worker (Staff & Volunteer) and Exhibitor Induction/training

- Ensure Managers/Chief Stewards are monitoring staff/volunteer reports for symptoms and to have in place succession planning.
- Display relevant signage at event entry points and throughout event.
- COVID Marshals to be aware of symptoms and requirement to test & exclude from the event.
- Immediate isolation facility available with First Aid provision by St John's Ambulance on site if necessary.

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

- All workers are to receive induction/training on confirmation of their appointment and this will be supplemented by accessible information on event website, social media and posters throughout the grounds.

- COVID Marshals are trained and briefed on relevant information.

- Section/Chief Steward Risk Assessment to identify specific requirements.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

- All staff are casual employees and the majority of workers are volunteer.

- RBS Worker (Staff & Volunteer) and Exhibitor Induction/Training covers leave and illness.

Display conditions of entry (website, social media, venue entry).

- Conditions of entry including the Agricultural Societies Council of NSW general signage, BAHPA Rules & Regulations (including the Special COVID 19 Supplementary Regulations) and NSW Gov. "Stay COVID SAFE" material to be displayed:

- o On Entry

- o At each Entry/Exit point to the Event.

- o Event Website (www.bathurstshow.com.au)

- o Social Media Pages
- o Competitive Schedules

Consider offering flexible cancellation or booking policies where customers need to cancel due to COVID-19 factors (such as being unwell or awaiting test results).

- Flexible event cancellation refund policies have been established under our Special COVID 19 Supplementary Regulations.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

- All exhibitors(traders)/Showmen’s Guild Members/Contractors are required to have a nominated COVID Marshal, a current COVID-19 Safety Plan and provide it along with insurance documentation and copies of any other relevant certification to the association.
- They should also
 - o Display appropriate signage for hand washing, physical distancing, and managing the flow of patrons on their site.
 - o Use cashless payment if possible, provide sanitizer at their site and maintain all publicly accessible areas in a regularly cleaned & sanitized state.
- Food & Drink facilities
 - o are required to provide a current COVID-19 Safety Plan to the association for forwarding to Bathurst Regional Council,
 - o must display signage on handwashing and social distancing,
 - o clearly mark/delineate space for queues,
 - o servers/preparers wear appropriate PPE and or wash their hands between tasks.
- Licenced premises are also required to comply with the serving and consumption restrictions current at the time. Currently this allows consumption while standing and at the point of service.
- Seating to be maintained to support physical distancing.
- Tables and seating to be sanitized regularly after use.
- Self-service facilities should use pre-packaged food and no buffets.
- Recommend the use of single serve cans/bottles over mixing/pouring of drinks.
- Direct access and egress to shared consumption areas and allow enhanced movement pathways.

There should be no dancefloors.

There are no dancefloors/facilities.

Physical distancing

Capacity must not exceed one attendee per 2 square metres of publicly accessible space (excluding staff and volunteers). Children count towards the capacity limit.

- At present the event capacity is limited to 1 person per 2 sq. metres of publicly accessible space (PAS) (excluding staff & volunteers) with children counting towards the capacity limit. The PAS has been estimated at 64,100 sq. m permitting a capacity limit in

excess of 32,000 persons.

- All children (including Under 6 year Old free tickets) are required to be ticketed and counted towards capacity.
- All attendees must have a valid scannable online ticket identifying each attendee to be scanned and gain entry. This will provide accurate attendance data on capacity and contact tracing.
- The event is fully security fenced with only 2 public entry points and 3 non-public (competitors/officials/members) entry points.
- All entry points are staffed by way of a roster of Security Personnel, COVID Marshals and Gate Stewards (White Coats).
- Signage relating to building/event capacity will be displayed as required.

Outdoor stadiums within a showground can have 100% of seated capacity if ticketed and seated. Unstructured seating areas and grandstands within showgrounds must not exceed one person per 2 square metres.

- Limit grandstand seating to one person per 2 sq. m maximum. Monitored by COVID Marshals and using signage. Utilise PA system to reinforce instructions to attendees to maintain physical distancing in grandstands especially during periods of high traffic.
- Monitor usage and adapt controls for high traffic periods.
- Encourage the use of grandstand seating by family groups to maximise efficiency of seating.
- No personal seating allowed in public areas.
- Private seating can be used in non-public Ringside Disabled Parking & Member Reserved Parking areas and in Livestock Stabling/Shedding and Horse Parking & Camping areas. Signage regarding maintaining Physical Distancing and Capacity limits to be displayed in these areas.

Consider implementing timed ticketed entry to indoor areas, shows and exhibits to minimise crowding and queueing. Where people move through these areas, consider measures to support the unidirectional flow of people. Where people remain in place, consider providing physically distanced seating, where practical.

- Reduce indoor events and encourage seating and physical distancing.
- Advertise scheduled performance/s allowing time for cleaning and readjustments where necessary.
- Use of floor marking and/or pedestrian barriers to manage queues.
- Plan for single or separated entry and exit points to buildings.

Reduce crowding wherever possible and promote physical distancing with markers on the floor in areas where people are asked to queue, such as for ticketing or to

order food or drinks. Use separate doors or rope barriers to mark the entry and exit wherever practical.

- Improve ventilation of buildings by increasing airflow where possible.
- Control access to buildings during Judging (ie Poultry).
- Ensure Signage regarding Physical distancing, Hygiene, Queue instruction, entry & exit and seating is displayed.
- Encourage patron “traffic-flow” through areas of heightened traffic.

If there are security bag checking arrangements in place, have strategies to minimise crowding such as additional staffing and asking people to open their bags for quick visual inspection. If staff need to touch the bag or items within, have hand sanitiser available for them to use before and after.

- Roster & Schedule COVID Marshals to anticipate heightened traffic flow periods and bottle-necks.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks). If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask, if practical.

Workers to be encouraged to minimise risk through proximity and contact.

- o Maintain 1.5m distancing at all times
- o Use technology for meetings and communication where possible.
- o Implement strategies in high traffic/interface areas such as Ticket Box/Gates. Show Office, Horse Office, Livestock & Section Steward Offices. Such as
 - Use of Masks/gloves
 - Marking floor at desks to keep 1.5m distance.
 - Regularly clean & sanitize shared desktops/equipment.
 - Limit the number of persons in a workspace/area or restrict access to officials
 - Contactless payment
 - Encourage worker hand sanitization
 - Increase ventilation
 - Signage
 - Hand sanitize before and after handling ribbons and cards etc.
 - Contactless deliveries
 - Electronic invoicing and document provision.

Use telephone or video for essential staff meetings where practical.

See above

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

See above

Consider physical barriers such as plexiglass around counters with high volume interactions with customers. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask at all times if practical.

See above

Review regular deliveries and request contactless delivery and invoicing where practical.

See above

Have strategies in place to manage gatherings that may occur immediately outside the premises, or in staff meeting or break rooms.

- o Security Contractor will liaise with Police regarding managing "gatherings" outside the premises.
- o COVID Marshals & Security on each Public Entry Point need to be aware to remain alert to these and to be proactive in ensuring they disperse and move on.
- o Chief Stewards and Workers to be notified of our responsibility and to discourage unofficial "gatherings".

Coordinate with public transport, where reasonably practical, around strategies to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.

- o There is no general public transport available to the Show therefore, to the point of parking. all travel is via private transport.
- o Buses will be provided as part of a 'Park and Ride' option from a designated parking point. These services are specifically for the use of Show Patrons.
- o All Parking and public transport use will be communicated through our ticketing system, social and traditional media along with the other NSW Gov. "Stay COVID SAFE" messaging.

Encourage private transport options to minimise crowding on public transport where

practical. Consider whether parking options close to the venue could be discounted or included in the ticket price to support this, and support rapid streamlined access to car parks.

See above

No more than 30 performers should sing indoors. There is no recommended cap on performers singing outdoors. All performing singers should face forwards and not towards each other, have physical distancing of 1.5m between each other and any other performers, and be 5m from all other people including the audience and conductor, where practical. In indoor areas, audience members should not participate in singing or chanting.

o All musical and similar performances are provided in structures with maximum ventilation (max 2 walls) or outdoors and will be positioned 5m from all other people (audience etc). Indoor audience singing and chanting will be discouraged.

Hygiene and cleaning

Adopt and support good hand hygiene practices.

- o Ensure all attendees are aware of good hand hygiene practices to be used through communicating NSW Gov. "Stay COVID SAFE" communication resources.
- o Ensure appropriate signage for handwashing procedures in all amenities and around event and hand washing / hand sanitiser stations are spread widely throughout the event.

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

- o Ensure that all handwashing areas are well stocked at the commencement of the event (pre bump-in) and periodically checked and re-filled by COVID Marshals or Cleaning Staff with particular focus on hand soap, paper towel and sanitiser.
- o Electronic hand dryers are to be checked on site take over for functionality.

Have hand sanitiser at key points around the facility or event, such as entrances and exits, queueing points and waiting areas.

o Hand sanitiser stations will be established at all key points, including all offices/section areas, livestock & other pavilions, stable buildings.

Clean frequently used indoor hard surface areas at least daily with detergent and disinfectant. Clean frequently touched areas and surfaces several times per day.

o Ensure our Chief Ground Steward, Cleaning Contractor and other key suppliers (Showmen's Guild Members) are aware of and utilising the correct chemicals and cleaning procedures for highly touched areas (HTA's) and that these areas are sanitized periodically.

o Establish a cleaning procedure and timetable specifically for HTA's in addition to general cleaning ('BAHPA Event Cleaning Protocol & Guide'). This is to take into account foot traffic, environment, location, surface/s and cleaning agent.

Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturers' instructions.

Refer to 'BAHPA Event Cleaning Protocol & Guide' which confirms instructions relating to the safe use of disinfectant solutions in accordance with manufacturers' instructions.

Staff should wash hands thoroughly with soap and water before and after cleaning.

Refer to 'BAHPA Event Cleaning Protocol & Guide' which provides instructions relating to staff hygiene in relation to event cleaning.

o Clean hands immediately after removing gloves using soap and water or hand sanitiser.

o Wash reusable gloves with detergent and water after use and leave to dry.

o If non-disposable cloths are used, ensure they are laundered and dried before reusing.

o Cleaning workers should wear the appropriate PPE when mixing and using chemicals.

Encourage contactless payment options, including online ticket purchasing for entry to the event and electronic ticket checking.

Encourage the use of contactless payment throughout the Show. Eg.

o Prize money is to be paid electronically.

o All ticketing is electronic and pre-purchase is encouraged through discounts etc.

o Electronic invoicing encouraged.

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

See above, natural ventilation of indoor areas to be maximised.

Record keeping

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. Contact details must be collected for each person using a contactless electronic method, such as a QR Code or similar. Processes must be in place to ensure that customers provide the required contact information. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

Note: 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 there are unexpected circumstances which prevent the use of electronic methods to collect contact details (such as an internet outage), any paper records must be entered into an electronic format such as a spreadsheet within 12 hours.

- o All attendees including workers (staff & volunteers), contractors, exhibitors, competitors, guests, members and general patrons require a valid ticket issued via our contracted ticketing supplier (123-TIX) to gain entry to the event.
- o The tickets/passes are non-transferrable and are issued with a scannable ticket QR code.
- o The ticket will also contain the event QR Code and instructions recommending the attendee check in on the Service NSW App.
- o The single exception to this rule are On-Duty NSW Police, NSW Ambulance or NSW Fire Brigade attending an incident on presentation of their identification.
- o All contact data for each ticket will be available from 123-TIX on 1300 001 238 contact@123tix.com.au
- o In the event of a telecommunications outage a back up of hardcopy recording contact tracing information will be implemented.
- o Gates will be staffed whenever they are scheduled to be open and staff are aware that all attendees must be recorded

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping'

page of nsw.gov.au

All contact records will only be used for the purpose for which they have been collected and will be stored securely and confidentially under the privacy rules of both Bathurst AH&PA Inc and 123-Tix.

Implement a process for collecting time in and time out in record keeping. This assists with contact tracing should someone attend whilst infectious.

We encourage attendees to supplement our ticketing information by using the Service NSW App to record time in and time out of the event.

Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.

See above, included in our 'Worker (Staff & Volunteer) and Exhibitor Induction/Training' o will utilise various communication methods to encourage the use of the App.

Major recreation facilities should consider registering their business through nsw.gov.au

The Bathurst AH&PA Inc. has registered this event (Royal Bathurst Show) to be conducted at this facility.

However we operate on the Showground under a Licence Agreement from the Bathurst Showground Land Manager (Crown Reserve). The BSLM therefore has responsibility for registering the facility otherwise.

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.

All Senior Officials of Bathurst AH&PA Inc. are aware of our commitment to cooperate with NSW Health and SafeWork (13 10 50) in relation to a positive case of COVID-19 being reported at the event/site.

The contact point for all correspondence is:

□ Brett Kenworthy, Executive Secretary

□ office: 6331 3175

□ mob: 0419 238 611

□ email: secretary@bathurstshow.com.au

refer "BAHPA COVID-19 Response Procedure".

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes