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# 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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- 1 **Keep your business COVID Safe** 
- 2 **Developing your COVID-19 Safety Plan** 
- 3 **How to complete the COVID-19 Safety Plan** 
- 4 **Keep your COVID-19 Safety Plan up to date** 

Effective 25 February 2022

## Business details

### Business name

Bathurst Agricultural Horticultural & Pastoral Association Inc. (Royal Bathurst Show)

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

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

Bathurst NSW 2795

### 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

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 COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.**

**Explain how you will do this**

- 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.

**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 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](http://www.bathurstshow.com.au))

**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>).**

**Explain how you will do this**

- We will follow all instructions of any relevant public health order. At present we are not required to require proof of COVID-19 vaccination nor will be.
- To provide a safe workplace, we will be requesting through our COVID-19 supplementary regulations and Conditions of entry for attendees to self-evaluate for any risk to themselves and others attending the event.
- This will include display of conditions of entry and utilising NSW Government COVID-19 posters and material (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](http://www.bathurstshow.com.au))
    - o Social Media Pages
    - o Competitive Schedules

**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.**

We have reviewed the 'COVID-19 safety guidance for large events'.  
We will monitor attendance through the use of a single electronic ticketing platform which provides us with real time potential crowd numbers against a recommended PAS limit in excess of 32,000 people at any one time not including staff & volunteers as adopted in 2021. Our historical attendance has not exceeded 30,000 for the entire 3 day period of the show. In addition we will focus on:

- o Utilising our Marshals and Stewards to monitor and control crowding, close proximity and queuing.
- o Stewards ensuring all buildings have the maximum available ventilation
- o discouraging queuing and where necessary managed to enable compliance with social distancing guidelines

## Physical distancing



### 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

Attendees and staff/volunteers 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.

### 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

The nature of our event and the physical constraints of the buildings and structures encourages a natural "zoning" and segregation into pockets of activity and access and egress from and to the same.  
We will follow the same practices as successfully utilised in 2021.

### 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

- 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".

### Where practical:

- encourage private transport options to minimise crowding on public transport

occur.

**Explain how you will do this**

- 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.

**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**

The nature of the facility and buildings are that much of the activity during the show is conducted outdoor or in large well ventilated buildings.  
All relevant buildings will have doors and windows open to maximise ventilation when open to the general attendees. Smaller buildings will be reviewed individually and other methods of compliance will be targeted to those structures.

**Use outdoor settings wherever possible.**

**Explain how you will do this**

see above.

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

**Explain how you will do this**

see above.

**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**

see above.

**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**

see above.

**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**

see above.

## Hygiene and cleaning



Face masks are encouraged in indoor settings where it is difficult to maintain physical distance from others.

Businesses can require workers and customers to wear face masks in line with their face mask policy.

**Note:** Face masks must be worn by workers and attendees at music festivals being held in an indoor area with more than 1,000 attendees, unless exempt.

### Explain how you will do this

The use of face masks will be encouraged but not mandated throughout the showground unless required by public health orders.

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

### Explain how you will do this

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

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

### Explain how you will do this

- 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.

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

- 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.

## Record keeping



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

Establish protocols based on NSW Government advice and guidelines to deal with the eventuality of a worker/volunteer testing positive for COVID-19 in the workplace, including the notification to SafeWork of any hospitalisation or death ensuing from such a case.

**Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW (<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fforms%2F9377&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov>) if a worker has tested positive and is hospitalised or dies. Visit <https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus> (<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.safework.nsw.gov.au%2Fresource-library%2FCOVID-19-Coronavirus&data=04%7C01%7CCraig.Fordham%40customerservice.nsw.gov.au%7C130ba982353a4d53008608d9e1f8c236%7C1ef9>) for more information.**

**Explain how you will do this**

Follow advice and requirements of SafeWork NSW in relation to providing information and cooperation regarding any positive case of COVID-19 at our workplace.

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

Last updated: 25 February 2022