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Outdoor events | COVID-19 Safety Plan

Resources and guidance on how to complete a COVID-19 Safety Plan for COVID-19 safe outdoor gatherings and events with more than 1000 people.

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

[Show all](#)

- 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

ImpactInstitute Pty Ltd

Business location (town, suburb or postcode)

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

Newcastle Entertainment Centre, Newcastle

Select your business type

Controlled outdoor events

Wellbeing of staff and customers



Exclude staff, performers and attendees who are unwell from the event.

Explain how you will do this

Send out correspondence via social media and emails prior to the event requesting non-attendance should any persons feel unwell or exhibit covid symptoms

- Expo promoted as a COVIDSafe event with both measures and requirements in place highlighted in all promotional material and correspondence

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

in the process of safety interacting and collecting attendee details

- Covid Safe information detailed in both the Exhibitor Manual and Volunteer Guide
- Exhibitors providing food sampling required to apply for license from the local council
- Signage positioned throughout venue regarding Social Distancing, Cleaning, Hygiene
- Hand sanitisers positioned throughout the venue
- * All Staff and Volunteers, whilst not mandatory to wear, will be provided and encouraged to wear a mask

Display conditions of entry such as requirement to stay away if unwell.

Explain how you will do this

Conditions of entry to be posted on each individual website, Facebook Page as well as

- posted directly to the ImpactInstitute events section of the website
- Conditions of Entry also provided in the Exhibitor Manual, Volunteer OHS Induction and Volunteer Guide
- Conditions of Entry attached to every ticket via a hyperlink
- Conditions of Entry displayed prominently within the venue registration area

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

Not Applicable

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

- Venue has in place their own COVIDSafe Plan in place which is accessible via there website. This link will be provided to all persons attending our event. This link will be promoted and will be our guideline in ensuring our event remains COVID Safe
- ImpactInstitute Additional Measures:
- Implemented an Event specific Conditions of Entry

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

- Venue managing two separate Kiosk areas for point of sale for food and beverage plus 2x separate seating areas for attendees to eat.
- Social Distance Signage will be positioned advising and highlighting current social distancing practices.
- Social Distance Floor Markers positioned at high traffic areas

Avoid congestion of people in specific areas where possible.

Explain how you will do this

- Crowd Barriers to be utilised to help with managing crowds
- Single Entry and Exits points in operations during the Expo
- Pre-registration/online to be heavily promoted and encouraged
- Exhibitor Booths to have maximum number of staff as per the state governments persons per square metre' requirements
- Staff / Volunteers to monitor social distancing of attendees and exhibitors throughout

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

Explain how you will do this

Both the venue and our event is a non-smoking, smoking within the venue is prohibited. This includes E cigarettes and other electronic imitations or simulation devices. A designated smoking area is available and highlighted by signage.

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

- Taxi Drop zone in place and located at front of venue
- Train station and bus stop locations promoted and encouraged through social media, emails and ticketing

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

Ventilation managed by the venue.

Use outdoor settings wherever possible.

Explain how you will do this

Not Applicable

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

Explain how you will do this

Managed by the venue.

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

Managed by venue.

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

Managed by venue.

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

Managed by venue.

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

- Masks provided to all staff and volunteers with requirement to wear except for eating or drinking.

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

Explain how you will do this

- Both venue and organiser to position several hand sanitiser stations at key points around the venue - entry, exit, kiosk, seating areas, exhibitor aisles etc

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

Explain how you will do this

Venue Cleaning Contractor hired to managed bathroom hygiene, cleanliness and stock levels

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

- Venue Cleaning hired to manage venue cleaning
- Staff/Volunteers to provide additional cleaning at high traffic areas where required using appropriate disinfectant solutions

Record keeping



Consider having a record keeping method in place to support contact tracing if a person with COVID-19 visits the premises.

Note: Music festivals with more than 1,000 attendees must take reasonable steps to ensure that workers and attendees check-in using the NSW Government QR code system when they enter the premises.

Explain how you will do this

- All patrons required to register at point of entry being granted access
- Ticketed event with records stored on secure hard drive and icloud storage bank
- any persons requiring help to register will be assisted by staff in registering at the desk ensuring social distance and COVIDsafe measures are actioned at all times

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

Should a test positive for COVID-19 they will be requested to return home directly and follow the advice from NSW Health. Venue advised immediately to ensure the safety of the workplace and workers, for example by cleaning and disinfecting all areas used by the person who tested positive for COVID-19. Staff, Exhibitors, Contractors and Attendees notified of the situation and consulted about the identification and management of any remaining health and safety risks.

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.au%7C>

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%7C1ef97a68e8> more information.

Explain how you will do this

- ImpactInstitute agree to cooperate with NSW Health if contacted to a positive case of COVID-19 at the event
- ImpactInstitute will notify SafeWork NSW accordingly

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

Last updated: 25 February 2022