



COVID-19: EVENT ASSESSMENT PROCESS

Last updated 30-08-21 / see supporting [C19 Event Assessment Form](#)

Pre-contract*

1. Acc Rep pulls **Event Assessment Form** ("**Form**") in USI and completes based on information provided by the Client (or information known to the Acc Rep when they are acting as an internal Producer) in consultation with the Assessor (if required).
Note: To pull Form go to Event > Docs > Add Doc from Template > C19 Event Assessment Form.
Note: "Assessor" is Simon Dobson-McRae (primary), Wendy Pafalani (backup).
2. Acc Rep drafts **Floor Plan/s** based on information.
Note: Floor Plan can be created in CAD or use pre-approved C19 template in Acc Template Docs.
3. Acc Rep saves draft **Form** and **Floor Plan/s** to in the Docs tab and traces the Assessor who reviews and finalises in consultation with internal departments (i.e. H&S and Operations) and the Acc Rep.
4. The final **Form** is approved and signed by both the Assessor and Client/internal Producer and along with the final **Floor Plan/s**, and is saved in the Docs tab of the Event in USI.
5. If the event is being contracted, Acc Rep to include "C19 Event Assessment" clause along with any terms relating to additional costs. The signed **Form** is attached as a supplement to the agreement.

*This process can be completed for contracted events, with point 5 applying to any contract Addendum.

Event Lead In

1. EVCO to incorporate controls outlined in the **Form** to the usual event health and safety process and documentation with the additional steps:
 - a) Assessor to be included in all communications between the EVCO and H&S team.
 - b) EVCO will remind the Client/internal Producer of their obligation to apply the controls outlined in the **Form** to their **Event Health & Safety Plan**, OR alternatively...
the **C19 Task Analysis** which can be completed for simple meeting events under 50 pax.
Note: EVCO to pull EHSP/TA go to Event > Docs > Add Doc from Template > search for template.
 - c) H&S team will review the **Event Health & Safety Plan / C19 Task Analysis** against current MOH guidelines and venue protocols prior to approving documentation.
 - d) Requests for on-the-day changes to be facilitated by the EVCO and approved in writing between the Client/internal Producer and Assessor (or H&S Rep if Assessor is unavailable).
2. Event Coordinator to incorporate all agreed C19 controls into **Event Plan** and Assessor to review **Event Plan** prior to formalising.
3. Event Coordinator to brief event delivery team on C19 strategies and controls prior to event, as per usual process.

Event Day

1. DOM is responsible for ensuring that agreed C19 strategies and controls are delivered as per **Event Plan**.
2. Any on the day requests that may potentially increase the possibility of exposure to C19 must be signed off by H&S Rep or the Assessor (i.e. changes to floorplan, queuing etc.).

Event Lead Out

1. Post-event debrief to be held for relevant events to review and implement areas of improvement.
2. Changes to process to be communicated to Acc Rep by the Assessor.