



DUSA COVID Safety Risk Assessment

Prepared for use by DUSA Clubs & Societies November 2020

1. Disclaimer

This guidance has been created to support clubs as they start to create located events for current members. Events will only be approved under strict conditions. This document is in no way a comprehensive list of measures to prevent illness occurring but provides conditions to adhere to in order to reduce the risk of illness. These conditions are subject to change as the DHHS VIC COVID-19 guidance continues to develop. All previous event considerations are still current.

2. What Events will DUSA be approving?

- Online events as per prior guidance will continue to be approved and encouraged.
- Located events that are:
 - Submitted for approval with **4 weeks' notice**.
 - Demonstrate pre-planning that considers the risks of hosting a located event
 - Demonstrate pre-planning that considers the requirements to support the health and safety of participants and meet the relevant DHHS VIC COVID-19 restrictions and guidelines.
 - Planned to take place at a bookable community facility / venue, an outdoor location or community space.
 - Consider the context of the club and club members.
 - Preference is for Member only events / ticketed events to support the club stay under any relevant caps on attendance numbers.

3. What we will not be approving at this time

- Events that are planned to take place on campus.
At present facilities on campus continue to be restricted / are not bookable by DUSA or DUSA clubs. We will inform clubs when this changes.
- Events being run in an outside environment that are not bookable facilities that don't consider the promotion carefully to mitigate the risk of overstepping gathering limitations.
Some consideration for this will be approved, but you are required to talk through this with your Clubs Coordinator prior to planning any event of this nature.
- Events that do not take social distancing requirements into consideration.
- Events that do not meet the context of the club.

I.e. are not inclusive or demonstrated to be inclusive of members.

I.e. Club intends to spend all club funds on a dinner for 20 members, despite the club having 500 members.

To note: yes - we are stating the obvious but it's important to note that we will be considering the value of all events on merit and will support clubs to be true to their membership.



To note: On-Campus events of any nature will not be approved (at this time).		
2. Pre-Event Communication Preparing participants / stakeholders for the event and helping them to understand their responsibilities prior to and during event delivery.		
Action Required	Completed	Comments
Educate participants on the requirement to stay at home when unwell.	<input type="checkbox"/>	
Communicate the restriction of access to the event to limit anyone who has: <ul style="list-style-type: none"> • COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days. • Flu-like symptoms or who is at high health risk (e.g. due to age or pre-existing health conditions). • Travelled internationally in the previous 14 days. 	<input type="checkbox"/>	
Inform participants of the need to pre-register for the event and by doing so state that they will abide by all reasonable direction of the club, venue or facilitators to support the successful delivery of the experience.	<input type="checkbox"/>	
Take pre-event registrations for the event with a nominated cap of attendees in line with venue capacity (inclusive of student leaders, staff etc.)	<input type="checkbox"/>	
Inform participants of the need to retain a register of attendees at event for contact tracing purposes & of any other specific arrangements aimed at preventing the spread of COVID-19.	<input type="checkbox"/>	
Should the club wish to do so, encourage the use of the government <u>COVIDSafeapp</u> .	<input type="checkbox"/> <input type="checkbox"/> N/A	
1. Physical Distancing at the event. This means keeping a distance of at least 1.5 metres between people		



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One person per 4 square metres.		
Action Required	Completed	Comments
Events must comply with physical distancing and maintain 1.5m between people. Key areas to consider: <ul style="list-style-type: none"> • Whilst queuing. • Seating plans / venue layout. • Service of food. • During course of meetings / planning. • Club norms for physical contact, hugging, handshakes etc. 	<input type="checkbox"/>	
Know specifically the venue capacity (including participants, executives, staff etc) based on the event you wish to deliver. Work with venue operators to agree on this.	<input type="checkbox"/>	
The number of event participants should be minimised with consideration to how interactions may be completed without physical contact or staggered over different periods of time.	<input type="checkbox"/>	
An appropriate host organisation risk assessment and guidance on physical distancing has been sighted and approved by the Club / DUSA prior to event taking place.	<input type="checkbox"/>	
Display physical distancing signage to remind staff of guidelines. Poster is available to download via the Australian Government You may create your own version of this, however it must be approved by DUSA before use.	<input type="checkbox"/>	
1. Transport: supporting participants getting to and from the located event.		
Multiple challenges exist with retaining physical distancing during transport, but some key things exist to assist clubs run events that are accessible to more participants.		
Action Required	Completed	Comments
	(Double click on box to Check)	



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Where possible events should take place in locations that are accessible via public transport, are central or have adequate parking arrangements for attendees.	<input type="checkbox"/>	
If driving to an event, advise attendees to avoid driving with passengers whenever possible, unless they reside in the same household.	<input type="checkbox"/> <input type="checkbox"/> N/A	
If using transport for a group of attendees to an event, determine how physical distancing can be achieved where larger groups are attending.	<input type="checkbox"/> <input type="checkbox"/> N/A	
If using transport obtain copies of / work with the transport providers physical distancing requirements & COVID-19 safety protocols.	<input type="checkbox"/> <input type="checkbox"/> N/A	

2. Health & Hygiene

Supporting the health and safety of all participants is the number one priority at your located event(s).

Action Required	Completed	Comments
Inform participants about the importance of hygiene and hand washing. This includes: <ul style="list-style-type: none"> • before and after eating • after coughing or sneezing • after going to the toilet • after changing tasks • after touching potentially contaminated surfaces. Use Signage via DHHS Victoria.	<input type="checkbox"/>	
Educate participants on how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly. Use Signage via DHHS Victoria.	<input type="checkbox"/>	
Educate participants on how to correctly use alcohol-based hand sanitiser. Use Signage via DHHS Victoria.	<input type="checkbox"/>	
Ensure participants have access to hand sanitiser and sanitising wipes	<input type="checkbox"/>	



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<p>during your event. Key points for 'sanitiser stations' are:</p> <ul style="list-style-type: none"> • Entry / Exit points • At Food Service stations. • Where equipment is shared / changed over. • High touch points. 		
<p>Display signage for hand hygiene. Use Signage via DHHS Victoria.</p>	<input type="checkbox"/>	
<p>Consider whether club will require bilingual / accessible signage at event. Use if relevant.</p>	<input type="checkbox"/>	
<p>Work collaboratively with the venue / facility operator to ensure that appropriate signage is displayed and in relevant areas for the event.</p>	<input type="checkbox"/>	
<p>Ensure bins are available and if travelling to an event ensure plastic bags are available for placing used sanitising wipes.</p>	<input type="checkbox"/>	
<p>Provide relevant personal protective equipment (PPE) for attendees at your activity / event.</p>	<input type="checkbox"/>	
<p>Where possible, avoid the shared use of equipment or provide alcohol-based sanitiser wipes where necessary.</p>	<input type="checkbox"/>	
3. Mental Health		
Action Required	Completed	Comments
<p>Establish and agree on a routine for checking in with all student leaders / attendees in relation to mental health / coping with COVID-19 easing of restrictions. Especially those that may be identified to be more at risk.</p> <p>Consider the need to rotate student leaders through roles undertaken at the event.</p>	<input type="checkbox"/>	<p><i>No one likes to be the person that is seen to be the "fun police" who is reminding attendees to social distance or register at the event. This can be a tough role, so think through how you will support each other and share this responsibility.</i></p>

Responding to a Suspected or Confirmed case of COVID-19

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In the unlikely event where there is a suspected or confirmed case of COVID-19 at the event you will need to;

- Immediately isolate the person and provide a disposable mask where possible.
- Ensure the person has transport to their home or a medical facility
- Notify venue of occurrence so that thorough cleaning and disinfection of the area can occur.
- Notify DUSA via Student Engagement Manager on 0420 363 190.
- Identify close contacts and follow advice from DUSA / public health officials

8. Record keeping requirements

To support the potential need for contact tracing, clubs & societies are required to record the contact details of all attendees for located activities and events.

This applies to all participants that attend the location for more than 15 minutes (including executive / staff / contractors).

You are required to record the following details:

- First name
- Phone number
- Time arrived
- Time departed

Where the experience has multiple areas (i.e. dining room, cinema, upstairs / downstairs etc.) you are required to record the spaces too. There is no need to keep multiple records if participants move through multiple spaces. Records can be kept electronically or in hard copy. Records are required to be kept for 28 days post-event.

Pens used to record details must be wiped with an alcohol wipe between users. Alternatively, have one person responsible for collecting the details upon entry / exit to reduce sharing equipment.

DUSA has provided a quick template for record keeping that you may wish to use. It is important to remind everyone that the use of this information is solely for the potential need for contract tracing and will not be used for any other purpose.

FAQs

The Venue that we are attending is required to keep their own records. Do we need to keep a separate record?

Most (if not all venues) will be required to do this for the foreseeable future. The club do not need to keep an independent record, so it is suggested that you work with the venue to determine who is responsible for this on the day of your located event and ensure that both the venue and your club have a copy of the record of attendees once it is complete.

How long do records need to be kept?

Records should be kept for 28 days. This is to ensure that records will be available if contact tracers need to look back into who was potentially exposed to a confirmed case.

Should the records be destroyed after a certain period?



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Destroy these records after 28 days from the date of the located event. This only applies to services where records are not normally kept - i.e. this is special record-keeping introduced only by the Directions. No health records should be destroyed for example, which have their own normal statutory periods for required retention. If in doubt talk with DUSA and we will guide the club through this.

What if the person doesn't want to give their details?

Venue operators / club executive should explain the purpose of keeping records to help with any future contact tracing that may be necessary in slowing the spread of coronavirus (COVID-19).

Updated 23.11.2020