



AMT face-to-face event risk assessment

The key purpose of this COVIDSafe risk assessment is to ensure that event organisers have undertaken a complete risk assessment specific to their locality, and that all appropriate measures are implemented to protect participants at the event.

When scheduling events under the AMT banner, organisers are required to take responsibility for all risk assessments and record keeping requirements. Event organisers must:



assess and monitor public health directions in the local area



ensure physical distancing during the event



minimise or mitigate the risk associated with higher risk activities (e.g. indoor events where social distancing cannot be maintained at all times)



implement hygiene and infection control protocols



keep records in line with local health department directives



avoid interaction in enclosed/poorly ventilated spaces

When planning an event:

PRE-EVENT

POST-EVENT

SECTION 1

Section 1 (the pre-event section) must be completed and forwarded to AMT Head Office for approval before bookings can be taken for the event.

SECTION 2

Section 2 and 3 must be submitted to Head Office no more than 7 days before the scheduled event. They must be submitted prior to the event for the event to proceed.

SECTION 3

SECTION 4

Section 4 must be completed and returned to Head Office within 7 days of post-event.

SECTION 1

PRE-EVENT

LOCAL REGULATIONS AND VENUE REQUIREMENTS

Date Completed:

Completed by:

Address of facility:

Type of facility: e.g. community hall,
library, church hall, café, local park

Government directives	Details
Are there current government directions restricting the number of people permitted in an indoor public gathering?	
Are there any local restrictions on face-to-face delivery of adult education courses?	
Are there current travel restrictions that may impact the event e.g. border closures or localised lockdown?	
Are there Department of Health directives regarding use of PPE in place?	

COVID marshalling	Details	
Who is responsible for COVID protocols at the event?		
Has a frequently touched surface register been compiled?	Yes	No
What is the cleaning frequency for frequently touched surfaces at the event?		
What products will be used for cleaning these surfaces?		
How will sign in of participants be managed? (If a venue-supplied QR code is used, please ensure that an attendance list is forwarded to AMT head office for our records.)	State based QR Code as required by venue	AMT supplied QR Code
Who is responsible for managing QR code check in and maintaining the register of attendance in line with local requirements?		
What hand hygiene equipment/products will be provided?	Product:	Qty req:
Will PPE be provided? (e.g. surgical masks)		

Venue-specific assessment	Details	
What are the dimensions of the venue/room?		
How many participants are allowed according to the current government square metre rule?		
Do you have control over ventilation at the venue? (Please outline whether the venue has windows and doors that can be left open and/or what kind of air-conditioning system is used)		
Do you have a CO2 monitor to ensure that ventilation levels are adequate?	Yes	No
Do you have control over the cleaning of the venue?	Yes	No
Are the toilet facilities shared with other members of the public?	Yes	No
Do you have responsibility for cleaning the areas in use (e.g. kitchen and bathroom facilities)	Yes	No

SECTION 2

PRE-EVENT

COMMUNICATING WITH PARTICIPANTS

Communication with participants

I have advised participants that final confirmation of event will not be sent out until the day before scheduled event	Yes	No
I have advised participants that may be considered vulnerable due to their own personal circumstances to make appropriate arrangements for themselves	Yes	No
I have advised participants that they will be required to complete a screening declaration on the day of the event	Yes	No
I have advised participants about arrival times and sign in requirements to prevent a build-up of people at entrance	Yes	No
I have advised participants of reporting requirements should they become unwell or have reason to seek COVID testing in the period following the event	Yes	No
I have advised participants that event organisers will review local "hotspot" information and that event refunds will be issued to any participants within these "hotspot" areas	Yes	No

Example of letter to participants:

Dear <name>,

Thank you for expressing an interest in attending the <insert event details here>.

In line with our COVIDsafe protocols, these are the requirements of attendance:

- Final confirmation of the event will be sent to you via email on the day before the scheduled event
- You must assess your personal risk profile to determine if attendance is currently advisable
- You will be required to complete a COVID screening document at the time of the event.
- Sign in will be open for a 30-minute period before the scheduled start time to allow for socially-distanced registration
- If you become unwell or have reason to seek COVID testing after the event, you will advise the event organiser
- Participants who may have been in a “hotspot” area in the 14 days prior to the event will not be permitted to attend and a full refund of any fees will occur
- You will be required to wear a mask when social distancing cannot be maintained.

Could also include details such as
BYO coffee cup/ water bottle/
cleaning products/ linen etc.

SECTION 3

PRE-EVENT

EVENT FORMAT AND ACTIVITIES

Event structure		Details	
What activities are being undertaken at the event? e.g. formal presentation/lecture, hands-on practical workshop, networking			
Can physical distance be maintained?		Yes	No
For each activity that cannot maintain physical distancing, what risk control measures will be implemented?			
Activities	Activity	Measures	
	e.g. skills practice in pairs using massage tables	e.g. tables set up at least 2m apart, surgical masks, hand hygiene, practitioner "bubbles" / exclusive pairing	

	Event structure	Details
Activities	How often are ventilation breaks scheduled? Note: ventilation breaks are breaks where the space is vacated and all windows and doors are opened	
	What facilities will be required to ensure minimal contact between participants during breaks? Examples may include disposable cups, single serve tea/coffee, use of hand sanitiser before touching urn/milk etc.	

SECTION 4
POST EVENT

REVIEW

Which protocols were easy to implement and maintain?

Which protocols were challenging to implement and maintain?

Is there any element of pre-event or intra-event planning that need to be incorporated into the risk assessment?

Other comments



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