

PROTECTED



BAIRNSDALE SPEEDWAY COVIDSAFE PLAN

UPDATED 8/11.21



BAIRNSDALE SPEEDWAY COMPLEX
120 DEPTFORD ROAD GRANITE ROCK



COVIDSAFE PUBLIC EVENTS

EVENT PLAN TEMPLATE FOR TIER 1 and TIER 2 EVENTS

Instructions

A COVIDSafe Event Plan is a unique and comprehensive plan that must be specific to your event and venue. The plan sets out how high-risk activities will be managed to reduce the risk of transmission of coronavirus (COVID-19) between participants, attendees and staff. This template should be used to develop the COVIDSafe event plans for Tier 1 and Tier 2 major events in Victoria.

Detailed guidance on how to develop your COVIDSafe Event Plan can be found [for preparing a COVIDSafe Event Plan' document](#)

The responsibility for the implementation of, and any amendments to your approved COVIDSafe Event Plan will belong to the Event Organiser.

Submission guidelines

Please submit all COVIDSafe Event Plans through the Victorian Government's [Coronavirus website](#).

- COVIDSafe Event Plans for Tier 1 events must be submitted at least 8-10 weeks prior to the event commencement.
- COVIDSafe Event Plans for Tier 2 events must be submitted at least 4-6 weeks prior to the event commencement.

Section 1: Key Event Information

Contact Information

Please provide the relevant business details and contact information below:

Registered Volunteer Organisation	Bairnsdale Speedway Association Inc
Trading Organisation / business name	Bairnsdale Speedway Association
Business address	Complex Address:120 Deptford Road Granite Rock Postal address: PO Box 625 Bairnsdale Victoria 3875
Registration Number	A0002716V
Event organiser name and title	Garry Severs President/Race Coordinator
Event organiser phone number	0400555101
Event organiser email	bairnsdalespeedway@gmail.com
COVIDSafe coordinator name and contacts (if any)	Adam Wharton 0407008224 Email: adam3880@hotmail.com
Liquor license type, number and capacity	N/A

Event Details

Please provide the relevant event details below:

Event name	Speedway Racing
Event location	120 Deptford Road Granite Rock
Date (s) of event	N/A

Duration of the event	12pm to 12am for competitors & officials. 2pm to 12am for patrons
Event description	Dirt Speedway Racing
Timing of key event activities	12pm to 5pm Competitors/pit crew/officials sign in and prepare cars for racing. 5pm drivers talk, 6pm racing commences
Serving of alcohol	No
Event website	https://www.bairnsdalespeedway.com.au/
Experience arranging a COVIDSafe event	Yes

Attendance and tiers

Please provide details of the event attendees and event tier:

Total expected attendees	2000
Expected peak attendees	2700
Attendee demographic	families, retirees, young couples
Attendance number from previous years if the event has been held previously	Between 300 to 1500
Event Tier (Tier 1 or Tier 2)	Both as some of our race meetings do not exceed tier 3.

Venue Details

Please provide the relevant details of your venue or venues below:

Venue name	Bairnsdale Speedway
Venue contact	Garry Severs President/Race Coordinator 0400555101 bairnsdalespeedway@gmail.com
Venue site map	https://www.bairnsdalespeedway.com.au/track-information.html
Venue site size (in square meters)	https://www.bairnsdalespeedway.com.au/track-information.html
Venue publicly accessible floor (in square metres)	Toilet blocks 6m x 12m
Maximum venue capacity:	3,600
Break down of room / area (in square meters) and capacity:	Canteen 6m x12m Maximum of 18 people. Pit boxes 6m x 3m: Maximum of 4.5 people. Lap scorers & Commentary Box 3m x3m Maximum of 2.25 people. Toilet blocks 6m x12m maximum of 18 people
Requested maximum number of attendees at the venue	2700 under COVID Safe restrictions
Venue staff number (excluding vendors, sub-contractors, volunteers)	0
Venue vendors, sub-contractors, volunteers' number	80
Event / venue staff key roles and responsibilities	Canteen: preparing food, cooking of food, money handling, handling of sales and completing orders. Lap scorers: Recording laps of competitors. Commentary box: Commentating on racing on public address system. Pit box: signing in drivers, pit crews & officials. Starters Stand: Flag person, Race control and racetrack

	traffic lights. Crash crew attend to incidents on the track with support of Fire and first aid staff. Toilets: In charge of keeping toilets clean. Entry ticket box: handling money, ticket sales, QR code and COVID19 tracing register.
Number of entry / exit points	1 entry/exit point & one emergency exit.
Venue access management arrangements	All patrons drive into the speedway complex. Walk in patrons is very minimal. We will be splitting up the entry gate into two. 1 for competitors & one for patrons. Walk in patrons can safely walk in providing they are wearing a mask when purchasing a ticket

Section 2: Event Site Map

Please provide the event site map.



Section 3: Explanation of Event Public Health Risk Controls

All COVIDSafe Event Plans must incorporate controls to mitigate the risk of coronavirus (COVID-19) transmission before, during and after the event. Consideration must be given to the following aspects of event planning when creating a COVIDSafe Event Plan to identify and mitigate public health risks:

- Event oversight and administration
- Spectator management
- Cleaning and hygiene
- Staff, vendors and subcontractor safety

Please note, this template only provides details of general event risk controls. Event organisers are expected to also incorporate event-specific controls into their COVIDSafe Plans based on the contextual needs of their event.

For detailed guidance on event specific risk controls please refer to '[Guidance for preparing a COVIDSafe Event Plan](#)'.

Oversight and administration

Events must have an appropriate governance structure that incorporates communication of intent to all event authorities, detail of key people involved in the COVIDSafe Plan and key processes to plan and deliver COVIDSafe events.

- How will you ensure general governance arrangements are widely understood by all facilitators of the event?
- How will you monitor the Victorian Government's latest public health advice and incorporate it into your planning?
- How will you ensure that attendees are provided with key public health messages and advice to stay at home if unwell?
- How will you enable clear and detailed record-keeping to facilitate contact tracing?
- How will you assess and mitigate flow on implications to any surrounding local communities?

General Governance

Timing	Plans / actions	Responsible
Before	<p>Action: Toilets: All surfaces will be sanitised with a foaming gun. On setting B (15ml of Chlorokleen to 1 litre water) and all toilet surfaces will be sanitised and then hosed down and wiped down with a microfibre cloth. After cloth has been used the cloth will be placed in a bucket marked contaminated with a lid</p> <p>Venue Vehicles: Before race meeting all touchable surfaces will be wiped down with Milestone Proof to the recommended ratio of 25ml to 1 litre of water in a spray bottle. Personal will be designated to a particular vehicle on race nights to limit the risk of cross contamination. After cloth has been used the cloth will be placed in a bucket marked contaminated with a lid</p> <p>Bottom Pit Box/Top Pit Box/ Ticket Box/ Commentary Box/ Lap Scorers Box/ Starters Stand</p> <p>All touchable surfaces will be wiped down with Milestone Proof to the recommended ratio of 25ml to 1 litre of water in a spray bottle. To which will be applied before the opening of the above areas and periodically during operating hours.</p>	<p>Adam Wharton COVID19 Marshall</p> <p>Crash crew</p> <p>Staff in these area's</p>

	<p>Canteen: will be cleaned and sanitised to government COVID19 requirements.</p> <p>Action: A cleaning log will be located at each of the above areas. See attachment 1 for an example of cleaning log</p> <p>Action: Hand sanitiser will be located at each entry point. Toilets have hand soap and hand towel dispensers fitted in each toilet.</p> <p>Canteen Meets East Gippsland Shire Councils food hygiene requirements.</p>	<p>Canteen Staff</p> <p>Adam Wharton</p>
<p>During</p>	<p>Toilets: 2nd clean will involve wiping all touchable surfaces with Chlorokleen in a 1 litre spray bottle with a mix of 15ml to 1 Litre of water and wiped off with a microfibre cloth. After cloth has been used the cloth will be placed in a bucket marked contaminated with a lid</p> <p>Venue Vehicles: All touchable surfaces will be wiped down with Milestone Proof to the recommended ratio of 25ml to 1 litre of water in a spray bottle. Personal will be designated to a particular vehicle on race nights to limit the risk of cross contamination.</p> <p>Bottom Pit Box/Top Pit Box/ Ticket Box/ Commentary Box/ Lap Scorers Box/Starters Stand</p> <p>All touchable surfaces will be wiped down with Milestone Proof to the recommended ratio of 25ml to 1 litre of water in a spray bottle. To which will be applied before the opening of the above areas and periodically during operating hours.</p> <p>Canteen: will be cleaned and sanitised to government COVID19 requirements.</p> <p>Checking on hand sanitisers around the complex</p> <p>Canteen Meets East Gippsland Shire Councils food hygiene requirements.</p>	<p>Adam Wharton</p> <p>Crash Crew</p> <p>Staff in these areas</p> <p>Canteen Staff</p> <p>Adam Wharton</p> <p>Canteen Staff</p>

<p>After</p>	<p>Action: Action: Toilets: All surfaces will be sanitised with a foaming gun. On setting B (15ml of Chlorokleen to 1 litre water) and all toilet surfaces will be sanitised and then hosed down and wiped down with a microfibre cloth. After cloth has been used the cloth will be placed in a bucket marked contaminated with a lid</p> <p>Venue Vehicles: At the completion of racing: all touchable surfaces will be wiped down with Milestone Proof to the recommended ratio of 25ml to 1 litre of water in a spray bottle. Personal will be designated to a particular vehicle on race nights to limit the risk of cross contamination.</p> <p>Bottom Pit Box/Top Pit Box/ Ticket Box/ Commentary Box/ Lap Scorers Box</p> <p>All touchable surfaces will be wiped down with Milestone Proof to the recommended ratio of 25ml to 1 litre of water in a spray bottle. To which will be applied before the opening of the above areas and periodically during operating hours.</p> <p>Canteen: will be cleaned and sanitised to government COVID19 requirements</p> <p>Canteen Meets East Gippsland Shire Councils food hygiene requirements.</p>	<p>Adam Wharton</p> <p>Crash Crew</p> <p>Staff in these Area's</p> <p>Canteen Staff</p>
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Communicate Expectations to Event Staff and Attendees

Timing	Plans / actions	Responsible
Before	Through public address system	Commentary team
During	Through public address system	Commentary team

Record Keeping Supporting Contact Tracing of staff, contractors and patrons

Timing	Plans / actions	Responsible
Before	QR Code & COVID19 register	Entry Gate
During	QR Code & COVID19 register and to be dropped into Canteen once entry gate is closed	Entry Gate
After	Collected from canteen so information can be filed in case of outbreak & tracing can be tracked	Adam Wharton

Impact on the Local Community

Timing	Plans / actions	Responsible
Before	Ensure patrons are aware of what is required of them to make our events COVID Safe	Entry gate
During	Reminder over public address system	Commentary

Spectator Management

Arrangements must be in place to ensure physical distancing is maintained throughout the event. All staff and attendees must be screened for coronavirus (COVID-19) symptoms before and during the event, and first aid plans should incorporate the management of suspected coronavirus (COVID-19) cases.

- How will you ensure that physical distancing requirements are maintained during the event, including when alcohol is being consumed?
- What measures will you put in place to screen for coronavirus (COVID-19) symptoms?
- How will you monitor the number of people at the event at any given time?
- How will you incorporate the management of suspected coronavirus (COVID-19) cases in your first aid plans?

Maintain Physical Distancing

Timing	Plans / actions	Responsible
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Before	Signage/floor marking, barriers & PA System.	Adam Wharton for signs, barriers & markings.
During	As Above	As Above

Screening for symptoms of staff, contractors and patrons

Timing	Plans / actions	Responsible
Before	all arrivals to report any symptoms of sore throat, cough, fever, recent international travel or contact with another person's with COVID-19> If personal are feeling unwell. They will be asked to not to attend/leave complex and to stay home. Bairnsdale Speedway will recommend that they get tested for COVID19 and to stay home until COVID19 test results return a negative result.	Entry Gate & COVID19 marshal
During	As above over PA System	Commentary

Entry Points

Timing	Plans / actions	Responsible
Before	ground markings at entry points to remind patrons to to ensure physical distancing and signage	Adam Wharton
During	PA System	Commentary

End of event or patron departure for the event

Timing	Plans / actions	Responsible
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Before	Remind patrons over the PA System to leave in a COVID Safe manner	Commentary
During	As above	As above

First Aid / In-Event Health Service Plans

Timing	Plans / actions	Responsible
Before		
During	Contact the appropriate government agencies and give required details. If someone is unwell at venue personal will treat the person as if they have COVID19. The person will be isolated to a designated area and seek medical assistance.	COVID19 Marshall
After	Ensure patient is safe and wait with patient until medical assistance has arrived to assess the patient.	COVID19 Marshall & Medical Staff

Emergency services access

Timing	Plans / actions	Responsible
Before	Entrance Gate	COVID19 Marshall & Security
During	Entry Gate	COVID19 Marshal & Security

Evacuation

Timing	Plans / actions	Responsible
Before	Patrons will be asked to attend to their cars, line up behind official's car at entry gate and to follow behind	President & Commentary

	official's car to exit complex. Above message will be broadcasted over PA system.	
During	As above	As Above

Weather

Timing	Plans / actions	Responsible
Before	Race meeting will be cancelled	BSA Committee
During	Race meeting will be cancelled	As above

Service of Alcohol

Timing	Plans / actions	Responsible
Before	Alcohol not served at venue	
During		

Cleaning and Hygiene

A regular and thorough cleaning schedule must be implemented before, during and after the event with high traffic areas such as toilets and frequently touched objects such as door handles, counters and railings regularly disinfected.

- How will you ensure that adequate provisions are made for handwashing and hand sanitation throughout the event?
- How will you ensure that facilities are readily available throughout the event?
- How will you make sure that frequently touched objects are cleaned regularly?
- How will you make sure shared spaces like bathrooms are cleaned regularly?

Regular and Thorough Cleaning and Disinfection

Timing	Plans / actions	Responsible
Before	Refer to pages 7- 9 of plan	Refer to pages 7-9
During	Refer to pages 7-9 of plan	Refer to pages 7-9
After	Refer to pages 7-9 of plan	Refer to pages 7-9

Hand Sanitiser and Hand Washing Facilities

Timing	Plans / actions	Responsible
Before	Hand sanitiser will be located at each entry point. Toilets have hand soap and hand towel dispensers fitted in each toilet. Will be replenished at first clean	Adam Wharton
During	Will be checked and replenished when needed	Adam Wharton

Staff, vendors, volunteers and contractors

Staff, vendors, volunteers and contractors are essential in operating a COVIDSafe event. They must understand and be responsible for their personal distancing and hygiene practices, and support attendees to behave in a COVIDSafe manner. To enable this, they must undergo appropriate coronavirus (COVID-19) training and have access to suitable personal protective equipment.

- How will you ensure that staff have access to appropriate personal protective equipment, and they receive appropriate training in its use?
- How will you monitor the wellbeing of staff during the event?
- How will you ensure adequate physical distancing is maintained between staff and attendees?
- How will you make sure staff have undergone suitable training?

Event organisers and general event staff

Timing	Plans / actions	Responsible
Before	All PPE will be supplied and given instruction on how to fit & remove. There will be a briefing with volunteers before racing commences. Barriers will be erected to ensure 1.5 metres is maintained. Where 1.5 metres cannot be maintained, face masks are to be worn as well as gloves and eye protection.	COVID19 Marshall
During	Walk around complex and check in on volunteers and Patrons in a COVID Safe manner	COVID19 Marshall

Food and catering staff

Timing	Plans / actions	Responsible
Before	As above	As Above
During	As Above	As Above

Cleaning staff

Timing	Plans / actions	Responsible
Before	Cleaning is completed by professional personal	Adam Wharton
During	As above	Adam Wharton

Security staff

Timing	Plans / actions	Responsible
Before		
During	N/A	

Volunteers

Timing	Plans / actions	Responsible
Before	All PPE will be supplied and given instruction on how to fit & remove. There will be a briefing with volunteers before racing commences. Barriers will be erected to ensure 1.5 metres is maintained. Where 1.5 metres cannot be maintained, face masks are to be worn as well as gloves and eye protection.	COVID19 Marshall
During	Walk around complex and check in on volunteers and Patrons in a COVID Safe manner	As Above
After	Briefing on what we can do better and what worked	As Above

Deliveries

Timing	Plans / actions	Responsible
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Before	Deliveries to the speedway are very minimal as most deliveries are completed by club members. All deliveries will be completed in a COVID Safe manner and will be monitored.	Club members & COVID19 Marshall
During	N/A	

Other staff (if any)

Timing	Plans / actions	Responsible
Before		
During		

Section 4: Event Specific COVIDSafe Controls (if relevant)

<p>Operational Spaces</p> <p>Events are often comprised of multiple discrete areas and/or spaces. These spaces may be external (e.g., transport hubs, ticket offices, training/practice facilities), front of house (e.g., toilets, retail outlets, grandstands), back of house (e.g., staff areas), or other spaces (e.g., fields of play, stages).</p> <ul style="list-style-type: none"> How will you demonstrate in your event plan that you can ensure staff, contractors and patrons can access the parts of the venue or event as required? E.g., 'spectator zones' or 'staff only' sections clearly demarcated.

Complete following sections as applicable to your event.

Public Transport: for large scale events, how will you incorporate public transport or engage with the Department of Transport?

Timing	Plans / actions	Responsible
Before	N/A	
After	N/A	

Car Parks

Timing	Plans / actions	Responsible
Before		
During		

Ventilation - Indoor Spaces

Timing	Plans / actions	Responsible
Before	All indoor facilities will be well be ventilated by natural ventilation as well as mechanical ventilation	Personal in these Areas
During	As above	As above

Food and Beverage Preparation and Service Areas

Timing	Plans / actions	Responsible
Before	As above	As Above
During	As above	As above

Other Queuing Areas

Timing	Plans / actions	Responsible
Before	All queuing areas are in an outdoor setting	
During	As above	

Grandstands and Stadium Seating

Timing	Plans / actions	Responsible
Before	N/A	
During	N/A	

Fields of Play and Competition Areas

Timing	Plans / actions	Responsible
Before	In an outdoor Setting	
During	In an outdoor setting	

Stages

Timing	Plans / actions	Responsible
Before	N/A	
During	N/A	

Market Stalls and Fetes

Timing	Plans / actions	Responsible
Before	N/A	
During		

Non-Allocated Seating or Picnic Rug

Timing	Plans / actions	Responsible
Before	Patrons are to bring their own seating and rugs to complex. As all seating is outdoors.	Patrons
During	As above	As above

ONLY DOUBLE VAXXED PATRONS, COMPETITORS AND VOLUNTEERS ARE ALLOWED TO ENTER BAIRNSDALE COMPLEX.

COMPETITORS & ARE PERMITTED TO INTERACT. MUST FOLLOW COVIDSAFE PROTOCOLS.

Section 5: Supporting information

Please ensure you attach any supporting information that may be helpful to illustrate aspects of your COVIDSafe Plan. This could include, but not be limited to:

- Event Operations Plan
- Floor Plans
- Previous COVIDSafe Event Plans (in Australia or overseas)
- Existing COVIDSafe Plans for other events - currently under review or recently approved
- Cleaning schedule
- Photos



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Cleaning guidelines – Hospitality

Hospitality venue managers / operators / workers – Follow this COVIDSafe cleaning guide to help prevent the introduction of coronavirus (COVID-19) in the workplace.

Clean and safe environment

Owner-occupiers and business owners are responsible for ensuring buildings are cleaned to the necessary standard. Cleaning can be done by either in-house or contracted cleaners.

To meet cleaning standards, ensure cleaners have the appropriate equipment, cleaning products and personal protective equipment (PPE).

Remove clutter, food and waste prior to cleaning to allow effective cleaning to take place.

Training

Make sure all staff are trained to safely use:

- the products
- equipment
- their personal protective equipment (PPE).

Cleaning products

Perform routine cleaning with products that meet your industry cleaning standards and equipment manufacturer guidelines.

Use detergent to clean your workplace regularly. Use disinfectant to clean frequently touched surfaces (e.g. doorknobs, light switches, handrails and lift buttons). Also use disinfectant to clean all areas if a staff member/visitor is a suspected or confirmed case of coronavirus (COVID-19).



Monitoring

Regularly check cleaning schedules have been completed in line with cleaning contract agreements.

Risk-based cleaning

Clean and disinfect communal areas (e.g. bathrooms, kitchens, bar/ service areas) where many people use the amenities or congregate.

Establish routine cleaning schedules to maintain a clean and safe environment. This includes increased cleaning and disinfection of frequently touched surfaces.

Cleaning equipment

Make sure your cleaning staff have the right equipment and products to clean buildings to the best standard. This includes maintaining all cleaning equipment.

Make sure the laundry and cleaners' rooms are clean and tidy and staff can come in and out easily.

For the latest information on cleaning guidance, visit: coronavirus.vic.gov.au



Section 6: Legal Terms

Liability and indemnity

You control and accept sole responsibility, risk and liability for all aspects of your public event. You must conduct your own investigations, assessments and interpretations and seek independent professional advice on all aspects of your public event.

The State of Victoria does not control and accepts no liability for your public event nor for any loss, damage, injury or death in connection with your public event, including (without limitation), any change to requirements for your public event or the cancellation or postponement of your public event.

You will indemnify the State of Victoria against any liability to or claims by a third party for any loss, damage, injury or death in connection with your public event, including (without limitation), the cancellation or postponement of your public event.

Consultation, review, assessment and approval process

To the extent permitted by law, the State of Victoria excludes liability for any loss, damage, injury or death caused by use of or reliance on any consultation, review, assessment or approval process in connection with your public event.

The State of Victoria may amend or withdraw from the consultation, review, assessment or approval process at any time without notice.

The State of Victoria may amend or withdraw any consultation, review, assessment or approval at any time without notice.

You will not be relieved from compliance with any of your obligations at law as a result of:

- any consultation, review, assessment, or approval (or failure to consult, review, assess, or approve) or any other act or omission by the State of Victoria in connection with your public event (including, without limitation, any failure by the State of Victoria to detect any errors, inaccuracies, mistakes, non-compliances or omissions in connection with your public event)
- your implementation of and compliance with the Plan for your public event.

Purpose / use of template

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