

PCEC Event Organiser COVID-19 Inspection Checklist

Inspection Date		Inspection Time		Event Date(s)	
Event Name			Booked Spaces		
Event Organiser Representative			PCEC Representative		

The PCEC representative in collaboration with the event organiser representative will review the below topics during the inspection. Sections that are not relevant to the event may be crossed out and initialled by both parties

TASK	YES	NO	N/A	COMMENTS/ACTIONS	RESPONSIBILITY	DUE DATE
1. COVIDSAFE RISK ASSESSMENT						
Have you as the Event Organiser completed the PCEC COVIDSafe risk assessment?						
As the Event Organiser have you implemented staggered start and finish times to prevent congestion when arriving and leaving the event? How has this been communicated to your guests/delegates?						
Are physical distancing signage, decals and posters prompting hand hygiene affixed in assigned event/meeting areas?						
As the Event organiser, have you communicated with your suppliers and contractors the PCEC COVIDsafe requirements?						
2. EVENT ATTENDANCE						
Are you registering every attendee to your event and maintaining these records in the event contact tracing is required?						
Are sign-in and out devices (iPads and keyboards) for visitors cleaned with an appropriate electronic equipment safe disinfectant solution or wipe after each use, or hand sanitiser available post use?						
3. EVENT SPACES, FOYERS AND AISLES						
Have 1.5m physical distancing, signage, markers, or decals been affixed to floors/walkways to manage guest arrivals?						
Is hand sanitiser available at floor entrances, exits and transition areas?						

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4. CATERING						
Have meal/break times been staged and communicated to avoid congestion?						
5. MEETING ROOMS/EVENT SPACES						
Have checks occurred to ensure all meeting room capacities have not exceeded the maximum capacity (2m ² per person)?						
Are tables set to meet the 1.5m spacing requirements?						
6. COVID-19 INCIDENTS & FIRST AID						
Are plans in place to enact a quick and effective response if a suspected or confirmed case of COVID-19 was detected during your event?						
Have you as the Event Organiser identified an isolation room for people who are a suspected case with the venue? (This may be the designated first aid room).						
INSPECTION SIGN-OFF						
Total number of actions identified:		Number of Outstanding Actions (i.e. not able to be immediately rectified):				
Signature(s) of Event Organiser Representative						
Name:		Signature:		Date:		
Signature of PCEC Representative	Manager Comments:					