



Exhibitor Risk Assessment

Trading Name _____

	1	2	3	4
Identify the most serious risks that could occur at your exhibit during the Field Days				
How serious is the risk to the public?	<p>HIGH</p> <p>MODERATE</p> <p>LOW</p>	<p>HIGH</p> <p>MODERATE</p> <p>LOW</p>	<p>HIGH</p> <p>MODERATE</p> <p>LOW</p>	<p>HIGH</p> <p>MODERATE</p> <p>LOW</p>
List the controls put in place to reduce this risk.				
How serious is the risk to the public after controls are put in place?	<p>HIGH</p> <p>MODERATE</p> <p>LOW</p>	<p>HIGH</p> <p>MODERATE</p> <p>LOW</p>	<p>HIGH</p> <p>MODERATE</p> <p>LOW</p>	<p>HIGH</p> <p>MODERATE</p> <p>LOW</p>

Tick this box to confirm you have read, understood and will comply with the attached COVID-19 MFD Exhibitor Requirements

COVID-19 MFD Exhibitor Requirements

Mandatory Requirements

1. Agree to abide by COVID safe requirements for markets and COVID-safe directions by Field Days Management, Council, Police or NSW Health Officer
2. If the exhibitor, operator/owner, or staff are unwell (fever, cough, or sore throat), they are not permitted to attend the Field Days. If they become unwell on the day, they must leave the grounds immediately and inform management
3. Must have hand sanitiser openly available on their stall for customer and staff use
4. Must have disinfectant and disinfectant wipes to clean products and surfaces where required
5. Must monitor the number of people in their site area, ensuring everyone is 1.5m apart
6. Signage must be displayed for customers to see. These may be made yourself, professionally sourced or downloaded from <https://www.australia.gov.au/covidsafe-resources> and include a minimum of:
 - Maintain 1.5m distance
 - Sanitise your hands
 - Please queue 1.5m apart (if required)
 - Do not handle goods, please ask for assistance
7. No *Help Yourself* product samples or taste testing

Best Practice Recommendations

1. Staff to sanitise their hands regularly
2. If possible, create a separate entry and exits points in the stall, with signage to indicate directions
3. Consider using side-walls or product placement to distance staff and customers from the stalls next door (1.5m rule)
4. Utilise barriers to distance staff and customers during interactions. This may be by incorporating an extra table, rope or clear floor marking indicating where patrons are to stand
5. Remove or replace difficult to clean surfaces or products (eg replace fabric table cloths with wipeable ones)
6. Clean regularly any surfaces or product frequently touched by staff
9. Encourage and promote cashless payment options like Square/Shop&Go/Tap&Go/EFTPOS systems, to limit cash transactions with customers
10. Encourage and promote contactless transactions with customers (do not handle goods, please ask for assistance)

These requirements are correct as of 29th March 2021 and may be updated to reflect NSW Health requirements closer to the event.