



FINGAL COUNTY COUNCIL COVID EVENT OFFICER ROLE PROFILE



Event C-19 Compliance Officer Role Profile

As part of the Government guidelines for COVID-19, a COVID-19 Lead Worker Representative / C-19 Compliance Officer is recommended and depending on the size of the event there may be a requirement for more than one. For the purpose of this document this role will be referred to the Event C-19 Compliance Officer.

The details below are based on the current Government and Public health guidelines and subject to review or amendment.

The main function of the Event C-19 Compliance Officer(s) is to assist with the implementation and monitoring of the COVID-19 arrangements on site during an event, including pre and post event.

These arrangements extend to all stakeholders involved with the event including, but not limited to, employees, volunteers, contractors, suppliers, agents, partners, sponsors, spectators, attendees etc.

The role of the Event C-19 Compliance Officers includes:

- Assist with the development and implementation of COVID-19 control measures as agreed with the Event Safety Officer. A framework has been established from which the Event C-19 Compliance Officer can work from.
- Monitor the arrangements on site to ensure compliance, in particular the physical distancing and hand hygiene arrangements.

The Event C-19 Compliance Officer(s) has received adequate training for the role and will be easily identifiable at the event.

The Event C-19 Compliance Officer(s) should not put themselves at risk whilst carrying out the role, and the implementation and monitoring of the arrangements is not the sole responsibility of the Event C-19 Compliance Officer(s), it will be supported by the event management team and all involved.

The Event C-19 Compliance Officer(s) should be trained in or have experience of:

- COVID-19 Overview
- COVID-19 Government and Public Health guidelines
- Event C-19 Compliance Officer(s) Role / Responsibilities
- Physical Distancing
- Hand/Personal Hygiene
- Cough Etiquette
- PPE
- Induction
- Suspected Case procedures
- Contact Tracing

1. PLANNING

1.1.1

Consultation

In consultation with the Event Safety Officer:

1.1.2

Identify any relevant COVID-19 national, local and authoritative event specific guidance that can be applied to the event.

1.1.3

Liaise with the security, stewarding, volunteer, medical and operational managers etc to establish and agree functional responsibilities.

1.1.4

Work Closely with the event Safety Officer, Security/operations/venue/production managers to ensure plans are fully integrated and that roles and responsibilities are clearly identified, agreed, and recorded.

1.1.5

Liaise with stakeholders and engage in all meetings including with statutory agencies where applicable.

1.1.6

Liaise with event medical manager during planning phase.

1.1.7

Ensure contractor RAMS (Reliability, Availability, Maintainability, and Safety) are inclusive of C-19 planning, liaising with contractors to ensure any shortfall is managed.

1.1.8

Advise the use of the HSE C-19 App.

1.1.9

Work with relevant managers to ensure C-19 specific communications plan is in place..

1.1.10

Where required advise a key working group to be formed, with members playing a role on site at the event.



1.2 DOCUMENTATION

1.2.1

Documentation

Review all operational plans (stewarding, medical, fire safety etc.) to ensure COVID-19 arrangements are identified and adequately planned for, these should be fully integrated with the overall event management plan.

1.2.2

Ensure a COVID-19 risk assessment is established and developed, covering all phases of the event including activity and role specific analysis.

1.2.3

If test and trace collection is present, ensure that this is in accordance with medical requirements and GDPR compliant.

1.2.4

Where possible ensure contact tracing is in place.

1.2.5

Review contractors' / suppliers' Safety Statement and RAMS to ensure COVID-19 arrangements are identified and adequately planned for.

1.2.6

Review participants (performer / sports team / presenter etc.) plans to ensure COVID-19 arrangements are identified and adequately planned for.
(please refer to www.hsa.ie for sample templates where required)

1.2.7

Ensure capacity calculation for the venue have been conducted by competent person/s, ensuring C-19 guidance and best practice is applied:

- a) Queue capacity
- b) Ingress capacity
- c) Holding- viewing capacity
- d) Holding- service capacity
- e) Egress exit capacity

1.2.8

Prepare COVID-19 Risk Management plan including bio security arrangements

1.2.9

Prepare suspected Case plan including isolation area

1.2.10

Prepare communications plan (inc. Crisis Communications)

1.2.11

Establish and organise the number of physical distancing (PD) officers required.

1.2.12

Establish and advise PPE requirements.

1.2.13

Prepare a / FAQ / code of conduct / terms and conditions for attendees and spectators, and communication of same.



1.2 DOCUMENTATION - Continued

1.2.14	Ensure a C-19 specific risk assessment is in place, covering all phases of the event including activity and role specific analysis and is included in the Event Management Plan.
1.2.15	Review and where necessary advise the author on any updated revisions required to the existing RAMS for the event, identifying C-19 high risk activities and appropriate mitigation ensuring a specific monitoring plan is in place for each.
1.2.16	Ensure performance / sport specific RAMS include C-19 planning and integrate with the operations plan, ensuring any shortfall is managed.
1.2.17	Ensure contractor RAMS include C-19 planning, liaising with contractors to ensure any shortfall is managed.
1.2.18	Ensure contractor Safety Statements are updated to include C-19 procedures.
1.2.19	Review event contingency and fire safety plans to ensure they reflect any revision to event operations.
1.2.20	Review stewarding and security plan to ensure sufficient provision to implement C-19 mitigation plan.
1.2.21	Ensure the Event Medical Plan fully encompasses C-19 mitigation.
1.2.22	Ensure a Response Plan to a suspected and reported infections is in place and part of the Event Plan.
1.2.23	Consider any required adaption of procedures and response plans for vulnerable attendees.
1.2.24	Ensure cleaning schedule/waste management protocols are developed by contractor(s) with emphasis on storage/disposal, touch points and ingress/egress points.
1.2.25	Ensure contact tracing logs are being drafted by organisers. Ensure collection of Test and Trace data is in accordance with medical stakeholder requirements and is GDPR compliant.
1.2.26	Ensure a return to work form has been sent out by all employers and filled in by all personal who are due on site for the event.



2. IMPLEMENTATION

2.1.1

Implementation

Ensure comprehensive operational briefings and COVID-19 induction are delivered to all operational personnel and provide all applicable documentation (maps, info sheets, contact details etc.). Ensure a register of attendees is documented.

2.1.2

Liaise with stakeholders and attend and engage all meetings including Statutory Agency meeting where applicable.

2.1.3

Ensure Covid-19 outcomes of capacity analysis are embedded into the Event Management Plan.

2.1.4

Ensure queue management systems are implemented to be COVID-19 compliant i.e. one-way site flow where possible.

2.1.5

Ensure robust signage plans are in place, including contingency stock for event day.

2.1.6

Ensure there is a C-19 segregated area identified and that appropriate stock of PPE is available if there is a suspected case. Ensure there is also a contingency segregated area should more than one suspected case be identified.

2.1.7

Ensure a comprehensive C-19 briefing for stewards/ security is planned.

2.1.8

If a ticketed event, ensure code of conduct is accepted by spectators prior to ticket purchase.

2.1.9

Ensure venues have sufficient ventilation and any existing heating, ventilation and air conditioning systems are not in air recirculation modes.

2.1.10

Ensure appropriate quantities of PPE supplies are available along with any C-19 mitigation infrastructure for circulation within the event space

2.1.11

Identify and implement means to validate and test C-19 management plans and procedures, ensuring outcomes are recorded and actioned.



2.2 PRE-EVENT

2.2.1

Pre_Event

Liaise with the Safety Officer and relevant managers to ensure:

- a) All documentation as outlined in Section 1 is completed and a copy on file on site.
- b) The allocation of onsite Compliance Officer(s) is in place in accordance with the Event Management Plan.
- c) C-19 mitigation plans are in place and that they are properly resourced.
- d) Physically inspect the event venue, ensuring all C-19 mitigation infrastructure and signage is in place, recording outcomes and ensuring non-compliance rectified.
- e) Monitor national and local C-19 information and disseminate any recent change to risk or response.
- f) Liaise with the Safety Officer and all operational managers on site, to confirm relevant resources are in place.
- g) Ensure C-19 communications plan has been activated.



2.3 TRAINING AND BRIEFING

2.3.1

Training and Briefing

Ensure relevant training and briefing materials are prepared in accordance with the requirements set out in the COVID-19 Risk Management plan and includes:

- a) COVID-19 Government and Public Health guidelines
- b) COVID-19 Induction
- c) COVID-19 control measures – physical distancing, hand hygiene, cough etiquette etc.
- d) Suspected Case
- e) Ensure all training and briefings are documented and a register of attendees is documented.

2.3.2

Ensure the following staff (as appropriate) are trained and briefed in accordance with the C-19 management plan and have their own individually appointed C-19 lead worker representative per team/contractor (qty should be proportionate to the number of workers).

- a) Event control team
- b) SD Officers
- c) Medical team
- d) Stewarding, security, ticketing, and customer service teams
- e) Service teams
- f) Venue operations teams
- g) Performance / Sport management teams

2.3.3

Ensure relevant training and briefing materials are prepared in accordance with the requirements set out in the C-19 Management Plan. At a minimum these are to include:

- a) Return to work forms for all staff on site
- b) Control Measures
- c) PPE
- d) Signage with symptoms of C-19
- e) Process for a suspected case
- f) Latest Government & Public Health advice & guidance
- g) Return to work safely protocol



2.4 PRE-EVENT

2.4.1

Pre-Event

Liaise with the Safety Officer and relevant operational managers to ensure:

2.4.2

All local and national COVID-19 guidelines are monitored and ensure all event arrangements are still in line with same.

2.4.3

All respective operational plans are in place.

2.4.4

All emergency and contingency plans are organised and ready to be activated if required.

2.4.5

The allocation of PD Officers is in accordance with the event management plan.

2.4.6

The isolation area is established and operational.

2.4.7

All pre event inspections are carried out and in particular all COVID-19 control measures are in place.

2.4.8

Ensure all event day briefings are carried out and all operational personnel are aware of the arrangements.



2.5 EVENT

2.5.1	Event Be on site at all times during event.
2.5.2	Support and manage deployment of PD Officers.
2.5.3	Check that all COVID-19 arrangements are in place and monitor during the event.
2.5.4	Communicate regularly with event control and report any concerns promptly.
2.5.5	Liaise with Event Safety Officer and Medical Coordinate during any incidents, ensuring:
2.5.6	COVID-19 risks are effectively and proportionately managed, with consideration to the delivery of prompt and adequate medical response as priority.
2.5.7	Liaise with the event management team regularly and update on any breach of procedures.
2.5.8	Maintain communication with event control via radio with a contingency plan for radio failure.
2.5.9	Actively monitor C-19 risk management procedures ensuring timely and proportionate response to breaches.
2.5.10	Specifically monitor higher risk phases and activities during the event.
2.5.11	Ensure regular and effective communication with spectators occurs during the event.
2.5.12	Ensure all contractor and staff welfare facilities are C-19 compliant and liaise with management to ensure break times are staggered.
2.5.13	Ensure cleaning and re-supply of sanitary products is conducted with an emphasis on touch points.
2.5.14	Liaise directly with the Event Control team and relevant Emergency Services in the event of the activation of Emergency Plans.
2.5.15	Support and advise the medical team as necessary during medical incidents including suspected C-19 occurrences.



2.6 POST EVENT

2.6.1

Post Event

Complete post event inspection, record and report any issues with COVID-19 control measures.

2.6.2

Collate any feedback from the PD officers.

2.6.3

Attend and contribute to a post event debrief.

2.6.4

Report any specific concerns regarding COVID-19 to the Event Safety Officer.

2.7 RECORDS

2.7.1

Records

Liaise with the Event Safety Officer to ensure that all records are properly kept and available for inspection as required.



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