



EVENT RISK ASSESSMENT AND MITIGATION CHECKLIST

Doc No:	PPC-RA 001
Revision No:	2a
Effective Date:	20/11/2020

This checklist will enable SICC Management to assess the Covid-19 risk assessment for event hosted by the Convention Centre. Information collected from organiser will be serve as preparedness indicator and will guide SICC Management on the support level required for each event.

The technical guidance in this checklist is coordinated with integrated of local authority, state and federal government as well as international regulations.

PART 1: RISK ASSESSMENT

Event Details	Events Name:	
	Date and Duration:	
	Venue:	
Organisers Details	Organiser Lead Name & Contact Number :	
	Company Name :	
Sales Person		
Events Person		

Please answer YES or No to these risk questions:

Risk of Covid-19 to the event	Yes (1) / No (0)	Score
Will the event include participants from affected country/state/zone ? Please declare if participant come from Red Zone Organiser aware all attendee is filling required up Covid-19 Risk Assessment prior getting into the convention centre.		
Will the event include participants at higher risk of severe disease or poor / compromise immune system(e.g., people > 65 years of age, people with underlying health conditions, infant,young children)?		
Will the event be primarily indoors and/or will people be in close contact with one another for a prolonged period?		
Total COVID-19 Risk Score		

Additional Risk of the event (Answer YES/NO & Remarks where necessary)	Remarks
Will there be Head of State/ Head of Government/ Ministerial or deputy ministerial involvement (number)?	
Will there be side events in addition to the main mass gathering? Will there be different meeting sites for the various events?	
Briefly, what are seen as the major impact(s) of postponement of the meeting (financial, operational, reputational, etc.)?	

PART 2 : MITIGATION MEASURES CHECKLIST

Topic	Key consideration	Score Yes/Completed (2) Maybe/In Progress (1) No/Not Considered (0)	Total Score (FOR ASSESSOR USE ONLY)	Comments	
Understanding of the overview of the current COVID-19 situation by mass gathering event organizers	Have the organiser / attendee been informed on the most up-to-date COVID-19 outbreak guidances available? And the organiser committed to following the available guidances?		0		
	Are organisers aware of global and local daily situation reports as provided by State Health Dept and Ministry of Health?		0		
	Do organisers understand the COVID-19 risks and transmission routes, the steps that event attendees can take to limit spread, the recognised best practices (including respiratory etiquette, hand hygiene etc.), and the travel restrictions that may affect the event?		0		
Event emergency preparedness and response plans	Is there a Medical Response Plan by for COVID-19 developed by organiser for this event?		0		
	Does the Medical Response Plan developed of the event include information about how attendees able to access to healthcare system (e.g., hotline/helpline number, organizers medical teams, local healthcare system)?		0		
	Is there a Medical Response Coordinator/Personnel in event organisational structure with defined roles and responsibilities, coordinating the health preparedness and response planning as prevention to Covid-19?		0		
	Has the event organiser requested support from local public health authorities?		0		
	Have the event organisers acquired the following supplies to help reduce transmission risk?				
	If a person is to fall ill/ considered to be suspected case during the event:				
	Is there a procedure for organisers to clearly identify who to contact if unwell?		0		
	Is there a protocol on whom organisers should contact to report suspected cases and request related clinical test?		0		
	Are first aid services in-place and equipped to support patients with respiratory symptoms?		0		
	Are there transportation services arranged with trained professionals (e.g., ambulance services) available to transport critically ill patients with severe acute respiratory infections to a hospital or attendee origin if necessary?		0		
Is the event organiser conducting COVID-19 screening tests for the attendee? (If yes, please verify the result and when necessary to be shared to SICC Management for assessment purpose)		0			
Does organisers have preparedness and response plan that can address severe respiratory diseases including COVID-19?		0			

Event emergency preparedness and response plans (cont')	Is there commitment from Medical Response Plan of event organiser to provide care for any COVID-19 cases connected with the event?		0	
	If the event is for a duration of 14 days or longer, Medical Response Plan of event organiser include resources and protocols for managing all public health interventions that would be necessary and supporting the public health authorities if participants are infected and become sick at the event? (if the event is less than 14 days, please score a 0)		0	
	If the event is for a duration of less than 14 days, does the Medical Response Plan of event organiser able to notify all attendee of possible exposure to COVID-19 if the it was made aware of any suspected or confirmed cases that attended event? (if the event is 14 days or longer, please score a 0)		0	
Working with partners and stakeholders	Are there agreed, clear and easily understood processes in place for reporting to external party and disseminating risk communication messages (Media)?		0	
Command, control, and coordination arrangements	Is there decision-making authority/body and an agreed procedure to modify, restrict, postpone or cancel the event related to COVID-19 outbreak?		0	
	Are there arrangements to activate a strategic health operations centre if there are suspected COVID-19 cases in connection with the event?		0	
	Have organizers crew undergone training and exercising on procedures and emergency mitigation measures (including those specifically listed in this checklist)?		0	
Risk communication	Is there a risk communication strategy for COVID-19?		0	
	Is there a designated person(s) to lead media activities and tasked with managing all external communications with national and international government officials, the general public, and the media? (If yes, please identify the spokesperson in comments)		0	
	Has there been monitoring of national and international media established for rumours to be able to counter them early? (Please explain in the comments what protocols are in place for counter messaging)		0	
	Has coordination been set up with major social media sites like Twitter and Facebook, Instagram so that messaging can be coordinated with, and assisted by, the platforms?		0	
		Sum of Mitigation Measures	62	
		Mitigation Measure Score % (Part 2)	34	
		COVID-19 Total Risk Score (Part 1)		
		Overall Risk Rating		

