

COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

There is guidance on completing your plan on the COVID-19 resource page on B-Connected and also on Health Department and WorkSafe/Safe Work Australia websites.

Company details

Business name: Somerville RC	Manager approval:	Worker representative consultation:
Division/group: Belgravia Leisure		
Date completed: 12/6/2020/updated 3/8/21	Name of manager:	Name of worker representative:
Date distributed: 4/11/2020/ updated 3/8/21	Ben Walker	
Revision date: updated 1/9/21		

Refer to the Safe Work Australia webpage for further guidance on constructing a COVID-19 safety plan.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems. <i>Example: Restart the line - carry out restart procedure and sterilise all touch surfaces.</i> <ul style="list-style-type: none"> Minimal staff on Customer service Minimal staff in onsite offices In all occupied spaces 1.5m spacing adhered to All staff to declare any illness and any contact with potential COVID-19 cases Limit staff/customer touch points in the facility, cashless transactions, distancing between transactions and programming Ensure hand sanitiser stations are in place at entry and exit points and at high-touch locations Record keeping in place COVID-19 online training link sent to staff > ALL staff completed Signage, floor decals; guidance material Complete online COVID-19 checklist covering: physical, 1.5m distance, frequent cleaning, social distancing, handwashing and hygiene, administration, incident reporting, risk management Physical distancing for staff and patrons; occupancy limits based on Government regulations > management of waiting areas Staff (GF) to commence disinfection and cleaning of facility areas as per cleaning checklist > roster completed Undertake any regulated, mandatory reporting of safety plans, COVID-19 cases or checklists to the relevant authorities Update plan throughout each restriction stage 	<i>Facility Manager</i>

How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?

Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.

Example: Ensure our procedures are up to date by a daily review of Health Department and Safe Work Australia guidance.

Administrator

- Staff provided with necessary additional PPE relevant to their position in facility (personalized gloves)
- Staff and management to follow Belgravia Leisure COVID-19 information (checklists, information sheets, risk documentation) on staff intranet (B-Connected COVID-19 resource page)
- Post signage covering: physical distancing, cleaning, social distancing, handwashing and hygiene
- Weekly/Daily meetings to discuss and review the safety plan
- Head Office communication channels thru B-connected
- Local level facility updates from managers
- Staff given access to all COVID-19 documentation resources including COVID-19 Policy and Infection Control Policy

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	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>How will you gather information on the wellness of your staff to ensure that they are safe to work?</p>	<p>Consider: Daily health screening check, discussing options with workers, follow-up procedures for ill workers, contact tracing information.</p> <p><i>Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical and mental health.</i></p> <ul style="list-style-type: none"> • All staff and customers who show cold and flu symptoms will not be allowed into the facility; signage displayed explaining this; follow up with all cold and flu cases to check on condition and possible return • Daily check-ins with staff to discuss wellbeing • Encourage all staff to download the COVIDSAFE APP • Facility member/guest systems will have customer information/visits info stored to aid in contact tracing • Staff have access to Belgravia Leisure COVID-19 response documentation and understand documentation • Staff who become unwell before or during work to immediately notify Facility Manager who will contact General Manager and Group Manager WHS as per company guidelines • Staff to remain home until cleared by medical professional, min 14 days of isolation from the workplace • Staff to read and understand COVID-19 FAQ (COVID-19 Book at reception) • Head Office communication channels with all staff (via email plus CEO live sessions) 	<p>Team leaders</p>
<p>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</p>	<p>Consider: Who needs to be in the workplace, worker input into different ways of working, what other people or businesses you'll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport.</p> <p><i>Example: We will review guidance on the Health Department and Safe Work Australia website and to be sure we are cleaning surfaces the right way with the right disinfectant.</i></p> <ul style="list-style-type: none"> • Staff to maintain social distancing at all times • Operational areas maintain distancing; use of risk mitigation strategies for various programs and work areas (swim school, gym, personal training, etc.) • Extra cleaning shifts throughout the day, frequent wipe down of high-traffic touch points • Hand sanitiser stations provided around the facility for staff/customers to use (entry/exit/high traffic touch points) • All visitors tracked via membership details • Equipment cleaned after use • Follow and review checklists on a frequent basis 	<p>Facilities manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures</p>

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How will you manage an exposure or suspected exposure to COVID-19?

Consider: Isolation procedures, gathering and using workplace contact tracing information, clean down procedures, contacting support lines.

Example: Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or support lines

Facility manager

Follow the Belgravia Response Plan inclusive of:

- Immediately notify Facility Manager and WHS Manager at Head Office
 - Report the COVID-19 incident online through the online COVID-19 Incident Report Form
 - Affected staff member/customer to immediately go home and isolate for at least 14 days. Visit GP, medical professional, COVID-19 testing centre
 - Contact tracing to inform potential exposures
 - All areas to be cleaned/disinfected (deep clean of facility)
 - If positive results, follow guidelines of WorkSafe or Health Dept.
 - Staff member/customer unable to return until medically cleared
 - Site closures where necessary and only after CEO approval
 - Regular review of procedures
 - Local level staff to work with the WHS Manager through all stages of the Belgravia Response Plan
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How will you evaluate whether your work processes or risk controls are effective?	<p>Consider: Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.</p> <p><i>Example: We need workers' feedback and some speak little English, so we will team up workers with buddies who are more fluent in English at team meetings.</i></p> <ul style="list-style-type: none">• Weekly staff check-ins• Review of cleaning procedures and amend if necessary• Any concerns raised by members of the public are addressed immediately and action plan in place to correct if necessary• If amended all staff to sign acknowledgement of new process• Updated information posted on staff WHS Noticeboard	<p><i>Team leaders</i></p>
How do these changes impact on the risks of the work that you do?	<p>Consider: With workers, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?</p> <p><i>Example: Regular check-ins with workers about how they're coping with the change to shift work.</i></p> <ul style="list-style-type: none">• Meet regularly with staff teams to discuss (email any urgent notification)• Review plan on a frequent basis and communicate any changes during staff meetings or through electronic means• Seek feedback from staff and check operational tasks for any health and safety concerns and amend if necessary. Any additional concern not able to be managed to be referred to Senior Management or WHS Manager at Head Office	<p><i>Team leaders</i></p>

Notes: