

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 what to think about when you’re planning a safe return to work here: <http://www.safeworkaustralia.gov.au>

You **don't** need to send this plan to SafeWork/WorkSafe for review or comment.

Company details


Business name: Belgravia Leisure – Somerville Recreation Centre	Manager approval: Ben Walker – Area Manager	Worker representative consultation:
Division/group: Leisure		
Date completed: 18 November 2020	Name of Facility Manager: Steve Waugh	Name of worker representative:
Date distributed: 18 November 2020		
Revision date: 23 November 2021		

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?	<p>Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</p> <ul style="list-style-type: none"> • From 15 November all staff working on site to prove they are double-vaccinated. Records of vaccination status to be maintained on site. • Additional education to all teams and Facility Hire Groups regarding new and changing procedures. • All staff and Facility Hire Groups to declare any illness and any potential exposure to COVID 19. • Limit staff / customer touch points in the facility, encourage cashless transactions. • Ensure hand sanitiser is in place at entry / exit points and high-touch locations. • Mandatory COVID-19 training for all facility staff. All staff training to be recorded. • Maintain facility signage, including TV displays, floor decals, and educational & guidance material. • Social distancing practices (1.5m distance) for staff and patrons in facility. Face masks to be worn when distancing is not possible. • Cleaning checks are completed at end of shift with exceptions documented in the daily operations report. • QR check-in codes at entry to assist with contact tracing. Kiosk check-in service available for patrons unable to use QR system. • Facility Covid Marshal – patron QR check-ins are completed and advise patrons in relation to required procedures. • Mandatory inspection of valid proof of vaccination status or exemption for patrons aged 12 years 2 months or older. • Review and update of incident management procedures, reporting practices and emergency management plans. • Implement changes as they come through from the Government. 	Facility Manager

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<p>How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?</p>	<p>Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.</p> <ul style="list-style-type: none"> • Provide staff with appropriate PPE equipment for customer service duties, cleaning, and providing assistance during a first aid incident. • Staff and management to follow facility, Mornington Peninsula Shire, Belgravia organization and Government COVID-19 information and guidelines (information documents, risk assessments, procedures, policies and checklists). • Staff given access to all COVID-19 documentation, including facility COVIDSafe plan. • Frequent meetings to review policies, procedure and safety plan. • Frequent meetings and ongoing communication between Leadership team with organisation and Mornington Peninsula Shire management. 	<p><i>Administrator</i></p>
<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> <ul style="list-style-type: none"> • 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. • QR codes and tablet check-ins to enable casuals, members and staff 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 Area Manager and Group Manager WHS as per company guidelines. • Staff to remain home until cleared by negative PCR test or medical professional and to remain in isolation from the workplace in line with current guidelines. • Staff to read and understand COVID-19 FAQ. • Head Office communication channels with all staff (including daily, weekly updates, call-ins, CEO live sessions). • Staff provide evidence of their Covid vaccination history – as of the 22 October must have two Covid vaccinations and provide a copy of a valid vaccination certificate to be able to attend the facility. 	<p><i>Facility Manager</i></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 (e.g. Group Training or PT sessions) and work area (administration). • Cleaning checklists to be completed by area staff. Extra cleaning throughout the day to ensure 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, booking system details and QR codes. • Group fitness equipment and Pilates beds cleaned after use and patrons to provide their own exercise mat and hand towel. • Follow and review checklists on a frequent basis. • Follow government advice on restrictions of facilities, areas and Zones regarding social distancing and capacity numbers. 	<p><i>Facility Manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures</i></p>

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<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<p>Consider: Isolation procedures, gathering and using workplace contact tracing information, clean down procedures, contacting support lines.</p> <p><i>Example: Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or support lines</i></p> <p>Follow the Belgravia Response Plan inclusive of:</p> <ul style="list-style-type: none"> • Immediately notify Facility Manager and Area Manager. • 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 the currently specified timeframe. Visit GP, medical professional, and/or COVID-19 testing centre as required. • Contact tracing to inform potential exposures. • All affected areas to be cleaned/disinfected (deep clean of facility). • If positive results, follow guidelines of WorkSafe or Health Department. • 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. 	<p>Facility Manager</p>
<p>How will you evaluate whether your work processes or risk controls are effective?</p>	<p>Consider: Adapting plans as you find better/easier ways of doing 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 meetings and informal discussions. • Customer improvement – feedback forms. • Review and amendment of cleaning procedures as necessary. • Cleaning checklist on facility operations report stating area cleans are completed at changeover of staff. Documented by Covid Marshal in operations report. • Any concerns raised by members of the public are addressed immediately and action plan in place to correct if necessary. • Updated information posted on staff WHS Noticeboard. 	<p>Line Managers</p>

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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 daily with staff team leaders to discuss.• 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.	<i>Line Managers</i>

Notes: