

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 – Pelican Park	Manager approval: Ben Walker – Area Manager	Worker representative consultation:
Division/group: Leisure		
Date completed: 15 October 2020	Name of manager: Judi De La Haye	Name of worker representative:
Date distributed: 24 October 2020		
Revision date: 27 July 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"> • All staff to declare any illness and any contact with potential COVID 19 • Limit staff / customer touch points in the facility, cashless transactions, distancing between transactions and programming • Ensure hand sanitizer stations are in place at entry and exit points and high -touch locations. • Additional education to teams regarding new and changing procedures • Mandatory COVID-19 online training for all facility staff. All staff training to be recorded. • Facility signage, floor decals and educational & guidance material. • Social distancing practices (4sqm per person, 1.5 distance) for staff and patrons in facility • Abid to Government guidance in occupancy advise per area of facility • Cleaning checks are completed at end of shift and documented by Duty Manager (covid marshal) in facility operations report • Review and update of emergency plans • Review and update of incident management procedures and reporting practices • Mandatory wearing of face masks for patrons and staff • Facility Covid marshal – checking of cleaning checklist, patron QR check-ins are completed and patrons following required procedures, • QR check-in codes at entry to assist with contract tracing • iPad / desktops set up with Vic state government – service Victoria App check-ins for where patrons cannot QR code • Booking system in place to ensure restriction of 50 patrons in facility are met at all times 	<i>Facility Manager</i>

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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 cleaning and providing assistance during a first aid • 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 COVID 19 safe plan • Regular / weekly meetings to review policies, procedure and safety plan • Leadership team meetings with organization and Council management 	<p><i>Administrator</i></p>
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<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"> • 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 • QR codes and iPad facility 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 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 • Head Office communication channels with all staff (daily, weekly updates, call-ins, CEO live sessions) 	<p><i>Team leaders</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 and work areas (swim school, gym, personal training, etc.) • Cleaning checklists to be completed by area staff. Extra cleaning throughout the day to ensure frequent wipe down of high-traffic touch points. • Full facility cleans completed by cleaning contractors to clean all key touch points within the facility • 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 • Equipment (Group fitness equipment) cleaned after use and patrons to provide their own exercise mat. • Follow and review checklists on a frequent basis • Follow government advise on restrictions of facilities, areas and Zones regarding social distancing and capacity numbers. Currently 1 per 4sqm, maximum of 100 per space (100 for gym and 100 for Pool areas) maximum of 10 per group class. 	<p><i>Facilities manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures</i></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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<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 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 meetings • Customer improvement – feedback forms • Review of cleaning procedures and amend if necessary • Cleaning checklist on facility operations report stating area cleans are completed at changeover of staff. Documented by Duty Manager (facility 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 • If amended all staff to sign acknowledgement of new process • Updated information posted on staff WHS Noticeboard 	<p><i>Team leaders</i></p>
<p>How do these changes impact on the risks of the work that you do?</p>	<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 	<p><i>Team leaders</i></p>

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