

COVID-19 safety plan

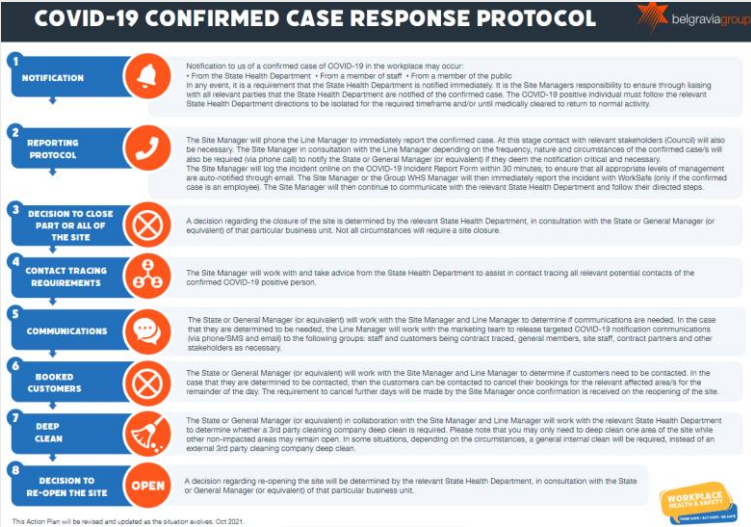
Business details

Business name: Belgravia Leisure – Somerville Recreation Centre	Manager approval: Ben Walker – Area Manager	Worker representative consultation:
Division/group: Leisure		
Date completed: 10 January 2022	Facility Manager: Steve Waugh	Name of worker representative:
Date distributed: 12 January 2022		
Revision date:		

	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"> • QR check-in codes at entry to assist with contract tracing. Kiosk check-in service available on iPad for patrons unable to use QR system. • Facility Covid Marshal – patron QR check-ins are completed and patrons advised in relation to required procedures. • Covid Marshal station to be set up in entry airlock during major events. • Mandatory inspection of valid proof of vaccination status or exemption for patrons aged 18 years or older. • Social distancing practices (1.5m distance) for staff and patrons in facility. • Face masks to be worn by all patrons aged 8 or older while not exercising, unless an exemption applies. • Maintain facility signage, including TV displays, notices, floor decals, and educational & guidance material. • Additional education to all members, teams and Facility Hire Groups regarding new and changing procedures. • All staff working on site to prove they are double-vaccinated. Records of vaccination status to be maintained on site. • 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. • Cleaning checks are completed at end of shift with exceptions documented in the daily operations report. • Review and update of incident management procedures, reporting practices and emergency management plans. • Implement changes as they come through from Victorian Government, Belgravia Leisure or Mornington Peninsula Shire. 	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 Group and Victorian Government COVID-19 information and guidelines, including 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 representatives. 	<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 patrons 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 for patrons 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). • All staff working on site to prove they are double-vaccinated. Records of vaccination status to be maintained on site. 	<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 Reformer Pilates sessions) and work area (e.g. administration or Childcare). • Cleaning checklists to be followed 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 to DHHS, as required. • 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. • If positive results, follow guidelines of DHHS or relevant authority. • 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>The flowchart titled 'COVID-19 CONFIRMED CASE RESPONSE PROTOCOL' outlines eight steps: 1. NOTIFICATION (bell icon), 2. REPORTING PROTOCOL (phone icon), 3. DECISION TO CLOSE PART OR ALL OF THE SITE (X icon), 4. CONTACT TRACING REQUIREMENTS (person with plus icon), 5. COMMUNICATIONS (speech bubble icon), 6. BOOKED CUSTOMERS (X icon), 7. DEEP CLEAN (spray bottle icon), and 8. DECISION TO RE-OPEN THE SITE (OPEN icon). Each step includes a brief description of the actions to be taken.</p>	<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 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"> • Frequent staff meetings and informal discussions. • Customer improvement – feedback forms. • Review and amendment of cleaning procedures as necessary. • 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: