

Swimming Queensland Racing Dryland



May 29, 2020



Appendix 1: SLSQ CLUB COVID19 SAFETY PLAN

Section 1. Club details

Club name: Elliott Heads Surf Life Saving Club

Date completed: 8th June, 2020

Club Authorised Personnel approval

Dean Leslie (President)

SLSQ approval

Stuart Hogben 

Date Approved

11th June 2020

Section 2. Risk – General

Question 1: What have you done to identify and assess how COVID19 might spread in your club?

Responsible person

- We have reviewed the activities that we will be offering to our members – this includes use of equipment, numbers of participants per session, use of indoor areas (if applicable), etc. Management Committee
- We have reviewed the scheduling of activities and sessions to ensure that there is only one session at a time to avoid overlap and an increased number of participants – also allowing a break between sessions (if applicable) to allow for changeover and cleaning Management Committee
- We have considered which parts of the clubhouse and surrounds will be able to be used/accessed and which areas are closed or out of bounds Management Committee

Question 2: What controls have you put in place to reduce the risk of entry and spread of COVID19?	Responsible person
<ul style="list-style-type: none"> Relevant COVID-SAFE signage will be placed around the Clubhouse and the training areas – particularly high use areas 	Safety Officer
<ul style="list-style-type: none"> All areas of clubhouse to be cleaned and particular those common/shared use areas 	Cleaner
<ul style="list-style-type: none"> Regular cleaning schedule/roster implemented for clubhouse areas 	Safety Officer
<ul style="list-style-type: none"> Cleaning schedule and register to be kept for all shared equipment (if applicable), with cleaning solution provided 	Safety Officer
<ul style="list-style-type: none"> Hand sanitisation stations implemented around clubhouse and at all training sessions 	Safety Officer
<ul style="list-style-type: none"> Communications to members about the COVID-SAFE restrictions and processes that must be followed 	Secretary & Publicity Officer
<ul style="list-style-type: none"> Attendance/Sign-On sheets for all training sessions and activities 	Coach/es
<ul style="list-style-type: none"> Communal shower/changeroom areas have been closed for now 	Safety Officer

Question 3: Have you consulted with your members about ways to control the COVID19 spread?	Responsible person
<ul style="list-style-type: none"> Communication to coaches, parents and members via email, Surfguard database and also social media, with regular updates 	Secretary / Publicity Officer
<ul style="list-style-type: none"> Communication to Management Committee and other key Club Officers 	Secretary
<ul style="list-style-type: none"> Signage implemented and erected 	Safety Officer
<ul style="list-style-type: none"> Members have been encouraged to sign-up for the COVID SAFE App and told that they are only to use their own equipment or equipment that they are the only user of 	Secretary / Publicity Officer
<ul style="list-style-type: none"> Members have been directed to stay home if they are unwell/sick/etc, with Coaches able to remove or refuse athletes training if they feel necessary due to sickness or other symptoms 	Secretary / Publicity Officer
<ul style="list-style-type: none"> Vulnerable members have been encouraged to not partake in activities 	Secretary / Publicity Officer
<ul style="list-style-type: none"> Members have been informed that they must bring their own water bottles to training with no use of water bubblers, etc. 	Secretary / Publicity Officer

Question 4: How will you review your process and manage risk of COVID19	Responsible person
<ul style="list-style-type: none"> • Club Safety Officer (and then to Management Committee) will monitor and be responsible for the Club's COVID SAFE Plan 	Safety Officer & Man. Committee
<ul style="list-style-type: none"> • Random checks will be completed of multiple facets including cleaning, signage, training sessions, attendance sheets, registers, etc. 	Safety Officer
<ul style="list-style-type: none"> • All attendance sheets will be collected and collated by the Club and kept on file 	Coaches & Secretary
<ul style="list-style-type: none"> • Update and replace the Plan, signage and communications whenever restrictions and guidelines change 	Safety Officer & Man. Committee
<ul style="list-style-type: none"> • Continue regular communications with members, parents, coaches, etc. 	Secretary / Publicity Officer
<ul style="list-style-type: none"> • Coaches and members that are breaching rules and regulations will have access to club training sessions and equipment/facilities removed/denied 	Management Committee

Section 3. Hygiene

Question 1: How will you manage the requirements for cleaning?	Responsible person
<ul style="list-style-type: none"> • Signage will be erected to outline how to clean and when to clean 	Safety Officer
<ul style="list-style-type: none"> • Cleaning register to be implemented for clubhouse areas (i.e. bathrooms/change rooms) and also for any shared equipment (if applicable) 	Safety Officer
<ul style="list-style-type: none"> • Cleaning products to be provided with cleaning stations implemented 	Safety Officer
<ul style="list-style-type: none"> • Hand sanitisation stations will be implemented 	Safety Officer

Question 2: How will you ensure your members are only using their own equipment?	Responsible person
<ul style="list-style-type: none"> • Water bubblers/coolers have been disconnected with signage on them to 'DO NOT USE' 	Safety Officer
<ul style="list-style-type: none"> • Common/shared equipment will not be available and will be locked until advice is received that it is able to be used again 	Safety Officer & Craft Officer
<ul style="list-style-type: none"> • All equipment must be stored at home unless it is able to be locked securely at the clubhouse so nobody else can use it 	Craft Officer
<ul style="list-style-type: none"> • Members have been advised they are to shower at home – and not to use club showers/changerooms 	Secretary / Publicity Officer
<ul style="list-style-type: none"> • Spot/random checks to be implemented 	Safety Officer

Question 3: How will you ensure your members will not use communal facilities?	Responsible person
<ul style="list-style-type: none"> • Communications have been issued and will continue to be issued outlining this 	Secretary / Publicity Officer
<ul style="list-style-type: none"> • Signage has been erected at entry to these facilities 	Safety Officer
<ul style="list-style-type: none"> • Where possible these facilities have either been locked off or barricaded off to prevent entry 	Safety Officer
<ul style="list-style-type: none"> • Spot/random checks to be implemented 	Safety Officer
<ul style="list-style-type: none"> • Promote 'Get in, Train, Get out' philosophy 	Coaches

Question 4: How will you ensure your members/trainees/trainers etc know where to find the cleaning equipment	Responsible person
<ul style="list-style-type: none"> • Signage 	Safety Officer
<ul style="list-style-type: none"> • Communications issued 	Secretary / Publicity Officer
<ul style="list-style-type: none"> • Cleaning and Sanitisation stations will be placed in areas where they are highly visible 	Safety Officer
<ul style="list-style-type: none"> • Coaches will remind everyone to clean and sanitise before and after each session 	Coaches
<ul style="list-style-type: none"> • Regular replacement or re-filling of all cleaning and sanitisation equipment 	Safety Officer

Section 4. Social distancing

Question 1: How will you keep 4sq metres for each member/trainees/ trainers? Responsible person

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| <ul style="list-style-type: none"> Internal areas have been measured to ensure they meet the 4 square metre rule per person with limits for each area implemented based on the size (i.e. 40 square metre areas are restricted to 10 people at one time, etc.) | Safety Officer |
| <ul style="list-style-type: none"> Signage implemented to reflect | Safety Officer |
| <ul style="list-style-type: none"> Access and entry points have been implemented where possible and applicable to separate those entering from those exiting | Safety Officer |
| <ul style="list-style-type: none"> Markers/Cones are being used for training sessions to outline where to stand on beach and leave equipment so remains 1.5m apart | Coaches |
| <ul style="list-style-type: none"> Markers and signage placed to designate training area and keep other people away (i.e. parents, public, etc.) | Coaches |
| <ul style="list-style-type: none"> Coaches will also communicate the social distancing guidelines before each session and remind during each session | Coaches |
| <ul style="list-style-type: none"> Booking system to be implemented for each training session to ensure numbers are not exceeded | Coaches |

Question 2: How will you ensure that members/trainees/ trainers understand their obligations to reduce the risk posed by COVID19 Responsible person

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| <ul style="list-style-type: none"> Communications to all members will outline this and will continue regularly to members and parents | Secretary / Publicity Officer |
| <ul style="list-style-type: none"> Internal member agreement will be implemented and signed by each participant and coach prior to commencing training (one-off) | Safety Officer |
| <ul style="list-style-type: none"> Coaches will all be required to sign-off on this COVID SAFE Plan to say they have read and agreed | Safety Officer |
| <ul style="list-style-type: none"> Random checks to be implemented | Safety Officer |
| <ul style="list-style-type: none"> Remind participants – no contact! (i.e. no hand shakes, etc.) | Coaches |

Section 5. Record Keeping

Question 1: How will you store records of the members/trainees/trainers and ensure contact details are up to date (this will aid the investigation for QLD Government if there is a COVID19 Recorded case)	Responsible person
<ul style="list-style-type: none"> This is a current process for Club paperwork now All attendance sheets and risk assessments will be collated and stored by the Club – hard copy and electronic where applicable (minimum 28 days) 	<p>Secretary & Coaches</p> <p>Secretary & Coaches</p>

Section 6. Outbreak

Question 1: What will you do if a members/trainees/ trainer is diagnosed with COVID19	Responsible person
<ul style="list-style-type: none"> Trace attendance sheets to ascertain which training sessions have been attended by that member and inform all other members that were at the same session/s 	Safety Officer
<ul style="list-style-type: none"> Those members will be told to be tested, self-isolate and not attend any further training sessions until they have returned a negative test 	Safety Officer
<ul style="list-style-type: none"> Member that has initially tested positive will be offered peer support and Club will regularly check on their welfare and well-being 	Safety Officer
<ul style="list-style-type: none"> Any areas or equipment that have been contacted by that members will be deep cleaned and sanitised 	Safety Officer
<ul style="list-style-type: none"> Monitor all members for possible contagion and encourage all to be tested 	Safety Officer & Coaches
<ul style="list-style-type: none"> Review and modify COVID SAFE plan if necessary 	Safety Officer

