



GEAR INSPECTION

COVID-19 SAFETY PLAN

2020

BE COVIDSAFE - Safety First!

Document will be shared with the Gear Inspection Team & Clubs.

- Sydney Branch to provide Hand Sanitiser & Masks for the Gear Inspection Team Members
- Clubs are required to submit their COVID Safety Plan to Sydney Branch prior to Gear Inspection (if they have not already done so). Failing to do so will render the Club ineligible for the Gear Inspection
- Gear Inspection and Gear Stewards Teams are encouraged to wear masks



COVID-19 Safety Plan

Effective 1 August 2020

SLSS Gear Inspection 2020

We have developed this COVID-19 Safety Plan to help you create and maintain a safe environment for the SLSS Gear Inspection Team members and Clubs for the annual gear inspection 2020.

This will help slow the spread of COVID-19 and reassure all parties that they can safely visit our Clubs on this day. The plan may need to be updated in the future, as restrictions and advice changes.

We must follow the current COVID-19 Public Health Orders, and also manage risks to all in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS

Business name:	Surf Life Saving Sydney
Plan completed by:	Scott Muir - Manager Lifesaving
Approved by:	Matt Spooner - Director of Lifesaving and Education

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your visitors and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers and visitors who are unwell.	COVID Safety Marshall (CSM) to take temperatures of GI Team at start of day. Yellow sticker to placed on shirt / name tag of all those passed as without elevated temperature. Anyone who fails the Temp test will be asked to stand down from GI Team. CSM to test and pass Gear Stewards at each club prior to GI team proceeding
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	DOL / LSM to brief GI team and Club officials at GI Meeting
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	N/A
Display conditions of entry (website, social media, venue entry).	Clubs to display COVID Safety Signage at entry points and provide Contact lists or Q-Codes

Wellbeing of staff and visitors	
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> Swimming pools Restaurants and cafes 	N/A
<p>Indoor gyms must assign one staff member as a COVID-19 Safe Hygiene Marshal who will be in distinctive clothing (such as a shirt or badge) and responsible for ensuring all aspects of the COVID-19 Safety Plan are being adhered to including overseeing social distancing, cleaning and ensuring the accuracy of record keeping. the identified Safety Marshal/s must always be present whilst the gym is operational, including gyms that operate 24 hours a day.</p>	<p>LSEC will assign 1 member of GI Team to be CSM for Waverley, Randwick & Sutherland Districts. Separate CSM will be assigned to RNP GI. CSM to wear Yellow Hi-Vis Vest at all time with Name Tag. CSM to be first through the door at each club to ensure COVID Safety measures in place prior to GI proceeding at each club</p>

REQUIREMENTS	ACTIONS
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Physical distancing	
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<p>Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff).</p>	<p>CSM to ensure adequate internal space at each club to ensure the 1 person per 4sqm including Gear Steward Team</p>
<p>Ensure gym or recreation classes or sport activities have no more than 20 participants, plus the instructor and any assistants, per space that complies with one participant per 4 square metres. There may be multiple classes in a room if there is sufficient space to accommodate this, and if the classes remain separate with start and end times staggered to minimise crowding. Ensure participants maintain 1.5 metres physical distance where practical.</p>	<p>CSM to ensure adequate internal space at each club to ensure the 1 person per 4sqm including Gear Steward Team. CSM to ensure equipment spaced out to allow 1.5m social distancing between all persons involved in inspecting said equipment.</p> <p>CSM to monitor 1.5m social distancing of outdoor teams</p>
<p>Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. Household contacts are not required to distance.</p>	<p>CSM to ensure only necessary participants in attendance during internal inspections</p>
<p>Move or block access to equipment to support 1.5 metres of physical distance between people.</p>	<p>Equipment for inspection spaced out adequately to allow for 1.5m distancing</p>
<p>Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.</p>	<p>CSM to advise during Team Briefing to GI Team to be mindful of Social Distancing strategies when using Restrooms and when gathering for team Meals</p>
<p>Where practical, stagger the use of communal facilities. Strongly encourage visitors to shower/change at home where possible.</p>	N/A
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor, including where people are asked to queue.</p>	<p>Equipment for inspection spaced out adequately to allow for 1.5m distancing</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises.</p>	<p>GI Team to observe Social Distancing Strategies at commencement of day and when moving from club to club</p>
<p>Use telephone or video platforms for essential staff meetings where practical.</p>	<p>Branch to request RSVP from clubs & GI Team if they intend on attending the Pre-GI Meeting at Little Bay to ensure Social Distancing measures are adhered to. Zoom Meeting will be offered to all members</p>

Physical distancing	
Review regular business deliveries and request contactless delivery and invoicing where practical	N/A
REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Adopt good hand hygiene practices.	GI Team will be encouraged to carry Hand Sanitiser on their person at all times. Both GI team and Club Gear Stewards to be encouraged to wear masks (especially indoors)
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	GI Team will be encouraged to carry Hand Sanitiser on their person at all times. Branch to provide
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.	Branch to check with clubs prior to GI to ensure adequate supplies on hand (where applicable)
Encourage visitors to bring their own water bottle, sweat towels and exercise mats.	All GI team members to be encouraged to bring their own hand sanitiser, mask, drink bottles and snacks
Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.	N/A
Clean areas used for high intensity cardio classes with detergent and disinfectant after each use.	N/A
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	N/A
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	N/A
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	N/A
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	N/A
Encourage contactless payment options.	N/A

REQUIREMENTS	ACTIONS
Record keeping	
<p>Keep a record of name and a contact number for all staff, volunteers, visitors and contractors for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p> <p>It is the role of the COVID-19 Safe Hygiene Marshal to ensure the accuracy and legibility of records.</p>	<p>Branch to keep record of all GI members. clubs to record details of all Gear Steward (GS) teams</p>
<p>Make your staff and visitors aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	<p>All GI and GS team members to be encouraged to download the COVIDSafe App (if they haven't done so already) during GI Meeting</p>
<p>The occupier of an indoor gym must register their COVID-19 Safety Plan through nsw.gov.au.</p>	<p>Clubs to register their COVID Safety Plan with Branch prior to GI (if they have not already done so). GI will not take place at any Club that fails to provide COVID Safety Plan</p>
<p>Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.</p>	<p>N/A</p>