

# COVID-19 SAFETY PLAN

## Small Business Template



The questions in this form will help you to develop your **COVID-19 Safety Plan**.

- ▶ **Business name** Spring Beach Youth Camp
  - ▶ **Date completed** 2 2 0 1 2 0 2 1
  - ▶ **Workers and HSRs were consulted in relation to the development of this plan?** Yes  No
  - ▶ **Who is responsible for reviewing and updating this plan?** Ian and Robyn Dunlop
- Keep your completed safety plan at your workplace: you do not need to submit this to WorkSafe Tasmania.

## MANAGING RISK: YOUR DUTY OF CARE

### Managing the risks of COVID-19

The minimum standards for managing the risks of COVID-19 have been determined by Public Health.

Under the *Work Health and Safety Act 2012*, as a business, you must manage the risks of COVID-19 entering or spreading in your workplace. In many businesses, you may not be able to eliminate the risk completely. Instead, you will need to consider other ways to reduce the risk as far as reasonably practicable. This may involve the use of substitution, isolation, engineering or administrative controls. Reducing the risk by using personal protective equipment, (PPE) is the lowest level of control. (Note that health experts advise that masks should not be used to control the risks unless caring for or interacting with a person who has or is highly likely to have contracted COVID-19.)

You must use the most effective level of control, noting that you may need a combination of controls. You must also maintain and regularly review your control measures to ensure they remain effective. More information on how to manage the risks of COVID-19 and apply controls is available on our website.

This plan will help you to identify exactly what actions you will take to put in place suitable and effective controls.

Restrictions and risks change constantly, so you should review and think about ongoing health and safety regularly, and update your plan accordingly. Check the Tasmanian Government advice on [current restrictions](#) regularly, as the numbers permitted to attend gatherings will change as the recovery stages are worked through. When you undertake your business activities they must be consistent with the Public Health Directions at that time.

If you are changing your business operations, your systems of work, or the work tasks your workers perform, you will need to complete a risk assessment. This will show you how your WHS risks have changed, and help identify what changes you need to make to manage them.

Remember to consult with your workers and/or their health and safety representatives throughout the risk assessment process.

# COVID-19 Safety Plan

## Minimum standard Managing risks to health and safety

Key things to consider:

What are the current legal requirements (e.g. public health orders, health directions) for my area and how do they apply to my business?

Does the nature of the work undertaken by my business (sources and processes) increase the risk of my workers being exposed to COVID-19?

Identify which workers are at risk of exposure

Identify what kind of control measures should be put in place, and

Check the effectiveness of existing control measures.

What effect will the COVID-19 controls you implement have on other hazard management controls you already have in place?

Information on this can be found at the [Safe Work Australia](https://www.safeworkaustralia.gov.au) website.

### ► Have you considered ways to ensure that unwell workers do not come to work?

Yes  No

Briefly outline anything you have done to reduce the chance of workers coming to work unwell

Staff have been told not to attend work if they are unwell or show any of the symptoms of Covid-19 or if they have been in contact with anyone with Covid-19.

It is difficult when some staff live and work on-site.

### ► Are there other ways COVID-19 may enter, be contracted or be spread in your workplace?

Yes  No

Briefly describe these ways (if yes)

Groups coming for a camp. The group leader is responsible to ensure that no one comes on site that has any symptoms of Covid-19 or has been in contact with a Covid-19 carrier, waiting for a test result, asked to quarantine or been in any hotspots.

Group leaders are informed of the symptoms of Covid-19 and asked to confirm to their knowledge that all participants meet the requirements for attendance.

People contracted to work or who do deliveries to the site. Day visitors to the site.

These people must sign in. By signing in they make a declaration that they are aware of our safety and Covid-19 requirements and they are safe to come on site.

# COVID-19 Safety Plan

► **What other strategies have you put in place to reduce the risk of COVID-19 entering, being contracted or being spread in your workplace?**

Hand Sanitizers at every entry door, upstairs in the building, in the BBQ shed and available for every activity.  
Daily cleaning of amenities and frequently touched surfaces with a deeper clean between groups.  
Sneeze guard at the servery with very limited self-serve and everyone seated to eat.  
Posters around the building encouraging good hygiene and safe practices.  
Group briefing outlining expectations and changes with Covid-19.

► **Have you consulted with your workers and HSR's about the ways in which the spread of COVID-19 can be controlled?**

Yes  No

Briefly describe the way you consulted with workers and HSR's (if yes)

This is done as part of our staff meetings.

## Minimum standard **Cleaning and Hygiene**

### Cleaning

The employer must prepare, implement and maintain a schedule for cleaning, and where appropriate disinfecting, that ensures the workplace is routinely cleaned. This must include furniture, equipment and other items.

The cleaning schedule should be in writing so all workers are aware of the requirements. The schedule should take into account the level of risk of exposure to, contracting or spreading COVID-19 within the workplace.

This schedule is to set out both the frequency and method that cleaning and disinfecting is to be done.

### Hygiene

The employer is to put a hygiene procedure in place to ensure all persons at the workplace are observing appropriate hygiene measures to minimise the risk of exposure to, contracting or spreading COVID-19 within the workplace. This procedure is to address the hand cleaning by workers and other people in the workplace using soap and water or the use of hand sanitiser, as appropriate for the circumstances.

### Supplies and Equipment

The employer must provide all the supplies and equipment necessary to ensure that the cleaning schedule and hygiene procedure implemented for the workplace can be complied with. Consider also printing and displaying posters and signs on good hygiene and hand washing practices in bathrooms, kitchens and break rooms. See Safe Work Australia's posters, and SafeWork Australia's guide on [how to clean and disinfect your workplace](#).

## Cleaning

► **Do you have a regular cleaning schedule for areas of workplace frequented by workers or others?**

Yes  No

Briefly outline your cleaning schedule

Amenities and foyer areas are cleaned daily. Ministry groups are required to do this themselves. Kitchen/Washup/Servery are cleaned after every meal (this is the groups responsibility if they are self-catering)  
Dining tables are cleaned and sanitized after every meal (groups responsibility) and chairs sanitized after the last meal before being stacked away (groups responsibility).  
The whole centre (divided into six zones) receives a deeper clean at the end of a group attending a camp and prior to the next group arriving. Ministry groups are required to do this themselves or pay extra for cleaning.

► **Do you clean frequently touched areas and surfaces regularly? Eg. EFTPOS, door knobs, handrails, keyboards, furniture?**

Yes  No

Briefly outline your approach to cleaning these surfaces

The building is cleaned at the end of each group camp. Key areas in the bathrooms and kitchen area are cleaned daily.

► **Do you need to clean vehicles regularly?**

Yes  No

Describe how and when you clean your vehicles



# COVID-19 Safety Plan

## Hygiene

- ▶ **What procedure do you have in place for ensuring good hygiene practices in your workplace?**

Describe who has what tasks to undertake

Staff have personal sanitisers and are expected to sanitise their hands on entry to the building. Soap is provided in the staff amenities for washing hands for 20 seconds. Posters are placed in staffroom to remind staff of safe hygiene practices.

- ▶ **Are you confident that your workers know about and are able to meet the hygiene requirements for regular handwashing/sanitising and cleaning of surfaces?**

Eg. provide bathroom & handwashing facilities adequate for frequent handwashing with soap & water.

Yes  No

## Supplies and Equipment

- ▶ **Are you clear on what cleaning products or services you will need? Eg. disinfectant, detergent, access to wash basins?**

Yes  No

Describe these

hand basins are available in every bunkroom along with the shared amenities.  
R.F.S. is used on all surfaces that are regularly touched eg door handles, light switches, handrails after each group at the camp and during camp for tables and kitchen surfaces.  
Enviro.Giene (cleaner/disinfector) is used for all general cleaning of amenities and floors.  
Enviro.Brite (cleaner/disinfector) for Washroom and toilets

- ▶ **Have you considered making hand sanitiser available in frequented areas or upon entry/exit of rooms or workplaces for your workers and other people attending the workplace?**

Yes  No

Where have you placed them and how are they monitored to be refilled?

Automatic hand sanitisers are placed at every entrance to the building. Everyone coming into the building is expected to sanitise their hands as they enter. There are also automatic hand sanitisers available upstairs and bottles of sanitiser available for each activity on site.  
These are refilled as part of the cleaning process.

# COVID-19 Safety Plan

## Minimum standard Restrictions on Entry to the Workplace

The employer must take all reasonable steps to ensure that a worker or others do not enter or attend the workplace if they display symptoms associated with COVID-19 or the worker/other has been required to isolate or quarantine.

This may include displaying signs at the front of your premises/workplace telling people not to enter if they have COVID-19 symptoms, cold/flu symptoms or have been in close contact with confirmed cases.

► **Have you displayed signs at all entries to your premises advising of your entry requirements, including that no one enters the workplace if they have been instructed to stay in isolation or quarantine?**

Yes  No

Briefly outline what arrangements are in place

Group leaders are responsible to ensure that all people attending a camp are free from Covid-19 symptoms and have not been instructed to stay in isolation or quarantine and have not had close contact with any confirmed cases or been in any hotspots.

► **Are you able to trace who has been in your workplace?**

Yes  No

Outline how you are doing this, e.g. sign in book, appointment book

We have a sign in book for contractors and day visitors to the site. Group leaders have detailed lists for their group attendees and the group leaders contact details are required upon booking a camp.

► **If you have workers who work at other premises, how do you know where they have worked in the last 21 days?**

Yes  No

Explain how you are doing this, e.g. appointment book, rosters / work orders.

Our activity instructors are contracted and work at a variety of sites. Our groundsman and cleaners are also casual and may work at other sites.

Their timesheets each fortnight have a Covid-19 section to be completed that covers this.

# COVID-19 Safety Plan

## Minimum standard Physical Distancing at the workplace

An employer must take all reasonable steps to ensure as far as is reasonably practicable in the circumstances that:

- Each person at the workplace, or entering or leaving the workplace, maintains a distance of at least 1.5 metres from each other at the workplace, or when entering or leaving the workplace, and
- the total number of people present in a single space, at any one time, does not exceed the number calculated according to the current density requirement. Refer to [coronavirus.tas.gov.au](https://www.coronavirus.tas.gov.au) for the latest requirements.

If it is not reasonably practicable to comply with the physical distancing requirements described above, then the employer must ensure that control measures are implemented in keeping with the requirements to manage the risks to health and safety relevant to COVID-19.

A person at, entering or leaving a workplace must ensure that s/he complies with the requirements of the physical distancing requirements of that workplace, if it is reasonable to do so.

### ► Do you know what the capacity of your premises is?

Yes  No

What is your premises capacity?

At 4 sq m, accommodation is 53 and the hall area is 97, at 2 sq m, accommodation is 101 and the hall area is 194

### ► What is the maximum capacity per space and how did you work this out? (e.g. multiple length & width of the room in m<sup>2</sup> and divide by current density requirement)

Please refer to the overflow page at the end of this document.

### ► Explain how your workers and other people in your workplace will be able to maintain a minimum distance of 1.5 metres between each other while working?

Yes  No

Briefly outline what changes, if any, you have made to the workplace. Eg. Physical barriers, line marking on floors

Markings on the floor in the servery when lining up for meals. Posters reminding people to maintain a minimum distance and numbers of people allowed in each area.

### ► If 1.5 mts between people can't be maintained what other controls will you put in place?

Eg. encouraged on-line meetings, reduced the number of people in the workplace

In activities when this is not always possible, hand sanitizing is required before each activity commences, at each element in the activity and sanitizing of equipment is required between uses.

See SafeWork Australia's industry-specific guidance on appropriate arrangements for workplaces that are not able to maintain the physical distancing requirements outlined above. Go to [safeworkaustralia.gov.au](https://safeworkaustralia.gov.au) and search for 'physical distancing'.

# COVID-19 Safety Plan

## Minimum standard Providing instruction, training and supervision in respect to COVID-19

The employer must provide each worker at the workplace (including contractors and volunteers) with information, training and instruction on:

- the risks in relation to COVID-19, and
- the control measures implemented in the workplace to mitigate those risks, in relation to COVID-19.

The employer must provide adequate supervision to ensure control measures are implemented in the workplace in relation to COVID-19.

The employer must also ensure that information and instruction is provided to other people in the workplace about the control measures in place to mitigate the risks of COVID-19 and the requirements of those people to apply the control measures as they are reasonably able.

The information and instructions are to be in a format that is reasonable to the circumstances, including the use of plain English. This may also include the use of pictures, and being provided in languages other than English.

### ► Do you have information displayed clearly in the workplace so that everyone understands their obligations to reduce the risks posed by the COVID-19?

- Put up posters on how to wash hands ([link](#))
- Provide information on how to limit the spread of germs ([link](#))
- Put up signs requesting people limit touching items, surfaces
- Provide training or instruction on appropriate cleaning ([link](#))
- Supervising workers when using specialist protective equipment

Yes  No

Briefly outline your approach

Posters displayed throughout the building, in the bathrooms and common areas on hand washing, hand sanitizing, knowing the symptoms and how to limit the spread. It is also discussed in the initial briefing with camp groups when they arrive.  
Cleaners are trained on daily appropriate cleaning processes.



► **Have you documented COVID-19 procedures and have you trained your workers in these?**

Yes  No

What do these procedures include?

These are part of our risk assessment document and vary for camp staff and for visiting groups and for the various parts of the camp entity. Please see our risk assessment document for a complete outline of Covid-19 procedures.

Key procedures include

Hand hygiene - the use of hand sanitiser when entering the building and before use of any activities

Social distancing inside the building

Staff staying home if unwell

Clients only attending camp if 'Covid safe' - no symptoms, not awaiting test results, not been to any hotspots or in contact with people who have been

Clients bringing a fitted sheet to cover mattress protectors

Bunkrooms are assigned specific toilet and shower cubicles which are provided with cleaner and disinfectant for self cleaning between daily cleaning of amenities

**Minimum standard**

**Responding to an incident of COVID-19 in the workplace**

(Notify Public Health by phoning 1800 671 738)

► **Do you have a response plan in place detailing how your workplace will respond should the workplace become contaminated? Eg. a person in your workplace has a confirmed diagnosis of COVID-19.**

Yes  No

Briefly outline that process

Notify Public Health on 1800 671 738 and follow their instructions. This could involve a deep clean by commercial cleaners and group camps may have to be postponed or cancelled.

# COVID-19 Safety Plan

## Review

As the situation with COVID-19 can change rapidly, make sure you regularly review your control measures to make sure they are still meet the minimum requirements and are managing the risks in the best possible way for your workplace.

- ▶ **Do you have a process for reviewing and adjusting the controls as circumstances change, and are using that process?**

Yes  No

Briefly outline that process

Keeping up to date with the news  
Regularly checking the Covid App  
Regularly checking Worksafe Tas website for any updates

## Manager approval of your COVID-19 Safety Plan

- ▶ **Approved by** Executive Committee
- ▶ **Signature** Robyn Dunlop (Ass. Camp Manager)
- ▶ **Date completed** 2 2 0 1 2 0 2 1

Keep your completed safety plan at your workplace: you do not need to submit this to WorkSafe Tasmania.

## Contact tracing: compulsory recording of contact details

Depending on your industry, you may be required to collect contact details of every person who enters and remains on your premises for at least 15 minutes; and keep these details for at least 28 days.

You can use the Tasmanian Government's Check in Tas app, or alternative electronic or paper-based solutions to do this.

For details on what industries must do this, and guidance on how to do it, go to <https://coronavirus.tas.gov.au/families-community/current-restrictions>.

► **Overflow**

Record responses here if you have run out of space

**Maximum Capacity per Space**

Area	Size	2 sq metres	4 sq metres
Lounge	7mx6m=42sqm	21	10
Games Room	7mx6m=42sqm	6 - 8	6
Main Hall	16.5mx23.5m=388sqm	194	97
Kitchen	4mx6m=24sqm	6 - 8	6
Washup Room	3mx3m=9sqm	4	2
Bunkrooms	Varying. Each bed allowance in 2 sqm	8	4
Ensuite Rooms	Varying	2 -4	2

Shared amenities - Toilets and showers are assigned to specific bunkrooms - no more that two people waiting for showers or toilets or washing hands