

COVID SAFETY PLAN – PELICAN PARK RECREATION CENTRE



Business name: Belgravia Leisure – Pelican Park Recreation Centre

Date completed: 7 November 2020

Date distributed: 9 November 2020

Revision date: 2 November 2022

Venue Manager: Judi De La Haye

		WHO IS RESPONSIBLE
How we will manage risk.	<ul style="list-style-type: none">• All staff to declare any illness and contact with potential COVID 19, adhere to state government guidelines• Limit staff / customer touch points in the facility, cashless transactions, distancing between transactions and programming• Ensure hand sanitizer stations & wipes where applicable are available within Centre• Education regarding any changes and/or new procedures introduced• Mandatory COVID-19 online training for all facility staff onboarded• Facility signage, educational & guidance material where required• Social distancing practices for staff and patrons in facility where possible• Abide to Government guidance in occupancy advise per area of facility• Emergency plans in place• Incident management procedures and reporting practices in place• Ensure all staff are up to date with current vaccine mandates applicable to their area and in line with company policies	Facility Manager

<p>How will we keep our workers safe?</p>	<ul style="list-style-type: none"> • Provide staff with appropriate PPE equipment when cleaning and assisting during a first aid incident • Staff and management to follow guidelines of facility, Belgravia Leisure, Mornington Peninsula Shire abiding with Government COVID-19 information and guidelines (includes information documents, risk assessments, procedures, policies and checklists) • Staff given access to all COVID-19 related documentation • Regular meetings with management team to review policies, procedure and safety plan as required to adhere when any changes are made • Leadership team meeting with organization and Council management to discuss changes made by state government 	<p>Facility Managers & Area Coordinators</p>
<p>How we will manage the wellness of our staff.</p>	<ul style="list-style-type: none"> • All staff and customers who show cold and flu symptoms are asked to contact their relevant line manager to discuss action plan in line with company & state government guidelines • Regular check-ins with staff to discuss wellbeing & EAP services available offered • Staff have access to Belgravia Leisure COVID-19 response documentation and understand documentation • Staff who become unwell before or during work to notify Area and/or Facility Manager and follow company guidelines • Staff to read and understand current COVID 19 protocols • Head Office updates via organization communication channels regarding changing health advice and services available to staff 	<p>Facility Managers & Area Coordinators</p>
<p>How we operate to keep staff and others safe from exposure</p>	<ul style="list-style-type: none"> • Maintain social distancing where possible • Operational areas maintain risk mitigation strategies for various programs and work areas (gym, personal training, group fitness, childcare, areas of shared equipment & space use) • Cleaning undertaken throughout the day, frequent wipe down of high-traffic touch points • Contracted cleaners to perform a complete clean daily. • 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 • Equipment (Group fitness and gym equipment) cleaned after use with wipes available by users 	<p>Facility manager to review procedures, order supplies, communicate with cleaners, community and staff to follow current facility procedures</p>

	<ul style="list-style-type: none"> Review above as required 	
How we manage an exposure or positive COVID-19 case within facility	<ul style="list-style-type: none"> Affected staff member/customer to immediately contact their relevant line manager to discuss action plan in line with company & state government guidelines Follow guidelines of WorkSafe or Health Dept. where applicable Encourage anyone that was close contact if they show signs or symptoms to get tested 	Facility Manager
How we evaluate our work processes & risk controls.	<ul style="list-style-type: none"> Weekly staff meetings Customer improvement – feedback forms Review of cleaning procedures and amend if necessary Any concerns raised by members of the public will be addressed with action plans in place to correct if necessary If amended all staff to sign acknowledgement of new process Updated information posted on staff WHS Noticeboard 	Facility Managers & Area Coordinators
Ongoing management of risk to ensure safe operation.	<ul style="list-style-type: none"> Meet daily with staff onsite teams to discuss any changes Review plan on a frequent basis and communicate any changes during staff meetings or through electronic means where required. Seek feedback from staff and check operational tasks for any health and safety concerns and amend if necessary Any additional concerns unable to be managed locally are to be referred to Senior Management or WHS Manager at Head Office 	Facility Managers & Area Coordinators