

## **Girl Guides Victoria – Burnet Park Campsite**

### **COVID-19 Safety Plan – Part D**

#### **Hirer’s Safety Plan**

(Doc.BP619a: 24/10/2021)

**Hirer:**

**Dates of proposed Event:**

**From:**

**To:**

**Hirer’s Representative:**

**Contact: Phone:**

**Email:**

**The requirements set out in this plan are to be followed by all Hirer’s of Burnet Park Campsite facilities, in order to ensure the effective and safe management of activities at the venue during occupation by the Hirer.**

**These requirements are additional to the standard Hirer’s responsibilities outlined in the Hire Agreement and Visitor Information Guide, and will form part of the Hire Agreement for the Event.**

**Burnet Park is an un-staffed venue, therefore the responsibility for the protection and well-being of participants and visitors at events will largely rest with the Hirer of the venue for each event. It is essential that Hirers are aware of these responsibilities, and plan appropriately, to be able to comply with the health and regulatory requirements that relate to their proposed activities at the venue.**

**I have read and understand the requirements of this Safety Plan and agree to comply with the requirements.**

**Signed (Hirer’s Representative):**

**Date:**

<b>Actions To Be Taken By Hirer Prior To Each Event</b>	
D1	Obtain, and be familiar with, the latest Victorian Government Guidelines, and, for Guide users, the latest GGV Guidelines, relevant to the group and type of Event.
D2	Sign, and return to the Booking Secretary, a copy of this Safety Plan as confirmation that the Hirer will abide by the requirements of the Plan.
D3	Nominate staff members to be responsible for managing the conduct of all persons on the site during the event, and for ensuring that in-progress cleaning / disinfecting of the facilities and equipment is carried out effectively.
D4	Provide written instructions to all attendees / visitors in regard to vaccination requirements, checking-in, physical distancing and personal protection requirements, including use of face coverings and frequent hand washing / sanitising.
D5	Ensure that adequate supplies of PPE, washing, sanitising, cleaning / disinfecting products, toilet rolls, paper towels, and bin liners are obtained for taking to the venue.
D6	Ensure that prospective attendees / visitors who are unwell do not attend the venue
D7	Have a plan in place to respond if an attendee or visitor becomes unwell, including safely isolating the person if necessary. The Management Committee must be informed immediately in the event of such an occurrence.
D8	Ensure that every person attending or visiting the event “checks in” by scanning the QR code immediately upon arrival. Where this is not possible, a manual attendance register must be completed for each attendee and visitor.
D8A	Maintain a vaccination status register of all prospective attendees / visitors and ensure that only persons with the appropriate vaccination status can attend the venue.
D9	Structure the program of activities for the event to ensure that as much activity as possible takes place in the outdoor environment, and to minimise the time that attendees spend in enclosed spaces
D10	Transport arrangements for attendees to the site shall comply with relevant guidelines. If large events are planned, note that car parking space is limited and the access road to the site is narrow, therefore the number of attending vehicles should be minimised.
D11	Ensure that instructions for attendees (inc. kit lists) include the requirement to bring all personal bedding requirements including pillows, blankets, mattress protectors etc. Mattresses only will be provided by the venue.

<b>Actions To Be Taken By Hirer At The Commencement Of Each Event</b>	
D20	Open doors, roller shutters and windows to allow air flow through the building and maintain doors open whilst attendees arrive.
D21	Use only the bedrooms that have been allocated for the event
D22	(Action Deleted).
D23	Keep bedroom doors open and lights on whilst attendees are arriving, to avoid people needing to touch them frequently
D24	Ensure that the QR code is scanned, or attendance register is completed, for each attendee / visitor as they arrive
D25	Ensure that all attendees wash or sanitise their hands thoroughly on arrival.

<b>Actions To Be Taken By Hirer During The Progress Of Each Event</b>	
D30	Comply with physical distancing requirements in all situations
D31	Comply with the maximum number of persons in each room as per signage provided
D32	Ensure that all attendees and visitors comply with personal protection regimes including the use of face coverings; hand washing / sanitising; no-contact greetings etc
D33	Carry out regular cleaning / disinfecting of common use areas and frequently-handled surfaces in accordance with the DHHS guidelines. Bathrooms and the kitchen are to be cleaned at least twice each day. A cleaning log is to be prepared and displayed to confirm compliance with this activity.
D34	Ensure that all outdoor activities and the use of outdoor equipment, comply with the relevant guidelines.
D35	Ensure that relevant distancing is maintained when setting up tables, chairs etc for activities or meals
D36	Clean / disinfect tables, chairs and stools after each use and re-stack as found.
D37	Ensure that all crockery, cutlery, cooking utensils and other kitchen equipment handled is thoroughly washed using hot water and detergent immediately after each use.
D38	Ensure that all used PPE and cleaning materials are bagged, sealed, and stored securely
D39	Ensure that the QR code is scanned, or Attendance Register updated as necessary, with details of progressive attendees and visitors, and that only persons with the appropriate vaccination status attend the venue
D40	Enhance airflow through the building by keeping doors and windows open whenever possible.

<b>Actions To Be Taken By Hirer At The Conclusion Of Each Event</b>	
D50	Action Deleted
D51	Clean and disinfect all equipment used, and return to storage as found.
D52	Carry out cleaning activities as listed in the Visitor Information Guide, including wiping down the cleaning equipment after use.
D53	Remove all rubbish and surplus supplies, together with the bagged materials from item D38, and dispose of appropriately.
D54	Clean and put away any outdoor equipment used.
D55	Wipe down door handles / locks / padlocks after locking up; wipe keys and return to key safe
D56	(Action Deleted)