



COVID-19 Safety Management Plan ('COVID Safe Plan')

This Safety Management Plan ('COVID Safe Plan') applies to Bayside Gymnastics Club. The COVID Safe Plan outlines some key health, safety and wellbeing hazards that our club should plan for. Links to the strategies described in the COVID Safe Plan will be updated if and when information and direction is delivered by Government and other relevant bodies such as Gymnastics Victoria ('GV') and Gymnastics Australia ('GA').

The COVID Safe Plan is a prevention approach to COVID-19. In the event of a suspected or confirmed case, all relevant Government and sporting bodies will be notified, and advice will be followed.

The Leadership Team, in collaboration with the Bayside Gymnastics Club Executive Committee should consult with local governing bodies (if applicable) to implement the recommended controls to the maximum extent reasonably practicable. The meeting is to assist in facilitating consultation and identifying and managing risks.

The advice on COVID-19 for gymnastics clubs is evolving over time and therefore the information and supports will be continually reviewed and updated as required.

The GA and GV services continue to be available to provide support. For instance, if there are issues in implementing the latest guidance, for suggestions on establishing effective controls and/ or difficulty accessing support resources.

Staff are encouraged to use info@baysidegymnastics.com.au or headcoach@baysidegymnastics.com.au to report hazards, incidents and mental and physical injuries to ensure effective and timely resolution of occupational health and safety issues, as well as escalation for further supports when required. These email accounts are being monitored to ensure that effective support can be provided.

This plan covers four key areas of risk ('hazard types'):

- 1. Infectious Disease (Infection Prevention and Control);**
- 2. Working Alone, in Isolation or from Home;**
- 3. Occupational Violence and Aggression; and**
- 4. Mental Health and Wellbeing**

Each of these key risk areas is addressed in the following table.

| HAZARD TYPE | HAZARD DESCRIPTION | RECOMMENDED CONTROLS | EXAMPLES OF PRACTICAL SOLUTIONS |
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| <p>COVID Safe Plan: Infectious Disease (Infection Prevention and Control)</p> | <p>Staff, gymnasts and others on site may come into contact with an individual currently unaware that they have COVID-19, and subsequently contract the virus from them.</p> <p>It is not feasible to achieve physical distancing at all times, for example, when ‘spotting’ or caring for unwell/injured gymnasts.</p> <p>Local supplies of personal hygiene products may be limited.</p> <p>Misuse of hand sanitiser including ingestion.</p> | <p>Refer to the Government and governing body guidelines for advice on working remotely and physical distancing: social distancing, zones and offices.</p> <p>Provide staff with information, training and instructions on temperature checking of gymnasts and how to administer temperature checking.</p> <p>Provide information, training and instruction health hygiene. Refer to maintaining good health hygiene and guidance for face coverings in clubs, as well as DHHS guidance on face coverings and masks.</p> <p>Refer to governing body guidelines on hygiene and PPE requirements where ‘spotting’ is unavoidable.</p> <p>Liaise with GA and GV, where applicable, for more detailed risk assessments if required in relation to unwell/injured gymnasts.</p> <p>Refer to Equipment Sanitation Fact Sheet and Equipment Cleaning Checklist for guidance and requirements of apparatus and shared equipment use.</p> <p>Refer to hand sanitiser company’s information fact sheet to access individual safety data sheet. Ensure adequate supervision and safe storage of supplies.</p> <p>Visitors to club venue should be limited to those delivering or supporting essential club services and operations (e.g. gymnast health and wellbeing services, specialist curriculum programs, maintenance workers) and capital works personnel, in accordance with public health directions.</p> <p>Record the attendance of staff, gymnasts and visitors through visitor sign in, gymnast attendance records and staffing records (attendance records for capital works should be managed by Langwarrin Park Primary School).</p> | <p>Circulate the latest advice to parents (in multiple languages if appropriate), staff and gymnasts (where appropriate), including displaying on-site signage.</p> <p>Consult with Executive Committee about the implementation of controls.</p> <p>Discuss implementation issues for on-site service provision, including planning breaktime and staff meal breaks, use of alternate spaces to increase physical distancing and supervision of hygiene products.</p> <p>Each class staff shall check the temperature of gymnasts attending site.</p> <p>Where required face masks and use of appropriate Personal Protective Equipment (gloves) following strict hygiene protocols.</p> <p>Display posters reminding people to wear masks, distribute information about safe use of face coverings.</p> <p>Conduct regular inspections of the workplace to check that recommended risk controls are implemented and working effectively.</p> <p>Use teaching strategies and communications resources to remind gymnasts to wear face coverings and practice good hand hygiene.</p> <p>Remind staff of importance of only attending club when required.</p> <p>Ensure contractor sign in requirements are followed by all visitors attending site.</p> <p>Escalate issues to the Head Coach if issues cannot be resolved locally. Issues that cannot be resolved by the Leadership Team shall be escalated to the Executive Committee.</p> |

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| | | <p>Minimise contact with delivery personnel. The use of Personal Protective Equipment i.e. gloves, mask and hand sanitised worn correctly following strict hygiene protocols.</p> <p>Refer to personal hygiene products, including sourcing and governing bodies for advice on purchasing of PPE.</p> | |
| | Staff and gymnasts may contract disease by touching surfaces contaminated with COVID-19, following exposure from someone with the virus. | Refer to GA cleaning guidelines. Clear access to cleaning supplies. For equipment and apparatus cleaning please refer to Equipment Sanitation Fact Sheet and Equipment Cleaning Checklist. | Oversee correct completion of Equipment Cleaning Checklist and cleaning standards required in line with the specific cleaning product and Government guidelines. |
| | Vulnerable Workforce (higher risk of serious illness). | Refer to Government guidelines and resources for criteria of what potentially constitutes a 'high-risk or vulnerable' staff member. | Ensure consultation with your staff and incorporate into workforce planning. |
| | A confirmed case (or a close contact of a confirmed case) may occur among staff, gymnasts or the club community. | Refer to Emergency Response Plan for Novel Coronavirus (COVID-19). Also, access advice regarding unwell gymnasts and staff. | <p>Circulate expectations to the club community and communicate the protocols to staff.</p> <p>Stay in contact with affected staff or families remotely.</p> |
| Working Alone, in Isolation or from Home | The home work environment may cause injury (noise, lighting, thermal comfort, and slips, trips and falls). | All staff to complete BGC Working from Home Safety and Wellbeing Assessment. This includes: | Promote the OHS advice and support to staff. |
| | Staff may suffer musculoskeletal disorders by adopting static postures while using laptops, portable devices or personal computers. | <ul style="list-style-type: none"> · OHS assessment for working from home; · Ergonomic workstation; and · Tips for working from home safely and securely. | Where possible, encourage and allow time for keeping active while working from home – i.e. times when staff are encouraged to stand up and stretch, or take a short break from their workstations. |
| | Increased isolation (on-site and/or at home) may increase risk of injury. | Encourage staff to access online fitness programs and structure timetables (where possible) that allow staff to regularly stretch and move during the day. | Enable reasonable access to available club equipment. Proactively plan with staff who have a known pre-existing injury. |
| | Exposure to family or gendered violence. | Assist staff in following the advice and support for staff exposed to family violence. | Establish protocols for regular check-ins with staff. |
| Occupational Violence and Aggression | Online, over the phone or other remote threatening or aggressive behaviour by gymnasts, parents/carers, club staff or other members of club community. | Refer to GA & GV policies and guidelines, which covers online, onsite and off-site behaviour. | Ensure onsite staff are ready to manage the gymnasts that will be attending. |
| | On-site violence, bullying or harassment by gymnasts, parents/ carers, club staff or other members of club community. | If using a mask at risk of being pulled, ensure it will release easily. | If using a mask when working with gymnasts at risk of pulling it, use ones that will release easily, e.g. with hooks over the ears rather than a scarf, bandanna or mask that ties round the back of the head. Regularly and explicitly teach gymnasts not to touch or attempt to remove others' masks. |
| | Staff experiencing stress or anxiety stemming from exposure to increasing | Also, refer to GV's Child Safe Policy, Member Protection policies and Codes of Behaviour as well as BGC club values for positive behaviour outlines and expectations. | |

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| | <p>onsite or online occupational violence and aggression from parents.</p> <p>Many parents/carers are likely to be anxious during this time.</p> | <p>Proactive and open communications with parents and carers is important to prevent an escalation in behaviours. Refer to GV COVIDSafe Parent Handbook for advice for parents, carers and guardians.</p> <p>Escalated referrals will be managed by Executive Committee.</p> <p>Refer to the mental health and wellbeing advice on the GA & GV websites, and the relevant resources available.</p> | <p>Set expectations for behaviour with the club community and promote appropriate ways for parents to raise their concerns.</p> <p>Discuss extra supports or strategies for staff who engage with anyone known to present a risk.</p> <p>Encourage staff to report incidents to Head Coach or Administration as appropriate, de-brief, and seek escalated support (e.g. through Executive Committee) if required.</p> |
| <p>Mental Health and Wellbeing</p> | <p>Leaders managing the anxiety and mental health of others – including gymnasts, staff and members of the club community.</p> <p>Staff experiencing changes to workload (increase/decrease) from modifications in tasks and priorities.</p> <p>Balancing non-work-related demands (e.g. caring responsibilities).</p> <p>Staff experiencing disengagement and low morale regarding clarity of tasks, team roles and evolving priorities.</p> <p>Staff experiencing uncertainty, stress, anxiety from the transition to an altered working environment e.g. working from home.</p> <p>Staff experiencing uncertainty and anxiety about the COVID-19 risks to their personal health (especially if working onsite).</p> <p>Staff experiencing isolation and changes in levels of support from leaders and colleagues, because of the changed arrangements.</p> <p>Aggravation of stress caused by pre-existing conditions (e.g. existing mental health conditions, disabilities, vulnerable cohorts and staff on leave, including Workers' Compensation or sick leave, etc.).</p> | <p>Refer to the mental health and wellbeing advice on the GA and GV website/s, and the relevant coach wellbeing resources.</p> <p>Encourage staff to access the wellbeing webinars currently available.</p> <p>Inform staff of organisations such as Beyond Blue and AIS Mental Health Referral Network and communicate current Government resources available.</p> | <p>Consult (check-in) with your staff on how they are feeling with the current situation, encourage managers to be flexible. Where working from home is required, establish communication processes.</p> <p>Have regular conversations to provide as much clarity and flexibility as possible about tasks, priorities and the way work can be delivered.</p> <p>Allow time for staff to access the relevant information, instruction and training, such as the wellbeing webinars.</p> <p>Encourage staff to contact Beyond Blue AIS Mental Health Referral Network if needed.</p> <p>Ensure there are adjusted return to work strategies for people on sick leave or Workers' Compensation leave.</p> |

