

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**

Your COVID-19 Safety Plan

Outdoor events

Business details

Business name	Sydney Bowmen Archery Club
Business location (town, suburb or postcode)	Latham Park, South Coogee
Select your business type	
COVID-19 Safe outdoor gatherings	
Completed by	Frank Borg
Email address	frankborg9@yahoo.com.au
Effective date	11 October 2021
Date completed	10 October 2021

Wellbeing of staff and customers

Exclude staff, performers and attendees who are unwell from the event.

Agree

Yes

Tell us how you will do this

Advise members of the current guidelines on safe practices via the Club's Webpage, Facebook and Instagram pages, especially in relation to monitoring symptoms and non attendance.

Post on the club's notice board copies of this safety plan and the club's risk management schedule.

Provide staff with information and training on COVID-19, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning. **Agree**

Yes

Tell us how you will do this

Incorporate NSW Health Orders and safety guidelines issued by Archery NSW advice in our, Webpage, Facebook and Instagram notices. Post notice of guidelines on the club's notice board.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping. **Agree**

Yes

Tell us how you will do this

Council Notices in place at Latham Park. Display on club notice board. Set up notice to sign in with QR code and provide proof of double vaccination up until 1 December 2021

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, attendees and contractors). For example, ensure posters outlining vaccination requirements are clearly visible, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Note: Staff outside of Greater Sydney who have received one dose of a COVID-19 vaccine are permitted to work until 1 November 2021 when they need to be fully vaccinated.

Agree

Yes

Tell us how you will do this

Alert members via email of current health order requirements especially double vaccination requirements up until 1 December. In addition alert members and non members the NSW Health Orders and safety guidelines issued by Archery NSW advice in our, Webpage, Facebook and Instagram notices.

Physical distancing

Capacity for a controlled outdoor event must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 500 persons.

Capacity at a COVID-19 safe outdoor gathering must not exceed the lesser of 1 person per 2 square metres of space of the premises in which the activity is conducted, or 50 persons.

Agree

Yes

Tell us how you will do this

Only 2 archers per target. If more than 2 archers present on targets, 2 archers will only be permitted to shoot with the other archers to be rotated on the shooting line. If a family or parties live together then up to 4 can shoot on a target.

A booking system will ensure that attendance is managed to ensure that members and non members come at set times. Committee members will be required to ensure that all attendee's maintain the physical distance rules

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**

- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Only 2 archers per target. If more than 2 archers present on targets, 2 archers will only be permitted to shoot with the other archers to be rotated on the shooting line. If a family or parties live together then up to 4 can shoot on a target.

A booking system will ensure that attendance is managed to ensure that members and non members come at set times. Committee members will be required to ensure that all attendee's maintain the physical distance rules. Notices will also be placed on targets. Entrance to the club's storage facility will be strictly monitored.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Ensure that attendees come at set times via our booking system. Reinforce the 1.5m rule while approaching targets and the shooting line.

Have strategies in place to manage gatherings that may occur immediately outside the premises and in any designated smoking areas.

Agree

Yes

Tell us how you will do this

Booking system will manage numbers. No smoking is permitted in the park.

Singing and dancing by audiences is not allowed in indoor areas.

Patrons can only consume alcohol when seated in indoor areas.

Agree

Yes

Tell us how you will do this

N/A

Where practical:

- **encourage private transport options to minimise crowding on public transport**
- **coordinate with public transport to minimise COVID-19 risks associated with transportation to and from the venue if crowding may occur.**

Agree

Yes

Tell us how you will do this

N/A as archers and non members generally travel by car due to the difficulty of access to the ground via public transport.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

N/A all activities are conducted out doors.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

All community sporting activities conducted outdoors. Access to the club facilities is mainly restricted to the committee members. Warning signs re numbers permitted in the facility will be posted.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

The club storages facilities consists of 2 garage size structures. The entrance is by way to roller doors, which remain open all the time.

In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

Yes

Tell us how you will do this

See previous strategy.

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

N/A

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

N/A

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Mask wearing notices will be posted near the storage facility entrances.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

Target and hand Cleanser to be provided. Each target to carry a notice of cleaning actions required.

Use of club equipment where provided will be on single use per participant per session. It will be cleansed appropriately and stored for 7 days.

Members are only to handle their own equipment including extracting arrows from targets as per Archery NSW guidelines.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

Supplied by Council

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

Cleaning protocols are provided on targets and at the sign in desk. Committee members will ensure that these protocols are maintained.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the

name, contact number and entry time for all staff, attendees and contractors.

Agree

Yes

Tell us how you will do this

QR code provided at the sign in desk additionally a manual paper record system is required to be completed by all attendees.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the event.

Agree

Yes

Tell us how you will do this

All attendees will be monitored at sign in and also required to sign the paper register.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, attendees and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Paper records are kept permanently at the club house and can be digitised within the time frame, if required, by the club secretary.

Other types of venues or facilities at the event must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the event on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises.

However, additional contact details and time of entry must be captured if the event has sub-premises that are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

N/A

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes