

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



Your COVID-19 Safety Plan

Outdoor events

Business details

Business name	Flamin' Dragons Port Macquarie Inc (FDPM)
Business location (town, suburb or postcode)	FDPM premises (The Cage) are located at Port Macquarie Marina, 18 Park St, Port Macquarie NSW
Select your business type	
COVID-19 Safe outdoor gatherings	
Completed by	Robert Cook
Email address	rgc209@hotmail.com
Effective date	11 October 2021
Date completed	14 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

Regular messaging to FDPM members to remind them that they are responsible for monitoring their own health and should not attend any club activity in any capacity if feeling unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness) or if they have been caring for anyone displaying such signs/symptoms. Similarly, members and others should not attend club activities if they feel that by doing so they would put their personal health at risk. This messaging is reinforced with verbal reminders from coaches and the Covid Safety Officer at club activities, in particular prior to commencing any training session.

Messaging to include that any member or other participant who feels unwell during the course of a training activity should immediately cease physical activity and inform their coach or sweep.

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

Advice to members that information on COVID-19 symptoms, testing locations, vaccinations and other preventative measures, news and updates is available on the NSW Government website and on the NSW Health Mid North Coast Local Health District website. If appropriate, members should also consult their GP.

Reminders to members when at training to observe physical distancing (>1.5 metres) whenever practicable, to avoid unnecessary physical contact with others, to wear masks in an indoor setting and to ensure that equipment cleaning protocols are followed.

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

Appropriate signage to be displayed at the entrance to the cage when opened for training.

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, check vaccination status upon entry and only accept valid forms of evidence of vaccination, 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/businessesand-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 enter such premises for work until 1 November 2021 when they need to be fully vaccinated, or have a medical contraindication, in order to enter the premises. Agree

Yes

Tell us how you will do this

Advice to FDPm members that when first resuming training they will be required to provide proof of being fully vaccinated or medically exempt to the Covid safety officer or coach.

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

Advice to FDPm members to avoid unnecessary gathering within the cage, particularly in the enclosed office and storage spaces. Coaches and the Covid Safety Officer to monitor gatherings and reinforce this requirement as necessary.

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

Reminders to members when at training to observe physical distancing (>1.5 metres) whenever practicable and to avoid unnecessary physical contact with others.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Advice to FDPM members to avoid unnecessary gathering within the cage, particularly in the enclosed office and storage spaces. Coaches and the Covid Safety Officer to monitor gatherings and reinforce this requirement as necessary.

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

Reminders to members when at training to observe physical distancing (>1.5 metres) whenever practicable and to avoid unnecessary physical contact with others. For training sessions involving more than one crew, coaches and the Covid Safety Officer to remind members to maintain separation of crew groups.

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

Not applicable to FDPM

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

Not applicable to FDPM

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safeway/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

The main part of the FDPM cage is open on two sides with good natural ventilation. no additional ventilation measures are required.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

FDPM members attending training generally gather outside the cage for warm up, posttraining stretching and equipment cleaning.

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

Yes

Tell us how you will do this

The main part of the FDPM cage is open on two sides with good natural ventilation. No additional ventilation measures are required.

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

Not applicable to FDPM

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

Not applicable to FDPM

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

Not applicable to FDPM

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

Advice to members that masks are required in indoor areas

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

Agree

Yes

Tell us how you will do this

FDPM has hand sanitiser available at the entrance to the cage

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

Agree

Yes

Tell us how you will do this

Not applicable to FDPM

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

On completion of training, dragon boats, sweep oars and loan paddles and to be washed down and sprayed with sanitiser solution. Other hard surfaces to be wiped down with sanitiser as required.

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

FDPM is registered as a Covid safe business. Members check in/out at training using the Service NSW QR code.

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

Members check in process monitored by coaches and the Covid Safety Officer. QR code is displayed at the entry to the cage.

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

Not applicable to FDPM. Members unable to check in themselves are checked in using the QR code by other members or by club officials.

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

Not applicable to FDPM

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

Yes