



Bay Venues: Customer COVID-19 H&S Management Plan

We have an obligation to verify that tenants/user groups of Bay Venues who access our facilities while under restrictions due to COVID-19 have a robust health and safety plan in place to minimise all H&S risks, as well as the risk of COVID-19 transmission to any of their staff/volunteers (staff) on site, their members/ participants/customers (customers) and the wider community that they will be interacting with.

Please answer all questions and include as much detail as possible when completing this plan to ensure we understand your intentions clearly. You are welcome to provide extra supporting information and documents outside of this template. Please complete this plan thoroughly to provide BVL with the confidence that COVID-19 risks can be managed during your group bookings.

Please return your completed plan to the venue manager/supervisor of your venue for approval prior to commencement of any bookings.

Name of Organisation/Group:		Venue/s:	
Contact Person:		Application date:	Click to enter a date.
Email:		Phone:	
Proposed Booking Date:	Click to enter a date.	Approved by:	
<p>Mask wearing is required for all participants over the age of 12 years and 3 months – Masks can be removed when playing sport and exercising, however They must be worn on entry to and exit from the venue, whilst not actively doing sport and at all times when spectating.</p>			
1	How will you ensure masks, and any other applicable PPE is worn by your attendees as required?		
<p>Access to our facilities is restricted to groups with approved health and safety plans.</p>			
2	How will you prevent other people from utilising the facility/space while your booking is in place?		

Social distancing is encouraged – how will you maintain the safety of your group		
3	What will you do to ensure people are kept physically distanced during your booking? Including, arriving in to, throughout and departure?	
Hygiene and sanitising - We will have sanitising stations available throughout our manned facilities.		
4	How will you encourage each member of your group to maintain their personal hygiene?	
5	Equipment must be sanitised between uses – we will have cleaning supplies available in our manned venues Please confirm your users will ensure equipment, tables & chairs etc. are cleaned and wiped down between and after use. We will have cleaning supplies available in our manned venues.	
6	Please explain your sanitising plan for unplanned 'spills' i.e. blood, sweat, body fluids.	
Making your plan and communicating it to the people in your group is vital		
7	How will your plan be communicated to your group participants?	
8	How will your plan be communicated to your workers or volunteers?	

Keys Points to remember when utilising our facilities during COVID-19 Alert Levels

1. Users & groups can only access our facilities once we receive your completed H&S plan, and you have confirmation from us that you plan is approved.
2. All users must wear a face covering while utilizing our facilities.
3. Social distancing is encouraged while using the rooms in our facilities.
4. All users must wipe down the tables, chairs, and equipment after use.