



Hirer’s Safety Plan Template

D/1.1.1.4

Purpose

This tool has been created to assist a hall hirer to be able to develop a safety management plan for the hiring of a Uniting Church in Australia Queensland Synod (UCAQ) church hall or meeting room in the COVID-19 environment. The COVID-19 virus is highly transmissible from person-to-person and readily spreads to close contacts of infected individuals.

The UCAQ is committed to providing a safe workplace for its employees, contractors, visitors, students and volunteers. To meet this commitment the UCAQ will:

- meet its obligations under the *Workplace Health and Safety Act*,
- expect hirers to ensure their planned activities do not compromise out the UCAQ’s obligations,
- abide by the relevant Public Health Directions issued by the Queensland Chief Health Officer,
- follow National COVID-19 safe workplace principles (refer Attachment A); and
- commit to continuous improvement.

The completion of a management plan for resuming activities in a UCAQ hall or meeting room, a hirer will only be able to return with the approval of the Church Council, Presbytery Standing Committee or those with the delegated responsibility for approving the return. Restricted hire terms may be required where multiple groups are seeking to use the same facilities.

Scope

All groups seeking to hire a UCAQ hall or meeting room that have not developed a safety management plan or able to provide an industry approved safety management plan.

Gathering numbers (as at 1 June 2020)

- Halls are permitted to open. The maximum number of attendees in one premises/venue/building is limited to 20 in total.

Considerations	Details from Hirer
<p>Numbers</p> <p><i>How many people will be attending your activity?</i></p> <p><i>How will you be managing attendee numbers?</i></p> <p><i>How will you be managing gathering numbers at the commencement / conclusion / changeover of a session time, if applicable?</i></p>	

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<p>Signage <i>Detail any additional signage or reminders that you will be posting within the space to remind your participants to consider the safety of themselves and others.</i></p>	
<p>Considerations</p>	<p>Details from Hirer</p>
<p>Attendee Safety <i>Detail measures being taken to keep attendees safe including hand sanitizer, equipment care and steps that will be taken if someone that is unwell attends the activity.</i> All groups are required to keep the personal information of attendees for 56 days. <i>How will you keep this information and who should UCAQ contact in the event tracing is required.</i></p>	
<p>Cleaning Regime <i>Provide details of the intended cleaning regime to be implemented whilst you are running your activity.</i> <i>This will need to include information around high touch points, equipment being used, toilets, kitchens and pre and post activity cleaning.</i></p>	
<p>Communications <i>Detail how you will communicate with members and with UCAQ in the event of an incident.</i></p>	

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UCAQ office use only		
Name of person conducting review of plan:		
Signature & date of review		
Approval provided by Church Council		
Date access to the site can recommence:		

Revisions

Document number	D/1.1.1.4				
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	01.06.2020	General Secretary	01.06.2020	COVID Coordinator	COVID Coordinator
Next scheduled review	01.06.2021				