

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required? Date Due	Actioned by & Date Complete	Maintenance and review
Guests attend venue whilst COVID-19 positive	Staff or other guests becoming infected with COVID-19 (could result in serious illness or death).	Low, however with Delta strain of COVID, there have been school cases in SA and interstate	Moderate, while there have only been a few local cases the consequences may be severe.	<p>Groups co-ordinators informed of symptoms of COVID-19</p> <p>Alcohol based hand sanitiser readily available.</p> <p>Instructions given to group co-ordinators that no guest is allowed to enter the facility if they demonstrate any COVID-19 symptoms</p> <p>All adults given appropriately spaced accommodation.</p> <p>Group Co-ordinators asked to confirm that no one in their group, to their knowledge:</p> <ol style="list-style-type: none"> 1. Is feeling unwell 2. Has had no known personal contact with a COVID-19 carrier (last 14 days) 3. Are awaiting a test result for COVID-19 4. Has exhibited any COVID-19 symptoms in last 2 days <p>Posters prominently displayed outlining COVID-19 symptoms ¹</p>		Click here to enter a date.	Click here to enter text.
Staff member attends workplace whilst COVID-19 positive	Other staff or guests becoming infected COVID-19 (could result in serious illness or death).	Moderate, the Delta strain is more transmissible	Moderate,	<p>Staff are screened and asked to sign COVID-19 Workplace screening form at beginning of each shift ³</p> <p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority</p> <p>Frequent cleaning of frequently touched surfaces</p> <p>Contact the Department of Health to ensure they are aware of the diagnosis, and seek their advice as to which employees are at risk of contracting coronavirus and whether the workplace needs to be shut down.</p> <p>If the employee was present in the workplace immediately prior to the diagnosis, you should also take the following additional steps: -</p> <ul style="list-style-type: none"> • Notify your remaining employees that there has been a confirmed case of coronavirus in the workplace. • Do not disclose who the employee is. • Notify appropriate authorities and follow their guidelines. <p>Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well.</p> <p>If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.</p> <p>Staff don't have contact with delivery drivers, all paperwork is completed electronically.</p> <p>Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms, break rooms,</p> <p>Alcohol based hand sanitiser is also available in all staff areas including bathrooms, break rooms.</p> <p>Where staff meetings are required, physical distancing principles enforced</p> <p>Break times are staggered to minimise the number of staff using break room at one time.</p> <p>Posters prominently displayed outlining COVID-19 symptoms ¹</p> <p>Regular training of employees.</p> <p>Work with employees to develop and implement a workplace COVIDSafe Plan (sample attached below).</p>	Update roster so staff are rostered with the same colleagues each shift to minimise exposure.	Click here to enter a date.	Click here to enter text.

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Transmission from delivery drivers and Contractors	Other staff or guests becoming infected COVID-19	Moderate as food delivery drivers make multiple entries into the site	Moderate,	Contactless delivery of all good and physical distancing where possible. Visiting delivery drivers and contractors are directed to use alcohol-based hand sanitiser before handling products being delivered All regular contractors to provide their COVID-19 policy		Click here to enter a date.	Click here to enter text.
Spread of COVID-19 within the venue	Staff and / or guests may become infected with COVID-19 (could result in serious illness or death).	Moderate, school groups do not observe density requirements	Moderate	Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority Frequent cleaning of frequently touched surfaces Hand washing facilities are provided and kept clean, properly stocked and in good working order. Waste bins provided in accommodation and communal areas emptied regularly Physical distancing – where appropriate and practical. Alcohol based hand sanitiser is provided at entry to communal areas (out of reach of children). Posters on hand washing are prominent in all public areas, toilets and bathrooms. Adults are provided appropriately spaced accommodation. Staff break times are staggered to minimise the number of staff using break room at one time. Where staff meetings are required, Physical distancing principles enforced. Activity equipment wiped down with disinfectant between uses – activity equipment not shared between guests unless sanitised first. Self-Catered groups to sign declaration committing to adhere to all COVID-19 social distancing and hygiene requirements		Click here to enter a date.	Click here to enter text.
Infection due to sleeping arrangements - students	Other students could become infected	Low, however with Delta strain of COVID, there have been school cases in SA and interstate	Moderate	No guest permitted on camp if they display symptoms of COVID-19. Any student who displays symptoms during camp immediately isolated and COVID-19 quarantine procedures put in place All guests to bring own bed linen, including pillow Mattress covers cleaned with disinfectant at end of each use.			
Infection due to sleeping arrangements – teachers/carers	Other teachers could become infected	Moderate, virus could spread to small number of adults in immediate contact	Moderate	All sleeping facilities are cleaned between every change of group All guests to bring own bed linen, including pillow Mattress covers cleaned with disinfectant at end of each use. Daily cleaning of bathrooms recommended All staff to have appropriate space between them for sleeping arrangements Any staff who are deemed high risk due to existing underlying medical conditions given separate sleeping quarters.			
Infection due to sleeping arrangements – AE staff	Other staff could become infected	Moderate, virus could spread to small number of adults in immediate contact	Moderate	Staff are screened and asked to sign COVID-19 Workplace screening form at beginning of each shift ³ All accommodation providers to provide their COVID-19 policy re cleaning between use Wherever possible each staff member has their own room Wherever possible roster staff to work together in teams			

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Distancing in Dining Room	Other guests become infected	Moderate, school groups do not observe density requirements	Moderate	Students from the same classroom are allocated to tables Recommended one adult per table			
Spread of infection due to serving of food	Other guests become infected	Low, due to COVID Safe food service practices	Moderate	Diners go up to servery one table at a time All food is appropriately covered, including consideration re the use of sneeze guards All food served by venue staff who have access to appropriate PPE and training All plates, cutlery, etc cleaned appropriately in dishwasher Use of cutlery pouches			
Transmission of COVID-19 via use of outdoor equipment	Other guests become infected	Low, due to cleaning and sanitising between each use	Moderate	Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser All equipment wiped down with disinfectant between uses Equipment not shared between guests unless sanitised first			
Persistent use of latex gloves	New or aggravated latex sensitivity	Low, most gloves will not be latex-based	Moderate, effected individuals may have a significant reaction	Staff are provided with non-latex gloves or remove gloves when not necessary.			
Persistent use of hand sanitiser	Dermatitis	Moderate, many staff will not have used hand sanitiser regularly before	Low	Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations	Ask staff if they have a history of dermatitis or allergy to alcohol		
Buses	Physical distancing is not required on Buses. Schools are exempt	Moderate, as participants are travelling for 45+ mins	Moderate	All bus contractors to provide their COVID-19 policy eg Buses are to be disinfected before use and sprayed clean between uses.	Click here to enter text.	Click here to enter a date.	Click here to enter text.