



Incursion Risk Management Plan EHOSHC

Incursion details				
Date(s) of Activity/Session:		Friday 14 th April 2023		Location: 128 Kent St Epping NSW 2121
Name of Activity/Sessions:		Bubble Sport & Pizza		
Proposed activities:		Bubble presentation, Bubble Soccer, Pizza lunch	Water hazards? Yes/No = If yes, detail in risk assessment below.	
Centre Contact number:		Landline: 0298690602	Mobile: 0459883456	
Number of children attending activity/session: Maximum 85		Staff to child ratio: 1:15	Number of educators 6	
Incursion checklist				
First aid kits		QR Code and Guest/Visitor Book available for sign in (outside providers) WWC checks verified		
List of children attending		Contact information for each adult		
Contact information for each child		Mobile phone / other means of communicating with the service & emergency services		
Medical information for each child		Other items, please list		
Hazard identified	Risk Rating (use matrix)	Elimination/control measures	Who	When
Choking whilst drinking and/or eating	Moderate	<ul style="list-style-type: none"> - Ensure children are seated whilst eating or drinking and are supervised - All staff trained in first aid - Maintain child to staff ratio 1:15 	All Children	Breakfast, Morning Tea, Lunch, Afternoon Tea
Anaphylactic reaction/allergies	Moderate	<ul style="list-style-type: none"> - First aid Kits/ EpiPen's on hand - Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements. - Ensure each educator and volunteer is aware of the medical and dietary list/info of each child. - Staff are trained in First aid, anaphylaxis and allergy awareness. - Ensure children are washing hands after eating things that may contain 	Children with anaphylaxis/allergies	Throughout the whole day

		allergens		
Children being out of bounds/wandering	Moderate	<ul style="list-style-type: none"> - Educators active supervision of all students - Clear instructions of what is expected of the students - Active supervision of the students - Ensure safety warning has been instructed to students - Maintain staff to child ratio 1:15 	All Children	Throughout the whole day
Electrocution	Moderate	<ul style="list-style-type: none"> - Ensure safety warning has been instructed to students - Power outlets are covered and any hanging cables secure - Staff trained in first aid - Electric equipment/games inspected by staff before use - Educators to plug in chargers/electrical devices for children if required 	All children/staff	When using electrical devices and throughout the day
Slips, trips, falls, collisions	Moderate	<ul style="list-style-type: none"> - Walk children in 2 lines in close groups when transitioning to other locations/activities. - Educators to encourage children to tie up shoes laces and assist if required - Non-slip flooring and stair strips - Balustrades on stairs and rails on landings 	All Children	Transitioning to and from activities & During incursion
Sun Burn, Heatstroke, dehydration etc.	Low-moderate	<ul style="list-style-type: none"> - Ensure children are wearing sunscreen, hats and appropriate clothing during first roll call - Ensure children are continually drinking water throughout the day - UV and Pollen check during WHS check - Staff to monitor children to ensure they are drinking enough water, reapplying sunscreen and wearing hats - Ensure all staff are carrying first aid kits - Educators to encourage children to seek shade 	All children	Throughout the whole day
Toilet Use	Low-moderate	<ul style="list-style-type: none"> - Scheduled WHS checks morning and afternoon - Educators check toilets before children use them. - Children to go in pairs or small groups. - Ensure handwashing 	All Children	Throughout the whole day
Bubble Soccer	Moderate	<ul style="list-style-type: none"> - Safety instructions provided - Children not to play near metal poles - Supervised by external providers and educators - Games limited to 12 children 	All Children	Bubble Soccer
Bubbles	Low	<ul style="list-style-type: none"> - Low tox ingredients used - Children advised to blow bubbles away from others faces 	All Children	Bubble presentation & bubble play

<p>Covid 19 - Illness, infections, hospitalisation, death of child/educator/adult</p> <p>Community surroundings</p>		<ul style="list-style-type: none"> - Ensure Educators & Families are aware of our Covid-19 Policy & procedure - Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19 - Ensure information of Covid-19 and any practices are updated as new information becomes available - Ensure all such important information and factsheets are available &/or displayed for educators/parents/families and visitors to see - Educators & families are updated with any new information/updates on Covid-19 - Ensure that when adults enter the service, they practice social distancing, cleaning of hands. That they enter and exit solely to drop off or collect their child. - Ensure that there are no children, educators or adults that enter the premises if they have been in contact with anyone that has had COVID-19 symptoms - Ensure adults are not to enter the premises if they are sick/unwell - If children present during the day as unwell, they will be set aside from other children and visitors and their parent will be contacted to collect them as soon as possible - All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government - Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to - Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises. - Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based) - A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule. - Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices 	<p>The Coordinator</p> <p>Educators</p> <p>Parents/families</p> <p>Children</p> <p>Volunteers</p>	<p>Throughout the whole day</p>
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<p>Plan prepared by: Zoe Hanna</p>	<p>Date: 31/03/23</p>
<p>Communicated to: All Staff on the day & Families (via website, and printed in centre)</p>	
<p>Venue and safety information/risk assessment/COVID-19 safety reviewed and attached:</p> <p>Yes</p> <p>Comment if needed:</p>	

Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

Risk Matrix

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	Extreme	Extreme
Possible	Low	Moderate	High	High	Extreme
Unlikely	Low	Low	Moderate	High	High
Rare	Low	Low	Low	Moderate	High

Star Sports / Sparrow Sports

Covid-19

SPORTS RISK MANAGEMENT / SAFETY PLAN



November 2021

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1 INTRODUCTION

2.2 OVERVIEW

Star Sports / Sparrow Sports has developed a Risk Management Plan (RMP) and Covid 19 Safety Plan to ensure we provide a safe environment for all members, participants, officials, spectators, and volunteers as a result of the COVID-19 pandemic.

Star Sports / Sparrow Sports is an activities provider and agreeing to participate in the service Star Sports / Sparrow Sports provides, participants will have consented to the risks associated with sports and activities.

The law does not require our business to provide a risk-free environment. However, Star Sports / Sparrow Sports values the safety of individuals involved and as such has developed a risk management plan to be implemented in all activities.

2.2 AIM AND OBJECTIVE

This risk management plan aims to:

- Be aware of the potential risks involving all activities
- Control the occurrence of risks associated and implementing steps to minimize the impact
- Provide a fair, safe, and well managed environment for all members, participants, officials, spectators, and volunteers
- Provide a safe environment through game rules and a code of conduct for participants
- Provide an environment safe in relation to potential Covid-19 risks

The risks identified fall under two potential categories:

- Physical
- Ethical risks

This will be detailed in the following sections.

1.3 DOCUMENTS SET OUT

The following document linked to the risk management plan can be found in the sections relevant to the risk.

2 RISK MANAGEMENT PLAN

Threats may be encountered through the duration of a game. The environment is vulnerable to physical and ethical risk therefore it is necessary for risks to be identified and assessed. The reliability and confidence toward a safe environment are further regarded only when measures are taken to counteract the possible risks.

The risk matrix utilized for the physical and ethical hazards assessment is shown in Table 1. This method has been adopted to identify the likelihood and the consequence for the possible risks in order to help better understand the severity of each risk – overall risk rating. Table 2, Table 3 and Table 4 show the definitions of the consequences, likelihood and risk criteria respectively. Controls for each hazard in activities have been considered based on this risk matrix.

Table 1
Risk matrix

<i>Likelihood</i>	<i>Consequences</i>				
	1	2	3	4	5
A	M	H	H	VH	VH
B	M	M	H	H	VH
C	L	M	H	H	VH
D	L	L	M	M	H
E	L	L	M	M	M

Table 2
Consequence definitions

<i>Category</i>	<i>Score</i>	<i>Description</i>
Severe	5	Death or permanent disability
Major	4	Hospital admission required
Moderate	3	Medical treatment required
Minor	2	First aid required
Insignificant	1	Injury not requiring first aid

Table 3
Likelihood definitions

<i>Category</i>	<i>Score</i>	<i>Description</i>
Almost certain	A	Expected to occur in most circumstances
Likely	B	Will probably occur in most circumstance
Possible	C	Might occur occasionally
Unlikely	D	Could happen at some time
Rare	E	May happen in exceptional circumstance

Table 4
Risk criteria

<i>Risk level</i>	<i>Risk Description</i>
VH	Very High
H	High
M	Medium
L	Low

2.2 PHYSICAL HAZARD Types

Table 5
Physical Hazard Type

INJURY – Ankle Roll
INJURY – Collision
INJURY – Head Collision
INJURY – Hit by Equipment
INJURY – Back Pain
INJURY – Bleeding Nose
INJURY – Graze Knee

Health Condition – Asthma
Health Condition – Dizziness
Health Condition – Headache
Health Condition – Cold / Wet

SET UP – Equipment
SET UP – Spectator Injury
SET UP – Equipment Water Safety

2.2 PHYSICAL HAZARDS ASSESSMENT

Table 6

Physical hazard assessment and controls

INJURY

Number	Type	Consequence	Likelihood	Rating	Risk Control
1	Body Injury	2	D	L	<ul style="list-style-type: none"> • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant or supervising adult where possible, escort person to an appropriate medical facility • Incident to be recorded
2	(General) Collision (Head)	2	C	L	<ul style="list-style-type: none"> • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant or supervising adult where possible, escort person to an appropriate medical facility • Incident to be recorded
		3	D	L	
4	(General) Hit By Equipment (Bubble Soccer)	2	D	M	<ul style="list-style-type: none"> • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant or supervising adult where possible, escort person to an appropriate medical facility • Incident to be recorded
		2	D	VH	
5	Back Injury	3	D	M	<ul style="list-style-type: none"> • First Aid Officer on duty for the day to assess and provide necessary treatment on site • If medical attention is required, with the consent of the injured participant or supervising adult where possible, escort person to an appropriate medical facility or call ambulance • Incident to be recorded
6	Bleeding Nose	2	D	L	<ul style="list-style-type: none"> • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the injured participant or supervising adult where possible, escort person to an appropriate medical facility

MEDICAL

Number	Type	Consequence	Likelihood	Rating	Risk Control
7	Asthma	3	D	M	<ul style="list-style-type: none"> • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the participant or supervising adult where possible, escort person to an appropriate medical facility • First Aid Officer on duty to ensure that asthma puffer is equipped and used appropriately • Incident to be Recorded
8	Dizziness	3	D	M	<ul style="list-style-type: none"> • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the participant or supervising adult where possible, escort person to an appropriate medical facility
9	Headache	1	C	L	<ul style="list-style-type: none"> • First Aid Officer on duty for the day to provide necessary treatment on site • If medical attention is required, with the consent of the participant or supervising adult where possible, escort person to an appropriate medical facility
10	Other Medical Conditions	3	D	L	<ul style="list-style-type: none"> • First Aid Officer on duty for the day to assess and provide necessary treatment on site • If medical attention is required, with the consent of the participant or supervising adult where possible, escort person to an appropriate medical facility • Incident to be Recorded
11	Claustrophobia	2	E	L	<ul style="list-style-type: none"> • First Aid Officer on duty for the day to assess and provide necessary treatment on site • If medical attention is required, with the consent of the participant or supervising adult where possible, escort to an appropriate medical facility
12	General Cold / Wet Water Games	3 3	D A	M M	<ul style="list-style-type: none"> • First Aid Officer on duty for the day to assess and provide necessary treatment on site. • If medical attention is required, with the consent of the participant or supervising adult where possible, escort to an appropriate medical facility

[5] (3)

SET UP

Number	Type	Consequence	Likelihood	Rating	Risk Control
13	Equipment				<ul style="list-style-type: none">• Check all equipment is in working order and safe
14	Spectator				<ul style="list-style-type: none">• Cones for area where spectators can watch from• Advise spectators of the dangers in being near the activity
15	(General) Equipment (Water)				<ul style="list-style-type: none">• Check all equipment is in working order and safe• Always supervise if there is water deeper then 30cm

RUNNING ACTIVITIES

Number	Type	Consequence	Likelihood	Rating	Risk Control
16	Equipment				<ul style="list-style-type: none">• Check all equipment is in always working order and safe• If there is a danger stop activity and make it safe or discontinue activity
17	Spectator				<ul style="list-style-type: none">• Check that spectators are a safe distance and no danger to themselves or participants• If there is a danger to either stop activity and make it safe
18	General) Equipment (Water)				<ul style="list-style-type: none">• Check all equipment is in working order and safe and participants are dressed appropriately• Participants to be reminded of rules and expectations• Participants are using the equipment in a safe and correct manner• No trip or slip hazards around

[6] (3)

Project hazard assessment and controls

2.3 ETHICAL HAZARD Type

TABLE 6

Alcohol / Drugs

Verbal Abuse

Racism

Physical abuse

Participants Code of Behavior

2.4 ETHICAL HAZARDS ASSESSMENT

Number	Type	Consequence	Likelihood	Rating	Risk Control
19	Alcohol / Drugs	4	E	L	<ul style="list-style-type: none"> • Alcohol/drugs are strictly prohibited and will not be tolerated • If individuals are evidently consuming, they will be asked to stop the activity and leave the premises
20	Child Abuse	2	E	L	<ul style="list-style-type: none"> • Report made to the relevant supervisor and/or straight to the police • Formal report to be written up for procedures to be carried out • If report is validated, report will contain the names of the complainants to be kept confidential
21	Racism	2	E	L	<ul style="list-style-type: none"> • Report made to the relevant supervisor and/or straight to the police • Formal report to be written up for procedures to be carried out • If report is validated, report will contain the names of the complainants to be kept confidential
22	Verbal Abuse	1	E	L	<ul style="list-style-type: none"> • Report made to the relevant supervisor and/or straight to the police • Formal report to be written up for procedures to be carried out • If report is validated, report will contain the names of the complainants to be kept confidential
23	Physical Abuse	3	E	M	<ul style="list-style-type: none"> • Report made to the relevant supervisor and/or straight to the police • Formal report to be written up for procedures to be carried out • If report is validated, report will contain the names of the complainants to be kept confidential
24	Code of Conduct (Appendix A)	2	D	L	<ul style="list-style-type: none"> • The code of conduct will be strictly enforced • If the individual is intentionally breaking the code, then they will be asked to cease the activity and leave the premises • Hirer is responsible for ensuring participants are aware of Code of Conduct rules

Codes of Conduct

Code of Conduct (Hirer to ensure participants are aware of these points)

- Proper appropriate clothing must be always worn while participating in the Star Sports / Sparrow Sports activities. No jewelry or any other accessory that may injure participants or damage others or the equipment. Long pants are permitted but we suggest shorts or other workout gear as participants will get hot and sweaty while playing.
- Participants will not be permitted to participate in any activities under the influence of alcohol or drugs. Any participant that does so unbeknownst to the staff does so at their own risk and takes full responsibility for any consequences that result in an accident.
- Excessive swearing and/or inappropriate or rude comments will not be permitted. We understand some may slip, especially with the nature of the activity, but participants must be respectful of the people around them.
- Star Sports / Sparrow Sports recommends that each participant has personal insurance and a physical before participating in any physical activity.
- Due to safety reasons, players not participating are not allowed to push, shove, or bump into another player.
- Safety is paramount.
- The activities are for the fun of the participants.

3 COVID SAFETY PLAN

16 July 2020

COVID-19 Safety Plan

Effective 17 July 2020

Community sporting competitions and full training activities

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers, volunteers and your visitors.

Complete this plan in consultation with your workers and volunteers, then share it with them. This will help slow the spread of COVID-19 and reassure your visitors that they can safely participate in activities. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Organisations must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

ORGANISATION DETAILS

Organisation name: Star Sports Tia Sparrow Sports
 Plan completed by: Paul Connah Director
 Approved by: Paul Connah

> REQUIREMENTS FOR ORGANISATIONS

Requirements for your organisation and the actions you will put in place to keep your participants, volunteers and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors Exclude staff, volunteers, parents/carers and participants who are unwell.	If anybody is unwell or showing symptoms of being unwell get them to sit Out. If in or nearby Covid 19 participant exclude from activity
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	Advise staff when to get tested, physical distancing and cleaning, and how to manage a sick visitor. If in doubt phone head office
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	if they are sick or required to self-isolate, ring head office
Display conditions of entry (website, social media, venue entry).	Advise all at the beginning of activity when welcoming all and outlining the rules

<p>Wellbeing of staff and visitors</p> <p>If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.</p>	
<p>Ensure COVID-19 Safety Plans are in place, where relevant, for:</p> <ul style="list-style-type: none"> • Swimming pools • Gyms • Indoor recreation facilities • Restaurants and cafes (for kiosks or canteens) • Major recreation facilities <p>Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.</p>	<p>Discuss what measures are applicable to their facility for the activities that we undertake</p> <p>Covid 19 plan will be in place before during and after the activities for the people and staff involved as well as equipment</p> <p>Exclude all participants who have been in victoria in last 14 days or are showing signs of being unwell</p> <p>keep a daily check of latest news for locations listed on nsw website</p>
<p>Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website (nsw.gov.au/covid-19/latest-news-and-updates).</p> <p>Take all reasonable steps to minimise the number of spectators attending community sport events.</p>	<p>Spectators should be social distanced from each other. not many will attend. Remind them of social responsibility if to near</p> <p>no or limited social / sporting interaction from other groups</p>
<p>ACTIONS</p>	
<p>Physical distancing</p> <p>Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff) to a maximum of 500 people.</p>	
<p>Minimise co-mingling of participants from different games and timeslots where possible.</p>	<p>Limit number of people from groups where possible. Plenty of sanitiser and cleaner available</p>
<p>Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance. Have strategies in place to prevent spectators from different games and timeslots co-mingling.</p>	<p>remind all spectators of the 1.5m rule</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.</p>	<p>advise spectators to minimise any gatherings</p>
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.</p>	<p>have coes in place for physical distancing where possible</p>
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<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.</p>	<p>have coes in place for physical distancing where possible</p>

<p>Physical distancing</p> <p>Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.</p>	<p>advise all participants about crowding and remind them of social distancing</p>
<p>Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.</p>	<p>advise all participants about crowding and remind them of social distancing</p>
<p>Use telephone or video platforms for essential staff meetings where practical.</p>	<p>where practical video/zoom/telephone calls</p>
<p>Review regular business deliveries and request contactless delivery and invoicing where practical.</p>	<p>contactless deliveries if possible</p>
<p>REQUIREMENTS</p>	
<p>ACTIONS</p>	
<p>Hygiene and cleaning</p>	
<p>Adopt good hand hygiene practices.</p>	<p>advise to wash hands when possible and practical</p>
<p>Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.</p>	<p>Bring hand sanitiser to all events Bring cleaning agents to all events</p>
<p>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.</p>	<p>advise owners if there are missing any products to help in bathrooms</p>
<p>Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.</p>	<p>Use their own water bottles and towels</p>
<p>Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.</p>	<p>Bibs and equipment washed regularly</p>
<p>Clean frequently used indoor hard surface areas, including children's play areas, at least daily, first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.</p>	<p>check cleaning of areas that are going to be used</p>
<p>Clean areas used for high intensity sports with detergent and disinfectant after each use.</p>	<p>advise of areas need to be cleaned or areas need to be addressed to assist with a hygienic area</p>

Hygiene and cleaning	
Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.	advise participants to work and share equipment on pair
Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.	adopt good hand hygiene practices
Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.	disinfect equipment before and after use
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Staff have to option to wear gloves must bring own or use from first aid box
Encourage contactless payment options.	involvr and eft adopted
REQUIREMENTS	
ACTIONS	
Record keeping Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practical, for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	venue will keep record plus diary of all activities and organier contacts
Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.	Covid 10 app is up to individual but if working at more then one facility in 2 weeks should have it
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.	cooperate fully with nsw health and isolate if necessary