

Modified extract from the Club's **O & M GUIDELINES**
to provide guidance on COVID-19 risk management

5.4 Activities, Outings and Tours

- (a) The Outings Officer, Activity Coordinators or alternates as nominated, shall oversee approved club activities where appropriate.
- (b) A record of members, visitors and guests attending shall be maintained and retained for a period of 18 months.
- (c) Any incidents/accidents/injuries are to be recorded and if necessary, for insurance purposes, reported to PSPL. (Refer **Attachment 4a**, Record Sheet)

5.4.1 COVID-19 Risk Management

Whilst COVID-19 remains a health risk, before re-commencing an outing, tour or activity, the relevant Activity/Outing Co-ordinator should refer to the relevant Covid-19 Risk Assessment documents located on the Probus website. These can be found in the COVID-19 Guidelines folder located at the top of the Home Page.

The Risk Management Officer:

- ***Periodically reviews all COVID-19 Risk Assessment Checklist Documents (Forms 4a, 4b, 4c, 4d and 4e) and updates and re-issues the forms, as required.***

5.4.2 COVID-19 Incident Processing

In the event an activity/outing participant is suspected of contracting COVID-19 infection, the relevant Activity/Outing Co-ordinator:

- ***Takes the actions laid out in the relevant Trip/Outing Risk Assessment Checklist (Form 4c) or Activity Risk Assessment document (Form 4d).***
- ***Completes the Accident/Injury/Incident Report (Form 4a) and submits to, and promptly notifies the Club Incident Management Team (President, Vice-President and Secretary) for processing.***

The Incident Management Team:

- ***acts in accordance with the sequence of activities defined in the Incident Management Team checklist (Form 4e) requirements, as applicable.***
- ***Retains records of processing, as applicable.***

5.5 Other Risk Management Issues

The Management Committee shall endeavour to address issues related to: -

- (a) Risk assessment and management.
- (b) Privacy legislation (Refer Section 6(a) below and Attachment 6 for the Club Privacy Statement)

5.6 Risk Management Forms

- (a) Registration form for Outings, Tours and Activities for Members (Refer Attachment 3a)
- (b) Registration form for Outings, Tours and activities for Non-Members (Refer Attachment 3b)
- (c) Accident/Injury/Incident Report (Refer Attachment **4a**)
- (d) **Overall COVID-19 Risk assessment Checklist for CPCWH, (Refer Attachment 4b)**
- (e) **Trip/Outing Co-ordinators Checklist (Refer Attachment 4c)**
- (f) **Activity Co-ordinators Checklist (Refer Attachment 4d)**
- (g) **COVID–19 Incident Management Team checklist (Refer Attachment 4e).**

Footnotes: • Many of the issues referred to in this policy statement have been addressed by the Club and specific details are referenced in this O & M Guidelines document. • The Club will ensure that the Health and Safety of its members and visitors remain a priority at all times during activities.