



COVID-19 Risk Assessment Checklist - Australia

PSPL acknowledges that it is up to each Probus Club and Association to determine when to resume meetings and activities. We encourage Management Committees to consult with their membership in this process. Each Club and Association is responsible for its own risk management. This Risk Assessment Checklist has been designed to assist Clubs and Associations in determining what could be considered when assessing the risks associated with COVID-19 during meetings, activities, trips and outings.

The Probus National Insurance Program provides coverage for Personal Accident, Public Liability, Association Liability and Club Money.

While the Program does not provide coverage for illnesses such as COVID-19, coverage under the Public and Products Liability component of the Program is available to Management Committee members provided that all reasonable steps have been taken to ensure compliance with any guidelines or restrictions issued by the Australian Government, or by relevant State or Territory Governments in relation to any infectious or communicable disease, bacteria or virus.

If a negligence claim was to arise, the insurer would not provide coverage if it felt that the Management Committee displayed reckless disregard for any guidelines, principles or instruction issued by the Australian Government or by relevant State or Territory Governments regarding any infectious or communicable disease, bacteria or virus.

As such, PSPL recommends Clubs and Associations consider implementing a risk assessment process.

Meeting Venue

Venues used previously may no longer be available for meetings, either due to the size, location or new requirements for use by community groups such as Probus. Assessment of the size of the venue will need to be undertaken to ensure there is sufficient space to meet the requirements of physical distancing which may vary across each State and Territory. Physical distancing requirements need to be considered in relation to general seating, food handling, and socialising.

Availability

Is the usual venue available for use?

Yes

No

NA

If No, is there an alternative venue available either temporarily or permanently? Consider implications on Club and Association budget and members generally.

Venue Space, Entrance & Exit Points

Is the usual venue large enough for physical distancing requirements?
Consider those members with mobility issues, confirm venue capacity.

Yes

No

NA

If No, consider whether the meeting can be split across the morning or afternoon or across two days. This could be a temporary solution until an alternative venue can be sourced. Split meetings would not be suitable for AGMs.

Is there a separate Entrance and Exit?

Yes

No

NA

Consider establishing multiple sign in points to minimise risk of several members waiting to sign in or, alternatively, consider marking social distancing points on the floor if permitted by the venue. Minimise sharing of pens by having one person tick the attendance register. A tick next to the person attending is sufficient, there is no need for each person to physically sign in.

Is there a hand sanitising station at the Entrance and Exit? <i>Determine whether venue is supplying and have a supply on hand.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Signage			
Is there appropriate signage advising attendees of the relevant requirements? <i>If No, ensure sufficient signage is placed at entrance and exit points. A sample of signage can be found under Forms in the Club Administration section of the Probus website by clicking here.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Cleaning – Prior to and Post Meeting			
Does venue owner require the Club or Association to do any cleaning either before or after meeting? <i>If Yes, consider the capability to meet the venue's requirements and any additional cost involved.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Seating			
Does the meeting room allow for compliance with relevant seating restrictions i.e. No. of members per square metre, moveable tables, seating? Is there a larger room or outdoor space available? <i>If No, consider whether the meeting could be split across the morning or afternoon or across two days. Consider alternative venue or whether some members are able to attend via video conferencing. This could be a temporary solution until an alternative venue can be sourced. Split meetings would not be suitable for AGMs.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

Members and Visitors

Not all members may be ready to attend meetings given concerns over COVID-19. Clubs and Associations should communicate with their members to let them know what steps have been taken to minimise the risks associated with COVID-19 at meetings, activities, trips and outings.

As Clubs and Associations come out of isolation, we encourage activities and meetings in smaller groups to build member confidence. Consider how to stay connected with those members who choose not to attend meetings and activities.

Member Numbers			
Do you know how many members your Club has? <i>Some members did not have the opportunity to renew their membership as Club meetings were suspended. Clubs should have plans in place to encourage renewal and participation in both meetings and activities.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Do you know how many members won't attend? <i>Communicate with members about how the Club and/or Association is mitigating the risks associated with COVID-19. Find alternative ways to stay connected with members and encourage attendance when they are ready.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Will you require non-attendees to submit an RSVP? <i>Previous attendance rates may not be reliable. Consider establishing an RSVP process that will assist in understanding meeting room capacity and catering requirements.</i>			
Visitors			
Is there a protocol in place for managing visitors? <i>Clubs and Associations should have a protocol for managing visitors, particularly if the meeting room has been restricted by physical distancing. Consider members that may need to be accompanied by a family member or friend. Consider other visitors by invitation only.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA

Speakers			
Are external speakers booked/being sought?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
<i>If Yes, advise guest speakers of the protocols in place for COVID-19.</i>			
<ul style="list-style-type: none"> • Consider asking them to provide answers to the standard COVID-19 questions, i.e. have they travelled overseas, are they unwell and/or been in contact with anyone that has tested positive in the last 14 days. • Determine any other requirements speakers may have. • Consider whether speaker should be permitted to provide handouts/materials. Alternative would be to provide material via email if possible. • Consider inviting members as guest speakers if meeting is likely to have low attendance. • Consider videoing, with speaker's permission, to share with members that are not attending. 			
Communication			
Are all attendees aware of their responsibilities in relation to minimising the risk of COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
Clubs and Associations should have processes in place to continually remind members of their responsibilities i.e. do not attend events when unwell and/or have been in contact with someone that is unwell. Consider			
<ul style="list-style-type: none"> • Publishing requirements in Newsletters. • Announcements at approved events such as meetings, activities, trips and outings. • Inclusion in new member induction kits. • Usage of signage where appropriate. A sample of signage can be found under Forms in the Club Administration section of the Probus website by clicking here. • Using the COVIDSafe app. 			
Attendance			
Is the Register of Members up to date with current contact information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
<i>Should an attendee test positive, the event organiser, ie the Club or Association will be required to contact all other attendees to advise. Consider including contact information in attendance records. Establish a process to record contact information for visitors. Confirm with venue if they require a copy of attendance records.</i>			
Incident Responses			
Is there a plan should an attendee test positive?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
<i>Clubs and Associations should have a plan if an attendee tests positive. Refer to the sample Incident Response Plan provided by PSPL</i>			

Meals

Regardless of whether meals such as “morning tea” are provided either by the Club, Association or venue, arrangements will need to be made for both the handling of the food and physical distancing. Access to the food and the subsequent socialising of members during mealtime will need to ensure the required physical distances between members and any visitors is maintained. Good hygiene practices should be undertaken and observed including the use of Personal Protective Equipment (PPE) such as gloves and masks.

Food Handling			
Is the usual food supplier/s available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA
<i>If No, consider alternative catering options. While food handling practices may vary across each State/Country, those preparing and serving must observe good hygiene. Consider</i>			
<ul style="list-style-type: none"> • the use of PPE. • physical distancing during food consumption. • what safeguards a Club will adopt for those bringing in food already prepared. 			

- use of disposable cutlery/crockery.
- venue requirements.

Trips and Outings

Trips and outings play an important role in Probus. Appropriate risk assessment will allow Clubs and Associations to effectively manage the requirements of physical distancing while travelling to/from the trip/outing and the participation itself.

Destinations

Are there current trips/outings planned?

Yes

No

NA

If Yes, conduct a risk assessment of each of the planned trips,

- Do the current restrictions allow for the trip to proceed?
- Consider the activities/stops planned during the trip
- Contact provider to determine what steps have been put in place in relation to COVID-19.
- Determine whether members wish to attend
- Understand cancellation/additional costs if some or all members no longer attending

Attendance

Is there a register for outings and trips that includes contact information for all attendees?

Yes

No

NA

Should an attendee test positive, the Club or Association will be required to contact all other attendees to advise. Consider

- Including contact information in attendance records.
- Establishing a process to record contact information for visitors.

Transport

Is suitable transport available e.g. numbers of cars or buses

Yes

No

NA

Determine whether additional transport is required and ensure that it meets the physical distancing and hygiene requirements. This may involve additional cost to members which may result in their non-attendance.

Regular Activities

Clubs and Associations have a wide range of regular indoor and outdoor activities that keep members engaged. Appropriate risk assessments for each activity should be conducted to ensure the safety of all participants.

Activities

Can the current activities proceed?

Yes

No

NA

If Yes, conduct a risk assessment of each activity

- Do the current restrictions allow for the activity to proceed?
- Is the venue (either indoor or outdoor) still suitable?
- Can the activity be split to comply with restrictions?
- Determine whether members wish to attend. Consider RSVP's to gauge interest
- Maintain appropriate attendance records
- Ensure activity has been approved and noted in the minutes accordingly

Are there other activities that could be considered?

Yes

No

NA

If Yes, review activities and survey members to find out what they would like to participate in

Finance

Cash is handled for various reasons including membership renewal, morning tea fees and payments for activities, trips and outings.

Money Handling

Will cash be accepted?

Yes

No

NA

If Yes, consider minimising cash handling wherever possible

- *Encourage members to pay for trips and/or activities and membership renewal via electronic banking*
- *Consider use of cashless alternatives such as EFTPOS terminals either through your current bank or a new provider*
- *If cash is to be accepted, consider use of PPE when accepting*
- *Consider eliminating morning tea fees by including the cost of the morning tea in the annual membership fee*

Does your Club still use a cheque book?

Yes

No

NA

If Yes, consider electronic banking where digital tokens are used to authorise payments online. Digital tokens are the same as physical signatures on a cheque where two persons are required to authorise the payment online. These two persons do not need to be at the same computer to authorise a payment. Credit and debit cards should not be used as these typically require only one person to authorise a payment.

Club Finances

Does your Club have sufficient funds to operate? i.e. A Club may have insufficient funds due to a drop in membership.

Yes

No

NA

If No, consider.

- *Encouraging membership renewal by electronic banking – staying connected with members and promoting their participation is important in ensuring they stay engaged*
- *Researching available grants through local, State and Federal Governments*
- *Approaching local businesses to donate lucky door prizes or sponsorship of Club newsletter*
- *A review of annual fees to ensure that they are appropriately covering costs.*

Restrictions

Australian State and Territory governments have different restrictions in place for public gatherings. Please visit your State or Territory website for more information.

- [Australian Capital Territory COVID-19 site](#)
- [New South Wales COVID-19 site](#)
- [Northern Territory COVID-19 site](#)
- [Queensland COVID-19 site](#)
- [South Australia COVID-19 site](#)
- [Tasmania COVID-19 site](#)
- [Victoria COVID-19 site](#)
- [Western Australia COVID-19 site](#)