

SURFING VICTORIA PROGRAMS & EVENTS COVID-19 RISK PREVENTION STRATEGY



Updated to V3.4 September 19 2021



PLEASE NOTE NEW LOCKDOWN RESTRICTIONS FROM 19/09/2021

IF YOU CANNOT PROCEED WITH YOUR EVENT PROGRAM OR BUSINESS PLEASE COMPLY WITH THE GOVERNMENT RESTRICTIONS

With guidance from [Vicsport](#) and [Sport & Recreation Victoria](#), this Covid-19 Risk prevention document is designed to outline key strategies to minimize the possible spread of Covid-19 at Surfing Victoria events, in conjunction with other Surfing Victoria programs including – Coaching, SUP programs, Surf Schools, Boardrider Clubs and Courses. Best practice for risk mitigation has been assessed for each program, with help toward the decision-making process via the links below, whilst restrictions are enforced.

There have been some changes in the situation relevant to Covid-19 cases in the state of Victoria, the pandemic appears to have the potential for rapid change at any time. It is recommended to refer to the **DHHS** website <https://www.dhhs.vic.gov.au/coronavirus> for updates as the restrictions change.



The Chief Health Officer has declared the City of Greater Geelong, the Surf Coast and Mitchell Shire will enter a seven-day lockdown commencing at 11:59pm on Sunday 19 September, with restrictions the same as those in the City of Ballarat and metropolitan Melbourne, excluding the curfew.

Restrictions in regional Victoria (except City of Ballarat, City of Greater Geelong, Surf Coast Shire and Mitchell Shire)

- There are no restrictions on the reasons to leave home but staying COVIDSafe remains important.
- Residents of regional Victoria must not travel to metropolitan Melbourne (or City of Ballarat, City of Greater Geelong, Surf Coast Shire and Mitchell Shire), other than for permitted reasons. These include:
 - for [authorised work](#) or permitted education
 - to visit an intimate partner
 - for care and compassionate reasons, including permitted child minding
 - to access necessary goods and services provided they are from the facility that is closest to where you live;
 - other limited reasons such as moving house
 - While in these areas, you must comply with restrictions in place.
- You cannot go to metropolitan Melbourne (or City of Ballarat, City of Greater Geelong, Surf Coast Shire and Mitchell Shire) to get a COVID-19 vaccination, even if you have a pre-existing booking.
- There are no restrictions on travelling to other parts of regional Victoria. If visiting an Alpine resort, you must have a COVID-19 test performed and receive a negative less than 72 hours before entering the resort.
- Face masks are mandatory indoors and outdoors for people aged 12 and over and are highly recommended for primary school aged children. You do not need to wear a mask in your own home, or if a lawful exception applies.
- If you have any symptoms, no matter how mild, you should get tested for COVID-19.
- Businesses in regional Victoria must conduct a I.D check to ensure that patrons attending do not reside in metropolitan Melbourne (or City of Ballarat, City of Greater Geelong, Surf Coast Shire and Mitchell Shire).

Restricted Activity Directions (Regional Victoria)

The purpose of these directions is to restrict the operation of certain businesses and undertakings in Victoria to address the serious public health risk posed to Victoria by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).



The Restricted Activity Directions (Regional Victoria) (No. 9) come into force at 11:59pm on 17 September 2021 and end at 11:59pm on 23 September 2021. They replace the Restricted Activity Directions (Regional Victoria) (No 8).

- [Restricted Activity Directions \(Regional Victoria\) \(No. 9\) \(PDF\)](#)

Restrictions in metropolitan Melbourne and City of Ballarat, City of Greater Geelong, Surf Coast Shire and Mitchell Shire

Changes have been introduced to slow the spread of COVID-19 by reducing the number of people leaving their homes and moving around Victoria.

You cannot leave your home other than for one of the six following reasons:

- shopping for necessary goods and services
- caregiving or compassionate reasons, including medical care or [to get a COVID-19 test](#)
- [authorised work](#) (with a permit) or permitted education
- exercise (once a day for up to 4 hours, and that 4 hours includes any time spent outdoors socialising in limited groups)
- outdoor social interaction in limited groups (once a day for up to 4 hours, and that 4 hours includes any time spent on exercise)
- [to get a COVID-19 vaccination](#) (provided the distance travelled, and the time taken is no more than is absolutely necessary)

Attached are links to the current Restricted Activity Directions



Restricted Activity Directions (Restricted Areas)

City of Ballarat, Metropolitan Melbourne, City of Greater Geelong, the Surf Coast and Mitchell Shire

The purpose of these directions is to restrict the operation of certain businesses and undertakings in Victoria to address the serious public health risk posed to Victoria by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

The Restricted Activity Directions (Restricted Areas) (No. 16) come into force at 11:59pm on 17 September 2021 and end at 11:59pm on 23 September 2021. They replace the Restricted Activity Directions (Restricted Areas) (No. 15).

Area Directions

The purpose of these directions is to address the serious public health risk posed to Victoria by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

The Area Directions (No. 17) commence at 11:59pm on 19 September 2021 and end at 11:59pm on 23 September 2021. They replace the Area Directions (No. 16).



- [Area Directions \(No. 17\) \(PDF\)](#)

Please refer to your Land manager/permit issuer for advice on location usage.

Surfing Victoria will endeavor to keep up to date with the most current information on restrictions, government policy and safety procedures. Additional information and resources can be found on these websites:

Vic Gov Health Human Services - <https://www.dhhs.vic.gov.au/coronavirus>

Sport Australia checklist template - <https://www.sportaus.gov.au/return-to-sport>

Worksafe and Covid-19 - <https://www.worksafe.vic.gov.au/coronavirus-covid-19>

Vic Sport and Covid-19 <https://vicsport.com.au/blog/3522/covid-19-coronavirus-update-and-links>

Sport and Recreation Victoria <https://sport.vic.gov.au/>

Roadmap to reopening <https://www.vic.gov.au/coronavirus-covid-19-restrictions-roadmaps>



QR Codes to record attendance.

Where do I need to check-in?

All of the following venues and facilities must require all visitors to check-in using the free [Victorian Government QR Service](#). From 28 May 2021, venues and facilities currently using a [Victorian Government Application Programming Interface \(API\)](#) linked digital record keeping system must use the Victorian Government QR Service. For instructions on how to switch, please go to [Register to use the Victorian Government QR Code Service](#).

Venues and facilities required to use the free Victorian Government QR Code Service for record keeping are:

- Outdoor physical recreation and community sport facilities
- Commercial tourism operators including, but not limited to:
 - Guided tours of museums, galleries, historic locations
 - Adventure sports (ballooning, abseiling, rock climbing, canoeing, kayaking,)
 - Marine based tours (kayaking, scuba, fishing, surfing)

These venues must also provide an alternative record keeping system for people who do not have or cannot use a device to scan the QR code. This could include making a service available for people to use (like an iPad).

Providing a pen and paper for manual recording keeping is okay if electronic record keeping is temporarily unavailable – for example, an internet outage.

For other venues not listed including supermarkets, markets, retail and shopping centres, using the free [Victorian Government QR Code Service](#) is highly recommended.



Find out more about record keeping at [Record keeping for Contact Tracing - Information for Business](#).



PROGRAMS

The following dot points relate to the general hygiene and risk mitigation practice that Surfing Victoria staff and affiliates are to employ within delivered programs. Following these general guidelines are the best practices specific to each program.

- Surfing Victoria Staff and affiliates program planning adhering to latest government restrictions
- Liaise with all event stakeholders on restrictions and guidelines.
- All program deliverers and contractors undertake the Australian Government Infection Control Training – COVID19 <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
- Program Coordinator to ensure all session deliverers have been asked staff wellbeing questions before session commencement.
- Participants are not to attend program or event if feeling unwell, has been in contact with any confirmed/suspected COVID-19 cases or travelled internationally in the last 14 days.
- Program Deliverer to check off manifest before each session to ensure information is taken as per government requirements for tracking
- Program Deliverers to advise participants:



- Facemasks must be carried at all times. Must be worn indoors and outdoors except if at home or if an exception applies.
- To sanitise hands on arrival
- On social distancing regulations prior to course
- To practise social distancing
- Course deliverer to wash/sanitise hands before setting up session equipment
- Course Deliverer to separate equipment for participants at required 1.5m distance in delivery space
- Facemasks must be carried at all times. Must be worn indoors and outdoors except if at home or if an exception applies.
- Density quotient of 1 person per 1.4sqm as required.
- Session deliverers of session to disinfect and sanitise all individual participant equipment at the end of the session.
- Participants to arrive 10mins before scheduled time and leave once session is over
- Parents/spectators are not to congregate on beach.
- Appropriate signage and posters to be erected during classes, activations and outdoor sessions where possible.
- Sports medicine administration staff to ensure first aid equipment is clean and sterile between use. Staff to wear appropriate PPE including face masks and first aid rubber gloves. One administrating staff only, unless imperative that additional staff are required to assist.

Pre session check list

- Hand sanitiser and cleaning resources available
- Facemasks must be carried at all times. Must be worn indoors and outdoors except if at home or if an exception applies. Equipment check
- Check cleaning log book
- Staff wellness check (see appendix 1)
- Appropriate signage visible

Start of session check list

- Equipment set up within social distance requirements
- Attendance list/manifest completed (see appendix 2)



SUP/Surfing lessons and Coasting Program

Contact of person/s

- Facemasks must be carried at all times. Must be worn indoors and outdoors except if at home or if an exception applies.
- Minimise people onsite, parents of participants to “Drop and Go” and not linger in the carpark or on the beach with coach and participants.
- Session Deliverer to conduct land demonstration and session without contact, unless in emergency or participant at risk in the water.
- Session Deliverer to instruct participants while maintaining distance and no contact.

Use and sharing of equipment

- 1 piece of equipment per person at any time
- Cleaning, disinfecting and sanitising of **all** equipment prior to/before/during course
- Use of gloves when cleaning, disinfecting, sanitising and handling equipment
- Stand Up Paddleboard
- SUP's will be sanitised between uses
- SUP's will not be swapped between participants
- Multiple session will not be running same day if boards are unable to be cleaned and disinfected between sessions
- Leg ropes will be washed in detergent and rinsed in fresh water between uses
- Multiple session will not be running same day if leg ropes are unable to be cleaned and disinfected between sessions
- Paddle (Only applicable to SUP sessions)
- Paddles will be sanitised between uses
- Paddles will not be swapped between participants
- Multiple session will not be running same day if boards are unable to be cleaned and disinfected between sessions
- Wetsuits
- All wetsuits to be appropriately cleaned after each program. Washed in detergent and rinsed in freshwater.
- Multiple sessions in a day will not be conducted unless enough wetsuits
- If a wetsuit is tried on and returned for appropriate size that wetsuit is put in dirty pile
- Rash Vest
- All rash vests to be appropriately cleaned after each program. Washed in detergent and rinsed in freshwater.



- Multiple sessions in a day will not be conducted unless enough rashvests
- If a rashvest is tried on and returned for appropriate size that wetsuit is put in dirty pile

Use of items when registering details

- Participants complete registration online before participation in the session

Proximity of program participants to each other (standing or seated)

- Participants standing the required 1.5m distance between each other
- Facemasks must be carried at all times. Must be worn indoors and outdoors except if at home or if an exception applies.
- Density quotient of 1 person per 1.4sqm as required.

Use of sunscreen

- Participants to supply their own sunscreen

Use of sanitiser

- Each program requires participants to sanitise before they touch equipment
- Course Deliver to dispense any sanitiser from a supplied bottle with the use of gloves

Post Session

- Check in with all staff.
- Refer to Surfing Victoria strategy if staff report back sick.
Surfing Victoria staff and affiliates review what worked well and re-evaluate procedures for the next event



COURSES

- **Contact of person/s**
 - Facemasks must be carried at all times. Must be worn indoors and outdoors except if at home or if an exception applies.
 - Course Deliverer to deliver content without contact demonstrations
 - Course Deliverer to instruct participants while maintaining distance and no contact
 - Density quotient of 1 person per 1.4sqm as required.
 - Course participants to be limited to the number of pieces of available equipment
 - Relevant to courses being delivered
- **Use and sharing of equipment**
 - 1 piece of equipment per person at any time
 - Cleaning, disinfecting and sanitising of **all** equipment prior to/before/during course
 - Use of gloves when cleaning, disinfecting, sanitising and handling equipment
- **Use of items when registering details**
 - Participants complete registration online before participation in the course
- **Proximity of program participants to each other (standing or seated)**
 - Participants are seated or standing the required 1.5m distance between each other
- **Use of sanitiser (if supplied)**
 - Course Deliverer to dispense any sanitiser from a supplied bottle with the use of gloves
 - Deliverer to clean, disinfect and sanitise **all** entry and exit door handles to classroom/ facility/activation space prior to and after activity with the use of gloves
- **Use of appropriate signage**
 - Best practice signage positioned within activation area



ACTIVATIONS

- **Contact of person/s**
 - Facemasks must be carried at all times. Must be worn indoors and outdoors except if at home or if an exception applies.
 - Deliverer to deliver content without contact demonstrations
 - Deliverer to instruct participants while maintaining distance and no contact
 - Limit the number of participants allowed within activation space
 - Adhere to Government Guidelines
 - Place markers outside and throughout activation space indicating distancing of 1.5m
 - Density quotient of 1 person per 1.4sqm as required.
- **Use and sharing of equipment**
 - 1 piece of equipment per person at any time
 - Cleaning, disinfecting and sanitising of **all** equipment prior to/before/during course
 - Use of gloves when cleaning, disinfecting, sanitising and handling equipment
- **Use of items when registering details**
 - Participants complete registration via supplied tablets
 - Tablets to be cleaned, disinfected and sanitised prior to each registration with use of gloves
- **Proximity of program participants within Activation space**
 - Limit the number of participants allowed within activation space
 - Adhere to Government Guidelines
 - Place markers outside and throughout activation space indicating distancing of 1.5m
 - Density quotient of 1 person per 1.4sqm as required.
- **Proximity of program participants to each other (standing or seated)**
 - Participants are seated or standing the required 1.5m distance between each other
 - Density quotient of 1 person per 1.4sqm as required.
 - Facemasks must be worn
- **Use of sanitiser (if supplied)**
 - Course Deliverer to dispense any sanitiser from a supplied bottle with the use of gloves
- **Use of appropriate signage**
 - Best practice signage positioned within activation area



During the session

- Coaches to have individual camera equipment, to avoid sharing.
 - Any functions or out of session gatherings as per the latest DHHS guidelines.
 - Participants must provide their own sunscreen, wax and equipment.
 - Coaches will be designated specific roles to minimise multiple people handling the same equipment.
 - Participants are not to attend program or event if feeling unwell, has been in contact with any confirmed/suspected COVID-19 cases.
-
- **Contact of person/s**
 - Session Deliverer to deliver land demonstration without contact, unless in emergency or participant at risk in the water.
 - Session Deliverer to instruct participants while maintaining social distance of 1.5m and no contact.
 - Density quotient of 1 person per 1.4sqm as required.
 - Facemasks must be carried at all times. Must be worn indoors and outdoors except if at home or if an exception applies.
 - **Use and sharing of equipment**
 - 1 piece of equipment per person at any time
 - Cleaning, disinfecting and sanitising of **all** equipment prior to/before/during course
 - Use of gloves when cleaning, disinfecting, sanitising and handling equipment
 - Surf Boards
 - Surf Boards will be sanitised between uses
 - Surf Boards will not be swapped between participants
 - Multiple session will not be running same day if boards are unable to be cleaned and disinfected between sessions
 - Leg ropes will be washed in detergent and rinsed in fresh water between uses
 - Multiple session will not be running same day if Leg ropes are unable to be cleaned and disinfected between sessions
 - Wetsuits
 - All wetsuits to be appropriately cleaned after each program. Washed in detergent and rinsed in freshwater.
 - Multiple sessions in a day will not be conducted unless enough wetsuits
 - If a wetsuit is tried on and returned for appropriate size that wetsuit is put in dirty pile
 - Rash Vests
 - All rash vests to be appropriately cleaned after each program. Washed in detergent and rinsed in freshwater.



- Multiple sessions in a day will not be conducted unless enough Rash vests
- If a Rash vest is tried on and returned for appropriate size that wetsuit must be fully cleaned and rinsed.

Use of items when registering details

- Participants complete registration online before participation in the course
- Proximity of program participants to each other (standing or seated)
- Participants standing the required 1.5m distance between each other
- Density quotient of 1 person per 1.4sqm as required.
- Facemasks must be carried at all times. Must be worn indoors and outdoors except if at home or if an exception applies.
- Use of sanitiser (if supplied)
- Each program requires participants to sanitise before they touch equipment

Post session:

- Check in with all staff.
- Refer to Surfing Victoria strategy if staff report back sick.
- Surfing Victoria staff review what worked well and re-evaluate procedures for the next event.
- Avoid group video reviews, provide feedback and session reviews online.



Staff Wellbeing Register

Activity: _____ Location: _____ Date: _____

| Full name | In the previous 14 days, have you: <ul style="list-style-type: none">• Had any COVID-19 symptoms?• Been in contact with any confirmed/suspected COVID-19 case?• Travelled internationally? | Do you or any member of your immediate household currently have any of the following symptoms? <ul style="list-style-type: none">• A temperature greater than 37.5?• A dry cough?• A sore throat?• Any shortness of breath or breathing problems? |
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Participant Attendance Register

Activity: _____ Location: _____ Date: _____

| Arrival time | Departure time | Full name | Phone | Email address | Club | Role | In the previous 14 days, have you: <ul style="list-style-type: none"> • Had any COVID-19 symptoms? • Been in contact with any confirmed/suspected COVID-19 case? • Travelled internationally? | Downloaded and using COVIDSafe app? |
|--------------|----------------|-----------|-------|---------------|------|------|--|-------------------------------------|
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EVENTS



Victorian Government check in requirements for Community Sporting Clubs and Organisations

Please find the link here for the Covidsafe event checklist

<https://www.coronavirus.vic.gov.au/covidsafe-events-checklist>

Every event your club holds must submit a Covidsafe event checklist.

The following guidelines are to be used as a reference when planning and executing events. Surfing Victoria have nominated suitable individual(s) as a **Covid Safety Officers** for events.

Pre event:

- Adhering to latest government restrictions.
- Facemasks must be carried at all times. Must be worn indoors and outdoors except if at home or if an exception applies.
- Participants are not to attend program or event if feeling unwell, has been in contact with any confirmed/suspected COVID-19 cases, or travelled international within in the last 14 days
- Individual appointment of Covid-19 safety officer.
- Liaise with all event stakeholders on restrictions and guidelines.
- Event Officials to complete Covid-19 infection control short course via <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
- Communication to all competitors on how the competition will take place and event guidelines.
- Event Manager to ensure all officials working at event are well and healthy to do so. All Officials who feel unwell before the event or during are to alert the Event Manager as soon as possible.
- Hold pre-event briefs regarding Covid-19 and the restrictions in place. Must be able to recognise early symptoms of Covid-19.
- Minimal Officials – Minimise people onsite and in the operations tents. Judges and commentators help set up or pack up.
- Go through the Covid-risk management plan (below)
- Minimize or reduce car-pooling.



Event Operations:

- Limit access to event Operations tents- Only those who need to be working in the Operations tents at the time should have access. This will be communicated pre-event to all members.
- Communication Posters with best practice displayed throughout event site
- Social distancing of officials inside tents.
- Facemasks must be carried at all times. Must be worn indoors and outdoors except if at home or if an exception applies.
- Density quotient of 1 person per 1.4sqm as or if required.
- Competitors must put their own rash shirts into a wetsuit bucket of water and detergent, rinse it out in a separate bucket and hang them up at the Beach Marshall.
- Judges use one iPad instead of rotating around, or sanitise after individual use
- Judges and officials to sit 1.5m away from each other.
- Commentators use separate microphones.
- Hand sanitizer at the Beach Marshal.
- Signs placed up on sponsor branding tents saying not to be used or maximum number of people in tents.
- Victorian Gov't health signs put up in specific locations. (reminding good hand wash technique, social distancing)
- No planned functions or out of competition gatherings.
- Competitors must provide their own sunscreen, wax and equipment.
- Officials will be designated specific roles to minimize multiple people handling the same equipment.
- Consistent beach announcements on event regulations re social distancing, hygiene etc.
- Water safety and Senior first aid officers to have designated area at all events.
- Disinfect/ clean iPads, computers, hooter systems at the end of the event.

Post event:

- Check in with all competitors and event personnel.
- Refer to risk strategy if staff report back sick.
- Wash all rash shirts (if they're going to be used again) throw away or recycle if possible.
- Events team to review what worked well and re-evaluate procedures for the next event



Communication Posters

Print large and laminate.

Place appropriately in and around the event site.

PDF posters located - https://www.sportaus.gov.au/return-to-sport#coronavirus_hygiene_guidance

Coronavirus (COVID-19)

GOOD HYGIENE IS IN YOUR HANDS.

Wash your hands thoroughly with soap and water for at least 20 seconds to prevent passing on germs. Dry your hands.

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.
For more information about **Coronavirus (COVID-19)** visit health.gov.au

HELP STOP THE SPREAD AND STAY HEALTHY



20 SEC

Australian Government

Authorised by the Australian Government, Canberra

Coronavirus (COVID-19)

KEEPING YOUR DISTANCE.

Help stop the spread of coronavirus by keeping your distance. Remember, don't shake hands or exchange physical greetings. Wherever possible stay 1.5 metres apart and practise good hand hygiene, especially after being in public places.

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.
Advice regarding **Coronavirus (COVID-19)** will change regularly. Keep up to date. Visit health.gov.au

HELP STOP THE SPREAD AND STAY HEALTHY



1.5M

Australian Government

Coronavirus (COVID-19)

Slowing the spread of coronavirus

Stay home. Protect our health system. Save lives.



- WASH your hands often with soap and running water, for at least 20 seconds. Dry with paper towel or hand dryer.
- TRY not to touch your eyes, nose or mouth.
- COVER your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue cough or sneeze into your upper sleeve or elbow.
- PHONE your doctor or the hotline – **1800 675 398** – if you need medical attention. They will tell you what to do.
- CONTINUE healthy habits: exercise, drink water, get plenty of sleep.
- BUY an alcohol-based hand sanitiser with over 60% alcohol.



Find out more
www.dhhs.vic.gov.au/coronavirus

If you are concerned, call the **Coronavirus hotline 1800 675 398 (24 hours)**
Please keep Triple Zero (000) for emergencies only

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BetterHealth Channel

VICTORIA
Government
Health and Human Services

Set up diagrams

If we are able to run events but still have some sort of social distancing rules in place, we will use the following site map as a reference to space out staff.

Legend Setup 1 (If tents can be lined up together)

BM - Beach Marshall

HJ- Head Judge

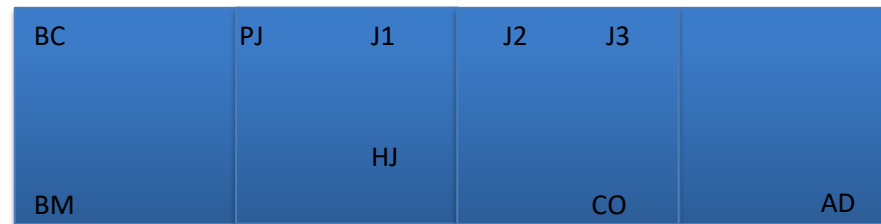
BC - Beach Commentator

J1 - Judges

PJ - Priority Judge

CO - Computer Operator

AD - Admin/Breakout Tent



Legend Setup 2

HJ - Head Judge

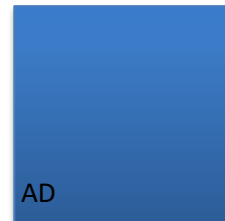
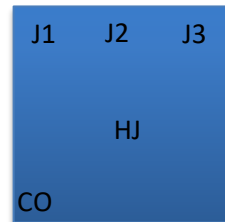
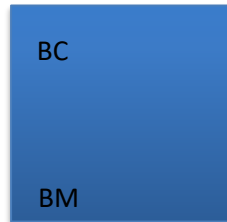
BC - Beach Commentator

BM - Beach Marshall

J1 - Judges

CO - Computer Operator

AD - Admin/Breakout Tent



Surfing Victoria Covid-19 risk management assessment for events.

| | |
|--|--|
| Event: | Surfing Victoria mobile competition |
| Target Risk Assessment: | COVID-19 (Coronavirus). |
| Type of Work being performed/context: | This risk assessment considers the commercial, organisational and public risks relating to the impact of Coronavirus associated with the running of Surfing Victoria competitions. |
| Completed by: | Site Manager |

SCENARIOS

That could present or be put in place if Victorian Gov’t Health messaging changes – this is predicated to happen at some stage (based on other countries experience/status)

- Cancellation of the event.
- Postponement to another date.

RISK ASSESSMENT COVID-19:

| Risk No. | Risk Title and Description | Risk Rating (without actions) | | | Controls in place | Revised Rating (with measures) | | | Actions / Treatments |
|----------|---|-------------------------------|---|----------------|---|--------------------------------|---|--------------------|--|
| | | P | M | H | | U | M | M | |
| 1.1 | Hygiene standards Not having adequate hygiene standard that are aligned to Victorian Gov’t health recommended information leads | O | O | H I G H | <ul style="list-style-type: none"> • Hand sanitizer at Beach Marshall and food stations • Internal team briefings on current status of Covid-19 and spreading of disease. • Rash shirt wash station • Safety inductions and emails to include hygiene • Food and catering briefings for event staff. | N | D | M E D I U M | <ul style="list-style-type: none"> • Consult with contractors to add additional cleaning measures to their existing protocols FOH service area - type of cleaning products - additional wiping down of surfaces |

| Risk No. | Risk Title and Description | Risk Rating (without actions) | | | Controls in place | Revised Rating (with measures) | | | Actions / Treatments |
|----------|------------------------------|-------------------------------|--|--|-------------------|--------------------------------|--|--|--|
| | to risk of infection/spread. | | | | | | | | <p>- adequate stocking of hygiene products</p> <ul style="list-style-type: none"> • Add recommended hygiene practices to the event guideline • Source additional alcohol-based hand gel • Include tissues and more bins in areas that will confine people • Include inspections on safety inspection checklist – hygiene mechanisms are maintained. • Separate microphones and iPads for judges and commentators. • No shared food. Individually plated and packeted only • Essential staff to be seated 1.5m from each other |

| | | | | | | | | | |
|-----|--|--------------------------------------|--------------------------------------|----------------------------|---|--------------------------------------|--------------------------------------|--|--|
| 1.2 | Management of unwell staff/patron With flu-type symptoms | L I K E L Y | M A J O R | H I G H | <ul style="list-style-type: none"> • Incident management system (report) available • Isolation first aid area available for [first aiders/Water safety] to treat • First aid/medical contractor operational plan in place (includes dealing with patient with flu-type symptoms) • Staff member must go home. | M I N O R | P O S S I B L E | M E D I U M | <ul style="list-style-type: none"> • Add information to induction and briefings to inform staff • Add information to First aiders – steps to take • Source additional alcohol-based hand gel products • Ensure water safety are across Victorian Gov't health regulations. • Install signage at key locations: Beach Marshal, food station and near entrance/exit |
| 1.3 | Financial Loss Expectations & Insurance – cancellation/postponement | P O S S I B L E | M O D E R A T E | H I G H | <ul style="list-style-type: none"> • Public liability in place | P O S S I B L E | M O D E R A T E | H I G H | <ul style="list-style-type: none"> • Review insurance policy to account for scenarios • Review insurance coverage for contractors i.e. cancellation /postponement. PLI not applicable for event cancellation costs. |

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| 1.4 | Stakeholder Expectations Stakeholder expectations fail to be managed appropriately (management of current Coronavirus) resulting in dissatisfaction or loss of stakeholder confidence. | U N L I K E L Y | M O D E R A T E | M E D I U M | <ul style="list-style-type: none"> • Consistent and clear communication maintained on current practices in managing Coronavirus • Communication about event roles and responsibilities • Custom communications to stakeholders affected by potential postponement/cancellation | R A R E L Y | M O D E R A T E | M E D I U M | <ul style="list-style-type: none"> • Pre prepared responses to be available for different scenarios i.e. full event cancellation, partial cancellation, postponement. • Develop a guideline to describe [event] strategies and that links to Victorian Gov't health information • Consistently review guideline and adjust to Victorian Gov't health advice • Distribution list to be created to provide guideline and updated information. • Key stakeholders who need to be contacted. Manage relationships by postponing instead of cancelling. |
| 1.5 | Poor / Negative Media Coverage Accredited and unaccredited media provide poor and / or negative coverage of the event in | P O S S I B L E | M I N O R | M E D I U M | <ul style="list-style-type: none"> • Experienced PR team to manage media • Accredited Media process in place • Media briefings held prior to the event. • Media briefings held during the event where required. • Media Manager is available during event. • Media team prepared for social media response. | U N L I K E L Y | M I N O R | L O W | <ul style="list-style-type: none"> • Experienced PR team to manage media • Accredited Media process in place • Media briefings held prior to the event. • Media briefings held during the event where required. |

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| | | | | | | | | | <ul style="list-style-type: none">• Media Manager is available during event.• Media team prepared for social media response. |
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|-----|---|----------------------------|--------------------------------------|------------------|---|----------------------------|-----------------------|----------------------------|---|
| | relation to Coronavirus. | | | | | | | | <p>i.e. full event cancellation, partial cancellation, postponement.</p> <ul style="list-style-type: none"> • Develop a guideline to describe [event] strategies and that links to Victorian Gov't health information • Consistently review guideline to Victorian Gov't health advice • Proceeding with event plans despite government recommendations of social isolation – perception of irresponsibility and carelessness of community welfare |
| 1.6 | <p>Event Financial Management</p> <p>Impact of Coronavirus on the current financial planning and / or management resulting in budget over-run. Additional resources may be</p> | L I K E L Y | M O D E R A T E | H I G H | <ul style="list-style-type: none"> • Weekly reporting • Budget based on previous year events, revised where applicable • Review of non-refundable costs if cancellation • Review of non-essential events that we run at a loss. | L I K E L Y | M I N O R | M E D I U M | <ul style="list-style-type: none"> • All additional resourcing to be detailed if related to additional health and safety measures for risk management of Coronavirus. • Assessment against current Victorian Gov't Health information to be undertaken to determine the resource is sufficient. |

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| | <p>required for:</p> <ul style="list-style-type: none"> • First aid provider • Cleaning provider • Security • Media response | | | | | | | <ul style="list-style-type: none"> • Reporting on the quality of extra resourcing to ensure it is effective. • Contracts with providers – what payment is required if cancellation/postponement? | |
| 1.7 | <p>Timeline Preparation for the Coronavirus mitigation strategies for the event is not completed in time resulting in poor public perception and higher risk to health</p> | U N L I K E L Y | M I N O R | L O W | <ul style="list-style-type: none"> • Clear responsibility for activities and timeframes • Reporting to General managers and CEO Surfing Victoria • Regular monitoring of the event Project plan | R A R E L Y | I N S I G N I F I C A N T | L O W | <ul style="list-style-type: none"> • Daily revisions of Victorian Gov't Health recommendations & risk assessment updates |
| 1.8 | <p>Sickness or requirement to isolate due to exposure Staff are not able to perform their duties due to prolonged absence / sickness</p> | P O S S I B L E | M O D E R A T E | H I G H | <ul style="list-style-type: none"> • Staff briefings • Good WH&S culture • HR policies in place • Staff mentoring and monitoring • Staff access to event first aid/medical facilities • Event project plan | U N L I K E L Y | M O D E R A T E | M E D I U M | <ul style="list-style-type: none"> • Staff briefing of COVID-19 symptoms • Event lead to regularly brief other staff on event – in case they're unable to continue work on event • Game plan in place if we need to send staff home |

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|--|---|--|--|--|--|--|--|--|---|
| | /exposure (14-day isolation recommendation) | | | | | | | | early. EG pay for days they don't work etc. |
|--|---|--|--|--|--|--|--|--|---|

2. POSTPONEMENT OF EVENT

Postponing event to latter half of year may clash with other events. A new events calendar has been made and discussed internally and with external stakeholders to minimise clashes.

| Risk No. | Risk Title and Description | Risk Rating (without actions) | | | Controls in place | Revised Rating (with measures) | | | Actions / Treatments |
|----------|--|-------------------------------|---|----------|--|--------------------------------|----|----------|--|
| | | P | M | H | | U | M | L | |
| 2.1 | Financial/contractual risk | O | O | I | <ul style="list-style-type: none"> Review of non-refundable costs Constant communications with stakeholders. Reviewing and negotiating of contracts | L | MI | O | <ul style="list-style-type: none"> Review contractual arrangements and insurances |
| 2.2 | Reputational risk Regular guests expect the event to be held at the same time every year. Talent | S | N | E | <ul style="list-style-type: none"> Tailored communications to pre-booked talent BRC's, Councils and sponsors awareness of postponement | L | M | O | <ul style="list-style-type: none"> Communications plan Direct contact to competitors and stakeholders, can reassure guests that event is |

| Risk No. | Risk Title and Description | Risk Rating (without actions) | | | Controls in place | Revised Rating (with measures) | | | Actions / Treatments |
|----------|--|-------------------------------|---|-------------|---|--------------------------------|---|------------|--|
| | | L | M | H | | L | M | H | |
| | already contacted. | L | | | <ul style="list-style-type: none"> Competitors given the option of a full refund. | L | | | postponed and new dates to be advised. |
| 2.3 | <p>COVID-19 status does not improve in Vic/Australia</p> <p>The event and stakeholders would need confidence that the event could be undertaken at a later date (August-December)</p> | P | M | HIGH | <ul style="list-style-type: none"> Back-up dates discussed with all stakeholders. Potential for competition to be moved to January. | U | M | MED | <ul style="list-style-type: none"> Monitor Victorian Gov't Health/ Australian Health Department information – for updates through coming period Communications plan – provision of regular updates to stakeholders |

3. CANCELLATION OF EVENT

| Risk No. | Risk Title and Description | Risk Rating (without actions) | | | Controls in place | Residual Rating | | | Actions / Treatments |
|----------|----------------------------|-------------------------------|---|------|---|-----------------|---|--------|--|
| | | P | M | H | | U | M | M | |
| 3.1 | Financial/contractual risk | O | A | HIGH | <ul style="list-style-type: none"> Strive for postponing not cancelling of events. Potentially run web series. Sell other assets to sponsors. Constant monitoring of World Health Organisation. Communication to stakeholders. | N | O | MEDIUM | <ul style="list-style-type: none"> Review contractual arrangements and insurances |
| 3.2 | Reputational risk | S | J | LOW | <ul style="list-style-type: none"> Tailored communications prepared Online web series to potentially replace the event. | L | I | LOW | <ul style="list-style-type: none"> Communications plan Direct contact from staff member. Monitor Victorian Gov't Health/ Australian Health Department information – for updates through coming period – provision of confirmation of correct decision |

Risk matrix

| | |
|-----------------------|--|
| Almost Certain | Will likely occur and could occur several times. |
| Likely | High probability, likely to arise |
| Possible | Reasonable Likelihood that it may arise |
| Unlikely | Could occur at some time |
| Rarely | Very Unlikely |

Consequence Levels Table

| | |
|----------------------|--|
| Catastrophic | Permanent Damage; Death or Permanent disability; Financial cost of > \$500,000 |
| Major | Event Shutdown; Long term illness or injury; Financial cost of \$50,000 - \$500, 000 |
| Moderate | Event Postposed; medical attention required; Financial Cost of \$10,000 - \$50,000 |
| Minor | Event Delayed; First Aid treatment; Financial cost of \$1,000 - \$10,000 |
| Insignificant | Minor Delays; No injuries; Financial cost of <\$1,000 |

| | | Likelihood | | | | |
|-------------|---------------|----------------|---------|----------|----------|--------|
| | | Almost Certain | Likely | Possible | Unlikely | Rarely |
| Consequence | Catastrophic | Extreme | Extreme | High | High | High |
| | Major | Extreme | High | High | Medium | Medium |
| | Moderate | High | High | High | Medium | Medium |
| | Minor | High | Medium | Medium | Low | Low |
| | Insignificant | Medium | Medium | Low | Low | Low |

| Score | Generic impact description | Stakeholders | Human | Brand & reputation | Finance | Legal / Compliance |
|--------------------|---|--|--|---|--|--|
| 5 Catastrophic | Event or circumstance with potentially disastrous impact on business or significant material adverse impact on a key area | <ul style="list-style-type: none"> • Unsustainable loss / reduction in competitor entries / retention • Loss of a venue • Serious / sustained problems reaching a number of contracts KPI's. • Irreparable impact on relationship with partners / competitors. | <ul style="list-style-type: none"> • Death or permanent disability • Loss of critical number of key staff impacting on skills, knowledge & expertise • Widespread / sustained staff industrial action • Competitors or Staff protest / violence | <ul style="list-style-type: none"> • Irreparable damage to or loss of brand / image reputation • Widespread / persistent / sustained negative media attention | <ul style="list-style-type: none"> • Huge financial loss • Significant budget impact (revenue shortfall or expense over-run) with no capacity to adjust within existing budget / resources • May attract material adverse findings from external regulators or auditors | <ul style="list-style-type: none"> • Serious breach of legislation / contract with significant prosecution / fines likely • Future funding / approvals / registration / licensing in jeopardy • Potential for litigation including class actions • Criminal or civil proceedings initiated |
| 4 Major | Critical event or circumstance that can be endured with proper management | <ul style="list-style-type: none"> • Major loss / reduction in competitors and competitor retention • Loss of a venue • Major problems meeting contract KPI's • Major long-term damage to partnership / collaboration | <ul style="list-style-type: none"> • Serious injury / harm, including sexual assault and rape • Dangerous near miss • Long term loss of some key staff resulting in skills / knowledge / expertise deficits • Threat / staff industrial action | <ul style="list-style-type: none"> • Sustained damage to brand / image / reputation nationally / internationally • Long term national or local negative media coverage | <ul style="list-style-type: none"> • Major financial loss • Requires significant adjustment or cancellation to approved / funded projects / programs | <ul style="list-style-type: none"> • Major breach of contract / Act / regulations / consent conditions • Expected to attract regulatory attention • Investigation, prosecution and / or major fines possible • Allegations of criminal / unlawful conduct |
| 3 Moderate | Significant event or circumstance that can be managed under normal circumstances | <ul style="list-style-type: none"> • Significant loss / reduction of competitor entries • Loss of a venue • Significant problem meeting contract KPI's • Significant but short term damage to partnership | <ul style="list-style-type: none"> • Adverse impact on person's health / welfare • Lost time or penalty notice due to unsafe act / plant / equipment • Short term loss of skills / knowledge / expertise • Severe staff morale / increase in workforce absentee rate • Staff / competitor dissatisfaction | <ul style="list-style-type: none"> • Significant but short term damage to brand / reputation • Staff / stakeholder and / or competitor concern • Prominent local negative media coverage | <ul style="list-style-type: none"> • Significant financial loss • Impact may be reduced by reallocating resources | <ul style="list-style-type: none"> • Breach of contract, Act, regulation or consent conditions Potential for regulatory action • Potential for allegations of criminal / unlawful conduct |
| 2 Minor | Event with consequences that can be readily absorbed but requires management effort to minimise the impact | <ul style="list-style-type: none"> • Short term reduction in competitor entries • Temporary problems meeting some KPI's | <ul style="list-style-type: none"> • Potential adverse impact on person's health / welfare • Inappropriate behaviour • Work place safety compromised • Some loss of staff with tolerable loss / deficit in skills • Dialogue required with industry groups | <ul style="list-style-type: none"> • Some short term negative media coverage • Concern raised by staff / stakeholders or competitors | <ul style="list-style-type: none"> • Some financial loss • Requires monitoring & possible corrective action within existing resources | <ul style="list-style-type: none"> • Minor non compliances or breaches of contract, Act, regulations, consent conditions • May result in infringement notice |
| 1 Insignificant | Some loss but not material; existing controls and procedures should cope with event or circumstance | <ul style="list-style-type: none"> • Minor downturn in competitor entries | <ul style="list-style-type: none"> • Minimal or no adverse impact on person's health / welfare • Negligible skills or knowledge loss | <ul style="list-style-type: none"> • Minor / localised damage to brand, image or reputation | <ul style="list-style-type: none"> • Unlikely to impact on budget or funded activities | <ul style="list-style-type: none"> • Unlikely to result in adverse regulatory response or action |



SURFING VICTORIA PROGRAMS & EVENTS COVID-19 RISK PREVENTION STRATEGY

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