



Hirer's Safety Plan

D/1.1.1.4a

Purpose

This tool has been created to assist a hall hirer to be able to develop a safety management plan for the hiring of a Uniting Church in Australia, Queensland Synod church hall or meeting room in the COVID-19 environment. The COVID-19 virus is highly transmissible from person-to-person and readily spreads to close contacts of infected individuals.

The Uniting Church in Australia, Queensland Synod is committed to providing a safe workplace for its employees, contractors, visitors, students and volunteers. To meet this commitment the Uniting Church in Australia, Queensland Synod will:

- meet its obligations under the *Workplace Health and Safety Act*;
- abide by the relevant Public Health Directions issued by the Queensland Chief Health Officer;
- follow [National COVID-19 safe workplace principles](#); and
- commit to continuous improvement.

The completion of a management plan for resuming activities in a hall or meeting room, a hirer will only be able to return with the approval of the church council, presbytery standing committee or those with the delegated responsibility for approving the return. Restricted hire terms may be required where multiple groups are seeking to use the same facilities.

Scope

All groups seeking to hire a hall or meeting room that have not developed a safety management plan.

COVID Safe Checklist – community hall obligations

- From the 4 March 2022, community halls are no longer required to follow a COVID Safe Checklist.

COVID Safe Checklist – hall hirer's obligations

- A hirer, who is conducting a non-essential leisure activity, will be required to complete and display their [COVID Safe Checklist: Public Health and Social Measures](#) during the period of the hire.
- All hirers must submit a Safety Plan detailing how they will keep their attendees and other users of the site safe.
- A hirer who is conducting a non-essential leisure activity which only vaccinated persons can attend, will be required to complete a [Hirer's Safety Plan \(vaccinated only\) Template](#) instead of this template.

Gathering numbers (as at 4 March 2022)

- 100% capacity is permitted for virtually all other businesses, undertakings or activities.
- If the hirer is providing a listed non-essential leisure activity, only vaccinated workers and patrons can attend and 100% capacity is permitted.
- If hiring for a private function such as a party, wedding reception or wake, the numbers differ depending on the vaccination status of those in attendance.
 - 100% capacity is permitted if all staff and patrons are fully vaccinated, or
 - 25% capacity, to a maximum of 20 people in total, if any staff or attendees are yet to be vaccinated.



Considerations	Details from Hirer		
Name of hirer			
Reason for hire	<input type="checkbox"/> Birthday party <input type="checkbox"/> Wedding reception <input type="checkbox"/> Funeral <input type="checkbox"/> Conference <input type="checkbox"/> Presentation <input type="checkbox"/> Church group <input type="checkbox"/> Registered training organization	<input type="checkbox"/> Community interest group <input type="checkbox"/> Community support group <input type="checkbox"/> Dance group <input type="checkbox"/> Sporting group <input type="checkbox"/> Other: _____	<input type="checkbox"/> Concert <input type="checkbox"/> Café / coffee shop <input type="checkbox"/> Theatre <input type="checkbox"/> Movie night <input type="checkbox"/> Festival (music, art, cultural)
Will unvaccinated persons be attending?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this activity found in the Schedule of businesses, activities and undertakings (Schedule 1 of direction)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Considerations	Details from Hirer		
Enhanced Cleaning <i>Provide details of the intended cleaning regime to be implemented whilst you are running your activity.</i> <i>This will need to include information around high touch points, equipment being used, toilets, kitchens and pre and post activity cleaning.</i>			
Health and hand hygiene <i>How will you remind people to practice good hand hygiene?</i> <i>What reminders will you use to prevent unwell persons from entering your activities?</i>			
Safety and training <i>Detail your processes if an unwell person wants to attend.</i> <i>How will you respond if a person becomes unwell whilst at your activities?</i>			

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.



Considerations	Details from Hirer
<p>Work, health and safety <i>Detail how you manage work health and safety risks during your activities including information on any particular risks that have been identified and control measures that are in place.</i></p>	

Office use only			
Name of person conducting review of plan:			
Review confirms that the hirer has addressed the following points:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning	Health and hand hygiene	Safety and training	Work health and safety
Signature & date of review			
Approval provided by Church Council			
Date access to the site can recommence:			

Revisions

Document number		D/1.1.1.4a			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
9.0	7.03.2022	General Secretary	7.03.2022	COVID Coordinator	COVID Coordinator
Next scheduled review		7.03.2023			