



This Safety Plan deals with requirements for management of activities of the Australian Garden History Society (AGHS) during the COVID-19 pandemic. It has been developed to assist the AGHS create and maintain a safe environment for our staff, members and members of the public who undertake activities associated with the usual operation of the AGHS.

This Safety Plan is to be read and used in conjunction with the AGHS Risk Management Policy and does not replace this document and procedures.

This Safety Plan will be displayed on the AGHS website. It will be updated as required to reflect changes in Australian and State government information.

This Safety Plan deals with four (4) aspects of COVID-19 activity management, as required by Australian Government guidelines, and those specified by each State Government. Every activity undertaken by the AGHS will be managed according to requirements at both levels.

WELLBEING OF STAFF, MEMBERS AND MEMBERS OF THE PUBLIC	No one who is feeling even slightly unwell, recently visited a location deemed by the Department of Health to pose a high risk of contracting COVID-19 or been in contact with a person who has tested positive to COVID-19 is to attend an AGHS face to face activity, until such time as they have been provided with clearance by their medical professional.
PHYSICAL DISTANCING	Venues will be risk assessed as part of the planning for each activity and spatial distancing requirements determined. Attendees will be reminded to practise spatial distancing prior to entering the venue. Department of Health posters will be displayed at the entrance and in the venue. Organisers of each activity will be responsible for ensuring distancing requirements are maintained, and that breaches of requirements are promptly remedied. Attendees who continue to breach requirements after receiving a warning from the organiser or delegate will be asked to leave the activity.

HYGIENE AND CLEANING	<p>Venues will be risk assessed as part of the planning for each activity and cleaning and hygiene requirements determined. Organisers of each activity will be responsible for ensuring hygiene products are supplied and replenished as required.</p> <p>It is recommended that hand sanitiser is available at multiple locations throughout the activity venue.</p>
RECORD KEEPING	<p>Activity participants will be requested to complete a sign-in sheet on arrival at each activity.</p> <p>The activity organiser is responsible for ensuring all signed documents are safely stored and can be quickly made available to Department of Health or other officials if required.</p>

COVID-19 RISK ASSESSMENT CHECKLISTS

To ensure AGHS activities comply with this Safety Plan, activity organisers will complete a COVID-19 Risk Assessment Checklist. These checklists are templates and can be edited by the activity organiser to the specific activity being undertaken.

- COVID-19 Risk Assessment Checklist - Meetings, Conferences, Seminars and Lectures
- COVID-19 Risk Assessment Checklist - Garden Visits, Social Functions and Tours
- COVID-19 Risk Assessment Checklist - Working Bees and Demonstrations in Gardens

NATIONAL OFFICE CLOSURE

The AGHS National Office is and will remain closed until further notice.

AGHS National Executive Officer Lisa Tuck, will work from home until further notice to comply with the current state of emergency in Victoria.

APPROVED BY: AGHS National Management Committee

DATE: 31st August 2020