

# COVIDSafe Nippers Program Plan

PORTSEA SURF  
LIFESAVING CLUB



## Instructions

A COVIDSafe Program Plan is a unique and comprehensive plan that must be specific to your Nippers Program and venue. The plan sets out how high-risk activities will be managed to reduce the risk of transmission of coronavirus (COVID-19) between participants, attendees and volunteers. This template should be used to develop the COVIDSafe Nippers plans.

Detailed guidance on how to develop your COVIDSafe Nippers Plan can be found [for preparing a COVIDSafe Event Plan' document](#).

### Steps to complete

1. This program plan template is required to be completed if your maximum beach patronage for a Nippers program exceeds 500 patrons
2. Please ensure dot points in each section are addressed, amended and added to as relevant to your Nippers Program
3. Remove any unnecessary prompting information
4. Send completed version to [nippers@lsv.com.au](mailto:nippers@lsv.com.au)
5. Once approved by the Life Saving Victoria, it should be published on the club website.

## COVIDSafe for Saving Lives

NIPPERS PROGRAM PLAN TEMPLATE | VERSION 1.0 | DECEMBER  
2020



## Section 1: Key Program Information

### Contact Information

Please provide the relevant club details and contact information below:

<b>Club name</b>	Portsea Surf Lifesaving Club
<b>Club address</b>	Back Beach Rd, Portsea
<b>ABN</b>	69 006 114 727
<b>Program organiser name and title</b>	Brett Croft – Junior Development Manager
<b>Program organiser phone number</b>	0417 053 687
<b>Program organiser email</b>	brett.croft@portseasurf.com.au
<b>COVIDSafe coordinator/s name and contacts</b>	Natalie Hood - nataliehood67@gmail.com
<b>COVIDSafe Nippers Officer name/s and contact</b>	Claire Whitbread - claire.whitbread@portseasurf.com.au

### Event Details

Please provide the relevant event details below:

<b>Program name</b>	Nippers Education Program
<b>Program location</b>	Portsea Back Beach and Point Nepean Quarantine Station
<b>Date(s) of program</b>	27 December 2020 – Session 1 Accreditation Swim 29 December 2020 – Session 2 31 December 2020 – Session 3 2 January 2021 – Session 4 4 January 2021 – Session 5 6 January 2021 – Session 6 8 January 2021 – Session 7 – Competition Day
<b>Duration of the program</b>	90 minutes - 2 hours
<b>Program description</b>	Nippers is a beach education program that introduces children aged 6 to 13 years to lifesaving.

	<p>The program is about children participating in safe, fun and organised activities in a beach environment, preparing them to be future lifesavers.</p> <p>The Nipper Education Program caters for all manner of experience and skill levels of participants. The emphasis is focused on fun and education, regardless of development stages to ensure experiences are positive and affirmative.</p>
<b>Club website</b>	<a href="https://portseasurf.com.au">https://portseasurf.com.au</a>

## Attendance

Please provide details of the event attendees:

<b>Expected attendees</b>	<b>Number</b>	<b>Demographic</b>
<b>Nipper Participants</b>	180 (U7 – U9) at Quarantine Beach 387 (U10 – U13) at Portsea Back Beach	Children
<b>Age Managers / Instructors, Water Safety Mentors</b>	54 (U7 – U9) 136 (U10 – U13)	Parents, Young adults
<b>Spectators (parents/Carers)</b>	Approx. 180 (U7-U9) Approx. 387 (U10 – U13) Based on one adult per child	Families
<b>Total expected attendees</b>	414 at Quarantine Station 910 at Back Beach	

## Venue Details

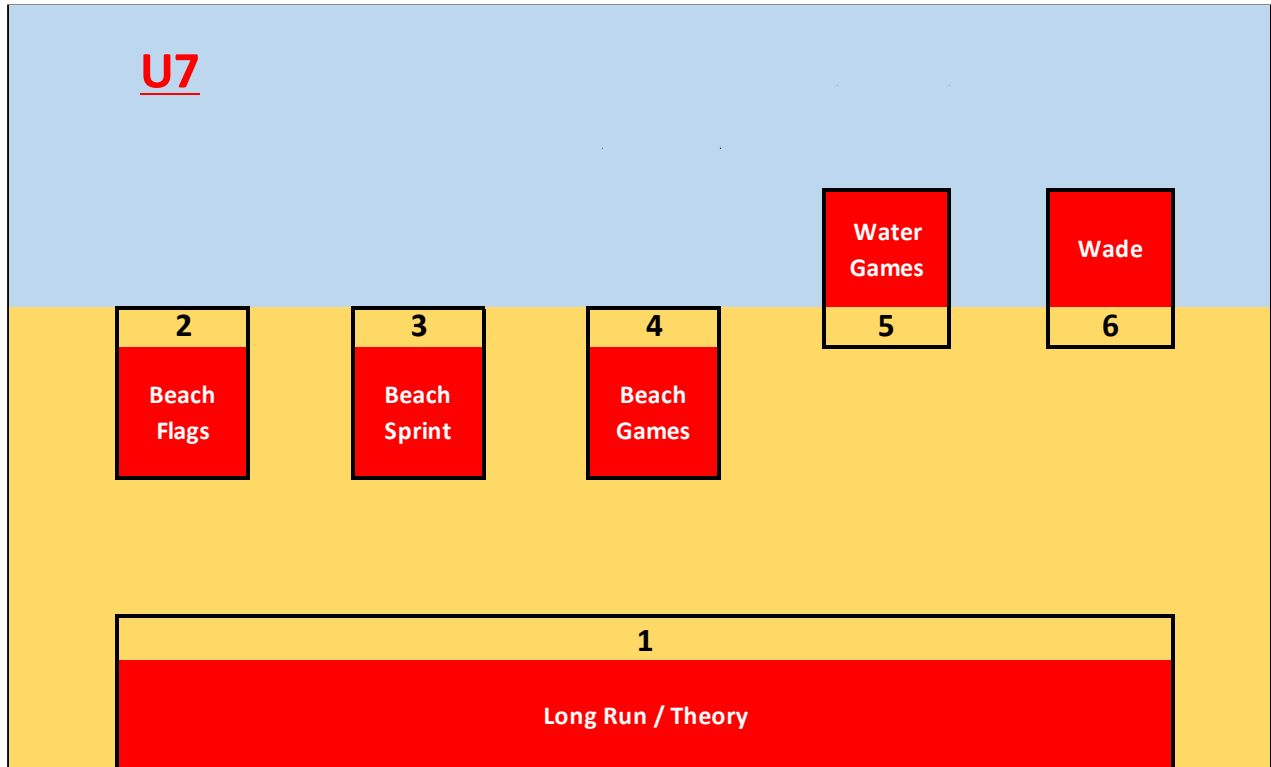
Please provide the relevant details of your venue below:

<b>Beach site size (in square meters)</b>	Unknown - significant
<b>Maximum beach capacity:</b>	1,000
<b>Maximum number of attendees at the beach</b>	<1,000
<b>Club workers number (excluding vendors, sub-contractors, volunteers)</b>	1
<b>Club volunteers number</b>	100
<b>Nippers Program volunteers key roles and responsibilities</b>	<p><b>Junior Coordinators</b></p> <ul style="list-style-type: none"> <li>Is responsible for coordinating the Nippers Program and all personnel</li> </ul> <p><b>Age Managers</b></p> <ul style="list-style-type: none"> <li>Is responsible for a group of Nippers. Ratio Age Managers to Nippers - 1:20</li> </ul> <p><b>Water Safety</b></p> <ul style="list-style-type: none"> <li>Is responsible to ensure the safety of Nippers in the water as per <a href="#">Water Safety Procedure</a></li> </ul> <p><b>Program Helpers</b></p> <ul style="list-style-type: none"> <li>Assist with other relevant tasks to deliver the program</li> </ul> <p><b>COVIDSafe Nippers Officer</b></p> <ul style="list-style-type: none"> <li>Ensures the Nipper program is safe and meets with the current Government regulations</li> </ul> <p><b>COVIDSafe Coordinator</b></p> <ul style="list-style-type: none"> <li>Is responsible for the implementation of the club COVIDSafe Plan</li> </ul>
<b>Number of entry / exit points</b>	2 entry/exit points (existing structures) – signage to be displayed.
<b>Beach access management arrangements</b>	Public access permitted. Nipper start times to be staggered. Signage to be displayed.

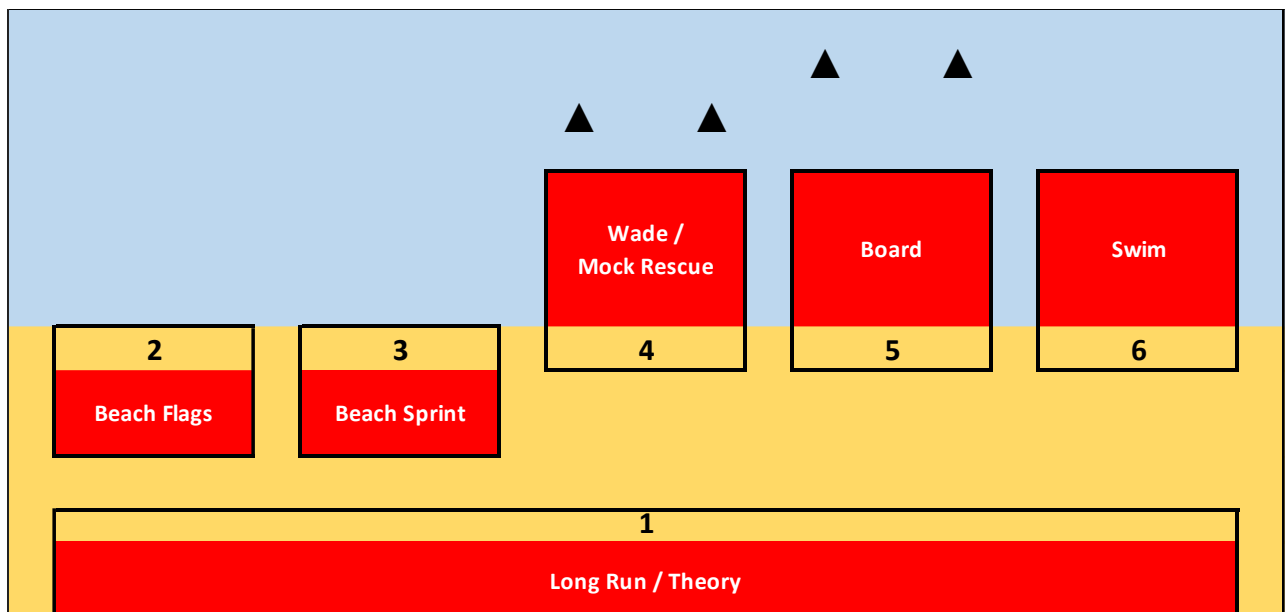
## Section 2: Beach Set Up Map

Please provide the beach set up map.

Quarantine Beach (Front Beach) for Age Groups U7 – U9 – each group has self-contained area



Portsea Back Beach set up for Age Groups U10 – U13 – each group has self-contained area.



## Section 3: Explanation of Event Public Health Risk Controls

All COVIDSafe Program Plans must incorporate controls to mitigate the risk of coronavirus (COVID-19) transmission before, during and after the event. Consideration must be given to the following aspects of event planning when creating a COVIDSafe Event Plan to identify and mitigate public health risks:

- Program oversight and administration
- Attendee management
- Cleaning and hygiene
- Workers and volunteers

For detailed guidance on event specific risk controls please refer to '[Guidance for preparing a COVIDSafe Event Plan](#)'.

### Oversight and administration

Programs must have an appropriate governance structure that incorporates communication of intent to all event authorities, detail of key people involved in the COVIDSafe Program Plan and key processes to plan and deliver COVIDSafe programs.

- How will you ensure general governance arrangements are widely understood by all volunteers?
- How will you monitor the Victorian Government's latest public health advice and incorporate it into your planning?
- How will you ensure that attendees are provided with key public health messages and advice to stay at home if unwell?
- How will you enable clear and detailed record-keeping to facilitate contact tracing?
- How will you assess and mitigate flow on implications to any surrounding local communities?

## General Governance

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Club COVIDSafe Coordinator assigned</li> <li>• Club COVIDSafe Officers assigned</li> <li>• Attendance at Life Saving Victoria COVID -19 and Nipper program specific briefings</li> <li>• Program set up in line with the Life Saving Victoria <a href="#">Nippers Program Guide</a></li> </ul>	Nipper Coordinator Covidsafe Nipper Officers Nipper Admin Officers
<b>During</b>	<ul style="list-style-type: none"> <li>• Monitoring and adapting beach set up plan</li> </ul>	Nipper Coordinator Nipper Back Beach Officer/Nipper Front Beach Officer Covidsafe Nipper Officers Nipper Admin Officers
<b>After</b>	<ul style="list-style-type: none"> <li>• Any concerns are noted and escalated to the COVIDSafe Coordinator for management</li> </ul>	Nipper Coordinator Covidsafe Nipper Officers

## Communicate Expectations to all Attendees

Timing	Plans / actions	Responsible
<b>Before</b>	Briefings to include: <ul style="list-style-type: none"> <li>• Approach to the season: including guiding principles and <b><i>'arrive, participate, and leave'</i></b> approach to Nippers this season</li> <li>• Arrival procedure, staggered starts and pedestrian flow (limit large number of people arriving at once)</li> <li>• Sign in and out procedure, including QR code sign in requirements and Nipper sign in/sign out requirements (avoid congregation at a single point for these processes):               <ul style="list-style-type: none"> <li>– Potential to have different people responsible for sign ins and outs for each group</li> <li>– QR code stations set at several key points upon arrival</li> </ul> </li> </ul>	Nipper Coordinator Nipper Admin Officers

	<ul style="list-style-type: none"> <li>• Use of facilities (limited use of changerooms and club house)</li> <li>• Briefings to Age Managers, Starfish Mentors, Water Safety Personnel, parents/carers and nippers</li> <li>• Activities involving equipment</li> <li>• Rotation of activities</li> <li>• Beach set up</li> <li>• Maximum number of attendees includes participants, support personnel (Age Managers, Water Safety Personnel, coaches, etc.) and spectators (parents/carers)</li> <li>• Supporting activities (e.g. BBQ and canteen operations)</li> <li>• Traffic and pedestrian management</li> <li>• Entry and exit points</li> <li>• Key contacts this season</li> <li>• COVID-19 related concerns, escalation and key protocols</li> <li>• Wet weather/poor conditions, beach closure and case protocols</li> <li>• Communication protocols – what information to expect, how often and by what media: <ul style="list-style-type: none"> <li>– Pre-season – dates and information</li> <li>– During season – session, activity or program changes</li> </ul> </li> </ul>	
<b>During</b>	<ul style="list-style-type: none"> <li>• Communications provided by Junior Coordinators to Age Managers and Water Safety Personnel</li> <li>• Communication provided by Age Managers to Nippers, Parents / Carers and spectators</li> </ul>	Nipper Admin Officers

### Record Keeping to Support Contact Tracing of all patrons

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• As per the Life Saving Victoria <a href="#">COVIDSafe Contact Tracing Guide</a></li> </ul>	Michelle Muter – Club Administration



<b>During</b>	<ul style="list-style-type: none"> <li>As per the Life Saving Victoria <a href="#">COVIDSafe Contact Tracing Guide</a></li> <li>Use of Covid Comply QR code</li> <li>Nipper check ins</li> </ul>	Age Managers Covidsafe Nipper Officers
<b>After</b>	<ul style="list-style-type: none"> <li>As per the Life Saving Victoria <a href="#">COVIDSafe Contact Tracing Guide</a></li> <li>Nipper check outs</li> </ul>	Age Managers Covidsafe Nipper Officers  Nipper Admin Officers

### Impact on the Local Community

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Communication with LGA's and Land Managers</li> <li>A dedicated area is made available for members of the public to enjoy</li> </ul>	Nipper Coordinator
<b>During</b>	<ul style="list-style-type: none"> <li>COVIDSafe signage is placed around beach areas to signify the Nippers program area and COVIDSafe practices the club is taking</li> <li>COVIDSafe Officer is made available to answer any questions from members of the public</li> </ul>	Covidsafe Nipper Officers

### Attendee Management

Arrangements must be in place to ensure physical distancing is maintained throughout the program. All volunteers and attendees must be screened for coronavirus (COVID-19) symptoms before the event, and first aid plans should incorporate the management of suspected coronavirus (COVID-19) cases.

- How will you ensure that physical distancing requirements are maintained during the program, including when alcohol is being consumed?
- What measures will you put in place to screen for coronavirus (COVID-19) symptoms?
- How will you monitor the number of people at the program at any given time?
- How will you incorporate the management of suspected coronavirus (COVID-19) cases in your first aid plans?

## Maintain Physical Distancing

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Pre-program information briefings and communications to all patrons</li> <li>COVIDSafe Signage on arrival</li> </ul>	Nipper Coordinator Covidsafe Nipper Officers
<b>During</b>	<ul style="list-style-type: none"> <li>COVIDSafe Signage across beach areas</li> <li>Designated beach areas</li> <li>Monitoring and intervention by the Nippers COVIDSafe Officer</li> <li>Set up COVIDSafe signage</li> <li>Set up one-way walkways (separate entrances and exits), where possible</li> <li>Calculate and set maximum capacity of areas and communicate</li> <li>Close non-use areas and communicate with signage</li> </ul>	Nipper Coordinator Covidsafe Nipper Officers

## Screening for symptoms of all attendees

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Each attendee must complete a self-questionnaire before engaging in any activity (including Nippers), to determine whether they are COVIDSafe to participate</li> <li>As per the <a href="#">COVIDSafe Personal Health Checklist</a></li> </ul>	Nipper parents
<b>During</b>	<ul style="list-style-type: none"> <li>As per the <a href="#">COVIDSafe Personal Health Checklist</a></li> <li>Protocol is in place to advise members to isolate if unwell during an activity</li> <li>If a case suspected throughout the program, managed as per the <a href="#">COVIDSafe Emergency Action Plan</a></li> </ul>	Nipper Coordinator Covidsafe Nipper Officers

## Entry Points

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Beach map and safety information to be shared to participants, parents/carers and designated roles prior</li> <li>Clearly defined entry points to the beach area</li> <li>Signed one-way walkways</li> <li>Ensure parents/carers have a designated spectator area with adequate room for physical distancing based on required density quotient</li> <li>Close non-use areas and communicate with signage</li> <li>Staggered start times</li> </ul>	Nipper Coordinator
<b>During</b>	<ul style="list-style-type: none"> <li>Monitoring of signage, set up and patrons by COVIDSafe Officer/s</li> </ul>	Covidsafe Nipper Officers

## Patron departure for the event

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Beach map and safety information to be shared to participants, parents/carers and designated roles prior</li> <li>Clearly defined exit points to the beach area</li> <li>Signed one-way walkways</li> </ul>	Nipper Coordinator
<b>During</b>	<ul style="list-style-type: none"> <li>Monitoring of signage, set up and patrons by COVIDSafe Officer/s</li> <li>Staggered departure times</li> </ul>	Covidsafe Nipper Officers

## First Aid Plans

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Assigning a Nippers First Aid Officer, with applicable qualifications</li> <li>Communication of Donning and Doffing PPE as <a href="#">per video</a></li> </ul>	Nipper Coordinator
<b>During</b>	<ul style="list-style-type: none"> <li>As per the Life Saving Victoria <a href="#">First Responder Checklist</a></li> </ul>	Nipper Coordinator Nipper Admin Officers

		First Aid Officers
<b>After</b>		Nipper Coordinator

### Emergency services access

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Plans in place for emergency services requirements</li> </ul>	Nipper Coordinator
<b>During</b>	<ul style="list-style-type: none"> <li>Ensure nipper committee are aware when an emergency service has been called to attend event</li> </ul>	Nipper Coordinator via radio

### Evacuation

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Ensure event evacuation plans are in place and consider coronavirus (i.e. increase evacuation exits where possible)</li> </ul>	Nipper Coordinator
<b>During</b>	<ul style="list-style-type: none"> <li>If an evacuation is ordered, encourage physical distancing as practically as possible</li> </ul>	All Nipper Committee members

### Weather

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Monitoring of weather</li> <li>Monitoring of EPA water quality</li> <li>Monitoring of Vic Emergency App</li> </ul>	Nipper Coordinator
<b>During</b>	<ul style="list-style-type: none"> <li>Monitoring of weather</li> <li>Monitoring of EPA water quality</li> <li>Monitoring of Vic Emergency App</li> </ul>	Nipper Coordinator

## Cleaning and Hygiene

A regular and thorough cleaning schedule must be implemented before, during and after the program with high traffic areas such as toilets and frequently touched objects such as door handles, counters and railings regularly disinfected.

- How will you ensure that adequate provisions are made for handwashing and hand sanitation throughout the event?
- How will you ensure that facilities are readily available throughout the event?
- How will you make sure that frequently touched objects are cleaned regularly?
- How will you make sure shared spaces like bathrooms are cleaned regularly?

## Regular and Thorough Cleaning and Disinfection

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• As per the Life Saving Victoria <a href="#">COVIDSafe Cleaning Guide</a></li> </ul>	Covidsafe Nipper Officers
<b>During</b>	<ul style="list-style-type: none"> <li>• As per the Life Saving Victoria <a href="#">COVIDSafe Cleaning Guide</a></li> </ul>	Covidsafe Nipper Officers
<b>After</b>	<ul style="list-style-type: none"> <li>• As per the Life Saving Victoria <a href="#">COVIDSafe Cleaning Guide</a></li> </ul>	Covidsafe Nipper Officers

## Hand Sanitiser and Hand Washing Facilities

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Bathrooms are to be well stocked with hand wash and paper towel</li> <li>• Adopt good hand hygiene practices (e.g. hand hygiene before, during and after the session)</li> <li>• Sanitisation stations set up</li> <li>• Communicate good hygiene practices</li> </ul>	Covidsafe Nipper Officers
<b>During</b>	<ul style="list-style-type: none"> <li>• Sanitisation stations are required to be provided throughout the beach, including hand sanitiser, anti-bacterial wipes and a disposal bin</li> <li>• Sanitisation stations to be monitored by the COVIDSafe Officer/s</li> <li>• Set up of signage to include good hygiene messaging</li> </ul>	Covidsafe Nipper Officers

## Workers and volunteers

Volunteers are essential in operating a COVIDSafe Nippers program. They must understand and be responsible for their personal distancing and hygiene practices, and support attendees to behave in a COVIDSafe manner. To enable this, they must undergo appropriate coronavirus (COVID-19) training and have access to suitable personal protective equipment.

- How will you ensure that workers have access to appropriate personal protective equipment, and they receive training in its use? (see <https://www.dhhs.vic.gov.au/infection-prevention-control-resources-covid-19> for further information).
- How will you monitor the wellbeing of volunteers during the event?
- How will you ensure adequate physical distancing is maintained?
- How will you make sure volunteers have undergone training on COVIDSafe Event Plan requirements for your event/venue?

## Cleaning volunteers

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> <li>• Appropriate PPE is procured</li> <li>• <a href="#">COVIDSafe Cleaning Guide is supplied</a></li> </ul>	Nipper Coordinator  Covidsafe Nipper Officers
During	<ul style="list-style-type: none"> <li>• Appropriate PPE is supplied and used while cleaning</li> <li>• Ensure <a href="#">Health Checks</a> are completed prior to arrival</li> <li>• Cleaning to be completed as per the Life Saving Victoria <a href="#">COVIDSafe Cleaning Guide</a></li> <li>• COVIDSafe Officer to monitor personnel</li> </ul>	Covidsafe Nipper Officers

## Age Managers, Water Safety Volunteers and helpers

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> <li>• Appropriate PPE is procured</li> <li>• Pre sessions briefings and safety information provided</li> <li>• Ensure <a href="#">Health Checks</a> are completed prior to arrival</li> <li>• Checklists and videos supplied to personnel for training               <ul style="list-style-type: none"> <li>– <a href="#">Checklist</a></li> <li>– <a href="#">Videos</a></li> </ul> </li> </ul>	Age Manager Officer  Covidsafe Nipper Officers

<b>During</b>	<ul style="list-style-type: none"> <li>• Appropriate PPE is supplied</li> <li>• COVIDSafe Officer to monitor personnel</li> <li>• Ensure follow the <a href="#">EAP Case Management</a> if any patron feeling unwell</li> </ul>	Age Manager Officer  Covidsafe Nipper Officers
<b>After</b>	<ul style="list-style-type: none"> <li>• Ensure follow the <a href="#">EAP Case Management</a> if any patron feeling unwell</li> </ul>	Covidsafe Nipper Officer

### Other workers (if any)

Timing	Plans / actions	Responsible
<b>Before</b>		
<b>During</b>		

## Section 4: Event Specific COVIDSafe Controls

### Operational Spaces

Programs are often comprised of multiple areas and/or spaces.

- How will you demonstrate in your program plan that you can ensure workers, contractors and patrons can access the parts of the venue or event as required?

Complete following sections as applicable to your program.

### Car Parks

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Clearly marked pathways for entry into event</li> <li>• Physical distancing signage to/from car parks</li> <li>• Use bollards/punting to direct crowds</li> </ul>	Nipper Coordinator Covidsafe Nipper officer
<b>During</b>	<ul style="list-style-type: none"> <li>• Monitor crowd movement and points of congestion</li> </ul>	Covidsafe Nipper Officers

### Food and Beverage Preparation and Service Areas

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• As per the Life Saving Victoria <a href="#">COVIDSafe Hospitality Pre – Opening Checklist</a></li> </ul>	F&B Manager
<b>During</b>	<ul style="list-style-type: none"> <li>• As per the Life Saving Victoria <a href="#">COVIDSafe Hospitality Management Checklist</a></li> </ul>	F&B Manager

### Check in Areas

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Put COVIDSafe Signage in place</li> <li>• Planning for multiple check in areas per groups to avoid any congregation</li> <li>• Communications to all attendees on check in areas</li> </ul>	Covidsafe Nipper Officers
<b>During</b>	<ul style="list-style-type: none"> <li>• Planning for multiple information points per groups to avoid any congregation</li> <li>• COVIDSafe Signage to be displayed to direct participants</li> </ul>	Covidsafe Nipper Officers



### Spectator Areas

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Spectator areas to be designated with beach set up plan</li> </ul>	Nipper Coordinator
<b>During</b>	<ul style="list-style-type: none"> <li>Spectator areas to be mapped out with bunting / cones</li> <li>COVIDSafe Signage to be displayed to remind of key safety principles</li> </ul>	Covidsafe Nipper Officers

### Beach Areas

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Beach areas to be designated with beach set up plan</li> </ul>	Nipper Coordinator
<b>During</b>	<ul style="list-style-type: none"> <li>Beach areas to be mapped out with bunting / cones</li> <li>COVIDSafe Signage to be displayed to remind of key safety principles</li> <li>COVIDSafe Signage to be displayed to direct participants</li> </ul>	Covidsafe Nipper Officers

### Other Operational Space Considerations

Timing	Plans / actions	Responsible
<b>Before</b>		
<b>During</b>		

## Section 5: Supporting information

Please ensure you attach any supporting information that may be helpful to illustrate aspects of your COVIDSafe Program Plan. This could include, but not be limited to:

- Event Operations Plan
- Cleaning schedule
- Photos
- Permits (if applicable)