



REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers, parents/carers and participants who are unwell.	All attendees to the range including volunteers should be asked to read the conditions of entry before attending any event and signing the register. *Responsible – Range officer or person appointed by Range officer.
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.	All range officers to be provided with this plan, signage on the rules to be followed. This information will include details on: When to get tested, Physical distancing, cleaning and how to manage a sick visitor to the range. This information along with the COVID-19 safety plan will be displayed at the range.
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	As all range officers are volunteers and should they require any leave they are to inform the club and arrangements will be made to cover their shifts at the range, so they do not need to attend. If that person should prove positive to COVID-19 and they have been at the range during their infectious period, then the club will immediately be closed for cleaning and all persons possibly affected notified along with NSW health.
Display conditions of entry (website, social media, venue entry).	Entry to the range will clearly indicate that the events will be operating under this Nowra Rifle Club COVID-19 Safety plan. This plan will be available at the range on the notice boards and on the Nowra Rifle Club website will be the conditions of entry. Plan will be visible during sign inn to range event.
If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.	If any hiring or accepted use of the range from other organisations such as NSW Police, Scouts, or hunting clubs. A Nowra Rifle Club range officer must be present and explain the rules to be followed for the use of the range in regard to COVID-19 management on the range along with the normal range rules. *Responsible – Range officer or person delegated by range officer
Ensure COVID-19 Safety Plans are in place, where relevant, for: <ul style="list-style-type: none"> • Swimming pools • Gyms • Indoor recreation facilities • Restaurants and cafes (for kiosks or canteens) • Major recreation facilities 	The COVID-19 safety plan is for the whole venue and the area of the kitchen is not to be used for purposes of a kitchen except for the purpose of drinking water and washing facilities. No communal cooking or eating to take place at the range.



<p>Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria in the 14 days prior.</p>	<p>A Nowra rifle range officer must be present and enforce the rules associated with this plan. Any participants spectators’ officials or any other person attending the range will need to sign in the attendance register to note there attendance to the range and they will be signing to show their attendance as well as the declaration that they have read and understand the conditions of entry to Nowra Rifle Club which state “By signing to attend the Nowra Rifle club Range you are stating you have not attended any of the reported case locations listed on the NSW Health website (nsw.gov.au/covid-19/latestnews-and-updates) including Victoria in the last 14 days”. If any visitor can not comply with the conditions of entry, they will be asked to leave the range ASAP and be advised to seek further advice regarding self-isolation and getting tested for COVID-19 should it be needed. *Responsible – Range officer or person delegated by range officer</p>
<p>Ensure processes are in place to exclude participants (including spectators and officials) if they have attended any of the reported case locations listed on the NSW Health website (nsw.gov.au/covid-19/latestnews-and-updates).</p>	<p>A Nowra rifle range officer must be present and enforce the rules associated with this plan. Any participants spectators’ officials or any other person attending the range will need to sign in the attendance register to note there attendance to the range and they will be signing to show their attendance as well as the declaration that they have read and understand the conditions of entry to Nowra Rifle Club. If any visitor can not comply with the conditions of entry they will be asked to leave the range ASAP and be advised to seek further advice regarding self-isolation and getting tested for COVID-19 should it be needed. *Responsible – Range officer or person delegated by range officer</p>
<p>Take all reasonable steps to minimise the number of spectators attending community sport events.</p>	<p>Spectators are not to attend the range without prior appointment with the club sectary or range officer (This is displayed at the entry to the range) and the Range officer or club secretary will ask the spectator the reason for their visit and evaluate the need or risk before deciding if the spectator can attend the range. Reasons for the acceptance of a spectator might be things such as: Carer or assistant for a person with special needs, Undertaking training, parent of junior member or transport for participants. Partaking in any event as a visitor is at the range officer discursion</p>
<p>If sufficient numbers to field teams cannot be achieved, prioritise delaying the event rather than substituting with people from other teams or from the community.</p>	<p>The sport of shooting is not a team’s event and therefore does not require the need for substitutes. However, range officers need to manage the number of persons in the area of the firing line and the distance between shooters. *Responsible – Range officer or person delegated by range officer</p>



Wellbeing of staff and visitors	
<p>Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff) to a maximum of 500 people.</p>	<p>The rifle range is a large open venue and can accommodate many more people than we would ever normally have attend at the range, However the range officer should keep an eye out for persons congregating in groups and separate persons if needed. The range officer may delegate this task to another person during the event but must inform the persons in attendance at the event.</p> <p>In the undercover areas of the range we have delegated a maximum number of persons to be in the undercover area at any one time. Such as:</p> <p>100metre range – Maximum of 20 persons 22cal bench rest range – Maximum of 20 people Pistol range – Maximum of 10 people Air rifle range – Maximum of 20 people *Responsible – Range officer or person delegated by range officer</p>
<p>Minimise co-mingling of participants from different games and timeslots where possible.</p>	<p>All shooting events have been scheduled so to keep persons from congregating with no event being conducted at the same time as an event held at an adjoining range.</p> <p>* Responsible - Managed at time of making event schedule.</p>
<p>Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.</p>	<p>External/front gate gatherings are not typical. Firearms users attend via their own transport.</p> <p>All persons entering the range will do so via motor vehicle and there are no persons to wait outside the premises. If one was to have to wait outside of the premises it would be done by the persons remaining in their motor vehicle until instructed to entre by a range officer.</p> <p>Parking is conducted inside the venue.</p>
<p>Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.</p>	<p>Due to events held outdoors no markings are available. The range officer or their appointed person will remind all persons of social distancing prior to each event starting.</p> <p>Any lining up will be discouraged unless distancing can be maintained. When the signing in process takes place, hand sanitiser must be available at that point and persons signing in encouraged to use the hand sanitizer by the rang officer or their appointed person. Face mask are also made available to all users of the range should they choose to use them.</p> <p>* Responsible – Range officer or person delegated by range officer</p>



Physical distancing	
Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.	Locker rooms are not provided. Shower facilities are lightly used. For communal use of range items such as: Shooting benches or electronic target screens, the items will be cleaned by the user prior to use and cleaning material will be available from the range officer for this purpose.
Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.	Locker rooms are not provided. Shower facilities are lightly used. For communal use of range items such as: Shooting benches or electronic target screens, the items will be cleaned by the user prior to use and cleaning material will be available from the range officer for this purpose.
Use telephone or video platforms for essential staff meetings where practical.	Electronic meetings instead of face to face are encouraged. Where this is not practical all persons must be kept at the agreed social distance level apart as promoted by NSW health. * Responsible - Managed at time of making event schedule.
Review regular business deliveries and request contactless delivery and invoicing where practical.	Consumable/goods deliveries are not commonplace.
Hygiene and cleaning	
Adopt good hand hygiene practices.	All attendees will be asked to wash their hands regularly. Hand sanitiser and face mask to be available at the sign in register and available at each range during any event. Disinfectant and cleaning materials are to be available at each ranch with the range officer to ensure communal equipment such as shooting benches, seating and electronic target screens are cleaned between users.
Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.	All attendees will be asked to wash their hands regularly. Hand sanitiser and face mask to be available at the sign in register and available at each range during any event. Disinfectant and cleaning materials are to be available at each ranch with the range officer to ensure communal equipment such as shooting benches, seating and electronic target screens are cleaned between users. *Responsible – Range officer or person delegated by range officer
Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.	Completed and checked each day.
Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared	Attendees should be actively encouraged to bring their own food and beverages.



<p>food and drinks.</p>	
<p>Clean frequently used indoor hard surface areas, including children’s play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.</p>	<p>All attendees will be asked to wash their hands regularly. Hand sanitiser and face mask to be available at the sign in register and available at each range during any event. Disinfectant and cleaning materials are to be available at each ranch with the range officer to ensure communal equipment such as shooting benches, seating and electronic target screens are cleaned between users. No play equipment available at the range.</p>
<p>Clean areas used for high intensity sports with detergent and disinfectant after each use.</p>	<p>All attendees will be asked to wash their hands regularly. Hand sanitiser and face mask to be available at the sign in register and available at each range during any event. Disinfectant and cleaning materials are to be available at each ranch with the range officer to ensure communal equipment such as shooting benches, seating and electronic target screens are cleaned between users.</p>
<p>Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.</p>	<p>Disinfectant and cleaning materials are to be available at each range event with the range officer to ensure communal equipment such as shooting benches, seating and electronic target screens are cleaned between users. All shooters are reminded to not share any equipment whenever possible or reasonably practicable.</p>
<p>Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.</p>	<p>Disinfectant and cleaning materials, Hand sanitiser, face mask and gloves are to be available at each range event with the range officer to ensure communal equipment such as shooting benches, seating and electronic target screens are cleaned between users. All shooters are reminded to not share any equipment whenever possible or reasonably practicable.</p>
<p>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers’ instructions.</p>	<p>Only commercially produced products to be used for the purpose of cleaning and used as per the manufacturer’s instructions.</p>
<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</p>	<p>Disinfectant and cleaning materials, Hand sanitiser, face mask and gloves are to be available at each range event with the range officer to ensure communal equipment such as shooting benches, seating and electronic target screens are cleaned between users.</p>
<p>Encourage contactless payment options.</p>	<p>Money is rarely collected at the range and is to be discouraged at any event.</p>
<p>Record keeping</p>	



Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practical, for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.	All attendees to the range are to register in the range book with the following information collected: Nowra Rifle Club Member – Member number, Name, Date, Time. Non-members – Name, Phone number or email address, Date & Time.
Make your staff and volunteers aware of the COVID Safe app and its benefits to support contact tracing if required.	Signs on notice board and mentioned in this plan.
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace and notify SafeWork NSW on 13 10 50.	Full cooperation will be given by all club members via the club committee at the request of NSW health.