# CRITICAL TASKS: 5.0 – 5.3

**Due: Friday 4 JUNE 2021**

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| TASK 5.0 - CONFIRM VENUE CANTEEN / CATERING DETAILS | |
| Why do we need this information? | 1. We endeavour to provide varied food and beverage options as part of a safe and healthy environment for our volunteers, participants, and anyone that attends the Games. 2. As a major event in Western Australia, the Games will be required to provide certain information to local and state government organisations. |
| Have you considered: | * All temporary catering outlets are required to have notified the council where their business and operation are based, and comply with the requirements of the Food Act and the Food Safety Standards. * It is the responsibility of all sports that will provide catering to a venue to ensure that all permits and approvals are current. * Food must be maintained at the proper temperature. * Food must be cooked and reheated to the proper temperatures. * Safe food practices must be maintained. * Food handlers, including volunteers, are required to have appropriate food safety skills and knowledge for the jobs undertaken. * Sufficient quantity of potable water must be available for activities such as hand washing, food preparation, and cleaning utensils. * Provision of adequate number of toilets facilities. * Waste and garbage collection and disposal arrangements. * Wastewater containment at individual food stalls. * Application for a temporary or extended liquor licence (if required). * The [COVID Safety Guidelines for Food and Licensed venues](https://www.wa.gov.au/sites/default/files/2020-06/COVID-Safety-Guidelines-Phase-4-Food-and-Licensed-Venues_0.pdf). |
| ACTION | 1. Complete the sport specific catering form below and attach any relevant permits. |

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| **TASK 5.0 CONT. SPORT SPECIFIC CATERING FORM – ONSITE CATERING** | | | | |
| **Caterer’s Business Name** |  | | | |
| **Type of catering (e.g. food van, tent, stall, permanent canteen etc.)** |  | | | |
| **Contact Person** |  | | **ABN** |  |
| **Address** |  | | | |
| **Phone** |  | | **Mobile** |  |
| **Email** |  | | | |
| **Dates of Operation** |  | | **Hours of Operation** |  |
| **Type of Food Serving** |  | | | |
| **Is this a Temporary Operation?** |  | **Will vegetarian or healthy options be available?**  (If yes, please provide a few examples) | |  |
| **Will alcohol be served?** |  | **Have permits been applied for?**  (If yes, please attach) | |  |
| **If the venue has a food business, please refer to the requirements in the** [**COVID Safety Guidelines for Food and Licensed venues.**](https://www.wa.gov.au/sites/default/files/2020-06/COVID-Safety-Guidelines-Phase-4-Food-and-Licensed-Venues_0.pdf) | | | | |

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| **TASK 5.0 CONT. SPORT SPECIFIC CATERING FORM – OFFSITE CATERING** | |
| **Are there food and beverage options close to the venue? If yes, please list.** |  |

Name of Sport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINAL SUBMISSION DATE: 4 JUN 2021**

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| TASK 5.1 - SUBMIT EMERGENCY MANAGEMENT PLAN | |
| Why do we need this information? | 1. To manage the safety of workforce (including staff and volunteers), participants, and spectators by ensuring each sport has a clear emergency evacuation procedure in place. 2. To ensure each sport has developed an emergency evacuation diagram which identifies the location of all relevant safety equipment, emergency exit points and evacuation assembly areas etc. 3. To ensure each sport has identified key personnel to manage an emergency situation. 4. To ensure key personnel and workforce (including staff and volunteers) are trained in and understand the emergency procedures should they need to be implemented. |
| Have you considered: | * Appointing key emergency personnel to manage an emergency situation. * Developing an emergency evacuation procedure (if the sport / venue doesn’t already have one). * Developing an emergency evacuation diagram (if the sport / venue doesn’t already have one), identifying:   + Where emergency exit(s) (including disabled exit(s)) are located and if they are appropriately signed.   + Availability and location of safety equipment e.g. fire extinguishers, fire blankets, and first aid kits at your venue(s).   + Identifying a safe evacuation assembly area for participants in case of an emergency evacuation and how participants will be informed of this. * Ensuring all relevant workforce members (including staff and volunteers) are aware of and understand the emergency procedures should they need to be implemented. * Ensuring relevant procedures are on display throughout your venue(s) for workforce (including staff and volunteers), participants and spectators to reference if required. |
| Emergency Management Plan | Please attach your venue’s Emergency Management Plan.  An Emergency Management Plan should outline the emergency / evacuation procedures at the venue and allow workforce members (including staff and volunteers) to respond to an emergency situation efficiently to ensure the safety of workforce, participants and spectators.  The Emergency Management Plan should also include an Emergency Evacuation Diagram.  An example of an Emergency Evacuation Diagram can be found in the Department of Commerce Worksafe Fact Sheet linked below.  The Emergency Evacuation Diagram should denote the following:   * Emergency exits points (including disabled exits) * Safety equipment locations (including fire extinguishers, fire blankets, first aid kits) * Emergency evacuation assembly area(s)   For more information please refer to the Department of Commerce Worksafe Evacuation Procedure and Diagram Essentials Fact Sheet: [Evacuation procedure and diagram essentials (commerce.wa.gov.au)](https://www.commerce.wa.gov.au/sites/default/files/atoms/files/evacuation_procedures.pdf) |
| Emergency Management Contacts | Identify below key emergency management contacts. Ensure all relevant workforce (including staff and volunteers) are aware of key contacts and their role within the Emergency Management Plan (i.e. who are staff / officials contacting when they require assistance and what is the chain of command):   * Police, Fire and Emergency Services – 000 * 2021 Australian Masters Games – 08 6146 3250 * **Key Sports Convenor(s) Contact -  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** * **Venue(s) Contact - *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** * **Other -  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
| List Key Emergency Personnel | Nominate below, personnel who will fill the roles of Chief Warden and Warden at your sport venue(s) during the 2021 AMG, ensuring they understand their role and the Emergency Management Plan (Note: Your venue may already have these roles defined).  Chief Warden: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Warden: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Warden: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Warden: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Have you reviewed your venue’s Emergency Management Plan? | YES NO |
| Will you ensure that all workforce (including staff and volunteers) are aware of your venue’s Emergency Management Plan prior to the Games? | YES NO |
| ACTION | 1. Complete above information 2. Attach Emergency Management Plan including:  * Emergency Evacuation Procedure(s) * Emergency Evacuation Diagram |

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| TASK 5.2 - SUBMIT INCLEMENT (HOT & WET) WEATHER POLICY & CONTINGENCY PLAN | |
| Why do we need this information? | 1. To ensure sports have a clear policy in place in regards to hot/wet weather and participant safety. 2. To ensure Games management are aware of how each sport intends to operate during days of high temperature and wet weather. 3. To ensure sports have considered a contingency plan in the event there is a disruption to the planned competition. |
| Have you considered: | * The procedure in which your sport will follow in the case of high temperatures or wet weather, ensuring the safety of participants. * How participants will be notified of any program changes in the occurrence of the hot/wet weather policy being implemented. * Reviewing and implementing your state or national organisation’s current policy on hot/wet weather. * Reviewing the [2021 AMG Inclement Weather Policy](https://australianmastersgames.com/wp-content/uploads/2021-AMG-Inclement-Weather-Policy.pdf) and[Sports Medicine Australia Guidelines](https://sma.org.au/resources-advice/policies-and-guidelines/). |
| For the following questions please refer to your Inclement Weather Policy | |
| At what temperature will modifications or cancellation occur? |  |
| At what time and temperature forecast will this be based on? |  |
| How will participants be notified of cancellations or changes? |  |
| Will your sport be impacted by wet weather? | YES NO |
| If yes how will your program schedule be modified to manage delays due to wet weather? |  |
| How will participants be notified of such changes? |  |
| ACTION | 1. [Read the 2021 AMG Inclement Weather Policy](https://australianmastersgames.com/wp-content/uploads/2021-AMG-Inclement-Weather-Policy.pdf) 2. Complete above information 3. Attach a copy of your sport’s inclement weather policy to be used during the 2021 AMG |

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**FINAL SUBMISSION DATE: 4 JUN 2021**

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| TASK 5.3 - SUBMIT COVID SAFE PLAN | |
| Why do we need this information? | 1. To ensure sports are adhering to any state government regulations and advice with relation to the ongoing COVID-19 pandemic. 2. To manage and mitigate the risk of participants, spectators, and workforce (including staff and volunteers) contracting COVID-19. 3. To be adequately prepared if COVID-19 is detected at any of the sporting venues and assist the Health Department in providing a quick response to mitigate any further spread of the virus.   \* These documents will need to be reviewed closer to the competition dates to ensure they are still in line with current guidelines and restrictions. |
| Have you considered? | * Current state government gathering restrictions and how they might change. * Venue capacity and square meterage. * Requirement for the wearing of face masks or other PPE, and having additional PPE available should it be required. * Sanitation and hygiene requirements. * Safe WA checkpoints and manual registers. * How you will educate your workforce (including staff and volunteers) about COVID-19 best practice procedures, to provide a safe environment for all. * Staying informed about any developments or seeking clarification on anything COVID-19 related. Please refer to the government website [www.healthywa.wa.gov.au/Articles/A\_E/Coronavirus](http://www.healthywa.wa.gov.au/Articles/A_E/Coronavirus). * Reviewing the current guidelines for [Sports and Recreation Facilities](https://www.wa.gov.au/sites/default/files/2020-06/COVID-Safety-Guidelines-Phase-4-Sport-and-Recreation_0.pdf) & [COVID Safety Plan Template](https://www.wa.gov.au/sites/default/files/2020-06/COVID-19-Safety-Plan-Phase-4-Sport-and-Recreation_0.pdf). |
| Does your venue have a COVID Safety Plan in place? | YES NO |
| If your venue has a COVID Safety Plan have you reviewed it? | YES NO |
| Is your venue registered for SafeWA? | YES NO |
| ACTION | 1. Complete above information 2. Attach a copy of your venue’s COVID Safety Plan and certificate to be used during the 2021 AMG 3. Attach a copy of the venue’s SafeWA QR Code Poster, and ensure it is on display throughout the venue |

Name of Sport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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