


Eureka Cycling Club	SAFE WORK INSTRUCTION	Manage clubrooms and buildings Conduct club activities	Date issued
			13/07/2020

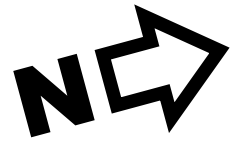
Location		Equipment Required		PPE Required
Area	Lake Learmonth Yacht Club	current Government and public health authority information		
Activity	Conduct club activities	attendance register	hygiene, physical distancing and wayfinding information, posters and markers	

Safety	Infection control and social distancing measures have been introduced to combat the spread of the COVID-19 virus and protect all Eureka Cycling Club members and other persons conducting a business or undertaking at the Lake Learmonth Yacht Club.
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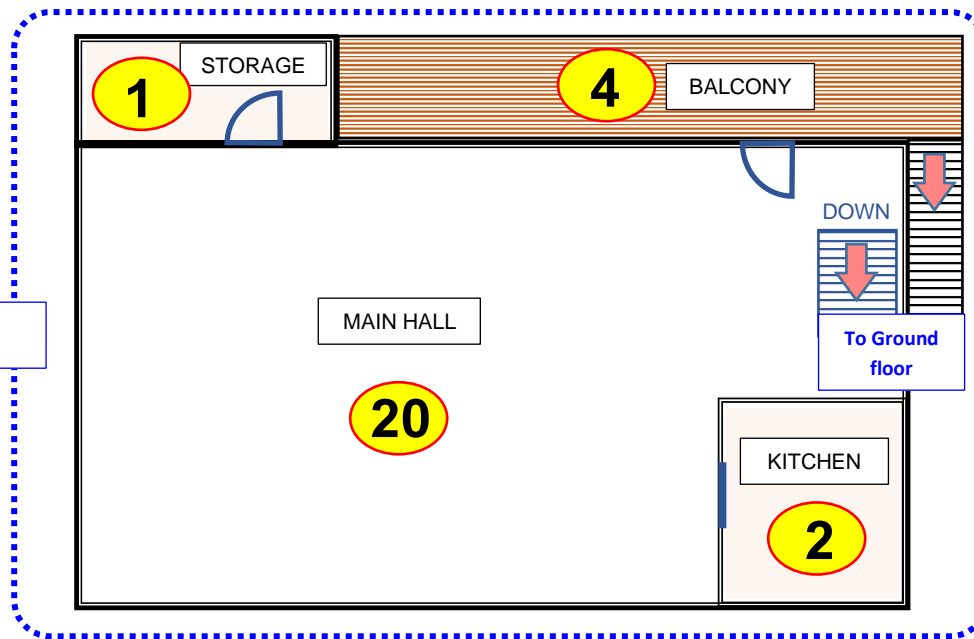
	Process	Space	Area (m²)	Occupancy	Notes
1	Evaluate each space to be used during a club activity: <ul style="list-style-type: none"> determine the purpose of the space identify access and egress to each space identify designated pedestrian walkways plan and display traffic routes through each space 	Ground level			
		Female amenities	25	6	maintain 1.5 m spacing
		Male amenities	55	13	maintain 1.5 m spacing
2	Determine occupancy of a space: <ul style="list-style-type: none"> a) measurement internal dimensions of each space b) calculate the number of persons allowed per space c) adhere to government guidelines 	Passage and staircases	n/a	nil	thoroughfare ONLY
		Level 1			
3	Perform visitor registration during a club activity <ul style="list-style-type: none"> ✓ Recorded for each club activity at the premises ✓ First name, contact details, date / time of visit recorded ✓ Registration records securely stored for 28 days 	Main Hall	102	25	<i>*max 20 people per space</i>
		Kitchen <i>(staff do not affect occupancy rate of Main Hall)</i>	10	2	<i>not required to maintain 1.5 m spacing</i>
4	Food and beverage during a club activity <ul style="list-style-type: none"> ✓ Remove or prevent access to common touch points Not permitted: <ul style="list-style-type: none"> ❖ buffet-style food service ❖ general access to cutlery and glass stations ❖ communal drink stations ❖ communal condiment stations 	Storage	5	1	single occupant only
		Balcony	16	4	maintain 1.5 m spacing
		Boat Shed			
		Storage	209	52	<i>*max 20 people per space</i>

Knowledge	The Victorian Government provides regular updates the guidelines to safely manage and operate premises during COVID-19.
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Lake Learmonth Yacht – occupancy of spaces

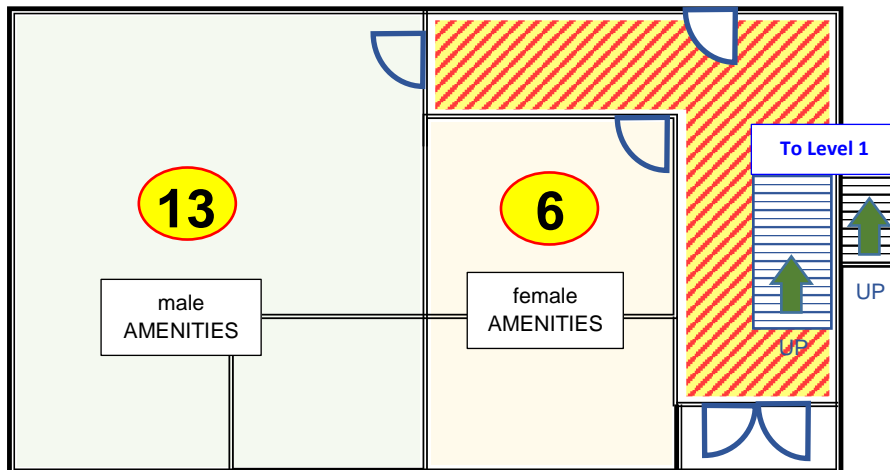


Level 1



Legend	Occupancy
	Passageway = thoroughfare only
	Stairs = thoroughfare only
	Maximum number of people allowed in the space

Ground floor



Boat Shed

