

Museum of Fire COVID Safe Plan

The Museum of Fire is committed to creating a safe environment for all staff, volunteers, and visitors and, as such, this COVID Safe plan must be adhered to. The Museum follows the NSW Public Health Orders and restrictions and FRNSW's COVID Safe Plan.

As of **23 November 2022**, the following policies and practices must be adhered to gain entry into the Museum or access to Museum grounds:

- All museum staff and volunteers must be vaccinated.
 - Staff/volunteers who refuse to show proof or are not double vaccinated will not be permitted to continue to work/volunteer at the Museum and will be asked to leave the grounds.
 - Staff, volunteers and contractors will need to fill out the on-site form.
- Masks are not mandatory, but encouraged for indoor settings where staff cannot maintain a safe distance from others and to protect vulnerable people who may have access to the Museum.
- Staff members and volunteers who feel unwell, have COVID-19 symptoms, or test positive for COVID-19 should not come to work.
 - If you feel unwell, have COVID-19 symptoms, or test positive for COVID-19, you should stay home and contact the Museum by phone or email.
 - Protect your colleagues and the community by following NSW Health's recommendations on [Testing positive to COVID-19 and managing COVID-19 safely at home](#).

Fire Engine Rides can be undertaken again.

Action being undertaken by the Museum to reduce the risk to staff, volunteers and visitors

- All staff and volunteers will be required to be fully vaccinated.
- Contractors working on the tower or in the grounds do not need to be vaccinated however they will need to follow the policy of their employer.
- Regular and increased cleaning and disinfecting of all surfaces in accordance with the Safe Work Australia guidelines and the Public Health Authority.
- Please note that as a staff/volunteer member of the Museum of Fire Community when you sign the attendance book you are declaring you are fit to work and have not:
 - Got any symptoms of flu, cold or other illness

Vulnerable Workers

At present the following are deemed "vulnerable workers"

- People over 70 years of age
- People over 65 years of age who have chronic health conditions
- Aboriginal and Torres Strait Islanders

Consideration needs to be given to people who may live in a house where a family member suffers from an at-risk medical situation (immunosuppressed) or any other medical condition.

COVID Safe Risk Assessment Museum of Fire (updated 23 November 2022)

Hazard	Potential Harm	Likelihood and Risk	What Controls are in place?
<p>COVID-19 passed from infected customers to staff or volunteers</p> <p>OR</p> <p>from a staff/volunteer to customers</p>	<p>Staff, volunteers or other visitors contract COVID-19 which can result in series health issues or death</p>	<p>Low</p> <p>A reduction in COVID cases across the state of NSW has been recorded.</p>	<p>Cleaning and disinfecting in accordance with the Safe Work Australia guidelines and Public Health Authority</p> <p>Staff and volunteers are required to be full vaccinated.</p> <p>Social distancing and the wearing of masks is not mandatory, but encouraged and supported.</p> <p>Any staff/volunteers who feel unwell are NOT to report for work. If staff/volunteers show any signs of illness they will be asked to leave the premises.</p> <p>Any staff/volunteers in the vulnerable category (please see the vulnerable workers section of this document) will be asked to work with management to ensure their safety.</p>
<p>A worker/volunteer presents with symptoms of COVID-19</p>	<p>Potential spread of the disease or other illness to staff/volunteers and visitors</p>	<p>Low</p> <p>Staff/Volunteers have been trained to stay home if they show symptoms</p>	<p>Staff/volunteer asked to leave premises.</p> <p>If they are very unwell and need urgent medical attention they are to be isolated until help arrives.</p> <p>Any other staff/volunteers or visitors who have come into contact with them are to be informed and if necessary they are also to be isolated.</p>
<p>COVID-19 transmitted by contractors or delivery drivers</p>	<p>Staff, volunteers or other visitors contract COVID-19 which can result in series health issues or death</p>	<p>Low</p>	<p>NIL</p>
<p>Customer/Visitor Aggression</p>	<p>Physical or Psychological Harm to staff both in person and on the</p>	<p>Low</p> <p>The museum 's conditions of entry requires all visitors to</p>	<p>In each instance the staff member on duty should attempt to calm the visitor and simply explain the situation as per the Museum of Fire's Condition of Entry.</p>

	phone/email/social media	be polite and respectful. Visitors who display aggressive behaviour may be asked to leave.	Where a staff member or volunteer faces aggression a senior staff member to be notified. The senior staff member is follow the correct museum procedures for this situation and inform the CEO.
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