



Proboscis Club of Cabarita and Breakfast Point

COVID-19 Risk Assessment Checklist – Activities

Activity:
Completed by:

Venue:
Date:

Please answer each question / response. If you answer 'No' for any response, please add an explanatory comment. Additional comments can also be added for each item and at the end of the checklist. The completed checklist is to be emailed to the [Secretary](#).

Convener Responsibilities

1. If a member is unwell and comes to an activity they will be asked to leave.
2. If a member tells you they have tested positive for COVID-19 please notify the President/ Vice President or Secretary as soon as possible.
3. When the member is advised they are no longer positive, a copy of the Health Authority text or email verifying this is to be forwarded to the President.

Please sign below that you will comply with these requirements.

Signature:

Date:

COVID SAFE REQUIREMENTS

What is the maximum number of members who can attend this activity in accordance with current government requirements?			
As convener you agree to maintain an attendance list including current contact information for members attending the activity Note: An attendance list form is available here: https://probuscba.org/about/forms/	YES	NO	N/A
If the activity uses a specific venue/ is visiting a specific venue, have you visited the premises to ensure it complies with government requirements for social distancing, collection of patron information (if a café or restaurant) and the provision of hand sanitiser?	YES	NO	N/A

Any other comments?