

LSV Training

DELIVERY PLAN



Delivering Safe and Compliant Training and Assessment Activities in a COVID-19 Environment

V9.0 - APPLICABLE FROM 12 DECEMBER 2020

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1.0 Training Delivery Plan

1.1 Aim / Objective

This document has the primary objective of assessing the health and safety risks associated with LSV's training and assessment activities, in order to assess what controls are in place and/or could be put in place to meet both stakeholder safety and course compliance obligations.

This document has the following aims:

- To provide a structured approach to risk management for training and assessment activities;
- To support the provision of a safe learning environment for candidates and trainers;
- To act as a resource tool / reference for LSV trainers, assessors and facilitators; and,
- To demonstrate the adherence to both regulatory and compliance obligations.

This document must be read in conjunction with:

- Public Training - LSV Training - Risk Assessment
- Volunteer Training - COVID Recovery Resources - <https://lsv.com.au/clubcovidrecovery/>

1.2 Project Scope and Context

Internal consultation was made with the following stakeholders:

- Erin Collins - Public Training Manager
- Micah Spedding - Volunteer Training Manager
- RJ Houston - Manager Pool Safety
- Andy Dennis - General Manager: Training and Pool Safety
- Chris Imer - Resource Development Officer
- Linda Zaldivia - Quality Assurance Specialist
- LSV Operations Personnel (various)
- Committee of Training and Assessment
- Life Saving Operations Council Executive

External consultation was made with / considers the positions of the following stakeholders:

- Emergency Management Victoria: Response Agency Taskforce
- Royal Life Saving Society Australia: VET Working Group
- Surf Life Saving: Education Management Committee
- First Aid Industry Reference Committee (communication received)
- Australian Resuscitation Council (communication received)

1. The project was commissioned by Andy Dennis (LSV).
2. The risk assessment was undertaken and prepared by Adrian Paino, RJ Houston and Erin Collins (LSV).
3. The document considers various resources and references as set out in the Reference section and must be read in conjunction with LSV COVIDSafe resources.

This document is for use by:

- Training personnel delivering on behalf of the LSV Public Training team
- Training personnel delivering on behalf of Lifesaving / Surf lifesaving clubs
- Training personnel delivering on behalf of LSV third party providers
- Service Members delivering on behalf of the LSV Public Training Team
- Facility Champions delivering on behalf of the LSV Public Training Team
- LSV Public Training and Volunteer Training staff
- LSV Quality Assurance team staff

1.3 Document Management

Role	Name	Date	Effective From
Authorised Officer	Andy Dennis	08/12/2020	12/12/2020
PT Manager	Erin Collins	08/12/2020	12/12/2020
VT Manager	Micah Spedding	08/12/2020	12/12/2020
Assessor Name	RJ Houston	08/12/2020	12/12/2020
QA Representative	Linda Zaldivia	08/12/2020	12/12/2020

Given the high number of rapid changes that occur during the time of COVID-19 pandemic, the guidance within this document is effective as of the date indicated above and is considered out of date once downloaded or printed.

1.4 Coronavirus (COVID-19) Pandemic

This year saw the introduction of the global pandemic coronavirus (COVID-19). Businesses as part of their health and safety obligations to their employees and external stakeholders have had to introduce a range of physical distancing measures in order to (so far as is reasonably practicable) ensure that risks to health and safety are avoided.

LSV continues to closely monitor the coronavirus (COVID-19) pandemic through official sources. LSV commends the Victorian Government on its approach and remains supportive of all measures to protect local communities.

All practical and mandated efforts should be taken to prevent viral spread. Below are some examples of simple control measures within the training and assessment area of LSV training and education.

- Alignment with LSV COVIDSafe plan principles
- Instruct members how to safely apply or remove Personal Protective Equipment (PPE)
- Individuals conduct proper hand-hygiene following each intervention or personal contact
- Individuals wear gloves, face and eye protection where practicable
- Provision of adequate PPE to those exposed to the risk of infection
- Resuscitation techniques to be undertaken in line with ARC recommendations
- Thorough cleaning and disinfection of training equipment between usage
- Encourage appropriate hygiene measures before, during and after activities
- Cease training and assessment activities (if necessary) to meet Government restrictions
- Ensuring suitable equipment and space provisions to allow for physical distancing

Significant literature and resources exist on the current pandemic and the situation continues to evolve as at the time of writing this document.

<https://www.dhhs.vic.gov.au/coronavirus>

<https://lsv.com.au/clubcovidrecovery/>

2.0 Training Delivery

2.1 Current Status

Victoria is united once again, however all Victorians are required to continue to adhere to specific yet evolving Government restriction levels as part of the Government recovery roadmap.

<https://www.coronavirus.vic.gov.au/>

2.2 Principles

All training candidates have the right to a healthy and safe training environment. As COVID-19 restrictions change / evolve, LSV members and staff will continue to work together to adapt and promote safe training practices, consistent with advice from health authorities, to ensure training environments are ready for the physical distancing and increased hygiene measures that can positively contribute during this uncertain and challenging time.

Recognising that the COVID-19 pandemic is a public health emergency that requires a uniquely focused approach to training and assessment, and decisive actions founded on expert health advice. LSV has brought together the following information as a guide to help manage the hazards associate with training and assessment activities.

A range of key principles have been developed by applicable stakeholders to support the safe delivery of training and assessment activities, where it is permissible. These give consideration to reducing the spread of Coronavirus (COVID-19). Key principles accepted by LSV are detailed below.

2.2.1 Department of Health and Human Services - Principles

- Physical distancing means no physical greetings and ensuring a distance of at least **1.5m is kept between each person.**
- **Reduce group sizes** to meet the requirements of the roadmap.
- Wash your hands often with **soap and water for at least 20 seconds**, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or using the toilet. If soap and water are not readily available, use a hand sanitiser that contains at least 60 percent alcohol.
- **Try not to touch** your eyes, nose or mouth.
- **Cover your nose and mouth** with a tissue when you cough or sneeze. If you don't have a tissue cough or sneeze into your upper sleeve or elbow.
- **Stay at home if you feel sick.** If you take medication make sure you have enough.
- Stay at home and **get tested** if you have symptoms of coronavirus (COVID-19), however mild.
- Phone your doctor or the hotline - 1800 675 398 - if you need **medical attention.** They will tell you what to do.
- Continue **healthy** habits: exercise, drink water, get plenty of sleep.

- Wearing a **face covering** is recommended where physical distancing isn't reasonably practical (except where an appropriate exemption is in place).
- Use an alcohol-based **hand sanitiser** with over 60% alcohol.
- **Do not share** drink bottles, crockery or cutlery.

2.2.2 Department of Education and Training - Principles

- If you think a child, student or staff member may have the coronavirus, please call the 24-hour **coronavirus hotline** (1800 675 398).
- If a child, student or staff member is a **confirmed case**, please call the Department of Health and Human Services (DHHS) to discuss further actions (1300 651 160).
- Compliance **requirements remain mandatory**, within the existing framework, except for where specific exemptions have been granted. These exemptions will be built into the training/ assessment and assessment adjustment where required.

2.2.3 Emergency Management Victoria: Response Agency Taskforce - Principles

- Staged return to training. **Agencies to determine** what training is required.
- Training **group size** and **number of groups** reflective of member numbers i.e. percentage of membership rather than maximum allowable number at on time. Crew size is deemed most appropriate (skill mix accounted for).

Note: For volunteers this is clearly set out in the '**LSV Activity Guide**'.

- Robust **recording mechanism** to ensure 'contact tracking' is able to be undertaken.
- **Open space** environment for initial training re-engagement where possible.

2.2.4 Royal Life Saving Australia - Guidelines for Safe Pool Operations - Principles

- To keep our workplaces healthy and safe, businesses must, in consultation with workers, and their representatives, **assess the way they work** to identify, understand and quantify risks and to implement and review control measures to address those risks.
- As COVID-19 restrictions are gradually relaxed, businesses, workers and other duty holders **must work together to adapt** and promote safe work practices, consistent with advice from health authorities, to ensure their workplaces are ready for the social distancing and exemplary hygiene measures that will be an important part of the transition.

- Businesses and workers must **actively control** against the transmission of COVID-19 while at work, consistent with the latest advice from the Australian Health Protection Principal Committee (AHPPC), including considering the application of a hierarchy of appropriate controls where relevant.
- Existing state and territory jurisdiction of health and safety compliance and enforcement remains critical. While acknowledging that individual variations across WHS laws mean approaches in different parts of the country may vary, to ensure business and worker confidence, a **commitment** to a consistent national approach is key.

States and Territories ultimately have the **role of providing advice, education, compliance** and enforcement of WHS and will leverage the use of the WorkSafe central hub in fulfilling their statutory functions.

The work of the National COVID-19 Coordination Commission will complement the work of SWA, jurisdictions and health authorities to **support industries** more broadly to respond to the COVID-19 pandemic appropriately, effectively and safely.

2.2.5 Australian Industry and Skills Committee (AISC)

Emergency care training and assessment is a higher-risk activity during the era of COVID-19 while also remaining a valuable aspect of the drowning prevention chain and the SLSA total service plan.

- On 15 April 2020, The Australian Industry and Skills Committee (AISC) announced a formal change to the delivery of CPR training.
- All participants will still be trained and assessed in mouth to mouth ventilations for the provision of cardiopulmonary resuscitation, but LSV will be modifying the technique to ensure risk minimisation.
- For the period of the COVID-19 pandemic, LSV must not allow participants to breathe directly into a manikin.
- Participants are to perform mouth to mouth ventilations/recue breaths to the side of the manikin without direct contact, rather than into the manikin.

Note: Participants should take a breath and place their widely open mouth beside the manikin mouth (without contact) and blow to demonstrate inflating the lungs with a volume to achieve chest rise.

- Clearing the airway, positioning the head, and pinching the nose must all be carried out as normal.

2.2.6 Australian Health Protection Principal Committee (AHPPC)

Physical distancing of children in schools is currently not required under the Australian Health Protection Principal Committee (AHPPC) guideline however all adults must maintain physical distance from each other (1.5m) including teachers and support staff, and parents.

The Australian Health Protection Principal Committee (AHPPC) advises adults to undertake physical distancing when interacting with other adults, in areas such as staff rooms and when picking up or dropping off children.

As stated above, current health advice is that undertaking physical distancing involves each person having 4 square meters of space and maintaining a physical distance of at least 1.5 metres from others where possible.

Adults do not need to undertake physical distancing when interacting with or providing care to children. In the case of training being undertaken at an Educational facility, the COVID Safe plan of that venue should be adhered to in the first instance.

2.3 General Adjustments - Behind the Scenes (All Courses)

The following risk mitigants will be applied to all LSV training and assessment activities:

Trainers / Candidates

- Complete trainer induction on necessary adjustments (Trainers only).
- Complete Federal Government COVID-19 online training.
- All candidates to consider the urgency of their training needs and postpone where reasonable.
- Ensure candidates / members are advised of training and assessment activities that require physical contact (e.g. spinal management, board rescues).
- Face masks should be worn during indoor activities where physical distancing cannot be achieved and maintained. Face masks should not be worn during any practical aquatic activities.

Resourcing / Planning

- Modify training and assessment activities and / or work instructions.
- Make provisions for the use of members to undertake all practical activities in groups no larger than four (4) and to remain in those groups throughout the course.
- Make appropriate provisions to individualise training and assessment activities if required.
- Update course specific trainer resource instructions.

Enrolment

- Adherence to the formal course approval process (not applicable for Community Awards/ Professional Development).
- Do not allow walk ins (who have not booked) to attend scheduled activities.
- Reduce course capacities to achieve physical distancing requirements.
- Pop up message on enrolment that they agree that they will not attend if they are presenting with symptoms/ most at risk or prior completion of the [LSV Personal Health Checklist](#)
- Specific advice regarding the risks associated with high risk groups.

Venue Selection / Hire

- Ensure sufficient space to allow for physical distancing to be maintained during all activities.
- Adjustment of Training Venue Partnership Agreement to include “partner training venues will:

- Develop and maintain appropriate physical distancing policies and preventative measures.
- Develop and maintain appropriate systems and procedures to ensure compliance with Health Department measures and the Guidelines for Safe Pool Operations - Covid-19.
- For onsite private group training include written confirmation that the client agrees to ensure that the training environment selected for the course will:
 - Develop and maintain appropriate physical distancing policies and density capacities as well as other necessary preventative measures.
 - Develop and maintain appropriate systems and procedures to ensure compliance with Health Department measures and the Guidelines for Safe Pool Operations - Covid-19.
 - Provide LSV any requirements in advance to meet the risk assessment of the venue.

Training Area Set Up

- A training room or area set up should be different for the theory component and practical components.
- A training areas should have two entry / exit points where possible, to allow for a single direction of pedestrian traffic flow and reduce the risk of people gathering at one point.
- If and where possible, mark areas for entry and exits, and the direction of pedestrian traffic to avoid gatherings and promote physical distancing.
- Participants should be seated 1.5-2 metres away from each other to minimise physical contact, once they enter the room they must remain in the room if attending a short course/ community award to prevent potential cross contamination during training.
- The latest [Victorian Government physical distancing posters](#) and [COVID Safe app posters](#) can be leveraged are recommended to be displayed as well.
- Training rooms or areas are best to be arranged in classroom style where possible - use the U Shape setup or individual desk setting to enable clear observation and ensuring adequate distancing between everyone.

Equipment

- Use gloves when touching first aid kits and equipment or provide a paper list of the kit contents.
- Trainers and / or Supply Chain are required to wash bandages as well as EpiPen® and Asthma training resources upon completion of each training session they are used in.
- When demonstrate tourniquets on upper limb and lower limbs, do so over the top of clothing.
- Do not pass tourniquets around anymore than is necessary, as they are complex and time consuming to clean.
- Disinfect all equipment prior to course - spray bags, zippers, medical grade oxygen bottle, regulators, tubing, etc.
- Ensure lung bags are changed and manikin faces are disinfected and cleaned thoroughly on a per session basis.

- Manikin chest skin can be cleaned with soap and hot water (moisture may damage the QCPR units so clean inside with a clean dry cloth).
- Manikin face connectors should be disassembled from the face masks and submerged in water which contains dishwashing detergent for 20 minutes, then rinsed in detergent free water.
- Manikin wipes should stay on the face of the manikin for at least 30 seconds before use (even though we are currently not ventilating manikins, please ensure you keep wiping down the face and chests of the CPR manikins).
- Post-training submerge manikin face masks and face connectors (separated) in a hot water cleaning solution for 20 minutes.
- Antiseptic aerosol spray should be utilised over hard surfaces within the training facility.

For further information please refer to the LSV Work Instruction for 'SCM-SOP-109 Disinfecting Training Equipment' and Laerdal information on standard hygiene and cleaning procedures.

2.4 Candidate Briefing

It is the role of the course trainer to provide an appropriate briefing to the course candidates at the commencement of the training. The briefing should cover the course delivery plan, candidate expectations, guidance to those in higher risk categories and the option for any candidate to leave the course and request a refund.

Venue Responsibilities (Summary)

- Sufficient space and table / chair arrangements
- Venue specific COVIDSafe plan / Return to Play plan
- Emergency management protocols
- Aquatic supervision (aquatic environments only)
- Facility hygiene protocols

Trainer Responsibilities

- Modify training and assessment activities
- Aquatic risk assessment (if applicable)
- Equipment not shared between different groups (or sanitised between use)
- Equipment sanitization at the end of each practical session
- Candidate attendance, briefing and ongoing management, enforcement and support
- Read and adhere to the necessary disinfectant protocol

Further Information / Feedback

Public Training - 03 9676 6950 training@lsv.com.au

Volunteer Training - 03 9676 6980 volunteertraining@lsv.com.au

2.5 Course Delivery Summary

Course Type / Name	Community Awards/ PD	Public Training	Volunteer Training
Theory based courses			
SISSS00110 Aquatic Technical Operator		Y	
Training Officer Certificate			Y
Silver Medallion Beach Management			Y
Radio Operator Certificate			Y
Resuscitation courses			
HLTAID001 Provide Cardiopulmonary Resuscitation		Y	Y
Resuscitation Awareness	Y		
Resuscitation	Y		
First aid courses			
HLTAID002 Provide Basic Emergency Life Support		Y	N
HLTAID003 Provide First Aid		Y	Y
HLTAID004 First Aid in an Education and Care Setting		Y	
HLTAID006 Provide Advanced First Aid		Y	
22300VIC Course in First Aid Management of Anaphylaxis		Y	
10760NAT Course in Asthma Awareness		Y	
Emergency Life Support	Y		
Advanced Resuscitation / Oxygen courses			
HLTAID007 Provide Advanced Resuscitation Techniques		Y	Y
Oxygen Resuscitation (accredited)		Y	
Oxygen Resuscitation (non-accredited)	Y		
Pool Lifeguard courses			
Pool Lifeguard		Y	
Pool Bronze Medallion		Y	
LSV Train the Trainer		Y	
Hydrotherapy Rescue (Including CPR)		Y	
In-Service Training	Y	Y	
Lifesaving Programs			

Course Type / Name	Community Awards/ PD	Public Training	Volunteer Training
Dry rescue	Y		
Wade rescue	Y		
Accompanied rescue	Y		
Bronze star	Y		
Bronze medallion	Y		
Bronze Cross	Y		
Award of merit	Y		
Award of distinction	Y		
Swim Teacher courses			
LSV Swim Teacher		Y	
LSV Teacher of Infant and Toddler		Y	
In-Service Training	Y	Y	
Aquatic rescue courses			
Surf Rescue Certificate			Y
Bronze Medallion		Y	Y
Community Surf Life Saving Certificate		Y	
Inland Waterways Life Saving Certificate		Y	
Silver Medallion Aquatic Rescue			N
Gold Medallion			N
IRB / RWC courses			
Inflatable Rescue Boat Crew			Y
Inflatable Rescue Boat Driver			Y
Rescue Watercraft (Jet Ski)			Y

2.6 Specific Adjustments Theory Based Courses

The table below details the courses covered in this section.

Course Name
SISSS00110 Aquatic Technical Operator
Training Officer Certificate
Silver Medallion Beach Management
Radio Operator Certificate

All guiding principles and general adjustments apply.

Course Specific Requirement

Course Component	Adjustment Required
Pool water testing	Rinsing out of pool water testing between use
Equipment set up / down	Reduce the equipment set up / down to one person (e.g. the Trainer)
Group activities	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Group presentation	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another

2.7 Specific Adjustments Resuscitation Courses

The table below details the courses covered in this section.

Course Name
HLTAID001 Provide Cardiopulmonary Resuscitation
Resuscitation Awareness
Resuscitation

All guiding principles and general adjustments apply.

Course Specific Requirement

Course Component	Adjustment Required
Equipment set up / down	Reduce the equipment set up / down to one person (e.g. the Trainer)
Post incident management	Physical distancing to be maintained
Infant CPR	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Adult CPR	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
CPR (breathing)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Simulate rescue breaths to side of patients' head
AED (Defibrillator)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Initial patient assessment	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Use of mannikin as the patient

2.8 Specific Adjustments First Aid Courses

The table below details the courses covered in this section.

Course Name
HLTAID002 Provide Basic Emergency Life Support
HLTAID003 Provide First Aid
HLTAID004 First Aid in an Education and Care Setting
HLTAID006 Provide Advanced First Aid
22300VIC Course in First Aid Management of Anaphylaxis
10760NAT Course in Asthma Awareness
Emergency Life Support

All guiding principles and general adjustments apply.

Course Specific Requirement

Course Component	Adjustment Required
Equipment set up / down	Reduce the equipment set up / down to one person (e.g. the Trainer)
Post incident management	Physical distancing to be maintained
Infant CPR	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Adult CPR	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
CPR (breathing)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Simulate rescue breaths to side of patients' head
AED (Defibrillator)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Initial patient assessment	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Use of mannikin as the patient (if available)
Envenomation	Work in small group (max. 2 (within the group of 4)) where possible Work in the same small groups throughout Keep different groups well apart from one another Consumable bandages

Course Component	Adjustment Required
Sprains and strains (triage)	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Consumable bandages</p> <p>Physical distancing to be maintained during triage</p> <p>Separate the deployment of resources for assessment of triage from the treatment of sprains and strains</p>
Head, neck and spinal management	<p>Work in small group (max. 4) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Use of full size mannikin for spinal management if available</p>
Seizure	<p>Work in small group (max. 4) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Simulate temperature check</p>
Choking patient	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p>
Allergic reaction or anaphylaxis	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p>
Asthma attack	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p>
Bleeding (incl. shock)	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Consumable bandages</p> <p>Use of another candidate for shock treatment (maintaining physical distancing)</p>
Poisoning	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Consumable bandages</p>
Fracture	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Consumable bandages</p>

2.9 Specific Adjustments Advanced Resuscitation / Oxygen Courses

The table below details the courses covered in this section.

Course Name
HLTAID007 Provide Advanced Resuscitation Techniques
Oxygen Resuscitation (accredited)
Oxygen Resuscitation (non-accredited)

All guiding principles and general adjustments apply.

Course Specific Requirement

Course Component	Adjustment Required
Equipment set up / down	Reduce the equipment set up / down to one person (e.g. the Trainer)
Post incident management	Physical distancing to be maintained
Infant CPR	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Adult CPR	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
CPR (breathing)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Simulate rescue breaths to side of patients' head
AED (Defibrillator)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Initial patient assessment	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Use of mannikin as the patient (if available)
Oxygen therapy / resuscitation	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Oropharyngeal airway	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Suction	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another

Course Component	Adjustment Required
Bag-valve mask	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another

2.10 Specific Adjustments Pool Lifeguard / Pool Bronze Medallion (accredited training)

The table below details the courses covered in this section.

Course Name
Pool Lifeguard
Pool Bronze Medallion
Lifeguard In-Service Training
LSV Train the Trainer
Hydrotherapy Rescue (Including CPR)

All guiding principles and general adjustments apply.

Course Specific Requirement

Course Component	Training Adjustment
Equipment set up / down	Reduce the equipment set up / down to one person (e.g. the Trainer)
Post incident management	Physical distancing to be maintained
Infant CPR	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Adult CPR	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
CPR (breathing)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Simulate rescue breaths to side of patients' head
AED (Defibrillator)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Initial patient assessment	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Use of mannikin as the patient (if available)
Oxygen therapy / resuscitation	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Rescue using up to 5 rescue aids	Work in small group (max. 2 (within the group of 4)) where possible

Course Component	Training Adjustment
	<p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Use of mannikin as the patient</p>
Unconscious recover (2m depth)	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Physical distancing to be maintained</p> <p>Use of mannikin as the patient</p>
Search pattern in approx. 2m of water	<p>Physical distancing to be maintained</p>
Defensive techniques in deep water (individual)	<p>Physical distancing to be maintained</p>
25m tow rescue of a weak or injured swimmer	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Rescue tube at full length</p>
12m accompanied rescue of a weak swimmer	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Use of mannikin as the patient</p>
Survival skills (whilst dressed)	<p>Physical distancing to be maintained</p>
400m swim in 13 mins (whilst dressed)	<p>Physical distancing to be maintained</p>
Contact tow timed whilst dressed	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p>
Throw rescue (10m) using an unweighted rope	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Physical distancing to be maintained</p>
Reach rescue (2m) of a non-swimmer	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Physical distancing to be maintained</p>
Fitness tests within the provided timeframes	<p>Physical distancing to be maintained</p>
Correct techniques to respond to a major aquatic emergency (contact tow/ extraction)	<p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p>
Spinal management	<p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p>

2.11 Specific Adjustments Lifesaving Programs

The table below details the courses covered in this section.

Course Name
Lifesaving Programs (Dry Rescue, Wade Rescue, Accompanied Rescue)
Lifesaving Programs (Bronze Star, Bronze Medallion, Bronze Cross)
Lifesaving Programs (Award of Merit, Award of Distinction)

All guiding principles and general adjustments apply.

Course Specific Requirement

Course Component	Training Adjustment
Equipment set up / down	Reduce the equipment set up / down to one person (e.g. Trainer)
Resuscitation: Post incident management	Physical distancing to be maintained
Resuscitation: Infant CPR	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Resuscitation: Adult CPR	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Resuscitation: CPR (breathing)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Simulate rescue breaths to side of patients head
Resuscitation: AED (Defibrillator)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Resuscitation: Initial patient assessment	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Use of mannikin as the patient
Resuscitation – Oxygen: Oxygen therapy / resuscitation	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Reach	Work in small group (max. 2 (within the group of 4)) where possible Work in the same small groups throughout Keep different groups well apart from one another Physical distancing to be maintained
Throw – weighted rope	Work in small group (max. 2 (within the group of 4)) where possible

Course Component	Training Adjustment
	<p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Physical distancing to be maintained</p>
Throw – unweighted rope	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p>
Throw – buoyant aid	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p>
Wade – buoyant aid	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Physical distancing to be maintained</p>
Wade – rigid aid	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Physical distancing to be maintained</p>
Swim	Physical distancing to be maintained
Tread water	Physical distancing to be maintained
Surface diver	Physical distancing to be maintained
Wade and resuscitate	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Physical distancing to be maintained</p> <p>Complete the rescue before completing the resuscitation separately with the use of a manikin as the patient</p>
Defensive techniques	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p>
Accompanied rescue	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Rescue tube at full length</p>
Underwater search	Physical distancing to be maintained
Throw – lifejacket	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Physical distancing to be maintained</p>
Tow	Work in small group (max. 2 (within the group of 4)) where possible

Course Component	Training Adjustment
	<p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Physical distancing to be maintained</p> <p>Rescue tube at full length</p>
Survival skills	Physical distancing to be maintained
Spinal Injury	<p>Work in small group (max. 4) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p>
Rescue and Resuscitation	<p>Work in small group (max. 4) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Rescue tube at full length</p> <p>Complete the rescue before completing the resuscitation separately with the use of a manikin as the patient</p>
Search and Rescue	Physical distancing to be maintained
Recover and Resuscitate	Physical distancing to be maintained
Timed Tow	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Physical distancing to be maintained</p> <p>Rescue tube at full length</p>
Two Swimmers Locked Together	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p>
Rescue and Emergency Care	<p>Apply the relevant training adjustments for the outlined initiatives</p> <p>Complete the rescue before completing the resuscitation separately with the use of a manikin as the patient</p>
Initiatives	Apply the relevant training adjustments for the outlined initiatives

2.12 Specific Adjustments Swim Teacher Courses

The table below details the courses covered in this section.

Course Name
LSV Swim Teacher
LSV Teacher of Infant and Toddler
LSV Teacher of a Person with a Disability
In-Service Training

All guiding principles and general adjustments apply.

Course Specific Requirement

Course Component	Training Adjustment
Equipment set up / down	Reduce the equipment set up / down to one person (e.g. the Trainer)
Post incident management	Physical distancing to be maintained
Infant CPR	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Adult CPR	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
CPR (breathing)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Simulate rescue breaths to side of patients' head
AED (Defibrillator)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Initial patient assessment	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Use of mannikin as the patient (if available)
Oxygen therapy / resuscitation	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Rescue using up to 5 rescue aids	Work in small group (max. 2 (within the group of 4)) where possible Work in the same small groups throughout Keep different groups well apart from one another Use of mannikin as the patient Use of non-contact scenarios

Course Component	Training Adjustment
Unconscious recover (2m depth)	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Use of mannikin as the patient</p>
Search pattern in approx. 2m of water	<p>Physical distancing to be maintained</p>
Defensive techniques in deep water (individual)	<p>Physical distancing to be maintained</p>
25m tow rescue of a weak or injured swimmer	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Physical distancing to be maintained.</p> <p>Rescue tube at full length</p>
12m accompanied rescue of a weak swimmer	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Use of mannikin as the patient</p>
Throw rescue (10m) using an unweighted rope	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Physical distancing to be maintained</p>
Reach rescue (2m) of a non-swimmer	<p>Work in small group (max. 2 (within the group of 4)) where possible</p> <p>Work in the same small groups throughout</p> <p>Keep different groups well apart from one another</p> <p>Physical distancing to be maintained</p>

2.13 Specific Adjustments Aquatic Rescue Courses

The table below details the courses covered in this section.

Course Name
Surf Rescue Certificate
Bronze Medallion
Community Surf Life Saving Certificate
Inland Waterways Life Saving Certificate
Silver Medallion Aquatic Rescue
Gold Medallion

All guiding principles and general adjustments apply.

Course Specific Requirement

Course Component	Training Adjustment
Equipment set up / down	Reduce the equipment set up / down to one person (e.g. the Trainer)
Post incident management	Physical distancing to be maintained
Infant CPR	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Adult CPR	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
CPR (breathing)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Simulate rescue breaths to side of patients' head
AED (Defibrillator)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Initial patient assessment	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Use of mannikin as the patient (if available)
Return patient to shore	Work in small group (max. 2 (within the group of 4)) where possible Work in the same small groups throughout Keep different groups well apart from one another Use of mannikin as the patient where practicable

Course Component	Training Adjustment
<p>Demonstrate safe carry with team member and patient placed safely on beach</p>	<p>Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Use of mannikin as the patient where practicable</p>
<p>Use appropriate technique to assist patient on board and return to shore</p>	<p>Work in small group (max. 2 (within the group of 4)) where possible Work in the same small groups throughout Keep different groups well apart from one another Use of mannikin as the patient where practicable Where there is an option of a board or tube rescue, a tube rescue should be utilised</p>

2.14 Specific Adjustments IRB / RWC Courses

The table below details the courses covered in this section.

Course Name
Inflatable Rescue Boat Crew
Inflatable Rescue Boat Driver
Rescue Watercraft (Jet Ski)

All guiding principles and general adjustments apply.

Course Specific Requirement

Course Component	Training Adjustment
Equipment set up / down	Reduce the equipment set up / down to one person (e.g. the Trainer)
Casualty retrieved (IRB)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Limited each group to one IRB
Perform basic patient care (IRB)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Limited each group to one IRB
Patient correctly positioned and secured (IRB)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Limited each group to one IRB
Patient carry and handover (IRB)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Secure patient safely on the rescue sled (RWC)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Reduce sharing of RWC's where possible
Effectively remove patient from sled (RWC)	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another Reduce sharing of RWC's where possible

2.15 Specific Adjustments Helicopter Training

The table below details the courses covered in this section.

Course Name	
Helicopter Training	
All guiding principles and general adjustments apply.	
Course Specific Requirement	
Course Component	Training Adjustment
Equipment set up / down	Reduce the equipment set up / down to one person allocated to setting up their role specific gear (i.e. Rescue Crew sets up rescue gear, Winch Operator check winch)
Winch Retrieval Methods	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Perform basic patient care	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Patient correctly positioned and secured	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Hover Entry Exit Procedure	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another
Surf Deployment Procedure	Work in small group (max. 4) where possible Work in the same small groups throughout Keep different groups well apart from one another

3.0 Appendixes

3.1 Appendix One - Training and Risk Management - Glossary of Terms

The following definitions are used throughout this document.

- **Trainer/s:** The person/s tasked to deliver the training course, community award or professional development content to the course candidates. This includes LSV Service Members and LSV Facility Champions.
- **Candidate/s:** The customers who have enrolled in LSV's training course.
- **Courses/s:** Any education session taking place including Community Awards, Professional Development or Accredited Training.
- **Qualifications:** Accredited training certificates issued by an authorised Registered Training Organisation in line with the requirements of the Australian Skills Qualification Authority.
- **Risk:** The effect of uncertainty on objectives.
- **Risk management:** Coordinated activities to direct and control an organisation with regard to risk.
- **Stakeholder:** Person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity.
- **Risk source:** Element which alone or in combination has the potential to give rise to risk.
- **Event:** Occurrence or change of a particular set of circumstances.
- **Consequence:** Outcome of an event affecting objectives.
- **Likelihood:** Chance of something happening.
- **Control:** Measure that maintains and/or modifies risk

The information within this document has been included as guidance material-only and will require to be systematically monitored and reviewed as a component of the risk management process ISO 31000:2018: Guidelines - Risk Management.

3.2 Appendix Two - Key Stakeholders

- Australian Skills Qualification Authority
- Australian Resuscitation Council
- Course candidates
- Emergency Management Victoria
- Emergency Management Victoria: Response Agency Task Force (Training)
- First Aid Industry Reference Committee
- LSV Trainers and Assessors
- LSV: Lifesaving Operations Council Executive
- LSV: Committee of Training and Assessment
- Royal Life Saving Australia: VET Working Group
- Royal Life Saving Australia: National Aquatic Industry Steering Committee
- Surf Life Saving Australia: Education Management Group
- Victorian Government: Department of Health and Human Services

3.3 Appendix Three - Occupational Health and Safety Legislation

1. Employers must, so far as is reasonably practicable, monitor conditions at any workplace under the employer's management and control (OHS Act s22).
2. The employer's duties may also extend to independent contractors engaged by the employer and any employees of the independent contractor working at the workplace (OHS Act s21(3) and s35(2)).
3. Employers must provide employees with any necessary information, instruction, training or supervision to enable them to perform their work in a way that is safe and without risks to health (OHS Act s21(2)(e)). This duty also extends to independent contractors (including any employees of the independent contractor) engaged by the employer in relation to matters over which the employer has control (OHS Act s21(2)(e)).
4. Employers owe a duty to ensure that persons other than employees of the employer are not exposed to risks to their health or safety arising from the conduct or undertaking of the employer (OHS Act s23(1)). This duty also applies to self-employed persons (Licensees) (OHS Act s24(1)).
5. Employees must take reasonable care for their own health and safety as well as for persons who may be affected by the employees acts or omissions at a workplace and cooperate with their employer with respect to any action taken by the employer to comply with the legislation (OHS Act s25)
6. A person who has to any extent management or control of a workplace must ensure so far as is reasonably practicable that the workplace is safe and without risks to health (OHS Act s26).

3.4 Appendix Four - IRC Advice on First Aid Training

Many RTOs have raised concerns about the ongoing delivery of First Aid training during the COVID-19 pandemic. RTOs must comply with State and Federal Health Authority directions. RTOs should perform a risk assessment when deciding whether or not to continue to provide First Aid training, taking into account the following:

- State, Territory and Federal Health Authorities' advice (www.health.gov.au)
- The Australian Resuscitation Council's recommendations and guidelines (www.resus.org.au)
- SafeWork Australia's advice (www.safeworkaustralia.gov.au)
- ASQA's advice (www.asqa.gov.au).

Specific concerns have also been raised about the transmission of the virus while performing ventilations on mannikins. The potential for transmission of the virus is significantly reduced if proper infection control procedures are followed, which involves excluding anyone who shows symptoms of the virus. The Assessment Requirements are clearly stated, and the performance of compressions and breaths must be demonstrated on a mannikin in order to make a determination of competency. It cannot be a demonstration of compressions only.

A reasonable adjustment may apply where a student states they will not put their mouth on the mannikin during breaths (even with a barrier device in place), in which case the student is required to demonstrate all aspects of giving breaths (i.e. head tilt and blowing to the side of the mannikin) while not actually blowing into the mouth of the mannikin. This reasonable adjustment is to only apply at this time of the COVID-19 pandemic and only if the student requests exemption (i.e. on an exception basis only).

3.5 Appendix Five GSPO National COVID-19 Safe Workplace Principles

- All workers, regardless of their occupation or how they are engaged, have the right to a healthy and safe working environment.
- The COVID-19 pandemic requires a uniquely focused approach to work health and safety (WHS) as it applies to businesses, workers and others in the workplace.
- To keep our workplaces healthy and safe, businesses must, in consultation with workers, and their representatives, assess the way they work to identify, understand and quantify risks and to implement and review control measures to address those risks.
- As COVID-19 restrictions are gradually relaxed, businesses, workers and other duty holders must work together to adapt and promote safe work practices, consistent with advice from health authorities, to ensure their workplaces are ready for the social distancing and exemplary hygiene measures that will be an important part of the transition.
- Businesses and workers must actively control against the transmission of COVID-19 while at work, consistent with the latest advice from the Australian Health Protection Principal Committee (AHPPC), including considering the application of a hierarchy of appropriate controls where relevant.
- Businesses and workers must prepare for the possibility that there will be cases of COVID-19 in the workplace and be ready to respond immediately, appropriately, effectively and efficiently, and consistent with advice from health authorities.

- Existing state and territory jurisdiction of WHS compliance and enforcement remains critical. While acknowledging that individual variations across WHS laws mean approaches in different parts of the country may vary, to ensure business and worker confidence, a commitment to a consistent national approach is key. This includes a commitment to communicating what constitutes best practice in prevention, mitigation and response to the risks presented by COVID-19.
- Safe Work Australia (SWA), through its tripartite membership, will provide a central hub of WHS guidance and tools that Australian workplaces can use to successfully form the basis of their management of health and safety risks posed by COVID-19.
- States and Territories ultimately have the role of providing advice, education, compliance and enforcement of WHS and will leverage the use of the SWA central hub in fulfilling their statutory functions.
- The work of the National COVID-19 Coordination Commission will complement the work of SWA, jurisdictions and health authorities to support industries more broadly to respond to the COVID-19 pandemic appropriately, effectively and safely.

4.0 References

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