



# Pandemic – COVID 19

Please use this risk assessment to help determine any risks and hazards that may be evident activity within a service.

**Activity Centres Inc**

<p><b>Identify the Critical Incident/Emergency</b> Protection of all Educators, children, visitors health during the Pandemic of COVID 19</p>	<p><b>Location</b> Service located within School or Parish grounds</p>	<p><b>Who May be at Risk?</b> Educators, children and visitors  National Coronavirus Helpline: 1800 020 080</p>				
<p><b>Identify Hazards, Risks and rate the risks</b> Illness Transmission of Disease</p>						
Tasks	Hazards	Risks	Risk Rating			Control Measures
Safeguarding and promoting educators, children and visitors welfare.	Health Hazard – exposure and illness	Contracting Covid-19	Possible	Severe	Risk Rating Very High	<ul style="list-style-type: none"> <li>○ All ACI Policies and procedures are to be followed throughout the Pandemic – with attention to the procedures outlined in:               <ul style="list-style-type: none"> <li>- Hygiene and Cleaning policy.</li> <li>- Food Safety Policy</li> <li>- First Aid Management of incident illness injury or Trauma Policy</li> <li>- Infectious Diseases Policy</li> </ul> </li> <li>○ COVID 19 Policy has been developed to safeguard staff, children, and families throughout the Pandemic – outlining the additional procedures that should be followed to prevent it’s spread.</li> </ul>
The service is directed to close by NSW Health	The service can no longer provide care and education.	Breakdown or inadequate Communication with stakeholders  Cleaning and disinfecting procedures not implemented.	Unlikely	Severe	Very High	<ul style="list-style-type: none"> <li>○ Communication with Families will take place through direct email and if needed phone calls.</li> <li>○ Communication with staff will take place through email, Facebook group and if needed phone calls.</li> <li>○ Nominated supervisors will contact NQAITS within 24 hours of close direction and again notify when we are to reopen.</li> <li>○ The service is to follow existing cleaning and disinfection procedures outlined in Infections Diseases policy and Hygiene and Cleaning Policy. Guidelines outlined in Staying Healthy in Childcare.</li> <li>○ Follow all instructions and recommendations made by NSW Health.</li> </ul>

Tasks	Hazards	Risk	Risk Rating			Control Measures
			Likelihood	Impact	Risk Rating	
A child or staff member at the service is diagnosed with COVID-19 OR been in contact with a confirmed case of COVID 19 in the last 14 days.	Potential to infect others at the service	Others touching frequently used services by the infected person.  Infected persons are allowed back at the service without clearance  There is insufficient communication between the service and health authorities.	Possible	Severe	Very High	<ul style="list-style-type: none"> <li>○ Anyone who has symptoms (children, staff and parents) of COVID 19 are to not come to the service. <ul style="list-style-type: none"> <li>- Instructed they must seek medical advice on symptoms and provide a clearance from their doctor prior to returning to the service.</li> </ul> </li> <li>○ If a visitor, child or staff member has been in contact with a confirmed case of COVID-19 in the last 14 days is not to return to the service until the public health authority confirms that it is safe to do so.</li> <li>○ If service becomes aware of a positive case of COVID 19 that has been in our service in the last 14 days, we will immediately contact the local public health unit and/or NSW Health. <ul style="list-style-type: none"> <li>- Follow all direction and advice given by them.</li> </ul> </li> <li>○ The service is to follow existing cleaning and disinfection procedures outlined in Infections Diseases policy and Hygiene and Cleaning Policy. Guidelines outlined in Staying Healthy in Childcare.</li> <li>○ ACI will engage the services of an external cleaning company to give the service a deep clean.</li> </ul>
A visitor, child or staff member has fever or symptoms of acute respiratory infection (cough, sore throat, runny nose, shortness of breath).	The individual is incubating COVID-19	The individual comes into the service. Others become infected. Visitors, staff, of children come into contact with COVID-19	Possible	Severe	Very High	<ul style="list-style-type: none"> <li>○ Any Visitor, child or staff member who has a fever OR of acute respiratory infection (cough, sore throat, runny nose, shortness of breath) is not permitted to enter the service.</li> <li>○ Families and staff need to notify the service if they are unwell.</li> <li>○ When notified, management and coordinators will recommend the individual seek professional advice.</li> <li>○ Before returning to the service the individual must provide evidence of medical clearance.</li> </ul>
A visitor, child or staff member has a fever or symptoms of acute respiratory infection (cough, sore throat, runny nose, shortness of breath) while at the service.	The individual is incubating COVID-19	Others are infected with COVID-19. Visitors, staff, of children come into contact with COVID-19	Possible	Severe	Very High	<ul style="list-style-type: none"> <li>○ If a visitor, child or staff member presents with symptoms while at the service, ACI Illness and Infectious Diseases Policy, Hygiene and cleaning Policy and COVID-19 Policy and outlined procedures are to be followed.</li> <li>○ Staff are to report to the responsible person if: <ul style="list-style-type: none"> <li>- They are experiencing new symptoms on shift</li> <li>- They observe another staff member with symptoms</li> <li>- They observe a child or visitor displaying symptoms.</li> </ul> </li> </ul>

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<p>A visitor, child or staff member has a fever or symptoms of acute respiratory infection (cough, sore throat, runny nose, shortness of breath) while at the service Continued...</p>		<p>The person with symptoms is not isolated or sent home.</p> <p>Symptoms are not appropriately reported.</p> <p>Surfaces are contaminated.</p>	Possible	Severe	Very High	<ul style="list-style-type: none"> <li>○ Visitors and Staff are to stop work and be sent home immediately.</li> <li>○ If child, family will be contacted to collect child as soon as possible. The child will be provided with a mask, separated from the rest of the children and cared for until family arrives to collect.</li> <li>○ Coordinators are to identify an area to isolate potential sick individuals prior to an event occurring and advise all staff of where this will be at their service.</li> <li>○ Before returning to the service the individual must provide evidence of medical clearance.</li> <li>○ The service is to follow existing cleaning and disinfection procedures outlined in Infections Diseases policy and Hygiene and Cleaning Policy. Guidelines outlined in Staying Healthy in Childcare.</li> </ul>
<p>A visitor, child or staff member returns from overseas in the last 14 days</p>	<p>The individual is incubating COVID-19</p>	<p>Visitors, staff or children come into contact with the Virus</p>	Possible	Severe	Very High	<ul style="list-style-type: none"> <li>○ Reminders sent to anyone returning to the service from overseas travel that if they develop flu-like symptoms, they should call their doctor to arrange testing, call HealthDirect on 1800 022 222 or go directly to a COVID-19 clinic or emergency department.</li> </ul>
<p>A Visitor, child or staff member is incubating COVID 19 and is not showing any symptoms</p>	<p>The individual is incubating COVID-19 and unknowingly spreads the disease through direct contact with people and surfaces.</p>	<p>Others are infected with COVID-19</p> <p>Visitors, staff or children come into contact with the Virus</p>	Possible	Severe	Very High	<ul style="list-style-type: none"> <li>○ Staff are provided with cleaning agents, bins and gloves as well as procedures to follow on the correct way to clean and sanitise (See ACI Hygiene and Cleaning Policy).</li> <li>○ Enhanced Hygiene practices are implemented for staff, children and visitors such as: <ul style="list-style-type: none"> <li>- Frequent hand washing (Alcohol based hand sanitiser is a suitable alternative if used and stored safely around children).</li> <li>- Staff avoid touching face, handshakes and other close physical contact.</li> <li>- Tissues are disposed of appropriately.</li> <li>- Coughs and sneezes covered with elbow</li> </ul> </li> <li>○ Alcohol based hand sanitiser is available at the service entry.</li> <li>○ Where possible touch points are reduced (such as leaving access doors open where possible).</li> <li>○ Children are provided with increased and daily hand washing and personal hygiene guidance.</li> </ul>

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A Visitor, child or staff member is incubating COVID 19 and is not showing any symptoms Continued....		Surfaces are contaminated  Hygiene Practices are not Consistent  There is a lack of cleaning and hygiene products to support essential measures being implemented fully and consistently.  There is insufficient environmental cleaning  Children do not implement increased Hygiene Practices	Possible	Severe	Very High	<ul style="list-style-type: none"> <li>○ Increased Hygiene and cleaning Practices throughout the service with regular cleaning throughout the session of High touch surfaces (such as family sign in and out area) and daily cleaning of used equipment and resources.</li> <li>○ Service Coordinator is to ensure that there is robust control and routine cleaning of the environment on a daily basis including: <ul style="list-style-type: none"> <li>- Frequently touched surfaces and objects such as doors, tables, benchtops, and toys, are cleaned and disinfected at a minimum after every session using appropriate detergent and disinfectant.</li> <li>- That staff use gloves when cleaning and either wash hands OR use alcohol based hand sanitiser before and after wearing gloves.</li> <li>- Personal items such as phones, glasses, keyboards etc are cleaned and disinfected frequently (e.g. with disinfectant wipes).</li> <li>- Amenities including kitchens, common areas, toilets are cleaned frequently.</li> </ul> </li> <li>○ Coordinators are to ensure that all cleaning is recorded daily in the SIM (Service Instruction Manual).</li> <li>○ Handwashing facilities are kept clean, properly stocked and in good working order throughout the session.</li> <li>○ Management will keep staff informed of service procedures, actions to take and symptoms to be concerned about. Clear guidance is provided to ensure expectations are understood.</li> <li>○ Families and parents are not to enter the service and are to wait in a designated area for drop of and collection.</li> <li>○ We will limit the numbers of visitors in the service</li> <li>○ Physical distancing measures are implemented throughout the service, wherever possible. Coordinators and Staff are to work together to identify reasonable and practical social distancing measures at each service. Document this in Team Talks.</li> </ul>

<b>Completed By:</b> <b>Date</b>	<b>Signature</b>	<b>Approved By:</b> <b>Date:</b>	<b>Signature:</b>
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