

COVID-19 Risk Management Plan

Services on Government School sites may require additional space as a temporary arrangement to ensure that advice from relevant health authorities on managing the COVID-19 pandemic, including social distancing recommendations, are implemented.

Services are required to provide a risk assessment that identifies how they will mitigate risks to children and ensure there is adequate supervision when including this additional space within their program.

This document has been designed to assist services to undertake this risk assessment, however it is not a requirement that the risk assessment is completed using this template.

To guide thinking and assist services in completing the risk assessment template, services are encouraged to consider the reflective questions when completing the risk assessment (responses to each of the reflective questions are not required):

- What changes will be made to the program, physical arrangement of the service and routines, including the grouping of children, to maintain social distancing?
- Have you put in place any additional health and safety measures during arrival and departure times for families, visitors and children? If so, what are they?
- Have you reviewed your hygiene practices/policies? What has been implemented/changed in response to the COVID-19 pandemic?
- Are there any enrolled children with a diagnosed medical condition? If so, how have you worked with families to update medical management, risk-minimisation and communication plans (regulations 90 and 168)?
- Do you have additional health and safety measures in place, within the service's routines and program, including regular handwashing times for all children and staff?
- Do you have a suitable separate area for children who may be showing cold and flu-like symptoms, to await pick up by their parent/carer?
- Is the space utilised by the service also used by the school community? Have additional cleaning practices been implemented to prevent any cross-contamination? If so, what are they?
- Have you included children in designing and implementing some 'rules' for social distancing? If so, how?
- Have your risk assessments for potential emergencies been recently revised to include how you are responding to the COVID-19 outbreak and implementing relevant health directions?
- Have you reviewed your first aid policy/procedure? Are there enough appropriately qualified educators/staff available?
- Do you have adequate protective equipment and hygiene products? Are they easily accessible in all spaces used by staff and children?
- Do you require additional staff to maintain ratios and supervision across all spaces? Are there adequate processes in place to ensure new staff are aware of the change in your practices in relation to the COVID-19 pandemic?

- How do you ensure that all staff are well and have not been exposed to COVID-19?
- How are you supporting children to manage any stress and anxiety caused by the COVID-19 pandemic?

Service Details					
SE: SE-00013601	Service Name: North Turramurra Out of School Hours Care Centre		Provider No: PR-00006997		Provider Name: Turramurra North Public School Parents & Citizens Association
Number of children service is approved to educate and care for?	90	Number of children in attendance	Monday: 15-30am (15-65pm)		
			Tuesday: (15-30am)	(15-65pm)	
			Wednesday: 15-30am)	(15-65pm)	
			Thursday: (15-30am)	(15-65pm)	
			Friday: 15-30am)	(15-65pm)	
0Educator to child ratio for current enrolments Please provide details.	1:15				

Risk Assessment – COVID-19

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Play Equipment	Contaminated Equipment	Extreme	Reduced use of the equipment	Children	During B/ASC and Vacation Care
Drinking fountains	Contamination via saliva or on tap handles	Extreme	Children encouraged to drink from their own water bottles	Children/School	During B/ASC and Vacation Care
Children entering NTOOSHC	Contamination via outside contact	Extreme	All children are to wash their hands thoroughly upon entering the NTOOSHC room.	Children	During B/ASC and Vacation Care
Serving food	Viral contamination of food	Extreme	Children are no longer permitted to serve themselves.	Children/Educators	Breakfast, afternoon tea, and late snack.
Cleaning of surfaces	Contamination	Extreme	All surfaces are to be thoroughly washed with warm soapy water before being disinfected.	Educators	Before and after every session.
Sick children attending	Contamination	Extreme	Check temperature, child is supervised in quiet area, parents/guardian called.	Educators	During B/ASC and Vacation Care
Child drop off/pick up	Contamination via outside contact	Extreme	iPad regularly wiped, hand sanitizer available at touch screen for parents, parents requested to wait outside before and after signing out their child.	Educators/Parents	During B/ASC and Vacation Care

Toys	contamination	high	Toys are sanitised regularly	Children/educators	During B/ASC and Vacation Care
Use of Indoor Spaces	Contamination due to use of poorly-ventilated spaces.	Extreme	Outdoor spaces and/or well-ventilated indoor spaces (hall) to be utilised when possible.	Children/educators	During B/ASC and Vacation Care

Plan prepared by	NTOOSHC Educators	Date	16.12.21
Prepared in consultation with:	Becklyn Management		
Communicated to:	Stakeholders		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

If you have any questions please don't hesitate to call our Information and Enquiries line on 1800 619 113.

Alternatively the following resources may assist-

NSW Department of Education - <https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/coronavirus/coronavirus-information-for-educators-and-staff.pdf>

FAQs - COVID-19 for services and providers - <https://education.nsw.gov.au/early-childhood-education/coronavirus/advice-for-services-and-providers>

Risk Assessment guidance - https://www.acecqa.gov.au/sites/default/files/2020-04/QA2_Risk_Assessment_Resource.pdf

To get up-to-date information about the Early Childhood Education Directorate's (ECED) response to COVID-19 (novel coronavirus), text 'subscribe' to 0429 918 924 to receive critical updates for services and providers via SMS.