

Country Children's Early Learning - Family Day Care

Risk Assessment for COVID-19

CKC Risk Assessment					
Activity	Hazard identified	Risk Assessment (use matrix)	Elimination/Control Measures	Who	Are active controls in place?
<p>Personal Hygiene</p> <ul style="list-style-type: none"> • Handwashing • After blowing your nose • Coughing or sneezing • Unnecessary touching of surfaces 	Spreading germs and/or becoming unwell	Extreme	<ul style="list-style-type: none"> • Educators, children and families to wash hands as per the CCEL Handwashing policy • Educators, children and families to follow the CCEL infectious disease policy • In addition to the information and procedures listed in the above policies the following procedures will be implemented: <ul style="list-style-type: none"> ○ Families are discouraged from entering the Family Day Care Home ○ Where Harmony Web is used Family Day Care Educator is to sign all children in and out on the applicable electronic device. Otherwise the pen used to sign Timesheet is to be wiped over with a wet wipe in between uses. ○ Family Day Care Educator is to wipe over the applicable electronic device at the end of each day using a wet wipe. 	Family Day Care Educator, children and families	Yes
<p>Cleaning</p> <ul style="list-style-type: none"> • Tables, door handles and furniture 	Spreading germs	Extreme	<ul style="list-style-type: none"> • Daily and weekly routine risk assessment checklist is to be strictly followed • Tables are to be wiped over between setting up different activities • Surfaces and tables for food prep, serving and eating are to be cleaned as per the CCEL Nutrition and safe food handling policy 	Family Day Care Educator	Yes

<ul style="list-style-type: none"> • Food prep and serving items • Floors • Toys and resources • Bathrooms 			<ul style="list-style-type: none"> • Highchairs/chairs used for the children are to be wiped over each week with soapy water and paper towel • Food prep and serving items to be cleaned as per the CCEL Nutrition and safe food handling policy • Toys and resources used during the day are to be washed before re-use or as required • Educators, children and families to follow the CCEL Infectious disease policy 		
<p>Social Distancing</p>	<p>Spreading germs</p>	<p>Extreme</p>	<ul style="list-style-type: none"> • Use visual marking around the environment • Educators to implement intentional teaching with children about the recommended distancing by using a tape measure and masking tape to demonstrate/allocate the recommended distancing • Avoid getting children to line up • Use the outdoor area as much as possible (inside activities can be set up on tables in the outdoor area) • Limit the number of children at each activity (put less chairs around the table when setting up) • Use more tables for children to sit at (e.g. push two tables together to provide more space between the children when playing at the table, or use more tables for mealtimes) • Ensure activities/environments are set up with appropriate distancing. • Where possible limit the number of children at an activity to 2 • Encourage and educate families to respect CCEL's social distancing procedures 	<p>Family Day Care Educator, children and families</p>	<p>Yes</p>
<p>Visitors to the Family Day Care Home</p>	<p>Spreading germs</p>	<p>Extreme</p>	<ul style="list-style-type: none"> • In accordance with Public Health Orders in relation to the COVID-19 restrictions issued by the Government ALL people must stay at home unless you have a reasonable excuse 		
<p>Non-essential excursions into the community</p>	<p>Contracting and or spreading germs</p>	<p>Extreme</p>	<ul style="list-style-type: none"> • In accordance with Public Health Orders in relation to the COVID-19 restrictions issued by the Government ALL people must stay at home unless you have a reasonable excuse 		

<p>Reporting Absences</p>	<p>Approved Provider and Service not following regulations and protocol</p>	<p>Extreme</p>	<ul style="list-style-type: none"> • Families are required to advise the service if their child will be absent and, if they are showing any symptoms of COVID-19, are self- isolating or have been exposed to someone with COVID-19 • Family Day Care Educator is required to advise the Approved Provider if they are showing any symptoms of COVID-19 • If families advise, Family Day Care Educator is to advise the Coordination unit/Approved Provider • Co-ordination unit/Approved Provider and Family Day Care Educator to add the absence to the CCEL Illness/Absence record and Illness log in the Diary • Once confirmed if the person has been diagnosed of COVID-19, the Approved Provider to advise the Department of Health and Infectious Disease Unit of the virus and complete a notification to ACECQA • Family Day Care Educator, children and families to follow the CCEL Infectious disease policy and directions from the Approved Provider 	<p>Family Day Care Educator, Approved Provider</p>	<p>Yes</p>
<p>Family Day Care Educator, children or family member could show symptoms of being unwell while at the service</p>	<p>Spread of COVID 19</p>	<p>Extreme</p>	<ul style="list-style-type: none"> • Family Day Care Educator is to isolate themselves or family member/s showing symptoms • If it is a child in care – the Family Day Care Educator is to contact families immediately, to advise them that they are required to collect their child ASAP and suggest that they seek medical advice • Family Day Care Educator is required to immediately advise the Approved Provider that the child is unwell and describe the symptoms • If it is the Family Day Care Educator – the Family Day Care Educator is to contact the Approved Provider and advise them of being unwell and describe the symptoms • The Approved Provider to request that the Family Day Care Educator is to seek medical advice and present a medical certificate prior to returning to work • The Family Day Care Educator is to follow all directions from the Approved Provider • Family Day Care Educator, children and families to follow the CCEL Infectious disease policy 	<p>Family Day Care Educator, families and Approved Provider</p>	<p>Yes</p>

<p>To maintain the health and safety of all persons</p>	<p>Spread of COVID- 19</p>	<p>Extreme</p>	<ul style="list-style-type: none"> • In order to minimise the risk to all persons who attend the service, the priority of access will be as follows: <ul style="list-style-type: none"> ○ Priority 1 – a child at risk of serious abuse or neglect ○ Priority 2 – a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test and is or are Essential Workers required to attend work and cannot work from home. (As per the Australian Health and Australian Government recommendations families who are working from home are strongly encouraged to keep children at home) ○ Priority 3 - access will be applied in the enrolment of new children and in determining the number of children who can attend the home based upon a risk assessment for each home • Educators are to maintain a risk assessment for their home and use this information to determine days and hours of operation and a safe number of children in their home at any given time. 	<p>Approved Provider, Co-ordination Unit Staff, Educators/Staff and Families</p>	<p>Yes</p>
<p>Family Day Care Educator being informed and kept up to date with information about COVID 19</p>	<p>Breach of law</p>	<p>Extreme</p>	<ul style="list-style-type: none"> • The Approved Provider to inform the Family Day Care Educator of updated information that has been released by the Australian Government through Mailchimp Newsletters and Facebook • The Family Day Care Educator is to keep themselves updated with current information that has been released by the Australian Government • The Family Day Care Educator can download the following apps developed by the Australian Government that provides current and up to date information <p>https://www.health.gov.au/resources/apps-and-tools/coronavirus-australia-app</p> <p>https://www.canberratimes.com.au/story/6702105/government-launches-coronavirus-apps-and-whatsapp-channel/</p> <p>https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx</p>	<p>Approved Provider, Family Day Care Educator</p>	<p>Yes</p>

<p>Communication between Approved Provider/Co-ordination Staff, Educators/staff, children and families</p>	<p>Harassment, Bullying, Racist or Xenophobic language families ending care</p>	<p>Extreme</p>	<ul style="list-style-type: none"> ○ Family Day Care Educators, children and families to follow the CCEL Inclusion and Diversity, Ethical Conduct; and Social and behaviour guidance Policies ○ Mailchimp Newsletters and Facebook will be used to distribute current (and up-date) information and any changes on Service policies and procedures. ○ In addition to the information and procedures listed in the above policies the following procedures will be implemented: ○ Educators must use their discretion when talking to children about inappropriate comments. ○ Remind children that everyone is welcome at your service, that nobody is more at risk, nor less at risk of Coronavirus based on their appearance, race, ethnicity or background. ○ Reassure children at whom inappropriate language or behaviour has been directed. ○ Educators should communicate with the families of children involved when unacceptable comments or behaviour occur ● Families to inform the CCEL Co-ordination Unit on 62368305 or admin@ccel.com.au if any member of their child has come into contact with anyone who is at risk of, or has been tested for COVID-19 	<p>Approved Provider, Family Day Care Educator, Children and Families</p>	<p>Yes</p>
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<p>Plan prepared by: Mandy Watson & Tania Ellis</p>	<p>Date: 1 April 2020</p>
<p>Prepared in consultation with: Julia Morphett, Giselle Buttriss & Kylie Berry</p>	
<p>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</p>	

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