

Country Kids Club

Risk Assessment for COVID-19

CKC COVID-19 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 	<p>Spreading germs and/or becoming unwell</p>	<p>Extreme</p>	<ul style="list-style-type: none"> • Educators/Staff, children and families to wash hands as per the CKC Handwashing policy • Educators/Staff, children and families to follow the CKC 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 service room/hall ○ The Responsible Person to sign all children in and out on the iPad ○ The Responsible Person to wipe over the iPad and phone at the end of the session using a wet wipe ○ Display visual markings and posters around the environment demonstrating appropriate hygiene practises 	<p>All Educators/Staff, children and families</p>	<p>Yes</p>

Activity	Hazard identified	Risk Assessment (use matrix)	Elimination/Control Measures	Who	Are active controls in place?
<p>Cleaning</p> <ul style="list-style-type: none"> • Tables, door handles and furniture • Food prep and serving items • Floors • Toys and resources • Bathrooms 	Spreading germs	Extreme	<ul style="list-style-type: none"> • All tables are to be wiped prior to each session and on completion of the session using hot soapy water and paper towel Tables 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 CKC Nutrition and Safe Food Handling policy • Food preparation and serving should be as per the CKC Nutrition and Safe Food Handling Policy with the follow guidelines in place: <ul style="list-style-type: none"> ○ One educator to be responsible for the food preparation ○ Buffet style tables to be set up for children to serve themselves, with the food spread out across the table for easy access ○ Children to use the serving utensils to serve themselves ○ Children to eat at a separate table to the food serving table ○ Children will be encouraged to have progressive mealtimes to limit the number of children serving and eating at one time • Chairs are to be wiped over regularly with soapy water and paper towel • Food prep and serving items to be cleaned as per the CKC Nutrition and Safe Food Handling policy • Floors are to be swept/vacuumed and mopped at the end of each session • Toys and resources are to be washed regularly or as required • Bathrooms are to be checked prior to the session, during and at the end of each session and cleaned and restocked • Educators/Staff, children and families to follow the CKC Infectious disease policy • In addition to the information and procedures listed in the above policies the following procedures will be implemented: 	All Educators/Staff	Yes

			<ul style="list-style-type: none"> ○ Cleaning of all taps and door handles throughout the service prior to and at the end of each session 		
Activity	Hazard identified	Risk Assessment (use matrix)	Elimination/Control Measures	Who	Are active controls in place?
Social Distancing	Spreading germs	Extreme	<ul style="list-style-type: none"> ● Display visual markings and posters around the environment ● Educators to implement intentional teaching with children about the recommended distancing by: <ul style="list-style-type: none"> ○ using a tape measure and masking tape to demonstrate/allocate the recommended distancing of 1.5 metres ○ having discussions with children in relation to ways to communicate with one another with physical contact ○ 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 ● Encourage and educate families to respect CKC's social distancing procedures 	All Educators/Staff, children and families	Yes

Activity	Hazard identified	Risk Assessment (use matrix)	Elimination/Control Measures	Who	Are active controls in place?
Reporting Absences	Approved Provider and Service not following regulations and protocol	Extreme	<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 • Educators/Staff are required to advise the Approved Provider if they are showing any symptoms of COVID-19 • If families advise via text to the service, Educators/staff to advise the Coordination unit/Approved Provider • Coordination unit/Approved Provider to add the absence to the CKC Illness/Absence record • 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 via the NQA ITS Portal • Educators/Staff, children and families to follow the CKC Infectious Disease policy 	Responsible Person, Approved Provider	Yes

Activity	Hazard identified	Risk Assessment (use matrix)	Elimination/Control Measures	Who	Are active controls in place?
Educator/Staff, children or family member could show symptoms of being unwell while at the service	Spread of COVID-19	Extreme	<ul style="list-style-type: none"> • The Responsible Person to isolate the educator/staff or child showing symptoms • If it is a child – the Responsible Person to contact families immediately, to advise them that they are required to collect their child ASAP and suggest that they seek medical advice • The Responsible Person is required to immediately advise the Approved Provider that the child is unwell and describe the symptoms. • If it is an educator/staff – the Responsible Person to contact the Approved Provider and advise them of the educator/staff being unwell and describe the symptoms • The Approved Provider to request that the educator/staff seek medical advice and present a medical certificate prior to returning to work • The Responsible Person to follow all directions from the Approved Provider • Educators/Staff, children and families to follow the CKC Infectious Disease policy 	Responsible Person, Educators, Families and Approved Provider	Yes

Activity	Hazard identified	Risk Assessment (use matrix)	Elimination/Control Measures	Who	Are active controls in place?
To maintain the health and safety of all persons	Spread of COVID- 19	Extreme	<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 Service based upon a risk assessment for each site • The Approved Provider /Co-ordination Unit to maintain a risk assessment for each service and use this information to determine hours and a safe number of children in the service at any given time • It is recommended that children, staff and parents be vaccinated for influenza (in accordance with the latest Health Department advice) 	Approved Provider, Co-ordination Unit Staff, Educators/Staff and Families	Yes

Activity	Hazard identified	Risk Assessment (use matrix)	Elimination/Control Measures	Who	Are active controls in place?
A child or staff member at the service is diagnosed with COVID-19	Potential to infect others at the service	High	<ul style="list-style-type: none"> • Staff or children infected will stay away from the service and seek immediate medical attention. • Staff and families are informed that if they have symptoms or are diagnosed with COVID-19, that they inform the service by phone or email. • Staff or children infected will stay away from the service until the public health authority confirms it is safe to return. • Staff will be required to provide evidence they are clear of the virus before returning to work. • The service implements a process to rapidly communicate with staff (including casual workers), visitors, families and the local public health unit (1300 066 055). This will be implemented with regards to the service confidentiality policy and procedures. • The service will follow existing protocols for cleaning and disinfection for outbreaks of gastrointestinal illness/gastroenteritis outbreaks. This will include the following steps: <ul style="list-style-type: none"> ○ Put on gloves ○ Make up a fresh container of correctly diluted detergent and warm water (spray bottles are not recommended). ○ Immerse a cloth, wring it out, and clean the area vigorously to loosen germs ○ Rinse away germs with clean water ○ Dry the surface to make it harder for germs to survive or grow 	Approved Provider, Co-ordination Unit Staff, Educators/Staff and Families	Yes

			<ul style="list-style-type: none"> ○ After this process, disinfect the clean and dry area, following the manufacturer's instructions 		
Activity	Hazard identified	Risk Assessment (use matrix)	Elimination/Control Measures	Who	Are active controls in place?
Educators/Staff and families being informed and kept up to date with	Breach of law	Extreme	<ul style="list-style-type: none"> • The Approved Provider to inform educators/staff of updated information that has been released by the Australian Government through Mailchimp Newsletters and Facebook • Educators/staff to keep themselves updated with current information that has been released by the Australian Government 	Approved Provider, Educators/Staff	Yes

<p>information about COVID 19</p>			<ul style="list-style-type: none"> • Educators/Staff can download the following apps developed by the Australian Government that provides current and up to date information https://www.health.gov.au/resources/apps-and-tools/coronavirus-australia-app https://www.canberratimes.com.au/story/6702105/government-launches-coronavirus-apps-and-whatsapp-channel/ https://www.health.nsw.gov.au/Infectious/diseases/Pages/coronavirus.aspx 		
<p>Activity</p>	<p>Hazard identified</p>	<p>Risk Assessment (use matrix)</p>	<p>Elimination/Control Measures</p>	<p>Who</p>	<p>Are active controls in place?</p>
<p>Communication between Approved Provider/Co-ordination Staff,</p>	<p>Harassment, Bullying, Racist or Xenophobic language families ending care, Mental Health</p>	<p>Extreme</p>	<ul style="list-style-type: none"> • Educators/Staff, children and families to follow the CKC Inclusion and Diversity, Ethical Conduct, and Socialisation and Positive 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 	<p>Approved Provider, Educators/Staff, Children and Families</p>	<p>Yes</p>

Educators/staff, children and families			<ul style="list-style-type: none"> • 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 • In relation to Mental Health: <ul style="list-style-type: none"> ○ Approved Provider to provide information and support to Co-ordination staff, educators/staff, children and families ○ Educators to be aware of children’s mental health and provide support where required ○ Families to have open communication with the Approved Provider/Co-ordination Unit Staff and Educators in relation the Mental Health of their children • Families to inform the CCEL Co-ordination Unit on 62368305 or admin@ccl.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 		
Activity	Hazard identified	Risk Assessment (use matrix)	Elimination/Control Measures	Who	Are active controls in place?
(The service is directed to close by the Department of Health NSW)	The service can no longer provide education and care.	High	<ul style="list-style-type: none"> • The service will follow the ‘activity’ Educators/Staff and families being informed and kept up to date with information about COVID – 19 to rapidly communicate with staff (including casual workers), visitors, families, the regulatory authority and the local public health unit. This will be implemented with regards to the service confidentiality policy and procedures. 	Approved Provider, Co-ordination Unit	Yes

			<ul style="list-style-type: none"> • A 101 Notification of Incident will be submitted through the NQA ITS within 24 hours. • When the service is re-opened, a notification will be submitted through the NQA ITS. • The service will follow existing protocols for cleaning and disinfection for outbreaks of gastrointestinal illness/gastroenteritis outbreaks. This will include the following steps: <ul style="list-style-type: none"> ○ Put on gloves ○ Make up a fresh container of correctly diluted detergent and warm water (spray bottles are not recommended) ○ Immerse a cloth, wring it out, and clean the area vigorously to loosen germs ○ Rinse away germs with clean water ○ Dry the surface to make it harder for germs to survive or grow ○ After this process, disinfect the clean and dry area, following the manufacturer's instructions 	Staff, Educators/Staff	
Activity	Hazard identified	Risk Assessment (use matrix)	Elimination/Control Measures	Who	Are active controls in place?
A visitor, child or staff member has been in contact or has been informed by the public health authority they have been in contact	<p>The person/ child is incubating COVID-19</p> <p>The person is infected and enters the service before</p>	High	<ul style="list-style-type: none"> • A visitor, child or staff member who has been in contact with a confirmed case of COVID-19 in the last 14 days (including close contact in the 24 hours before the person became unwell) is not permitted to enter the service until the public health authority confirms it is safe to return. • The service will follow the 'activity' Educators/Staff and families being informed and kept up to date with information about COVID – 19 to rapidly communicate with staff (including casual workers), visitors, 	Approved Provider, Co-ordination Unit Staff, Educators/Staff and Families	Yes

<p>with a confirmed or probable case of COVID-19 in the last 14 days (including close contact in the 24 hours before the person becomes unwell)</p>	<p>being declared safe to do so</p> <p>Visitors, staff or children come into contact with the COVID-19 virus</p> <p>Surfaces are contaminated</p>		<p>families, the regulatory authority and the local public health unit. This will be implemented with regards to the service confidentiality policy and procedures.</p> <ul style="list-style-type: none"> • The service will follow existing protocols for cleaning and disinfection for outbreaks of gastrointestinal illness/gastroenteritis outbreaks. This will include the following steps: <ul style="list-style-type: none"> ○ Put on gloves ○ Make up a fresh container of correctly diluted detergent and warm water (spray bottles are not recommended) ○ Immerse a cloth, wring it out, and clean the area vigorously to loosen germs ○ Rinse away germs with clean water ○ Dry the surface to make it harder for germs to survive or grow ○ After this process, disinfect the clean and dry area, following the manufacturer's instructions 		
<p>Activity</p>	<p>Hazard identified</p>	<p>Risk Assessment (use matrix)</p>	<p>Elimination/Control Measures</p>	<p>Who</p>	<p>Are active controls in place?</p>
<p>A visitor, child or staff member returns from overseas in the last 14 days</p>	<p>Persons who have travelled within the last 14 days are allowed to attend the service before self-isolating.</p>	<p>High</p>	<ul style="list-style-type: none"> • Anyone returning from overseas in the last 14 days are not permitted to enter the service • The service will remind them if they develop flu-like symptoms, they should call their doctor to arrange testing, call Health Direct on 1800 022 222, or go directly to a COVID-19 clinic or emergency department. 	<p>Approved Provider, Co-ordination Unit Staff, Educators/Staff and Families</p>	<p>Yes</p>

	Visitors, staff or children come into contact with the COVID-19 virus.				
A visitor, child or staff member is incubating COVID-19 and is not showing any symptoms	The person/ child is incubating COVID-19 and spreads the disease through direct contact with people and surfaces	High	<ul style="list-style-type: none"> • It is recommended that children, staff and parents be vaccinated for influenza (in accordance with the latest Health Department advice). • Staff are provided with closed bins to hygienically dispose of waste and rubbish immediately after use • Staff are provided with cleaning agents and trained to clean down and disinfect equipment immediately after use • Enhanced hygiene practices for staff, children and visitors are implemented. Washing hands frequently is the single most effective way to reduce the spread of germs that cause respiratory disease. • Staff will and encourage others to avoid touching their face, handshakes or other close physical contact, dispose of tissues appropriately, wash body and clothes thoroughly every day and cover coughs and sneezes with an elbow or tissue. • Recirculated air conditioning is limited or reduced • Where possible touch points are reduced such as by leaving access doors open where possible • Children are provided with increased hand washing guidance • Staffing arrangements consider the need for increased cleaning and hygiene practices. This includes more regular and thorough hand washing, cleaning of high touch surfaces and restocking of necessary resources. • The service ensures there is robust infection control and cleaning and routine environmental cleaning procedures in place. Including: <ul style="list-style-type: none"> ○ frequently touched surfaces and objects such as doors, windows, tables, benchtops, nappy change areas and toys are cleaned and disinfected frequently using appropriate detergent and disinfectant solutions, and ○ that people cleaning the workplace wear gloves and use alcohol-based hand sanitiser before and after wearing gloves • The service implements strategies (where possible) to limit movement of children staff and families between groups at the service 	Approved Provider, Co-ordination Unit Staff, Educators/Staff and Families	Yes

			<ul style="list-style-type: none"> • Handwashing facilities are kept clean, properly stocked and in good working order • Staff are kept informed of service procedures, actions to take and symptoms to be concerned about. Clear guidance is provided to ensure expectations are understood and followed • Staff are consulted on health and safety matters relating to COVID-19 and provided an opportunity to express views before decisions are made • Staff are reminded of their duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others • Staff are aware of appropriate hygiene measures and that they should not attend the service if unwell • Signs and posters are placed around the service to remind staff and others of the measures to take to stop the spread of COVID-19 Physical distancing measures are implemented, including: <ul style="list-style-type: none"> ○ encouraging workers and visitors to physically distance themselves through increased signage and information ○ encouraging the use of outdoor space as much as possible ○ 		
Activity	Hazard identified	Risk Assessment (use matrix)	Elimination/Control Measures	Who	Are active controls in place?
Planned excursions expose visitors, staff and children to COVID-19	External surfaces and others outside of the service may be infected with the COVID-19 virus	High	<ul style="list-style-type: none"> • All planned activities are cancelled outside the service during the COVID-19 pandemic 	Approved Provider, Co-ordination Unit Staff, Educators/Staff	Yes

	Visitors, staff or children come into contact with the COVID-19 virus				
The service cannot meet educator to child ratios due to COVID-19 related issues	<p>Supervision is insufficient to maintain children's health and safety</p> <p>The service breaches the Education and Care Services National Regulation and Law</p> <p>Children's health and safety is at risk</p> <p>Staffing arrangements are insufficient to implement increased measures in relation to COVID-19</p>	High	<ul style="list-style-type: none"> Plans are in place for increased levels of staff absences and those who may arrive to work sick The service will contact the regulatory authority to explain the situation and receive direction 	Approved Provider, Co-ordination Unit Staff, Educators/Staff	Yes
Activity	Hazard identified	Risk Assessment (use matrix)	Elimination/Control Measures	Who	Are active controls in place?
There are supply chain issues with food, and menu requirements cannot be met	There is a lack of food supply to adequately meet the nutritional needs of children attending the service	High	<ul style="list-style-type: none"> The health, safety and wellbeing of the children will remain a priority The service will consider alternatives such as items that do not need to be handled as much during meal prep The service will consider other ways to ensure children have a nutritional supply of food 	Approved Provider, Co-ordination Unit Staff, Educators/Staff	Yes

	The service breaches the Education and Care Services National Regulation and Law		<ul style="list-style-type: none"> The service will contact the regulatory authority if they have no access to essential supplies 		
Staff training becomes out of date and maintenance of this during the COVID-19 pandemic is challenging	<p>Staff training is not in line with regulations</p> <p>The Education and Care Services National Regulation and Law</p> <p>Staff are inadequately trained to respond to emergency situations</p> <p>Children's health and safety is at risk</p>	High	<ul style="list-style-type: none"> The health, safety and wellbeing of the children will remain a priority Other methods of delivery, such as online training, will be explored If it is not possible to complete a specific qualification, because of work placement COVID-19 control measures, training will be commenced, and work placement will be completed as soon as reasonably practicable. This means that the individual will have a record of commencing the course but will only receive a certificate upon completion of the work placement 	Approved Provider, Co-ordination Unit Staff, Educators/Staff	Yes
Plan Prepared By: Giselle Buttriss			Date: 12 February 2021		
COVID-19 Risk Assessment Reviews – 1/4/2020, 23/7/2020, 24/12/2020, 11/01/2021					
Prepared in Consultation With: Julia Morphett, Giselle Buttriss, Mandy Watson, Tania Ellis & Kylie Berry					
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.					

Risk Matrix

Consequence

Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	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