

# Normanhurst West OSHC

## COVID-19 - Risk Assessment Plan [2020]

Centre Details		
CENTRE ADDRESS	NORMANHURST WEST OSHC (IN NORMANHURST WEST PUBLIC SCHOOL) Cnr Sefton & Dartford Rd Thornleigh 2120	
PHONE NUMBER	9484 4412	
RISK ASSESSMENT PREPARED BY	Kaitlin Daoud	17-04-2020
Last update date	1 <sup>st</sup> June 2020	
EDUCATOR TO CHILD RATIO.	Mainstream Ratio = 15 children: 1 Educator	
FIRST AID TRAINED EDUCATORS:	All Educators	
Checklist		

Hazard identified	Risk assessment (use matrix)	Elimination/Control Measures	Who	When
<b>Hand Washing</b>	Moderate to High	<ul style="list-style-type: none"> <li>• Educators and children advised to wash hands regularly throughout the session</li> <li>• Signs to be placed at handwashing areas to remind everyone how to wash hands properly (20 second hand washing time)</li> <li>• All parents will clean hands on arrival using sanitiser prior to touching ipad.</li> <li>• All educators and children advised to wash their hands:               <ul style="list-style-type: none"> <li>-Upon arrival and departure at the centre</li> <li>-Upon arrival to canteen</li> <li>-During food preparation (prior to putting on gloves and after removing)</li> <li>-Before and after consuming food</li> <li>-Before serving food</li> <li>-After sneezing or coughing</li> <li>-After using the toilet</li> </ul> </li> </ul>	Educators and Children	Upon arrival at centre, during time at centre and before departure
<b>Touch Screen</b>	Moderate	<ul style="list-style-type: none"> <li>• Touch screen or ipad (whichever is being used for sign in / out ) to be cleaned using SANCLEAN hourly throughout session.</li> <li>• Educators to write initials on checklist when complete</li> </ul>	Educators	On Shift – At Centre

<b>Walkies</b>	Moderate	<ul style="list-style-type: none"> <li>• All used walkie talkies to be cleaned using SANCLEAN at the end of every session</li> <li>• Educators to write initial on checklist when complete</li> </ul>	Educators	On Shift – At Centre
<b>Phones</b>	Moderate	<ul style="list-style-type: none"> <li>• All centre phones to be cleaned using SANCLEAN at the end of the session</li> <li>• Educators to write initial on checklist when complete</li> </ul>	Educators	On Shift – At Centre
<b>Taps</b>	High	<ul style="list-style-type: none"> <li>• Taps to be cleaned using SANCLEAN at the end of every session</li> <li>• Taps include those in children’s bathrooms, educator’s bathrooms, kitchen and craft sink</li> <li>• Educators to write initial on checklist when complete</li> </ul>	Educators and Children	On Shift – At Centre
<b>Door Handles</b>	High	<ul style="list-style-type: none"> <li>• Handles include front entry door, back door, latch into kitchen, staff bathroom, fridge and freezer handles, kitchen cupboards and drawers, office cupboards and drawers and blue cupboards</li> <li>• Keep doors open if weather permits to avoid the need to touch handles to open</li> <li>• Front entry and back door handles will be cleaned and using SANCLEAN hourly</li> <li>• All remaining handles to be cleaned at the end of the session</li> <li>• Educators to write initial on checklist when complete</li> <li>• Surfaces cleaned by weekend cleaner (KHASZ cleaning) with Dettol disinfectant products</li> </ul>	Educators  Cleaner	On Shift – At Centre  Weekend
<b>Gate latches</b>	High	<ul style="list-style-type: none"> <li>• Gate latches to be cleaned using SANCLEAN hourly</li> <li>• Educators to write initial on checklist when complete</li> </ul>	Educators	On Shift – At Centre

<b>Railings</b>	High	<ul style="list-style-type: none"> <li>• Front and back entry railings to be cleaned using SANCLEAN hourly</li> <li>• Educators to write initial on checklist when complete</li> </ul>	Educators	On Shift- At Centre
<b>Remotes</b>	Moderate	<ul style="list-style-type: none"> <li>• Television and air conditioner remotes to be cleaned using SANCLEAN at the end of every session</li> <li>• Educators to write initial on checklist when complete</li> </ul>	Educators	On Shift – At Centre
<b>Laptops</b>	Moderate	<ul style="list-style-type: none"> <li>• Laptop keyboard and screens to be cleaned using SANCLEAN at the end of every session</li> <li>• Educators to write initial on checklist when complete</li> </ul>	Educators	On Shift – At Centre
<b>iPads</b>	Moderate	<ul style="list-style-type: none"> <li>• All used centre iPads in use to be cleaned using SANCLEAN at the end of every session</li> <li>• Educators to write initial on checklist when complete</li> </ul>	Educators	On Shift – At Centre
<b>Soap Dispenser's</b>	Moderate to High	<ul style="list-style-type: none"> <li>• All soap dispensers to be cleaned using SANCLEAN at the end of every session</li> <li>• Soap dispenser's include those in children's bathrooms, educator's bathrooms, kitchen and craft sink</li> <li>• Educators to write initial on checklist when complete</li> <li>• Surfaces cleaned by school cleaner every morning prior to BSC</li> <li>• Surfaces cleaned by weekend cleaner (KHASZ cleaning) with Dettol disinfectant products</li> </ul>	Educators  Cleaner  Cleaner	On Shift – At Centre  Daily  Weekend
<b>Light Switches</b>	Moderate to High	<ul style="list-style-type: none"> <li>• All light switches to be cleaned using SANCLEAN at the end of every session</li> <li>• Educators to write initial on checklist when complete</li> </ul>	Educators  Cleaner	On Shift – At Centre  Daily

		<ul style="list-style-type: none"> <li>Surfaces cleaned by school cleaner every morning prior to BSC</li> <li>Surfaces cleaned by weekend cleaner (KHASZ cleaning) with Dettol disinfectant products</li> </ul>	Cleaner	Weekend
<b>Toilet Flushes</b>	High	<ul style="list-style-type: none"> <li>Toilet flushes and seats to be cleaned using SANCLEAN at the end of every session</li> <li>Educators to write initial on checklist when complete</li> <li>Surfaces cleaned by school cleaner every morning prior to BSC</li> <li>Surfaces cleaned by weekend cleaner (KHASZ cleaning) with Dettol disinfectant products</li> </ul>	Educators Cleaner Cleaner	On Shift – At Centre Daily Weekend
<b>Ice Packs</b>	Moderate	<ul style="list-style-type: none"> <li>Ice pack's to be covered with paper towel only</li> <li>Ice packs to be cleaned using SANCLEAN following use</li> </ul>	Educators	On Shift- At Centre
<b>Toys</b>	High	<ul style="list-style-type: none"> <li>Additional wash to be done on plush toys monthly</li> </ul>	Educators and Children	On Shift – At Centre, Once a week at home of educator
<b>Dress Ups</b>	Moderate	<ul style="list-style-type: none"> <li>Additional cleaning to be done on dress up costumes monthly</li> </ul>	Educators and Children	On Shift – At Centre, Once a week at home of educator
<b>Stationery</b>	Moderate	<ul style="list-style-type: none"> <li>Additional cleaning to be done on stationery including educators and children's pencils, scissors, textas, pens and staplers</li> <li>All stationery to be cleaned using SANCLEAN weekly</li> </ul>	Educators	On Shift – At Centre

<b>Construction Toys</b>	High	<ul style="list-style-type: none"> <li>Construction toys to be washed in dishwasher monthly</li> </ul>	Educators and Children	On Shift – At Centre
<b>Playdough, Clay, Rice Play, Kinetic Sand</b>	High	<ul style="list-style-type: none"> <li>Kinetic sand, clay, play dough, rice and clay to be removed from program temporarily</li> </ul>	Educators and Children	On Shift – At Centre
<b>Board Games</b>	Moderate	<ul style="list-style-type: none"> <li>Additional Cleaning to be done on board game pieces monthly</li> <li>Board game pieces to be washed in dishwasher</li> </ul>	Educators and Children	On Shift – At Centre
<b>Tables and Desks</b>	Moderate	<ul style="list-style-type: none"> <li>All tables and desks to be cleaned using SANCLEAN at the beginning and end of every session and following afternoon tea if used</li> <li>Surfaces cleaned by school cleaner every morning prior to BSC</li> <li>Surfaces cleaned by weekend cleaner (KHASZ cleaning) with Dettol disinfectant products</li> </ul>	Educators Cleaner Cleaner	On Shift – At Centre Daily Weekend
<b>Couch</b>	Low	<ul style="list-style-type: none"> <li>Clean fitted sheet to be placed on couch each week</li> <li>Fitted sheet to be removed and washed weekly</li> </ul>	Educators	On Shift – At Centre, each week at home of educator
<b>Cushions</b>	Low	<ul style="list-style-type: none"> <li>Additional cleaning to be done on cushion covers</li> <li>Outer case to be removed and washed weekly</li> </ul>	Educators	On Shift – At Centre, Once a week at home of educator
<b>Blankets</b>	Low	<ul style="list-style-type: none"> <li>Additional cleaning to be done on blankets</li> <li>Blankets to be removed and washed weekly</li> </ul>	Educators	On Shift – At Centre, Once a week at home of educator

<b>Window Locks</b>	Moderate	<ul style="list-style-type: none"> <li>All used window locks to be cleaned using SANCLEAN weekly</li> </ul>	Educators	On Shift – At Centre
<b>Bins (Recycling, Toilets, Kitchen, Main Room)</b>	High	<ul style="list-style-type: none"> <li>Children will be reminded to use their foot to open the bin in the kitchen rather than their hands</li> <li>All bins to be cleaned using SANCLEAN at the end of each session</li> <li>Surfaces cleaned by school cleaner every morning prior to BSC</li> <li>Surfaces cleaned by weekend cleaner (KHASZ cleaning) with Dettol disinfectant products</li> </ul>	Educators and children  Cleaner  Cleaner	On Shift – At Centre  Daily  Weekend
<b>Printer</b>	Low	<ul style="list-style-type: none"> <li>Printer to be cleaned using SANCLEAN weekly</li> </ul>	Educators	On Shift – At Centre
<b>Books</b>	Moderate	<ul style="list-style-type: none"> <li>Children will place used books in the milk crate – to be reminded by staff</li> <li>Books in milk crate will be cleaned at the end of session.</li> </ul>	Educators and children	On Shift – At Centre
<b>Outdoor Play Equipment</b>	High	<ul style="list-style-type: none"> <li>School play equipment area to be closed unless expressly cleaned prior to use. To be discussed each session as to whether it will be opened, along with cleaning requirements.</li> </ul>	Educators and Children	On Shift- At Centre

<p><b>Group Roll Call Times</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Whilst there is no requirement for children to social distance, we will encourage children to have their own personal space.</li> <li>• In an effort to allow this, where practical, roll call times to be held outdoors in bigger space.</li> <li>• Children reminded to keep hands to themselves</li> <li>• Educators will ensure they keep 1.5m distance between themselves and other educators, including during roll call times</li> </ul>	<p>Educators and children</p>	<p>On Shift – At Centre</p>
<p><b>Group Eating Times</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Whilst there is no requirement for children to social distance, we will encourage children to have their own personal space.</li> <li>• In an effort to allow this, where practical, eating times to be held outdoors in bigger space.</li> <li>• Children reminded to keep hands to themselves</li> <li>• Children reminded to not share food with each other</li> <li>• Educators will ensure they keep 1.5m distance between themselves and other educators, including during group eating times</li> </ul>	<p>Educators and children</p>	<p>On Shift – At Centre</p>
<p><b>Food Preparation</b></p>	<p>Low</p>	<ul style="list-style-type: none"> <li>• NWOSH Educators to follow food handling guidelines</li> <li>• All surfaces in kitchen to be cleaned and sanitised using SANCLEAN prior to and following food preparation</li> <li>• Educators to wash hands when entering/exiting kitchen, when touching or handling food</li> <li>• Educators to wash hands before putting on gloves and after removing</li> <li>• Educators to wear gloves when handling food, utensils, plates, cups and drink bottles</li> <li>• Educators to change gloves if they have touched their faces</li> <li>• Educators will ensure they keep 1.5m distance between themselves and other educators, including during food preparation times</li> </ul>	<p>Educators</p>	<p>On Shift – At Centre</p>



<b>Food Serving</b>	Moderate	<ul style="list-style-type: none"> <li>• NWOSHC Educators to follow food handling guidelines</li> <li>• Educators to wash hands thoroughly and put on gloves prior to serving food</li> <li>• Educators to wash hands after gloves are removed</li> <li>• Educators to be reminded not to touch their face</li> <li>• Children to be advised to use their words when selecting food to eat and keep their hands to themselves</li> <li>• Educators to serve food at all times ie. no self service for children</li> <li>• Educators will ensure they keep 1.5m distance between themselves and other educators, including during food serving times</li> <li>• Dishes to be cleaned and sanitised in dishwasher</li> </ul>	Educators and children	On Shift – At Centre
<b>Canteen</b>	Moderate	<ul style="list-style-type: none"> <li>• Following afternoon tea all surfaces in canteen including benches, door handles, microwave handle, cupboard handles and fridge handles to be cleaned and sanitised using SANCLEAN.</li> <li>• All handwashing / washing up areas to be cleaned including taps, soap dispenser and paper towel dispenser</li> </ul>	Educators	On Shift- At Centre
<b>Lack of Social Distancing</b>	High	<ul style="list-style-type: none"> <li>• Educators to be reminded to maintain social distancing of 1.5m at all times</li> <li>• To avoid overcrowding, all tables to be used to allow minimal seats at each.</li> <li>• To ensure less visitors in the environment, and therefore increased social distancing between adults, all children will be required to be dropped off at the first entry gate from the carpark. The parent will then sanitise their hands, and children will then be signed in by the parent / guardian, and the child will proceed through the gate. Pickup procedures will also be implemented where parents will pickup from the gate. Staff will ready children, and transition them to the gate when the parent / guardian arrives for pickup.</li> <li>• Staff are to meet in the required areas for that afternoon. A post is made on deputy to show staff what</li> </ul>	Educators and children	On Shift – At Centre

		<p>designated area they will be assigned to/meet. Skoosh room - (4,5,6) ramp - (k,1), Canteen (2,3)</p> <ul style="list-style-type: none"> <li>All staff will maintain their 1.5m distancing, even at huddle times</li> </ul>		
<b>Applying first aid</b>	High	<ul style="list-style-type: none"> <li>Educators to ensure they always wear gloves and wash hands prior to and following administering first aid</li> <li>Educators to be reminded not to touch face particularly while administering first aid</li> <li>All Educators must complete the online COVID19 training prior to being on site to ensure knowledge it up to date and current.</li> </ul>	Educators and children	On Shift – At Centre
<b>Suspected case of COVID-19</b>	High	<ul style="list-style-type: none"> <li>Remove the child/educator immediately to an area of isolation</li> <li>Children who appear to show symptoms will be sent home as soon as parents, guardian's or other authorised nominee's can collect them</li> <li>Educators who appear to show symptoms will be sent home immediately</li> <li>Where an Educator is required to care for a child with a suspected case of Coronavirus, protective porcedures will be implemented. This may involve the provision of a new secondary uniform after looking after the child, if gowns are not available, face masks, or eye glasses. As with normal first aid proecures, gloves will be worn by the Educator at all times.</li> </ul>	Educators, children, parents and medical professionals	On Shift – At Centre
<b>Confirmed Case of COVID-19</b>	High	<ul style="list-style-type: none"> <li>Centre to close if directed to by school department</li> <li>ACECQA and authorities notified</li> <li>Registered industrial cleaning company to do thorough virus-free cleaning</li> <li>Follow any other directions from government bodies/health departments</li> <li>Centre can reopen when advised by department</li> </ul>	Educators, children, parents and medical professionals	On Shift – At Centre

<p><b>Sick Children or Educators</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Educators or children who are unwell will not be allowed at the centre. All Educator temperatures will be taken on arrival, and anyone with a temperature of 38 Degrees or above, will be turned away from the centre, for medical assistance.</li> <li>• Educators who appear to or start to get sick during the day will be sent home immediately. The centre will ensure rostering allows for 1 staff member out of ratio to be included in ratio should this occur.</li> <li>• Children who appear to or start to get sick during the day will be sent home as soon as parents, guardian's or other authorised nominees can collect them</li> <li>• All children and educators informed via email and verbally on 8<sup>th</sup> April 2020 that AHPPC recommended children, parents, educators and visitors to be vaccinated against influenza and do not enter early childhood facilities after 1 May 2020 without having received this vaccination</li> <li>• Educators reminded to keep up with current recommendations</li> <li>• Where an Educator is required to care for a child with a suspected case of Coronavirus, protective clothing will be made available, such as a new uniform, face mask and eye glasses.</li> <li>• As with normal first aid procedures, gloves will be worn by the Educator at all times.</li> </ul>	<p>Educators, children and parents</p>	<p>On Shift – At Centre</p>
<p><b>Medical Conditions of children</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Direct communication to be made with parents of children with respiratory based medical conditions prior to their return to the centre or upon arrival to first booking to ensure they are aware of our increased cleaning processes and risk minimisation procedures</li> <li>• Educator's to find out if there is anything specific from child's GP regarding their health situation</li> </ul>	<p>Educators, Parents and Children</p>	<p>Prior to first booking, Upon child's arrival At Centre</p>

<p><b>Transfer of illness from Educator / child to Educator / child</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Educators and children will be reminded to cough and sneeze into their elbow</li> <li>• Educators and children will be reminded to discard tissue and wash hands after blowing nose / touching face</li> <li>• Educators to monitor children to ensure all necessary measures are followed</li> <li>• Tissues will be readily available to all those at the centre</li> <li>• Every Staff member to enter the premise will be checked for their temperature. If the temperature reads above 38, they will not be allowed on site. Temperature checks will be conducted using an Infrared Thermometer located in First Aid Cupboard, performed by each educator / visitor to ensure maintained social distancing.</li> <li>• The centre will operate one above ratio to ensure supervision is maintained if an Educator fails the temperature check and is sent home</li> </ul>	<p>Educators and Children</p>	<p>On Shift- At Centre</p>
<p><b>Incursions / Visitors</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• All visitors to be minimised in the environment, with any authorised asked to wash hands upon arrival</li> <li>• All visitors asked to maintain 1.5m distance at all times</li> <li>• Any unauthorised visitors to be turned away</li> <li>• All authorised visitors asked to sign in for tracking purposes and will have their temperature taken. If their temperature is 38 or above, the visitor will not be allowed on premises. Temperature checks will be conducted using an Infrared Thermometer located in First Aid Cupboard, performed by each educator / visitor to ensure maintained social distancing.</li> <li>• Parents / Guardians will drop off and collect children from the gate adjacent to the carpark, and not enter the premises.</li> <li>• From Term 2 Week 3 we have implemented changed pickup / drop off procedures <ul style="list-style-type: none"> <li>○ Parents will not be allowed to enter the premises. Sign in and out will be done on an iPad handed by a staff member, after a squirt of</li> </ul> </li> </ul>	<p>Educators and Visitors</p>	<p>On Shift- At Centre</p>

		<p>Hand-Sanitiser is provided to the parent/guardian.</p> <ul style="list-style-type: none"> <li>○ The iPad will be given to the parent/guardian outside the premises.</li> <li>○ Staff are to ensure they wipe/clean the iPad surface with paper towel and SANCLEAN hourly.</li> </ul>		
<b>Bean Bags</b>	Low	<ul style="list-style-type: none"> <li>• Bean bags to be cleaned using SANCLEAN weekly</li> </ul>	Educators	On Shift- At Centre
<b>Parents Unable to Access Care</b>	High	<ul style="list-style-type: none"> <li>• Early childhood education and care relief package accessible to all families allowing them to access free care throughout pandemic</li> <li>• From 6<sup>th</sup> April 2020 to 28<sup>th</sup> June 2020 NWOOSH will not be charging attendance fees to families who require care</li> <li>• All families informed of care relief package via email on 8<sup>th</sup> April 2020</li> </ul>	Educators and families	6 <sup>th</sup> April 2020 - 28 <sup>th</sup> June 2020
<b>Forehead Thermometer</b>	High	<ul style="list-style-type: none"> <li>• Thermometer to be cleaned after each session using SANCLEAN with staff initials added to checklist</li> </ul>	Educators & Visitors	On Shift at centre
<b>Desk Chair Arms</b>	High	<ul style="list-style-type: none"> <li>• Desk Chair Arms at the Office desk to be cleaned using SANCLEAN with staff initials added to checklist.</li> </ul>	Educators	On Shift at centre
<b>Huddle Changes (PM Sessions)</b>	High	<ul style="list-style-type: none"> <li>• Staff are to meet in the required areas for that afternoon. A post is made on deputy to show staff what designated area they will be assigned to/meet. Skoosh room - (4,5,6) ramp - (k,1), Canteen (2,3)</li> <li>• All staff will maintain their 1.5m distancing, even at huddle times</li> </ul>	Educators	On Premise

Plan prepared by:	Kaitlin Daoud together with NWOSHC Educators
Date: 17 <sup>th</sup> April 2020	Updated: 1 <sup>st</sup> May 2020 / 4 <sup>th</sup> May 2020 / 5 <sup>th</sup> May 2020 / 6 <sup>th</sup> May 2020 / 11 <sup>th</sup> May 2020 / 14 <sup>th</sup> May 2020 / 18 <sup>th</sup> May 2020 / 1 <sup>st</sup> June 2020 / 2 <sup>nd</sup> June 2020

Communicated to:	Educators, Parents
Venue and safety information reviewed and attached	
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>	

Risk Factor Matrix						
CONSEQUENCE						
L I K E L I H O O D		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