

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

Walkies	Moderate	<ul style="list-style-type: none"> All used walkie talkies to be cleaned using SANCLEAN at the end of every session Educators to write initial on checklist when complete 	Educators	On Shift – At Centre
Phones	Moderate	<ul style="list-style-type: none"> All centre phones to be cleaned using SANCLEAN at the end of the session Educators to write initial on checklist when complete 	Educators	On Shift – At Centre
Taps	High	<ul style="list-style-type: none"> Taps to be cleaned using SANCLEAN at the end of every session Taps include those in children’s bathrooms, educator’s bathrooms, kitchen and craft sink Educators to write initial on checklist when complete 	Educators and Children	On Shift – At Centre
Door Handles	High	<ul style="list-style-type: none"> 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 Keep doors open if weather permits to avoid the need to touch handles to open Front entry and back door handles will be cleaned and using SANCLEAN hourly All remaining handles to be cleaned at the end of the session Educators to write initial on checklist when complete Surfaces cleaned by weekend cleaner (KHASZ cleaning) with Dettol disinfectant products 	Educators Cleaner	On Shift – At Centre Weekend
Gate latches	High	<ul style="list-style-type: none"> Gate latches to be cleaned using SANCLEAN on arrival for the morning and afternoon session, and then hourly between 430-615pm Educators to write initial on checklist when complete 	Educators	On Shift – At Centre

Railings	High	<ul style="list-style-type: none"> • Front and back entry railings to be cleaned using SANCLEAN hourly. Front railings to be cleaned on arrival for the morning and afternoon session, and then between 430-615pm only • Educators to write initial on checklist when complete 	Educators	On Shift- At Centre
Remotes	Moderate	<ul style="list-style-type: none"> • Television and air conditioner remotes to be cleaned using SANCLEAN at the end of every session • Educators to write initial on checklist when complete 	Educators	On Shift – At Centre
Laptops	Moderate	<ul style="list-style-type: none"> • Laptop keyboard and screens to be cleaned using SANCLEAN at the end of every session • Educators to write initial on checklist when complete 	Educators	On Shift – At Centre
iPads	Moderate	<ul style="list-style-type: none"> • All used centre iPads in use to be cleaned using SANCLEAN at the end of every session • Educators to write initial on checklist when complete 	Educators	On Shift – At Centre
Soap Dispenser's	Moderate to High	<ul style="list-style-type: none"> • All soap dispensers to be cleaned using SANCLEAN at the end of every session • Soap dispenser's include those in children's bathrooms, educator's bathrooms, kitchen and craft sink • Educators to write initial on checklist when complete • Surfaces cleaned by school cleaner every morning prior to BSC • Surfaces cleaned by weekend cleaner (KHASZ cleaning) with Dettol disinfectant products 	Educators Cleaner Cleaner	On Shift – At Centre Daily Weekend

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

Stationery	Moderate	<ul style="list-style-type: none"> Additional cleaning to be done on stationery including educators and children's pencils, scissors, textas, pens and staplers All stationery to be cleaned using SANCLEAN weekly 	Educators	On Shift – At Centre
Construction Toys	High	<ul style="list-style-type: none"> Construction toys to be washed in dishwasher monthly 	Educators and Children	On Shift – At Centre
Playdough, Clay, Rice Play, Kinetic Sand	High	<ul style="list-style-type: none"> Kinetic sand, clay, and rice to be removed from program temporarily Where playdough is used, children will be given their own individual materials, and the able to take them home. There will be no sharing of materials 	Educators and Children	On Shift – At Centre
Board Games	Moderate	<ul style="list-style-type: none"> Additional Cleaning to be done on board game pieces monthly Board game pieces to be washed in dishwasher 	Educators and Children	On Shift – At Centre
Tables and Desks	Moderate	<ul style="list-style-type: none"> All tables and desks to be cleaned using SANCLEAN at the beginning and end of every session and following afternoon tea if used Surfaces cleaned by school cleaner every morning prior to BSC Surfaces cleaned by weekend cleaner (KHASZ cleaning) with Dettol disinfectant products 	Educators Cleaner Cleaner	On Shift – At Centre Daily Weekend
Couch	Low	<ul style="list-style-type: none"> Clean fitted sheet to be placed on couch each week Fitted sheet to be removed and washed weekly 	Educators	On Shift – At Centre, each week at home of educator

Cushions	Low	<ul style="list-style-type: none"> • Additional cleaning to be done on cushion covers • Outer case to be removed and washed weekly 	Educators	On Shift – At Centre, Once a week at home of educator
Blankets	Low	<ul style="list-style-type: none"> • Additional cleaning to be done on blankets • Blankets to be removed and washed weekly 	Educators	On Shift – At Centre, Once a week at home of educator
Window Locks	Moderate	<ul style="list-style-type: none"> • All used window locks to be cleaned using SANCLEAN weekly 	Educators	On Shift – At Centre
Bins (Recycling, Toilets, Kitchen, Main Room)	High	<ul style="list-style-type: none"> • Children will be reminded to use their foot to open the bin in the kitchen rather than their hands • All bins to be cleaned using SANCLEAN at the end of each session • Surfaces cleaned by school cleaner every morning prior to BSC • Surfaces cleaned by weekend cleaner (KHASZ cleaning) with Dettol disinfectant products 	Educators and children Cleaner Cleaner	On Shift – At Centre Daily Weekend
Printer	Low	<ul style="list-style-type: none"> • Printer to be cleaned using SANCLEAN weekly 	Educators	On Shift – At Centre
Books	Moderate	<ul style="list-style-type: none"> • Children will place used books in the milk crate – to be reminded by staff • Books in milk crate will be cleaned at the end of session. 	Educators and children	On Shift – At Centre

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

		<ul style="list-style-type: none"> • Educators to change gloves if they have touched their faces • Educators will ensure they keep 1.5m distance between themselves and other educators, including during food preparation times 		
Food Serving	Moderate	<ul style="list-style-type: none"> • NWOSHC Educators to follow food handling guidelines • Educators to wash hands thoroughly and put on gloves prior to serving food • Educators to wash hands after gloves are removed • Educators to be reminded not to touch their face • Children to be advised to use their words when selecting food to eat and keep their hands to themselves • Educators to serve food at all times ie. no self service for children • Educators will ensure they keep 1.5m distance between themselves and other educators, including during food serving times • Dishes to be cleaned and sanitised in dishwasher 	Educators and children	On Shift – At Centre
Canteen	Moderate	<ul style="list-style-type: none"> • 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. • All handwashing / washing up areas to be cleaned including taps, soap dispenser and paper towel dispenser 	Educators	On Shift- At Centre
Lack of Social Distancing	High	<ul style="list-style-type: none"> • Educators to be reminded to maintain social distancing of 1.5m at all times • To avoid overcrowding, all tables to be used to allow minimal seats at each. • 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. 	Educators and children	On Shift – At Centre

		<p>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.</p> <ul style="list-style-type: none"> • 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. Scoosh room - (4,5,6) ramp - (k,1), Canteen (2,3) • All staff will maintain their 1.5m distancing, even at huddle times 		
Applying first aid	High	<ul style="list-style-type: none"> • Educators to ensure they always wear gloves and wash hands prior to and following administering first aid • Educators to be reminded not to touch face particularly while administering first aid • All Educators must complete the online COVID19 training prior to being on site to ensure knowledge it up to date and current. 	Educators and children	On Shift – At Centre
Suspected case of COVID-19	High	<ul style="list-style-type: none"> • Remove the child/educator immediately to an area of isolation • Children who appear to show symptoms will be sent home as soon as parents, guardian’s or other authorised nominee’s can collect them • Educators who appear to show symptoms will be sent home immediately • 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 procedures, gloves will be worn by the Educator at all times. 	Educators, children, parents and medical professionals	On Shift – At Centre

<p>Confirmed Case of COVID-19</p>	<p>High</p>	<ul style="list-style-type: none"> • Centre to close if directed to by school department • ACECQA and authorities notified • Registered industrial cleaning company to do thorough virus-free cleaning • Follow any other directions from government bodies/health departments • Centre can reopen when advised by department 	<p>Educators, children, parents and medical professionals</p>	<p>On Shift – At Centre</p>
<p>Sick Children or Educators</p>	<p>High</p>	<ul style="list-style-type: none"> • 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. • 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. • 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 • All children and educators informed via email and verbally on 8th 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 • Educators reminded to keep up with current recommendations • 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. • As with normal first aid procedures, gloves will be worn by the Educator at all times. 	<p>Educators, children and parents</p>	<p>On Shift – At Centre</p>

<p>Medical Conditions of children</p>	<p>High</p>	<ul style="list-style-type: none"> • 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 • Educator's to find out if there is anything specific from child's GP regarding their health situation 	<p>Educators, Parents and Children</p>	<p>Prior to first booking, Upon child's arrival At Centre</p>
<p>Transfer of illness from Educator / child to Educator / child</p>	<p>High</p>	<ul style="list-style-type: none"> • Educators and children will be reminded to cough and sneeze into their elbow • Educators and children will be reminded to discard tissue and wash hands after blowing nose / touching face • Educators to monitor children to ensure all necessary measures are followed • Tissues will be readily available to all those at the centre • 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. • The centre will operate one above ratio to ensure supervision is maintained if an Educator fails the temperature check and is sent home 	<p>Educators and Children</p>	<p>On Shift- At Centre</p>
<p>Incursions / Visitors</p>	<p>High</p>	<ul style="list-style-type: none"> • All visitors to be minimised in the environment, with any authorised asked to wash hands upon arrival • All visitors asked to maintain 1.5m distance at all times • Any unauthorised visitors to be turned away • 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. 	<p>Educators and Visitors</p>	<p>On Shift- At Centre</p>

		<ul style="list-style-type: none"> Parents / Guardians will drop off and collect children from the Dartford Rd School entry gate during morning session and prior to 430pm in the afternoon, and from our green gate adjacent to the carpark between 430pm and 615pm, and not enter the premises. From Term 2 Week 3 we have implemented changed pickup / drop off procedures <ul style="list-style-type: none"> 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 Hand-Sanitiser is provided to the parent/guardian. The iPad will be given to the parent/guardian outside the premises. Staff are to ensure they wipe/clean the iPad surface with paper towel and SANCLEAN hourly. 		
Bean Bags	Low	<ul style="list-style-type: none"> Bean bags to be cleaned using SANCLEAN weekly 	Educators	On Shift- At Centre
Parents Unable to Access Care	High	<ul style="list-style-type: none"> Early childhood education and care relief package accessible to all families allowing them to access free care throughout pandemic From 6th April 2020 to 12th July 2020 NWOOSH will not be charging attendance fees to families who require care All families informed of care relief package via email on 8th April 2020 	Educators and families	6 th April 2020 - 28 th June 2020
Forehead Thermometer	High	<ul style="list-style-type: none"> Thermometer to be cleaned after each session using SANCLEAN with staff initials added to checklist 	Educators & Visitors	On Shift at centre
Desk Chair Arms	High	<ul style="list-style-type: none"> Desk Chair Arms at the Office desk to be cleaned using SANCLEAN with staff initials added to checklist. 	Educators	On Shift at centre

Huddle Changes (PM Sessions)	High	<ul style="list-style-type: none"> 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. Scoosh room - (4,5,6) ramp - (k,1), Canteen (2,3) All staff will maintain their 1.5m distancing, even at huddle times 	Educators	On Premise
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Plan prepared by:	Kaitlin Daoud together with NWOSHC Educators
Date: 17 th April 2020	Updated: 1 st May 2020 / 4 th May 2020 / 5 th May 2020 / 6 th May 2020 / 11 th May 2020 / 14 th May 2020 / 18 th May 2020 / 1 st June 2020 / 2 nd June 2020 / 20 th July 2020
Communicated to:	Educators, Parents
Venue and safety information reviewed and attached	
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	

Risk Factor Matrix						
		CONSEQUENCE				
		Insignificant	Minor	Moderate	Major	Catastrophic
L I K E L I H O O D	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
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