



COVID-19 RISK ASSESSMENT AND CONTROL STRATEGIES

Reference: CELA COVID-19 Risk Assessment Tool NSW

AP - Approved Provider/Committee
NS – Nominated Supervisor/Director

Potential Emergency Situation: The service is directed to close by their health authority				
Hazards	Risks	Likelihood	Risk Rating	Control Strategies
The service can no longer provide education and care	<ul style="list-style-type: none"> ➤ Correct communication does not occur in the event the service is closed. ➤ Correct communication does not occur when the service reopens. ➤ Cleaning and disinfection procedures are not implemented. 	Unlikely	Severe	<ul style="list-style-type: none"> ➤ The service implements a process to rapidly communicate with the approved provider, residents, families, staff, volunteers, visitors, contractors, allied health staff and any other stakeholders such as anyone we share the premises with, and the Regulatory Authority. This will be implemented in line with the instructions from the Regulatory Authority. ➤ The NS will notify the Regulatory Authority by submitting a Notification of Incident (101) form through the National Quality Agenda IT System (NQAITS) within 24 hours. ➤ When the service is re-opened, a notification will be submitted through the NQAITS. ➤ The AP will notify their WHS regulator. ➤ The NS will ensure that they have up-to-date emergency contact details in the NQAITS and current contact details for all children and stakeholders.
Potential Emergency Situation: A child or staff member at the service is diagnosed with COVID-19				
Hazards	Risks	Likelihood	Risk Rating	Control Strategies
Potential to infect others at the service	<ul style="list-style-type: none"> ➤ Others touch surfaces contaminated by the infected person and then touch eyes, nose, or mouth ➤ Visitors, staff, or children come into contact with the COVID-19 virus ➤ There is insufficient communication with the Regulatory Authority and others at the service ➤ Infected persons are allowed back to the service and they 	Possible	High	<ul style="list-style-type: none"> ➤ The service will have up-to-date emergency contact details in the National Quality Agenda IT System (NQAITS) and current contact details for all children and stakeholders. ➤ The NS will assist the educator to determine the infectious period of the positive case, notify the Regulatory Authority by submitting a Notification of Incident (101) form through the NQAITS within 7 days (unless this is a subsequent notification detected within 7 days of lodging the original notification) and commence communications within 48 hours of the confirmed case, with all those in attendance. A record will be kept of additional cases within the 7 days and uploaded as additional documentation to the original notification. ➤ The service implements a process to rapidly communicate with families, staff, volunteers, visitors, contractors, allied health staff and any other stakeholders, the Regulatory Authority and the WHS Regulator. This will be implemented in line with instructions from the health authority. ➤ The service will follow NSW Health and NSW Safe Work Cleaning Guidance.



	<p>have not followed the NSW Health Self-Isolation Guidelines</p> <ul style="list-style-type: none"> ➤ Ventilation is inadequate and others breathe in air contaminated by droplets and small airborne particles. 			<ul style="list-style-type: none"> ➤ Staff, visitors, or children confirmed to have COVID-19 will stay away from the service and not able to return until self-isolation requirements have been met. The NS will provide regular updates to any rules and guidelines in relation to this. ➤ 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 can use the supplied RAT kits.
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Potential Emergency Situation: A visitor, staff member or child is a confirmed household contact

Hazards	Risks	Likelihood	Risk Rating	Control Strategies
<p>The person/ child is incubating COVID-19</p>	<ul style="list-style-type: none"> ➤ The person is infected and enters the service. ➤ Visitors, staff, or children come into contact with the COVID-19 virus. ➤ Surfaces are contaminated. 	<p>Possible</p>	<p>High</p>	<ul style="list-style-type: none"> ➤ Regular and up to date advice from authorities will be shared with educators, families, and visitors to ensure that staff and children who are close contacts and have no symptoms only continue to attend services if they follow the NSW Health close contact guidelines. ➤ Impacted children and staff will be informed they may only return to work or school/education facility after they have notified the service that they are a household contact, or a close contact and the service has approved this return. ➤ The AP will consider all risks and precautions to reduce the risk of transmission before deciding to grant approval. ➤ If a child or staff member is granted an approval, the NS will support the child or staff member to follow health advice and will implement measures to manage the risk of workplace transmission of COVID 19 from close contacts. ➤ No staff member or child will be considered for approval if they are caring for a family member or are unwell or showing COVID-19 symptoms themselves. ➤ Any person granted approval to return to work or school/education will comply with any reasonable measures put in place including following NSW Health household and close contact guidelines for 7 days from the last time someone in their household tested positive to COVID-19, or as otherwise directed by NSW Health if they are a close contact. ➤ The service will follow the health authority and WHS regulator cleaning guidance.



Potential Emergency Situation: A visitor, child or staff member is experiencing symptoms of COVID-19 such as a fever or respiratory symptoms before entering the service.

Hazards	Risks	Likelihood	Risk Rating	Control Strategies
The person/ child is incubating COVID-19	<ul style="list-style-type: none"> ➤ The person comes into the service. ➤ Others are infected with COVID-19 ➤ Visitors, staff, or children come into contact with the COVID-19 virus. ➤ Surfaces are contaminated. 	Possible	High	<ul style="list-style-type: none"> ➤ A visitor, child or staff member who is experiencing symptoms of COVID-19 such as a fever or respiratory symptoms is not permitted to enter the service and encouraged to get tested for COVID-19. They are not permitted to return to the service until symptom free. ➤ Families and staff are informed of the procedure to notify if they have any symptoms by email or phone before entering the service. ➤ The service will follow existing protocols for cleaning and disinfection to minimise the number of germs that survive on surfaces. 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.

Potential Emergency Situation: A visitor, child or staff member is experiencing symptoms of COVID-19 such as a fever or respiratory symptoms while at the service.

Hazards	Risks	Likelihood	Risk Rating	Control Strategies
The person/child is incubating COVID-19	<ul style="list-style-type: none"> ➤ Others are infected with COVID-19 ➤ Visitors, staff, or children come into contact with the COVID-19 virus. ➤ The person with symptoms is not isolated or sent home. ➤ Symptoms are not reported appropriately. ➤ Surfaces are contaminated. 	Possible	High	<ul style="list-style-type: none"> ➤ If a visitor, child, or staff member presents with symptoms while at the service, policies and procedures relating to illness and infectious disease are followed. ➤ All staff will report to the Responsible Person if they are experiencing any symptoms ➤ All staff will report to the Responsible Person if they observe another worker displaying any symptoms ➤ The child's family will be contacted to collect them as soon as possible and the child will be cared for in an area that is separated from other children at the service if possible and supervision and ratio requirements allow. ➤ The service will make a note about the areas the unwell adult or child has been in the service, who they have been in close contact with and for how long. This will inform the risks to others and areas to clean and disinfect. ➤ A space has been identified to isolate staff or children who may become sick. ➤ Visitors or staff with symptoms will stop work and be sent home immediately.



				<ul style="list-style-type: none"> ➤ The service will follow existing protocols for cleaning and disinfection to minimise the number of germs that survive on surfaces. 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.
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Potential Emergency Situation: A visitor, child or staff member returns from travel impacted by restrictions and conditions (domestic or overseas).

Hazards	Risks	Likelihood	Risk Rating	Control Strategies
The person/child is incubating COVID-19	<ul style="list-style-type: none"> ➤ Persons who have travelled to or from places with travel restrictions and conditions, are allowed to attend the service before adhering to those restrictions or conditions. ➤ Visitors, staff, or children come into contact with the COVID-19 virus. 	Unlikely	High	<ul style="list-style-type: none"> ➤ Anyone returning from places with travel restrictions and conditions are not permitted to enter the service until all requirements relating to the travel, have been met. ➤ The service will remind them if they develop symptoms of COVID-19 such as a fever or respiratory symptoms, they should self-isolate and arrange testing.

Potential Emergency Situation: A visitor, child or staff member is incubating COVID-19 and is not showing any symptoms.

Hazards	Risks	Likelihood	Risk Rating	Control Strategies
The person/ child is incubating COVID-19 and spreads the disease through contact with people and surfaces.	<ul style="list-style-type: none"> ➤ Others are infected with COVID-19 ➤ Visitors, staff, or children come into contact with the COVID-19 virus. ➤ Surfaces are contaminated. ➤ Hygiene practices are not thorough or consistent. 	Possible	High	<p><u>Vaccination practices:</u></p> <ul style="list-style-type: none"> ➤ The Approved Provider will keep accurate and up to date records of COVID-19 vaccination for all educators and staff. This will indicate that a genuine vaccination record or medical contraindication form has been sighted. In the case of a medical contraindication form, the approved provider will: <ul style="list-style-type: none"> ○ Review the form to check that the health condition meets the contraindication criteria set out in NSW Health advice and ATAGI criteria ○ Undertake a risk assessment to ensure the health and safety of the staff member concerned and others on the site



	<ul style="list-style-type: none"> ➤ Staff are not adequately consulted or trained in order to understand and fully implement procedures, changes and decisions. ➤ There is a lack of cleaning and hygiene products to support essential measures being implemented fully and consistently. ➤ There is insufficient environmental cleaning. ➤ Children do not implement increased hygiene practices. ➤ There are insufficient plans to support staffing arrangements to implement practices and procedures. ➤ Physical distancing practices are not in place. ➤ There is insufficient ventilation. 			<ul style="list-style-type: none"> ○ Follow up with the medical practitioner if it appears the medical condition does not meet the contraindication criteria. The approved provider will seek consent from the staff member before contacting their medical practitioner. ➤ The AP and NS will ensure that all staff visiting the premises (including volunteers, all contractors, maintenance staff, cleaners and all other workers who are on site) are fully vaccinated or have a medical contraindication form. They will sign the status and keep this in a log. <p><u>Mask requirements</u> will be implemented as follows:</p> <ul style="list-style-type: none"> ➤ When adults cannot physically distance, masks will be worn indoors, as per the NSW Health recommendations. ➤ Staff and visitors in ECE services will be supported to wear a mask should they choose to do so. ➤ The AP and NS will monitor NSW Health advice on local restrictions to Early Education and Care settings and amend their practices where necessary <p><u>Cleaning and Hygiene practices</u> will include:</p> <ul style="list-style-type: none"> ➤ Educators use closed bins to hygienically dispose of waste and rubbish immediately after use. ➤ Educators ensure they have sufficient cleaning agents and are trained to clean down and disinfect equipment immediately after use. ➤ Enhanced hygiene practices for educators, 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. Alcohol-based hand gel is a suitable alternative if used and stored safely around children. Educators and staff will also 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. ➤ Alcohol based hand sanitiser with a minimum alcohol content of 60%, is available at entry and rubbish disposal points, and at hygiene stations throughout the service. ➤ Where possible touch points are reduced such as by leaving access doors open. ➤ Children are provided with increased hand washing guidance. ➤ Clean target areas including high-touch areas and other hard surfaces, door handles, lockers, light switches, handrails in stairways and movement areas as part of a daily cleaning schedule and more frequently if relevant. ➤ Wipe down any playground equipment with a disinfectant between use wherever practicable. ➤ Regularly disinfect and maintain toys and resources in accordance with Staying Healthy: Preventing infectious diseases in early childhood education and care services. ➤ The AP and NS ensures there is robust infection control and cleaning and routine environmental cleaning procedures in place. Including:
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Potential Emergency Situation: Planned excursions expose visitors, staff, and children to COVID-19.				
Hazards	Risks	Likelihood	Risk Rating	Control Strategies
External surfaces and others outside of the service may be infected with the COVID-19 virus.	<ul style="list-style-type: none"> ➤ Visitors, staff, or children come into contact with the COVID-19 virus. 	Possible	High	<ul style="list-style-type: none"> ➤ Planned activities will go ahead provided they are permitted by current health orders and risk management processes are in place. ➤ The service will conduct a thorough risk assessment and undertake excursions after risk minimisation strategies are implemented (in accordance with Regulation 100) ➤ Where possible, avoid excursions that require using public transport or visiting venues where there are likely to be large numbers of people ➤ Choose outdoor excursions if possible ➤ Excursions to aged care facilities should not take place prior to a conversation with the facility.



Potential Emergency Situation: The service cannot meet educator-to-child ratios due to COVID-19 related issues.				
Hazards	Risks	Likelihood	Risk Rating	Control Strategies
Supervision is insufficient to maintain children's health and safety.	<ul style="list-style-type: none"> ➤ The service breaches the Education and Care Services National Law and Regulations. ➤ Children's health and safety is at risk. ➤ Staffing arrangements are insufficient to implement increased measures in relation to COVID-19. 	Possible	Severe	<ul style="list-style-type: none"> ➤ Plans are in place for increased levels of staff absences and those who may arrive at work sick. ➤ The service will contact the Regulatory Authority to explain the situation and receive direction. ➤ The service will prioritise the health and safety of children and explore all options, including the need to close or partially close.
Potential Emergency Situation: Staff training cannot be completed or becomes out of date.				
Supervised professional experience requirements or first-aid training requirements cannot be completed face-to-face.	<ul style="list-style-type: none"> ➤ The service breaches the Education and Care Services National Law and Regulations. ➤ Staff are inadequately trained to respond to emergency situations. ➤ Children's health and safety is at risk. 	Possible	Moderate	<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. ➤ Complete the theoretical aspects and receive confirmation of progress from the training provider if the practical parts of a course can't be completed at this time. ➤ Complete practical parts of a course as soon as it is possible and safe to do so. ➤ If Regulation 136 is not able to be complied with then a waiver will be applied for. This includes the scenario where an educator has completed the theoretical aspects and is unable to complete practical parts of a course.

SOURCES

HEALTH DIRECT: www.healthdirect.gov.au/coronavirus-covid-19-childcare-school-exclusions-faqs

AUSTRALIAN GOVERNMENT DEPARTMENT OF HEALTH: CORONAVIRUS (COVID-19) HEALTH ALERT: www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert

HEALTH NSW: COVID-19 GUIDELINES FOR ECEC SERVICES: www.education.nsw.gov.au/early-childhood-education/coronavirus/advice-for-services-and-providers

NQA ITS EMERGENCY MANAGEMENT: www.acecqa.gov.au/sites/default/files/2020-07/NQA%20ITS%20Portal%20Emergency%20Management%20Help%20Guide.pdf

SAFE WORK AUSTRALIA – COVID-19 INFORMATION FOR WORKPLACE: www.safeworkaustralia.gov.au/covid-19-information-workplaces

SAFE WORK AUSTRALIA – EARLY CHILDHOOD EDUCATION AND CARE: MINIMISING THE RISK OF EXPOSURE TO COVID-19: www.safeworkaustralia.gov.au/sites/default/files/2020-04/early-childhood-education-minimising-the-risk-of-exposure-to-covid-19_0.pdf

NHMRC 5th Edition Staying Healthy: www.nhmrc.gov.au/sites/default/files/documents/attachments/ch55-staying-healthy.pdf

ACECQA CORONAVIRUS (COVID-19) INFORMATION www.acecqa.gov.au/covid-19