



WCEC COVID 19

Risk Assessment



Williamstown
Community
and Education
Centre Inc

Occasional Care and
Activity Groups

Risk Assessment – Williamstown Community and Education Centre –COVID 19

M	Risk	Risk Evaluation			Risk Controls			Further Risk Treatments
		Consequence	Likelihood <i>This is the chance of the event happening without managing the risk</i>	Risk Level <i>(i.e. without risk controls)</i>	How will we manage the risk	Estimated Effectiveness of our Strategies <i>(i.e. do the proposed management strategies reduce the likelihood of the risk?)</i>	New Risk Level <i>(i.e. with risk controls in place)</i>	Further action needed Opportunities for improvement
Washing hands	COVID 19	Major	Moderate to High	Catastrophic – not doing this can see the virus spreading.	<ul style="list-style-type: none"> Everyone washes hands thoroughly with warm soapy water or using hand sanitiser on arrival. Extra hand washing will need to be done when hands get soiled. – when child touches their face, mouth, nose, eye, ears etc. Washing hands will be demonstrated with children on a regular basis. - appropriate technique. Hand washing will be done OFTEN throughout the day. 	The risk will always be present,	The risks will always be major. This is due to the virus being highly contagious, information being released on a daily basis, some people and children	Posters demonstrating hand washing techniques.

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Sandpit	COVID 19	Major	Moderate to High	High	<ul style="list-style-type: none"> Sandpit raked and cleaned out at the end of the day. Sandpit left open over night to the elements to assist with the cleaning. Sandpit toys limited and disinfected at the end of the day. 	The risk will always be present. Diligence with cleaning.	can be asymptomatic and have no symptoms or temperature at all.	
Dress ups	COVID 19	High risk of contamination due to popularity – Virus sticks to fabric. Children touching dress up. Dress ups going over face to put on.	High Risk	Major	No dress ups - temporary	The risk will always be present		

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<p>Toys (blocks, puzzles, cars, dolls etc.)</p>		<p>Major risk of contamination due to popularity. Children always using their hands to play. Putting the toys near their face and mouth. Putting equipment in mouth</p>	<p>High</p>	<p>Major</p>	<ul style="list-style-type: none"> Wash hands before and after playing with different play stations. Toys to be washed on a daily basis. Toys to be washed if soiled – been in mouth, sneezed on etc. Children encouraged to wash hands regularly. 	<p>The risk will always be present.</p>		
<p>Playdough/ clay</p>	<p>COVID 19</p>	<p>High risk of contamination due to popularity. Children using hands. Children putting playdough in mouth. Children sneezing into playdough. Cannot be washed.</p>	<p>Major</p>	<p>Major</p>	<ul style="list-style-type: none"> No Playdough - temporary 	<p>The risk will always be present.</p>		
<p>Drawing/painting/pasting instruments</p>	<p>COVID 19</p>	<p>High risk due to popularity – in mouth -touched</p>	<p>Major</p>	<p>Major</p>	<ul style="list-style-type: none"> Writing instruments cleaned on a regular basis throughout the day. Children to wash hands before and after using the writing materials. 	<p>The risk will always be present</p>		

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External incursions/visitors		Low to moderate (unless the person is infected = high)	Major – that a visitor could potentially spread the virus	Major	<ul style="list-style-type: none"> Do not allow external visitors to childcare. 	The risk will always be present		
Sign in book	COVID 19	Low to moderate	Moderate	Moderate	<ul style="list-style-type: none"> Staff/parent to sign children in and out on arrival and departure. Hand sanitiser to be placed next to sign in book. Parents to hand sanitise before signing in. Sterilise pen at the beginning and end of each sessions. Staff to wash hands before and after signing in. 	The risk will always be present		
Door Handles		Moderate to High (as the virus can remain on metal for 7-9 days,	Major	Major	<ul style="list-style-type: none"> Keep doors open to play areas, if possible, during session Keep toilet door open during session 	The risk will always be present		

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					<ul style="list-style-type: none"> If opening or closing doors sterilise door knobs after use Wash hands before and after using. 			
Light switches	COVID 19	Moderate to High (as the virus remains on surfaces for periods of time)	Major	Major	<ul style="list-style-type: none"> Wash hands before and after using. To sterilise switch after use. 	The risk will always be present		
Remote control to heater/air con	COVID 19	Moderate to High (as the virus remains on surfaces for periods of time)			<ul style="list-style-type: none"> Wash hands before and after using. To sterilise control panel after use. 	The risk will always be present		
Room phones	COVID 19	High (as the virus remains on surfaces for periods of time) Phones are placed near mouth, nose and face			<ul style="list-style-type: none"> Wash hands after use. If can: wash before dialling out. Sterilise phone after using. 	The risk will always be present		
Children's bathroom taps	COVID 19	High (as the virus remains on metal for up to 7 - 9 days) and these may contain traces of bodily fluids			<ul style="list-style-type: none"> To sterilise on a regular basis- (every 2 hours) or as required 	The risk will always be present		
Pick up, drop off of children	COVID 19	High Due to parents, caregivers,	major	Major – infecting one another if	<ul style="list-style-type: none"> In foyer while maintaining social distancing 	The risk will always be present		

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		grandparents & children gathered in one area.		anyone potentially has the virus.	<ul style="list-style-type: none"> Families not to enter childcare room Hand over child at the door. Check temperatures Children to hand sanitise upon arrival and departure Sanitise pens, bench, book in area Gloves worn by staff when collecting bags/drink bottles/nappies. Limit of one adult to drop off/pick up child 			
Toilets	COVID 19	High – Due to bodily fluids	Major	Major	<ul style="list-style-type: none"> Sterilise often throughout the day using disposable gloves and disposable cloth. Remind children of hygiene when using the toilet Staff to wipe up any accidents/mishaps as soon as they notice it and use disposable gloves. 	The risk will always be present		
Staff clothing	COVID 19				<ul style="list-style-type: none"> Gloves to be used only once – to wash hands after use. Remove used gloves from hands by folding the 'outside in on themselves' Masks – to use if deemed necessary or as an individual preference – to be 	The risk will always be present		

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					<p>removed if moist and washed on a regular basis. To be worn, completely covering nose and mouth. Not to be worn around neck and put back onto face. Wash hands before and after putting on and removing mask.</p> <ul style="list-style-type: none"> • Aprons –to protect clothing as an individual preference. Wash hands after removing. Place in plastic bag and washed. 			
Social distancing	COVID 19	<p>High – due to the age of children – Children too young to understand: social distancing, : To continually practice correct hygiene practices. :To prevent spittle coming out of mouth :Needing adult assistance</p>	<p>Major – sharing the virus through less social distancing</p>	Major	<ul style="list-style-type: none"> • Staff to keep 1.5m whenever possible • Aim for children to remain 1.5m from staff • Encourage children to remain 1.5m from each other when playing, encourage this by <ul style="list-style-type: none"> - setting up of resources. - seating arrangements at table. -seating marks (X) at activities to indicate the number of children to play • Strategically placing chairs in order to encourage social distancing 	The risk will always be present		

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					<ul style="list-style-type: none"> Staff have their break time at different times to other centre staff. 			
Staff breaks	COVID 19	Moderate	Major	Major	<ul style="list-style-type: none"> Staff to wash their hands prior to and after eating Staff clean and sterilise the table that they were eating at 	The risk will always be present		
Temperature checks	COVID 19	Moderate	Minor – as often children can be asymptomatic and have no symptoms or temperature at all. However, it can help in some circumstances		<ul style="list-style-type: none"> Temperature checks of all children and staff will be taken upon arrival. Any temperature above 37.5 will result in needing to leave the service Do temperature checks every 2 hours. Staff to wash/sanitise hands after taking each child's temperature 	The risk will always be present		
Unwell staff and children	COVID 19	High	Major – not following this can have ill staff/children attend.	Major	<ul style="list-style-type: none"> No unwell children or staff will be allowed at the centre Children who fall in during the session will need to be separated from the group, caregivers called immediately, and the child goes home as soon as possible. Staff who fall ill during session will need to go home immediately or be separated from 	The risk will always be present		

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					the group and replacement staff brought in as quickly as possible.			
Books	COVID 19	Moderate	Major		<ul style="list-style-type: none"> • Staff to wash/sanitise their hands before getting a book. Staff to read book with child/ren • Staff to wash their hands after reading book. 	The risk will always be present		
Personal Hygiene	COVID 19	High	Major as it spreads through coughing, sneezing and blowing noses		<ul style="list-style-type: none"> • Teach children appropriate hygiene • Monitor/observe children when they do cough, sneeze, and blow their nose, etc. so that they do it correctly and appropriate hygiene is used after (refer to washing hands, etc.) • Posters are displayed in prominent areas as reminders 	The risk will always be present		
Outdoor Climbing Equipment/bikes	COVID 19	Moderate to High (as the virus can remain on metal for 7-9 days)	Major	Major	<ul style="list-style-type: none"> • Climbing equipment and bikes to be sprayed with disinfectant at the end of the day. 	The risk will always be present		
Outdoor toys: sand pit toys:	COVID 19	Moderate	Major	Major	<ul style="list-style-type: none"> • Toys to be sprayed with disinfectant. • Wash hands when completed 	The risk will always be present		
Flu shots	COVID 19	High	Major – this will avoid staff and children		<ul style="list-style-type: none"> • All staff, children and families are encouraged to get their flu shot 	The risk will always be present		

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			potentially needing to go to hospital (with the flu) and use hospital resources or to catch the virus at the hospital.				
Applying first aid	COVID 19	High	Major – potential to spread As the 1.5m rule won't be able to be adhered to		<ul style="list-style-type: none"> • Staff to wear gloves and if necessary a mask. • Staff and child to wash their hands following first aid. 	The risk will always be present	
Eating		High (due to children who may talk with food in their mouth, spill or spread items from their lunch boxes, sit too close to their friends, etc.)	Major	Major	<ul style="list-style-type: none"> • Spread children out when eating • Eat outside whenever possible • When numbers grow consider eating in shifts – half play outside whilst the other group eat and then swap over. • Ensure children wash their hands thoroughly before and after eating • Sterilise areas where children will eat prior to and after eating • Staff to eat their food 1.5m from anyone else • Staff to wash hands before and after children are eating and/or they are eating themselves 		

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Upset child	COVID 19	High	Major as breaching 1.5m rule	Major	<ul style="list-style-type: none"> To console child - turn child outwards on your lap Wear gloves and mask if necessary Wash/sanitise hands after consoling the child 	The risk will always be present		
Staff members leaving the service	COVID 19	Moderate	Major	Major – virus can stay on materials such as clothing and shoes.	<ul style="list-style-type: none"> Wash hands Disinfect mobile phone Place personal items; bag, jacket etc in back storage area or in credenza Drive home using disposable gloves Clean and disinfect mobile phone and personal items Leave clothing in laundry – wash on a hot water cycle Leave shoes out the front. Disinfect shoes Have shower and wash hair. 	The risk will always be present		
Cleaning at the end of session	COVID 19	High	Major	Major	<ul style="list-style-type: none"> Tables wiped over Climbing equipment /bikes sprayed with disinfectant Toys inside/outside washed – put outside to dry Disposable cloths thrown away Paint/Paste brushes cleaned Textas/drawing equipment wiped over Puzzles wiped over 	The risk will always be present		

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					<ul style="list-style-type: none"> Gloves to be worn Hands to be washed after cleaning regime 			
Professional Cleaning					<ul style="list-style-type: none"> Professional clean will be conducted after each session. Cleaner to clean all hard surfaces, high touch areas, tables, benches, toilets, sinks, windows at the end of each day children have attended. 			
Suspected case		Extreme – this has potential to spread through whole centre.	Extreme	Catastrophic	<ul style="list-style-type: none"> Remove the child/staff member immediately to an area of isolation Any staff member in attendance needs to wear appropriate PPE Child/staff member must leave the service as soon as possible and seek appropriate medical advice If positive to COVID-19, they cannot return until they have had a negative test result Contact DHHS on 1300 651 160 to discuss what to do next if you think a child, student or staff member: 			

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<p>If there is a case of COVID-19</p>		<p>Extreme – this has potential to spread through whole centre.</p>	<p>Extreme</p>	<p>Catastrophic</p>	<ul style="list-style-type: none"> • Occasional care must close immediately • ACECQA and authorities notified • Registered industrial cleaning company to do thorough virus-free cleaning • All staff and children to undergo COVID-19 testing • Follow any other directions from government bodies/ health departments • Seek advice from DHHS on 1300 651 160 if you believe a child or staff member at your service: <ul style="list-style-type: none"> ➢ Has a confirmed case of coronavirus (COVID-19) ➢ Is in close contact with someone with a confirmed case • You must report a confirmed case of coronavirus (COVID-19) involving a child attending your service to the Victorian Regulatory Authority. This is required by National Law and Regulations governing all early childhood education and care services. 			
<p>COVID 19 Policy</p>		<p>Update when available.</p>						

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This document can be used to identify the level of risk and help to priorities any control measures.

Consider the **consequences** and **likelihood** for each of the identified hazards and use the table to obtain the risk level.

			Consequences				
			1 – Insignificant Dealt with by in-house first aid, etc	2 – Minor Medical help needed. Treatment by medical professional/hospital outpatient, etc	3 – Moderate Significant non-permanent injury. Overnight hospitalisation (inpatient)	4 – Major Extensive permanent injury (eg loss of finger/s) Extended hospitalisation	5 – Catastrophic Death. Permanent disabling injury (eg blindness, loss of hand/s, quadriplegia)
Likelihood	Almost certain	Almost certain to occur in most circumstances	Moderate (M)	High (H)	High (H)	Extreme (X)	Extreme (X)
	Likely	Likely to occur frequently	Moderate (M)	Moderate (M)	High (H)	Extreme (X)	Extreme (X)
	Possible	Possible and likely to occur at some time	Low (L)	Moderate (M)	High (H)	High (H)	Extreme (X)
	Unlikely	Unlikely to occur but could happen	Low (L)	Low (L)	Moderate (M)	High (H)	High (H)
	Rare	May occur but only in rare and exceptional circumstances	Low (L)	Low (L)	Low (L)	Moderate (M)	High (H)

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	Name(s)	Date
Plan prepared by:	<p>Elissa Stafford (Educational Leader) and for South Kingsville Pre-school and South Kingsville Occasional Care in consultation with Sandra Wilkinson Occasional Care.</p> <p>Modified by Mark Brophy, Manager and Lara Janka, Operations Coordinator for use at Williamstown Community and Education Centre – Occasional care.</p>	<p>25/05/2020</p> <p>27/05/2020</p>
Approved by:	<p>Committee of Management for Pre-school and SKCC.</p> <p>Manager, WCEC.</p>	<p>25/05/2020</p> <p>27/05/2020</p>
Communicated to:	<p>All Staff</p> <p>All parents of children attending the centre.</p>	

