

Epping Heights OSHC

Risk Assessment Safety Points for COVID-19 and or other infectious diseases

Risk Assessment Matrix

Consequences / Impact	Probability / Likelihood			
	Very Likely Could happen at any time	Likely Could happen some time	Unlikely Could happen but very rare	Very Unlikely Could happen but probably never will
VERY HIGH - Kill or cause permanent disability or ill health	1	1	2	3
HIGH - Long term illness or serious injury	1	2	3	4
MEDIUM - Medical attention and several days off work	2	3	4	5
LOW - First Aid required and no time off work	3	4	5	6

<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL/SAFETY MEASURES/ITEMS TO REMIND CHILDREN & STAFF ABOUT</u>
Fear of and anxiety relating to infectious diseases	4	<ul style="list-style-type: none"> • Program to be designed in such a way as to occupy children and foster a sense of comfort and wellbeing • Educators to remain calm, relaxed and present themselves in a positive manner • Educators to avoid discussing the infectious disease itself, including using its name. Instead, staff to encourage, mentor and lead by example regarding safety and hygiene practises • All discussions regarding risks or concerns educators may have should be done away from children • When encouraging children to social distance, wash hands and practise general proper hygiene it should be done gently and with calm and non-reactive reminders • Educators to be open to listening to children's concerns, questions and anxieties. This should be fostered within the philosophy and dynamics of the service in general, but could/should be enhanced at times of increases concern regarding infectious diseases (COVID-19)
Equipment specific Hazards	2	<ul style="list-style-type: none"> • All equipment used regularly should be sanitised often, eg: before each shift, after each shift and at regular intervals throughout the shift/day. Educators should be encouraged to sanitise all equipment before and after use eg: <ul style="list-style-type: none"> - Touch Screen and other computers/mice/tablets - Telephones/Walkie Talkies/Megaphones/Microphones - Door Handles/cupboard handles - Microwave face/Oven handles/Fridge handles - Hard surfaces including desks/tables/office space

		<ul style="list-style-type: none"> - All food preparation areas - Bathroom: toilet/taps etc - Light switches/Alarm switches (be careful with any liquid sanitisers as this can cause electrocution if precautions are not properly observed and switches are touched whilst wet/damp) - Regularly used appliances eg: kettle/blenders - Remote controls eg: AirCon/TV/Smart-board or Projector Screen - Educators should be encouraged and reminded to also sanitise any of their own equipment brought into the premises - Any and all things that are regularly touched
First Aid	1	<ul style="list-style-type: none"> • GENERAL FIRST AID • Ensure first aid kit present • Take all safety precautions specifically relating to activity and staff are aware of and trained in safety and first aid procedures. • Ensure children have asthma and allergy meds • Carry asthma and allergy meds on staff • Ensure staff are aware of the children who suffer from asthma & allergies and that they are aware of their action plans. • Ensure families are aware of specific food restrictions eg: nuts • Brief children on allergy risks, prevention eg: not sharing food and hand washing. • Remind children tie shoelaces to prevent falls as well as appropriate behaviour to prevent altercations, accidents and other injuries. • FIRST AID CONSIDERATIONS/PRECAUTIONS PERTAINING TO INFECTIOUS DISEASES • Wash hands before and after administering first aid • Avoid excessive touching during first aid eg: picking up a child, physically comforting a child, putting your face too close to theirs • Wear protective gloves during ALL first aid procedures • Clean and sanitise any first aid equipment utilised if reusable • If in doubt, throw it out
Inclement Weather forcing people into an enclosed space	3	<ul style="list-style-type: none"> • Plans to be in place to ensure adequate space is provided to children in care to minimise the number of children and educators in one place at one time. • Program should be reflective of social distancing as best as it possible within the limits of the service • Consider capping all activities to a smaller number of children and educators • Consider capping bookings for specific days/activities to enhance the effectiveness of social distancing • The service should consider the provision of extra staff to ensure more activities/spaces are possible and utilised
General Public and visitors	3	<ul style="list-style-type: none"> • GENERAL POINTS REGARDING THE PUBLIC AND VISITORS • Staff are recognisable and are up to date with Child Protection and First Aid training. • Regular head counts • Vigilance of staff • De-escalate any potentially harmful situations • Be prepared to move group to alternative area • Accompany children to toilets • Walk in 1 straight line/stay with pairs or buddies

		<ul style="list-style-type: none"> • Contact number on child's person plus briefing of procedures on excursions. • Ensure participants let leaders know if and when they are leaving • Follow appropriate serious incident procedures and notify police and ACECQA if necessary. • Remind children in relation to rules and regulations as well as 'stranger danger' as listed above. Brief about staying together and behaving appropriately in public places. Staying within boundaries if staying in Centre. Children should always be able to see a staff member. • Remind children to alert staff of any incidents, illnesses or injuries promptly. • VISITORS AND GENERAL PUBLIC VISITING THE SERVICE SAFETY POINTS SPECIFICALLY IN RELATION TO INFECTIOUS DISEASES • Centre should avoid allowing any unplanned visitors • Consider reducing the number of outside providers • Ensure that the activities being provided to the children are conducive to social distancing protocols • Request outside providers to provide a statement prior to attending pertaining to their enhanced safety/hygiene measures in light of infectious disease outbreak which can and should be made available to families • Service to provide handwashing, sanitising and proper hygiene access for each activity. Consider a mobile sanitising/handwash kit.
Toileting	2	<ul style="list-style-type: none"> • GENERAL TOILETING NOTES FOR SERVICE INCLUDING VCARE • Remind children of safety measures in relation to using public toilets as well as alerting staff to their requirement to use the toilet as soon as possible. • Female staff to accompany female children, male staff to accompany male children where possible. • Staff to check toilet cleanliness and presence of other people before children use them. • Staff to ensure children are observing appropriate and correct hygiene procedures. With absence of soap – hand sanitiser should be kept in excursion bag. • In case of toileting accident, a change of clothes for both boys and girls should be kept in excursion bag as well as a plastic bag to keep any soiled clothes in. • Information pertaining to whereabouts of toilets should be given • Service toilets should be regularly maintained and sufficient in number • TOILETING NOTES FOR SERVICE SPECIFICALLY IN RELATION TO INFECTIOUS DISEASES • Reminders for children and staff about proper and correct handwashing routines should increase in frequency • Consider handwashing videos, demonstrations where children can get involved • Ensure soap and hand-drying facilities are always present • Regular additional sanitising and cleaning routines should be implemented

Food preparation, serving and Meal-times		<ul style="list-style-type: none"> • High standards of food preparation and nutrition to be maintained • Sharing of food & drink to be discouraged amongst children and educators • Children should not assist in food service • If the use of gloves is not preferred by the service during food preparation, it may be considered for food serving • Food should not be consumed whilst serving • Food preparation areas and equipment to increase in sanitising frequency • All food to be washed thoroughly • Once food has been removed from a packet, hands should be washed before then handling the food to avoid contamination from the outside of the packet • Children should be encouraged to stand further away from the food service counter • Minimise the number of children eating at once or in the same area – consider staggered routine • Tongs or similar should be used to serve food – avoid using gloved hands
Groups		<ul style="list-style-type: none"> • Groups of children under 5 per group should be encouraged at all times • Larger groups to be avoided • Consider staggered play or free-time routines • Avoid multiple educators per group – remembering to ensure affective communication amongst educators is maintained and junior or volunteers are not left alone with children • Whilst maintaining a group of under 5, educators should not be left alone with only 1 child • During group time, set up activities conducive to social distancing protocols. • Consider activities that are conducive to social distancing protocols • If groups of over 5 are unavoidable, practice diligence with maintaining recommended distancing of individuals • When communicating with other educators, respect personal space/boundaries and distancing measures