

## Risk Assessment and Management

**Activity/Event/Area: COVID-19**

**Date Reviewed: 16/04/2020**

**Date to be reviewed: As needed**

To control risks and minimise the extent of injuries the following methods are in place in the service during operational hours:

- Staff are trained in First Aid, CPR, Asthma and Anaphylaxis
- Ratios of 1:10 are maintained on premises during service operational hours
- A minimum of two staff members are present during service operational hours

Identified Hazards	Assessed Risks	Control Methods, Action and Implementation	Risk with Control Methods in Place		
			Consequence	Likelihood	Risk
Social Distancing	- Children being to close in proximity where germs can spread.	- Prep Children to be separated from Grades 1-6 children. - Grades 1-6 Children will have program that allowed separation (Craft, Sport, Chill zone) - If amount of children per area exceeds 10, another WESS OSHC licenced room will be open to ensure separation therefore social distancing. - Children will eat it outdoor area to ensure more space for social distancing.	Major	Likely	High
Cleaning	- Dirty, unclean spaces will allow spread or germs.	- WESS OSHC has cleaning procedures in place to ensure continuous and thorough practices are in place. - Surfaces will be cleaned immediately after use. - Kitchen staff member/s will ensure that food is being prepared in a safe and hygienic matter. - WESS OSHC Assistant Co-ordinators to continue to check Meal preparation areas to ensure hygiene practices are in place. - Service staff will continue to have allocated cleaning jobs every morning and afternoon. Responsible Person will check off on all cleaning being carried out to ensure practices have been followed thoroughly. - Responsible Person will spray service with OXIVIR (Hospital Grade Sanitiser) once all children have left service at 6:00pm.. This will be sprayed through Multi-Purpose room, Bathrooms and Main office. Kitchen will already be cleaned and disinfected by Kitchen Staff Member.	Major	Unlikely	Medium
Illness Measurement/ Precaution	- Children or staff member are ill and spread illness to other stakeholders who attend service.	- If children are showing any flu like symptoms parents will be phoned immediately. - Children's temperatures will be taken if any cold/flu like symptoms are displayed. - If children's temperatures are rising from 37.3 upwards parents will be phoned. - If children have temperature above 37.8 they will be isolated into a separate room with one staff member and no other children until a parent/guardian can collect them. - Service staff will remind children of the importance of washing hands throughout BSC and ASC. - Children will be asked to wash hands before meals, finishing sport or craft e.c.t. - All staff members are reminded not to come to work if they are showing any cold/flu like symptoms	Major	Unlikely	Medium

		- Staff members who call in sick need a medical clearance before re-entering service.			
Knowledge of Changes	- Service is unaware of new changes made/issued by QLD health/Government	- Continue to reference updated COVID-19 information from the Queensland Health website or Australian Government Website. - Liaise and work with WESS Community including P&C and School regarding any new cases or precautionary measures.	Major	Unlikely	Medium