

RISK ASSESSMENT – COVID 19 – YARRAM, EARLY LEARNING

IDENTIFY RISKS	ANALYSE RISKS		EVALUATE RISK CONTROLS
(People, physical assists, finances, etc.)	Likelihood	Consequence	What will be done to manage the risk
Washing Hands	Moderate to High	Major- Not doing this properly can see the virus potentially spreading	<ol style="list-style-type: none"> 1. Children and staff need to wash their hands thoroughly when arriving with foaming hand wash or sanitise. 2. Extra hand washing will need to be done when hands get soiled e.g., when a child touches their face, mouth, nose or ears, etc. 3. Children will be taught how to do appropriate hand washing.
Dress-ups	Moderate risk of contamination due to the popularity of the dress-ups and how the virus sticks to fabric.	Major- Cross contamination	<ol style="list-style-type: none"> 1. Remove dress-ups temporarily
Toys (blocks, puzzles, cars, dolls, etc.)	High risk of contamination due to the popularity of playing with toys and how children play with them i.e., close to (and often in) their mouth, next to their face, etc.	Major- Cross contamination	<ol style="list-style-type: none"> 1. Frequent handwashing throughout the day. 2. Remove any soiled/mouthed toys to a crate marked 'Toys to be Washed' and wash and sterilise when there is an opportunity
Soft furnishings	Low to Moderate	Major- Cross contamination	<ol style="list-style-type: none"> 1. Wash all soft furnishing at then end of the day 2. Wash them in a hot cycle on their own. 3. Limit the use of all blankets
Incursion Visitors	Low to moderate (unless the person is infected and then it is high)	Major- That a visitor could potentially spread the virus	<ol style="list-style-type: none"> 1. Do not allow any external visitors unless essential, including work experience students, etc. into the service. 2. We will not be accepting any new volunteers
Door handles, phones, and soap dispensers	Moderate to High (as the virus remains on metal for up to 7 - 9 days)	Major- Cross contamination	<ol style="list-style-type: none"> 1. Keep staff room door opened at all times and office door open when possible. 2. Sterilise any door handles, phones and soap dispensers every 2 hours. (more often if needed. E.g. When visibly soiled) 3. If programming, sanitize your area after use. (including maternal health room)
Pick-up and Drop off potential crowds outside the room	Moderate to high (due to the amount of caregivers, including grandparents, and children gathered in the one area)	Major- Infecting one another if anyone potentially has the virus	<ol style="list-style-type: none"> 1. Parents to remain outside the main door for drop off and pick up. Any exceptions must be passed by Director. 2. Do not allow caregivers to enter the room at drop-off or pick-up. <p>Parents to practice safe distancing</p>
Filling up Children's Drink Bottles	High as may be spit on the outside of the bottle)	Major- High risk of cross contamination	<ol style="list-style-type: none"> 1. Educators will refill children's drink bottles, ensure hands are washed before and after filling up the drink bottle.
Storage of drink bottles	High (due to the nature that spittle may be on	Major- Cross contamination	<ol style="list-style-type: none"> 1. Keep children's lunch boxes inside their bags or lockers and not on the lunch box trolley

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and lunch boxes	the outside of these devices)		<p>2. Any lunchboxes/containers in will need to be wiped down when unpacking the child's bag, before being place in the fridge and educators should wash their hands before transferring them out of the fridge. If the lunchbox/container comes into contact with the child it needs to be wiped again before being put back into the fridge.</p> <p>3. Separate drink bottles or keep in locker</p>
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- High risk of cross contamination	<p>1. Spread children out when eating</p> <p>2. Eat outside whenever possible</p> <p>3. Eat in shifts – half play outside whilst the other group eat and then swap over.</p> <p>4. Ensure children wash their hands thoroughly before and after eating</p> <p>5. Sterilise areas where children will eat prior to and after eating</p>
Toilets	High (due to bodily fluids)	Major- High risk of cross contamination	<p>1. Sterilise often throughout the day using disposable gloves</p> <p>2. Remind children of hygiene when using the toilet., i.e., to wash hands thoroughly</p> <p>3. Staff to clean/sanitise up any accidents/mishaps as soon as they notice it and use disposable gloves.</p>
Staff - stationery	Low	Major- Cross contamination	<p>1. Wash their hands prior or after if using shared stationery.</p>
Social Distancing	High (due to the age of the children and that they need us to be at their eye level and often close to their face so we can hear them/proper communication to occur. Often spit will come out of the mouth of children when they speak and usually lands on our face/mouth due to our proximity that is needed)	Major- Sharing the virus through less social distancing	<p>1. Staff to keep 1.5m whenever possible</p> <p>2. Limit the amount of children at the mat at one time. This may see that the same mat time experience needs to be repeated for different groups.</p> <p>3. Staff have their break time at different times to each other.</p>
Staff breaks	Moderate	Major – cross contamination	<p>1. Staff wash their hands prior to and after eating</p> <p>2. Staff clean and sterilise the table that they were eating at.</p>
Masks	High		<p>1. All staff are to wear a mask when collecting and dropping children to parents.</p> <p>2. Office to wear a mask whilst in the office. Staff to wear a mask when planning in the planning room.</p> <p>3. Staff do not have to wear a mask in staff room when on breaks, or when teaching the children.</p>
Temperature Checks	Moderate	Minor – as often children can be asymptomatic and have no	<p>1. Any abnormal temperatures or any above 37.5 will result in needing to leave the service</p> <p>2. Clean thermometer after each use with sanitiser on a tissue or wipe.</p>

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		symptoms or temperature at all. However, it can help in some circumstances.	3. Staff must wear a mask and gloves when checking
Ill children and staff	High	Major – not following this can have ill staff/children attend.	<ol style="list-style-type: none"> 1. No ill children or staff will be allowed at the centre if they have a fever, temperature (37.5)runny nose clear or green, sore throat, acute respiratory infection, cough, shortness of breath or been in contact with a person who has been confirmed with covid19. 2. Anyone who appears or starts to get sick during the day will need to go home.
Children's own stationery	Moderate to High	Major – to help avoid cross contamination	<ol style="list-style-type: none"> 1. Get children to wash their hands prior to and after using their stationery.
Thorough cleaning	High	Major – to rid potential virus germs	<ol style="list-style-type: none"> 1. Every day, a thorough clean of the whole centre and all equipment will need to be done.
Cleaning children's faces	Moderate to High	Major – potential to spread	<ol style="list-style-type: none"> 1. Staff member to wash hands after cleaning a child's face or wear disposable gloves
Applying first aid	High	Major – potential to spread	<ol style="list-style-type: none"> 1. As the 1.5m rule will not be able to be adhered to, staff will need to wear disposable gloves.
Suspected case	High	Extreme – this has potential to spread through whole centre.	<ol style="list-style-type: none"> 1. Remove the child/staff member immediately to an area of isolation 2. Any staff member in attendance needs to wear appropriate PPE 3. Child/staff member must leave the service as soon as possible and seek appropriate medical advice 4. If positive to COVID-19, they cannot return until they have had a negative test result and have a medical certificate.
Personal hygiene with coughing, sneezing, blowing nose, etc.	High	Major – it spreads through these sources.	<ol style="list-style-type: none"> 1. Teach children appropriate hygiene 2. 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.) – Tissues readily available 3. Posters are displayed in prominent areas as reminders
If there is a case of CONVID-19	High	Extreme-this has potential to spread through whole centre	<ol style="list-style-type: none"> 1. Centre must close immediately 2. Health regulations will be followed

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Plan prepared by	Cathy Gay, Approved Provider, Director
Prepared in consultation with:	Committee of Management
Communicated to:	Staff and Parents
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	

Risk Matrix						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost	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