

RISK ASSESSMENT – COVID 19 – YARRAM, EARLY LEARNING

2021 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.
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 after they have been used once (bedding) pillowcases etc at the 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, eg: work experience /placement students, Early Childhood consults and mentors, Inclusion professionals, health professionals into the service.
Nature Kinder and outdoor excursions. E.g. Park/wetlands	Low to moderate	Moderate	During excursions, educators and children are to follow the Department Risk Assessment for COVID whilst maintaining hygiene during transport or relocation.
Door handles	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 office and staff room door opened 2. Sterilise any doorknobs if they have been touched twice a day.
Room phone	Moderate (as it is near one's face and mouth and is shared by staff)	Cross contamination	<ol style="list-style-type: none"> 1. Wash hands prior and after using 2. Sterilise phone twice a day 3. Try and use speaker phone whenever possible to avoid phone being near one's face.
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. Caregivers cannot enter the room at drop-off or pick-up . <p>Parents to practice safe distancing in foyer</p>
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 2. Separate drink bottles or keep in locker

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and lunch boxes	the outside of these devices)		
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	<ol style="list-style-type: none"> 1. Spread children out when eating 2. Eat outside whenever possible 3. Eat in shifts – half play outside whilst the other group eat and then swap over. 4. Ensure children wash their hands thoroughly before and after eating 5. Sterilise areas where children will eat prior to and after eating 6. Staff to eat their food 1.5m from anyone else and sterilise their area prior and after eating
Toilets	High (due to bodily fluids)	Major- High risk of cross contamination	<ol style="list-style-type: none"> 1. Sterilise often throughout the day using disposable gloves (twice a day) 2. Remind children of hygiene when using the toilet., i.e., to wash hands thoroughly 3. Staff to clean/sanitise up any accidents/mishaps as soon as they notice it and use disposable gloves.
Soap Dispenser	Moderate to high	Major- Cross contamination	<ol style="list-style-type: none"> 1. Staff to sterilise often throughout the day and especially at high use times such as prior to lunch, before and after playing, etc.
Compost bin	High	Major- Cross contamination	<ol style="list-style-type: none"> 1. Use disposable gloves when emptying the compost bin 2. Keep the compost bin away from the body so it does not soil clothes 3. Have tap on low when washing the compost bin so its content scraps do not splash towards body 4. Sterilise the sink after it has been washed.
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	<ol style="list-style-type: none"> 1. Staff to keep 1.5m whenever possible 2. Limit the number of children at the mat at one time. This may see that the same mat time experience needs to be repeated for different groups. 4. Staff have their break time at different times to each other.
Staff breaks	Moderate	Major – cross contamination	<ol style="list-style-type: none"> 1. Staff wash their hands prior to and after eating 1. Staff clean and sterilise the table that they were eating at.
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.

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			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	2. Get children to wash their hands prior to and after using their stationery.
Thorough cleaning	High	Major – to rid potential virus germs	1. Every morning and afternoon a covid clean is completed through out the centre and all equipment . From 6pm to 10pm the centre is thoroughly cleaned by a professional cleaner. If we have infectious disease, we complete a bleach clean morning, afternoon and evening
Cleaning children's faces	Moderate to High	Major – potential to spread	1. Staff member to wash hands after cleaning a child's face or wear disposable gloves
Applying first aid	High	Major – potential to spread	1. As the 1.5m rule won't 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.	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.
Personal hygiene with coughing, sneezing, blowing nose, etc.	High	Major – it spreads through these sources.	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 COVID-19	High	Extreme-this has potential to spread through whole centre	1. Centre must close immediately 2. Health regulations will be followed

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.	

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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