

Deep Creek Preschool Risk Assessment for COVID-19



1. Any reference to 'sterilise' is defined as; the use of disinfectant surface spray/disinfectant wipes or the use of hand sanitiser.
2. Any reference to 'soiled' is defined as; toy/object/hands/surfaces contains dirt from outside, is sneezed over or was placed in the mouth.
3. 'Impractical' is written next to risks that will be hard to mitigate.

IDENTIFY RISKS	ANALYSE RISKS		EVALUATE RISK CONTROLS
(People, physical assets, 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. Upon arrival to the Preschool, everyone washes their hands thoroughly with hand wash and water. Paper towels are used for hand drying. 2. Alcohol based hand sanitiser is available in all staff areas including bathrooms, store room, kitchen and office. 3. Continued hand washing routines are practiced throughout the session as well as when hands get soiled (e.g. when a child touches their face, mouth, nose or ears) 4. Children will be taught how to perform appropriate hand washing. 5. Posters on hand washing are prominent in hand washing areas.
Sandpit play	Low risk of contamination (due to the size of the sandpit)	Major- Cross contamination	<ol style="list-style-type: none"> 1. Sandpit to continue to remain open
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. Dress-ups will be temporality removed.
Toys (blocks, puzzles, cars, dolls, etc.)	High risk of contamination due to the popularity of playing with toys and how children play with them e.g. with their hands, close to (and potentially in) their mouth, next to their face, etc.	Major- Cross contamination	<ol style="list-style-type: none"> 1. Upon arrival to the Preschool, all children wash their hands thoroughly with hand wash before playing with toys. Paper towels are used for hand drying. 2. Children and educators wash their hands after playing / packing up toys. 3. Any soiled toys are removed and placed in a crate marked 'Toys to be Washed'. These are washed when there is an opportunity to do so.
Playdough	High risk of contamination due to the popularity of playdough and use of hands to play with playdough.	Major- Cross contamination	<ol style="list-style-type: none"> 1. Reduced frequency of playdough offered during session is reduced, and when playdough is set up, all children and educators handling playdough wash hands thoroughly with hand wash prior to and after use. 2. Playdough is disposed if it becomes soiled.
External 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. No external visitors are allowed into the Preschool, including Allied Health and work experience students. 2. Exceptions to this will be on an as needs bases, e.g. for repairs and maintenance purposes. These visitors will call prior to entering the Preschool and will only do so when there are no children are present. All external visitors will be documented and have their temperature checked. 3. Incursions will be assessed on a regular basis and communication open between parties.

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Sign-in book	Low to moderate	Major- Cross contamination	<ol style="list-style-type: none"> 1. Parents/Guardians to use hand sanitiser before picking up a pen. 2. A staff member signs children in/out. 3. Sign-in/out table is sterilised using sterilising spray/wipes after each session.
Gate	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. The gate remains open to the joined outdoor area to reduce surface touching of handle and gate.
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. The Preschool room door remains open until all children have arrived to reduce the amount of times the door handle is touched. 2. The office door remains open to reduce the amount of times the door handle is touched. 3. All door knobs are sterilised with sterilising spray/wipes at the end of each session. 4. Preschool cleaners are sterilising door handles every evening.
Light switches	Moderate to High (as the virus remains on metal for up to 9 days)	Major- Cross contamination	<ol style="list-style-type: none"> 1. Light switches are sterilised with sterilising spray/wipes whenever they have been used. 2. Preschool cleaners are sterilising light switches every evening.
Window winders	Low (as it is only staff that use these)	Major- Cross contamination	<ol style="list-style-type: none"> 1. Hand sanitiser is applied prior to and after opening/closing windows. 2. Preschool cleaners are sterilising window winders every evening.
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. Hand sanitiser is applied prior to and after using the phone. 2. The phone handset is sterilised after each day. 3. The speaker phone option is used whenever possible to avoid the handset being near one's face.
Taps	High (as the virus remains on metal for up to 7 - 9 days) and these may contain traces of bodily fluids	Major- Cross contamination	<ol style="list-style-type: none"> 1. Taps are sterilised after each session.
Couch	Low	Major- Cross contamination	<ol style="list-style-type: none"> 1. Couch is sprayed with Glen 20 or sterilising spray after each session.
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. Preschool staff stagger parents/guardians and children coming into the room. 2. Parents/Guardians remain outside the gate until the area immediately outside the Preschool door is clear. 3. Parents/Guardians are reminded to practice social distancing outside the Preschool building at pick-up time.
Storage of drink bottles and lunch boxes	High (due to the nature that spittle may be on the outside of these devices)	Major- Cross contamination	<ol style="list-style-type: none"> 1. Families will be encouraged to pack drink bottles whereby the mouthpiece can remain covered.
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. Children are spaced out when eating. 2. Children eat outside whenever possible. 3. Children wash their hands thoroughly before and after eating. 4. Areas where children eat are sterilised prior to and after eating.

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			5. Staff 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. Staff sterilise the toilets using sterilising spray often throughout the day using disposable gloves. 2. Children are continuously reminded of hygiene practices when using the toilet, e.g. to wash hands thoroughly. 3. Staff wipe up any accidents/mishaps as soon as they notice it using disposable gloves and sterilising spray.
Soap Dispenser	Moderate to high	Major- Cross contamination	<ol style="list-style-type: none"> 1. Staff sterilise hand wash dispenser often throughout the day, and especially at high use times such as prior to lunch, before and after playing. 2. Staff wash their own hands prior to and after using hand wash dispenser.
Photocopier	Low	Major- Cross contamination	<ol style="list-style-type: none"> 1. Photocopier is wiped down after each session with sterilising spray/wipes.
Staff - stationery	Low	Major- Cross contamination	<ol style="list-style-type: none"> 1. Staff use hand sanitiser prior to and after using shared stationery.
Compost bin	High	Major- Cross contamination	<ol style="list-style-type: none"> 1. Disposable gloves are worn when emptying the compost bin. 2. Compost bin is kept away from the body so it doesn't soil clothes.
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 spittle 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 keep 1.5m away from each other whenever possible. 2. Aim for children to remain 1.5m from staff. 3. Children are encouraged remain 1.5m from each other when playing – this is encouraged by spreading out toys when setting up the room 4. Where possible, toys have been strategically placed them away from peers.
Staff sign-in book	Low	Major – cross contamination on pen	<ol style="list-style-type: none"> 1. Staff use hand sanitiser before using sign in/out pen.
Staff breaks	Moderate	Major – cross contamination	<ol style="list-style-type: none"> 1. Staff wash their hands prior to and after eating. 2. Staff clean and sterilise the table used during their break using sterilising spray/wipes.
Temperature Checks	Moderate	Minor – as often children can be asymptomatic and have no symptoms or temperature at all. However, it can help in some circumstances.	<ol style="list-style-type: none"> 1. Temperature checks of all children and staff are taken upon arrival. Staff keep a running record of everyone's temperatures so that a deviant in an individual's average temperature can be duly noted. 2. Any abnormal temperatures (see above) or any above 37.5 will result in needing to leave the Preschool. 3. Temperature checks are taken using a government approved forehead temperature scanner. 4. Staff use hand sanitiser before doing temperature checks.
Infectious Disease Policy	High	Major – not understanding what we are doing within the	<ol style="list-style-type: none"> 1. Distribute a copy of the Infectious Disease Policy to families.

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		room can mean that safety breaches may occur	
Ill children and staff	High	Major – not following this can have ill staff/children attend.	<ol style="list-style-type: none"> 1. If a child or staff member is un-well they are not allowed into the Preschool. 2. Anyone who appears or starts to get un-well during the day will need to go home. 3. Follow the guidelines of the Infectious Disease Policy
High use areas such as tables and chairs	Moderate to High	Major – cross contamination	<ol style="list-style-type: none"> 1. High use areas are cleaned after every session using sterilising spray.
Cleaning children's faces	Moderate to High	Major – potential to spread	<ol style="list-style-type: none"> 1. If a child's face needs to be cleaned by a staff member, the staff member washes their own hands prior to cleaning the child's face or wears disposable gloves.
Applying first aid	High	Major – potential to spread	<ol style="list-style-type: none"> 1. The 1.5m distancing rule won't be able to be adhered to if First Aid needs to be applied to a child or staff member. The First Aider will wear disposable gloves and wash their hands prior to and after First Aid is applied.
Suspected case	High	Extreme – this has potential to spread through whole centre.	<ol style="list-style-type: none"> 1. If there is a suspected Covid-19 case at the Preschool, the child/staff member is immediately moved to an area of isolation. 2. Any staff members in attendance will wear a face mask and gloves. 3. The suspected child/staff member must leave the Preschool as soon as possible and seek appropriate medical advice. 4. If the suspected case results in a positive COVID-19 result, they cannot return until they received a negative test result.
If there is a case of COVID-19	High	Extreme – this has potential to spread through whole centre.	<ol style="list-style-type: none"> 1. The Preschool will close immediately under guidance from the Victorian Department of Education and Training. 2. The Australian Children's Education & Care Quality Authority and authorities will be notified. 3. A registered industrial cleaning company will conduct a thorough virus-free cleaning. 4. All staff and children will undergo COVID-19 testing. 5. The Preschool will follow any other directions from Government bodies/Health Departments 6. The Preschool will reopen once all the above is completed.
Flu Shots	High	Major – this will avoid staff and children potentially needing to go to hospital (with the flu) and use hospital resources or to catch the virus at the hospital.	<ol style="list-style-type: none"> 1. All staff and children are recommended to have a flu shot.
Personal hygiene with coughing,	High	Major – it spreads through these sources.	<ol style="list-style-type: none"> 1. Staff teach and remind children regarding appropriate hygiene.

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sneezing, blowing nose, etc.			<ol style="list-style-type: none"> 2. Staff monitor/observe children when they do cough, sneeze, and blow their nose to ensure it is performed correctly and appropriate hygiene is used after (refer to washing hands, etc) 3. Posters on hygiene are displayed in prominent areas as reminders. 4. Tissues are readily available.
Children leaving service	Moderate	Major – stops cross contamination	<ol style="list-style-type: none"> 1. Parents/Guardians picking up children are encouraged to use hand sanitiser prior to leaving the Preschool.
Staff members leaving the service	Moderate	Major – stops cross contamination	<ol style="list-style-type: none"> 1. Hands are washed (or use of hand sanitiser) before leaving the service.

Plan prepared by	Dianna Di Paola, Bronwyn Reed, Sonia Cheng, Sudesh Malik, Trudy Kelly, Approved Provider
Prepared in consultation with:	Regulatory authorities, government bodies, health authorities and unions.
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 certain	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