

Potential Emergency Situation: The service is directed to close by NSW Health

Hazards	Risks	Likelihood	Risk Rating	Control Strategies
<p>The service can no longer provide education and care.</p>	<p># Correct communication does not occur in the event the service is closed. # Correct communication does not occur when the service reopens. # Cleaning and disinfection procedures are not implemented.</p>	<p>Unlikely</p>	<p>Severe</p>	<p># The service implements a process to rapidly communicate with staff (including casual workers), visitors, families, the regulatory authority and the local public health unit. This will be implemented with regards to the service confidentiality policy and procedures. # A 101 Notification of Incident will be submitted through the NQAITS within 24 hours. # When the service is re-opened, a notification will be submitted through the NQA ITS. # The service will follow existing protocols for cleaning and disinfection for outbreaks of gastrointestinal illness/gastroenteritis outbreaks. This will include the following steps: » Put on gloves » Make up a fresh container of correctly diluted detergent and warm water (spray bottles are not recommended). » Immerse a cloth, wring it out, and clean the area vigorously to loosen germs. » Rinse away germs with clean water » Dry the surface to make it harder for germs to survive or grow » After this process, disinfect the clean and dry area, following the manufacturer's instructions.</p>

Updated 7/3

Potential Emergency Situation: A child or staff member at the service is diagnosed with COVID-19

Hazards	Risks	Likelihood	Risk Rating	Control Strategies
Potential to infect others at the service	<ul style="list-style-type: none"> # Others touch surfaces contaminated by the infected person and then touch eyes, nose or mouth. # Visitors, staff or children come into contact with the COVID-19 virus. # There is insufficient communication with health authorities and others at the service. # Infected persons are allowed back to the service without clearance. 	Possible	Severe	<ul style="list-style-type: none"> # It is recommended that children, staff and parents be vaccinated for influenza (in accordance with the latest Health Department advice). # Staff or children infected will stay away from the service and seek immediate medical attention. # Staff and families are informed that if they have symptoms or are diagnosed with COVID-19, that they inform the service by phone or email. # Staff or children infected will stay away from the service until the public health authority confirms it is safe to return. # Staff will be required to provide evidence they are clear of the virus before returning to work. # The service implements a process to rapidly communicate with staff (including casual workers), visitors, families and the local public health unit (1300 066 055). This will be implemented with regards to the service confidentiality policy and procedures. # The service will follow existing protocols for cleaning and disinfection for outbreaks of gastrointestinal illness/gastroenteritis outbreaks. This will include the following steps: <ul style="list-style-type: none"> » Put on gloves » Make up a fresh container of correctly diluted detergent and warm water (spray bottles are not recommended).

				<ul style="list-style-type: none"> » Immerse a cloth, wring it out, and clean the area vigorously to loosen germs. » Rinse away germs with clean water » Dry the surface to make it harder for germs to survive or grow » After this process, disinfect the clean and dry area, following the manufacturer's instructions.
<p>Potential Emergency Situation: A visitor, child or staff member has been in contact or has been informed by the public health authority they have been in contact with a confirmed or probable case of COVID-19 in the last 14 days (including close contact in the 24 hours before the person became unwell).</p>				
<p>Hazards The person/child is incubating COVID-19</p>	<p>Risks # The person is infected and enters the service before being declared safe to do so. # Visitors, staff or children come into contact with the COVID-19 virus. # Surfaces are contaminated.</p>	<p>Likelihood Possible</p>	<p>Risk Rating Severe</p>	<p>Control Strategies</p> <ul style="list-style-type: none"> # A visitor, child or staff member who has been in contact with a confirmed case of COVID-19 in the last 14 days (including close contact in the 24 hours before the person became unwell) is not permitted to enter the service until the public health authority confirms it is safe to return. # The service implements a process to rapidly communicate with staff (including casual workers), visitors, families and the local public health unit. This will be implemented with regards to the service confidentiality policy and procedures. # The service will follow existing protocols for cleaning and disinfection for outbreaks of gastrointestinal illness/gastroenteritis outbreaks. This will include the following steps:

				<ul style="list-style-type: none"> » Put on gloves » Make up a fresh container of correctly diluted detergent and warm water (spray bottles are not recommended). » Immerse a cloth, wring it out, and clean the area vigorously to loosen germs. » Rinse away germs with clean water » Dry the surface to make it harder for germs to survive or grow » After this process, disinfect the clean and dry area, following the manufacturer's instructions.
<p>Potential Emergency Situation: A visitor, child or staff member has a fever or symptoms of acute respiratory infection (cough, sore throat, runny nose, shortness of breath) before entering the service.</p>				
<p>Hazards The person/child is incubating COVID-19</p>	<p>Risks # The person comes into the service. < Others are infected with COVID-19 # Visitors, staff or children come into contact with the COVID-19 virus. # Surfaces are contaminated.</p>	<p>Likelihood Possible</p>	<p>Risk Rating Severe</p>	<p>Control Strategies</p> <ul style="list-style-type: none"> # A visitor, child or staff member who has a fever or symptoms of acute respiratory infection (cough, sore throat, runny nose, shortness of breath), is not permitted to enter the service # Families and staff are informed of the procedure to notify if they have any symptoms by email or phone before entering the service. # The service will follow existing protocols for cleaning and disinfection for outbreaks of gastrointestinal illness/gastroenteritis outbreaks. <p>This will include the following steps: » Put on gloves</p>

				<ul style="list-style-type: none"> » Make up a fresh container of correctly diluted detergent and warm water (spray bottles are not recommended). » Immerse a cloth, wring it out, and clean the area vigorously to loosen germs. » Rinse away germs with clean water » Dry the surface to make it harder for germs to survive or grow » After this process, disinfect the clean and dry area, following the manufacturer's instructions.
<p>Potential Emergency Situation: A visitor, child or staff member has a fever or symptoms of acute respiratory infection (cough, sore throat, runny nose, shortness of breath) while at the service.</p>				
<p>Hazards The person/child is incubating COVID-19</p>	<p>Risks # Others are infected with COVID-19 # Visitors, staff or children come into contact with the COVID-19 virus. # The person with symptoms is not isolated or sent home. # Symptoms are not reported appropriately. # Surfaces are contaminated.</p>	<p>Likelihood Possible</p>	<p>Risk Rating Severe</p>	<p>Control Strategies # If a visitor, child or staff member presents with symptoms while at the service, policies and procedures relating to illness and infectious disease are followed. # All staff will report to the Responsible Person if: » they are experiencing any symptoms » they have been, or have potentially been, exposed to a person who has been diagnosed with COVID-19 or is suspected to have COVID-19 (even if the person who is suspected to have COVID-19 has not yet been tested), or » they have undertaken, or are planning to undertake, any travel. # All staff will report to the Responsible Person if they observe another worker displaying any symptoms # The child's family will be contacted to collect them as soon as possible and the child will be cared for in an area that is separated from other children at the service.</p>

				<p># A space has been identified to isolate staff or children who may become sick.</p> <p># Visitors or staff with symptoms will stop work and be sent home immediately.</p> <p># The service will follow existing protocols for cleaning and disinfection for outbreaks of gastrointestinal illness/gastroenteritis outbreaks. This will include the following steps:</p> <ul style="list-style-type: none"> » Put on gloves » Make up a fresh container of correctly diluted detergent and warm water (spray bottles are not recommended). » Immerse a cloth, wring it out, and clean the area vigorously to loosen germs. » Rinse away germs with clean water » Dry the surface to make it harder for germs to survive or grow » After this process, disinfect the clean and dry area, following the manufacturer's instructions.
<p>Potential Emergency Situation: A visitor, child or staff member returns from overseas in the last 14 days.</p>				
Hazards	Risks	Likelihood	Risk Rating	Control Strategies
<p>The person/child is incubating COVID-19</p>	<p># Persons who have travelled within the last 14 days are allowed to attend the service before self-isolating.</p> <p># Visitors, staff or children come into</p>	<p>Unlikely</p>	<p>Severe</p>	<p># Anyone returning from overseas in the last 14 days are not permitted to enter the service.</p> <p># The service will remind them if they develop flu-like symptoms, they should call their doctor to arrange testing, call Health Direct on 1800 022 222, or go directly to a COVID-19 clinic or emergency department</p>

	contact with the COVID-19 virus.			
Potential Emergency Situation: A visitor, child or staff member is incubating COVID-19 and is not showing any symptoms.				
Hazards	Risks	Likelihood	Risk Rating	Control Strategies
The person/child is incubating COVID-19 and spreads the disease through direct contact with people and surfaces.	<ul style="list-style-type: none"> # Others are infected with COVID-19 # Visitors, staff or children come into contact with the COVID-19 virus. # Surfaces are contaminated. # Hygiene practices are not thorough or consistent. # Staff are not adequately consulted or trained in order to understand and fully implement procedures, changes and decisions. # There is a lack of cleaning and hygiene products to support essential measures being implemented fully and consistently. 	Possible	Severe	<ul style="list-style-type: none"> # It is recommended that children, staff and parents be vaccinated for influenza (in accordance with the latest Health Department advice). # Staff are provided with closed bins to hygienically dispose of waste and rubbish immediately after use. # Staff are provided with cleaning agents and trained to clean down and disinfect equipment immediately after use. # Enhanced hygiene practices for staff, children and visitors are implemented. Washing hands frequently is the single most effective way to reduce the spread of germs that cause respiratory disease. Alcohol-based hand gel is a suitable alternative if used and stored safely around children. Staff will also avoid touching their face, handshakes or other close physical contact, dispose of tissues appropriately, wash body and clothes thoroughly every day and cover coughs and sneezes with an elbow or tissue. # Alcohol based hand sanitiser with a minimum alcohol content of 70%, is available at entry and rubbish disposal points. # Recirculated air conditioning is limited or reduced.

There is insufficient environmental cleaning.
 # Children do not implement increased hygiene practices.
 # There are insufficient plans to support staffing arrangements to implement practices and procedures.
 # Physical distancing practices are not in place.

Where possible touch points are reduced such as by leaving access doors open where possible.
 # Children are provided with increased hand washing guidance. < Staffing arrangements consider the need for increased cleaning and hygiene practices. This includes more regular and thorough hand washing, cleaning of high touch surfaces and restocking of necessary resources.
 # The service ensures there is robust infection control and cleaning and routine environmental cleaning procedures in place. Including:
 # frequently touched surfaces and objects such as doors, windows, tables, benches, nappy change areas and toys are cleaned and disinfected frequently using appropriate detergent and disinfectant solutions, and people cleaning the workplace wear gloves and use alcohol-based hand sanitiser before and after wearing gloves.
 # personal items such as phones and glasses and workstation equipment such as keyboards are cleaned and disinfected frequently (e.g. using isopropyl alcohol wipes)
 # Amenities including kitchens, lunchrooms, common areas, change rooms, toilets, showers and drink fountains, are cleaned industrially and the frequency of this cleaning increased.
 # The service implements strategies (where possible) to limit movement of children staff and families between groups at the service.

					<p># Handwashing facilities are kept clean, properly stocked and in good working order. # Staff are kept informed of service procedures, actions to take and symptoms to be concerned about. Clear guidance is provided to ensure expectations are understood and followed.</p>
<p>Potential Emergency Situation: Planned excursions expose visitors, staff and children to COVID-19.</p>					
<p>Hazards External surfaces and others outside of the service may be infected with the COVID-19 virus.</p>	<p>Risks # Visitors, staff or children come into contact with the COVID-19 virus.</p>	<p>Likelihood Possible</p>	<p>Risk Rating Severe</p>	<p>Control Strategies # All planned activities are cancelled outside the service during the COVID-19 pandemic.</p>	
<p>Potential Emergency Situation: The service cannot meet educator to child ratios due to COVID-19 related issues.</p>					
<p>Hazards Supervision is insufficient to maintain children's</p>	<p>Risks # The service breaches the Education and Care Services National Regulation and Law. ◁</p>	<p>Likelihood Possible</p>	<p>Risk Rating Severe</p>	<p>Control Strategies # Plans are in place for increased levels of staff absences and those who may arrive at work sick. # The service will contact the regulatory authority to explain the situation and receive direction.</p>	

<p>health and safety.</p>	<p>Children's health and safety is at risk. < Staffing arrangements are insufficient to implement increased measures in relation to COVID-19.</p>			
<p>Potential Emergency Situation: Staff training becomes out of date and maintenance of this during the COVID-19 pandemic is challenging.</p>				
<p>Hazards</p> <p>Staff training is not in line with regulations.</p>	<p>Risks</p> <p># The service breaches the Education and Care Services National Regulation and Law. # Staff are inadequately trained to respond to emergency situations. # Children's health and safety is at risk.</p>	<p>Likelihood</p> <p>Possible</p>	<p>Risk Rating</p> <p>Moderate</p>	<p>Control Strategies</p> <p># The health, safety and wellbeing of the children will remain a priority. # Other methods of delivery, such as online training, will be explored. # If it is not possible to complete a specific qualification, because of work placement COVID-19 control measures, training will be commenced, and work placement will be completed as soon as reasonably practicable. This means that the individual will have a record of commencing the course but will only receive a certificate upon completion of the work placement.</p>

24/03/2020

Activity	Location		Who may be at risk	
International Pandemic declared by World Health Organisation	Whole country		Everyone	
Tasks	Hazards	Risks	Risk rating	
	Illness/ spread of virus	Major disruption to service Risk to children's and educators health	likelihood	Existing control measures
<ul style="list-style-type: none"> Follow the official advice for schools and early childhood education and care services from the Dept. of Ed and the Department of Health website. https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/latest-alerts/coronavirus---advice-for-children-s-education-and-care-services Enforce hand washing and sanitising for all visitors children, educators and families Wipe down services Wash equipment. Limit the use of soft surfaces Practice social distancing as much as possible with children and with families Use outdoor environment as much as possible Change progressive morning tea to educators now serve the children. Continue to Educate children on good hand washing procedures 	<p>Illness/ spread of virus</p>	<p>Major disruption to service Risk to children's and educators health</p>	<p>likelihood high</p>	<p>Risk rating Impact High</p> <p>Risk rating high</p> <ul style="list-style-type: none"> Practice good hygiene, as per <i>Infection and Hygiene Control Policy</i>. (Frequent hand- washing, cover your cough or sneeze with elbow or tissue). All children to wash hands on arrival and after leaving the premises Practice good cleaning of equipment and surfaces All visitors: sanitising on arrival and exit. Limit close-contact activities Use outside play area as much as possible No large gatherings No excursions – except walks to park or round the block Install more sanitising stations <p>Please refer to Statement from Board of Management regarding COVID-19 (attached)</p>

Activity	Location	Who may be at risk						
<p>A staff member or child is tested positive for Covid-19 who utilises the preschool</p>	<p>Staff Children Parents Cleaners</p>	<p>Existing control measures</p> <p>Hand washing policy Up to date information from NSW health Ensuing all children are well when attending preschool Emergency contacts of all families on mobile phone Constant communication to parents regarding health and wellbeing of children, families and the community Social distancing between adults. No visitors to preschool</p>						
Tasks	Hazards	Risks						
<p>On confirmation inform the NSW health department. Inform ACEQA and the Department of Education and Communities of the positive case Cleaning of the preschool Informing all families in regard to testing and contact</p>	<p>Spread of disease Closure of service Cleaning of preschool as advised by NSW health. Testing of all contacts Self-isolation of educators Relief educators</p>	<p>Health and wellbeing of all preschool community</p>						
Risk rating		<table border="1"> <tr> <td data-bbox="523 51 662 750">likelihood</td> <td data-bbox="662 51 758 750">Impact</td> <td data-bbox="758 51 1495 750">Risk rating</td> </tr> <tr> <td data-bbox="523 51 662 750">High</td> <td data-bbox="662 51 758 750">High</td> <td data-bbox="758 51 1495 750">high</td> </tr> </table>	likelihood	Impact	Risk rating	High	High	high
likelihood	Impact	Risk rating						
High	High	high						

Activity	Location	Who may be at risk		
International Pandemic declared by World Health Organisation	Whole country	Everyone		
Tasks	Hazards	Risks		Existing control measures
<ul style="list-style-type: none"> Follow the official advice for schools and early childhood education and care services from the Dept. of Ed and the Department of Health website. https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/latest-alerts/coronavirus---advice-for-children-s-education- and-care-services Enforce hand washing and sanitising for all visitors children, educators and families Wipe down services Wash equipment. Limit the use of soft surfaces Practice social distancing as much as possible with children and with families Use outdoor environment as much as possible Change progressive morning tea to educators now serve the children. Continue to Educate children on good hand washing procedures 	Illness/ spread of virus	Major disruption to service Risk to children's and educators health		<ul style="list-style-type: none"> Practice good hygiene, as per <i>Infection and Hygiene Control Policy</i>. (Frequent hand- washing, cover your cough or sneeze with elbow or tissue). All children to wash hands on arrival and after leaving the premises Practice good cleaning of equipment and surfaces All visitors: sanitising on arrival and exit. Limit close-contact activities Use outside play area as much as possible No large gatherings No excursions – except walks to park or round the block Install more sanitising stations <p>Please refer to Statement from Board of Management regarding COVID-19 (attached)</p>
		likelihood high	Impact High	Risk rating high