

Risk Assessment – Covid-19

Risk assessment – Armidale Montessori Preschool				
Hazard	Risk assessment (use matrix)	Elimination/control measures	Who	When
Declaration of COVID-19 as a pandemic	High	<ul style="list-style-type: none"> Establish a COVID-19 Service Policy Implement procedures as suggesting in the Staying healthy: Preventing infectious diseases in early childhood education and care services (Fifth Edition) developed by the Australian Government National Health and Medical Research Council as part of our day-to-day operation. Subscribe to and implement the guidelines set out by the Australian Health Protection Principal Committee (AHPPC) Ensure consistent and informative communications with families and staff, via email updates, communications books, social media, etc. Keep Service staff informed of the Services' response to the rapidly changing circumstances Encourage children to talk to Educators with any concerns they may have about COVID-19. Educators to continue to reassure children who show signs of anxiety due to COVID-19 during interactions or at group-time. Ensure the Director maintains currency with the rapidly changing pandemic developments, through the use of accurate and reliable sources of information such as Australian Government Department of Health, Department of Education Skills and Employment, Safe Work Australia Coronavirus, etc. Prepare to manage the impact on fluctuations in occupancy, continuity of Educators and cash flow Prepare to facilitate a forced closure if required, including knowledge of procedures, communication and lockdown protocols 	Director/Educators/Committee	Ongoing
Children coming in from home who may have been exposed to the	High	<ul style="list-style-type: none"> Send correspondence to all families advising them of reporting and isolation requirements when exposed to the virus. Display information relating to hygiene and key procedural changes in strategic, readily visible locations 	Director/Educators/Families	Ongoing

COVID-19 virus		<ul style="list-style-type: none"> • Number of family members accessing the Preschool to be limited at drop off and pick up. • All families to be encouraged to practice increased hygiene measures at home. • Implement social distancing measures where practicable, including number of families entering the premises, maintenance of 1.5m distancing at mealtimes and rest times, etc. <ul style="list-style-type: none"> ○ Implementation of limited entry to the Preschool building – 2 families at a time. • Encourage families to get tested for COVID-19 if displaying any symptoms. • When children come into the Service from home, they will be prompted to wash hands with soap and water before commencing play or any activity in the indoor or outdoor environment. • Children will be taught/encouraged to sneeze or cough into their elbows, discarding tissues into bins before washing their hands. • Hand sanitiser will be provided at entry to Preschool building for all to use upon entry and exit from the building. • A stricter vetting process will be implemented for new enrolments, including questions around recent travel and potential contact with confirmed COVID-19 cases. 		
Service access by family members, outside families, contractors, delivery personnel	High	<ul style="list-style-type: none"> ▪ During the height of the pandemic, the following measures will be implemented: <ul style="list-style-type: none"> ○ Incursion program will be suspended ○ Enrolment uptake will be suspended ○ Contractor/tradesman visits will be minimised to only address urgent tasks ○ Deliveries will be accepted at the entry to the Preschool building ○ Familiarisation sessions/Service tours will be suspended ○ Visits by Speech pathologists, Occupational therapists, etc. to the Service will be suspended ○ Onsite Committee meetings will be shifted online ○ Working Bees will be suspended ○ Special events, such as Mother's Day celebrations, etc. will be suspended 	Director/Educators	During lockdown
Multiple children using classroom	High	<ul style="list-style-type: none"> • Implement procedures as suggested in the Staying healthy: Preventing infectious diseases in early childhood education and care services (Fifth Edition) developed by the Australian Government National Health and 	Director/Educators	Ongoing

activities, equipment and furniture		<p>Medical Research Council as part of our day-to-day operation.</p> <ul style="list-style-type: none"> • Implement increased hygiene and cleaning measures at the Service <ul style="list-style-type: none"> ○ Educators to undertake a clean twice daily. <ul style="list-style-type: none"> ▪ All tables and chairs are sprayed or wiped over before use. ▪ Toys and activities are wiped down with disinfectant after use. ▪ Outside equipment is wiped down with disinfectant after use. ▪ Staff ensure entrances and exits doors are wiped over each day. ○ Increased daily cleaning scope implemented by contracted cleaners. • Use of sandpit and fort area limited to a few children at a time 		
Vulnerability of Educators to catch the virus.	High	<ul style="list-style-type: none"> • Limit face to face meetings where possible and utilise other communication platforms where feasible, such as Zoom, phone conferencing, etc. • Encourage all staff who have been overseas/interstate or have come into contact with a confirmed COVID-19 case to self-isolate • Determine if any staff may be in a high risk category and limit shifts to those staff members, where feasible, in order to minimise the exposure • Encourage all staff to download the COVIDSafe app • Encourage staff to get tested for COVID-19 if displaying any symptoms • Educators to stay home if sick with flu like symptoms. • Encourage all staff to get the flu vaccination (to be paid for by the service). • Educators practice social distancing from one another while remaining in areas to ensure effective supervision of children is undertaken. • Staff meetings to be shifted to an online platform • If illness creates a shortage of educators, then the Service will apply to the Regulatory Authority for waivers for qualifications and/or ratios to minimise disruptions to the provision of care 	Educators/Director	Ongoing
High proportion of international families	High	<ul style="list-style-type: none"> • Seek confirmation from families that they have not been overseas recently and advise them of isolation/quarantine requirements if they have been overseas • Advise families to be tested for COVID-19 prior to re-commencing attendance at the Service if they have been overseas 	Director/Families	Ongoing

		<ul style="list-style-type: none"> • Ensure prominent display of isolation/quarantine requirements 		
Inability to successfully practice social distancing within the Service due to age of children in care	High	<ul style="list-style-type: none"> • Implement social distancing measures where practicable - maintenance of 1.5m distancing at mealtimes and rest times, etc. • Establish routines to control the risk and continue to deliver the education and care program <ul style="list-style-type: none"> ○ Modify the daily program to incorporate increased outdoor time or the incorporation of an indoor/outdoor program to better facilitate social distancing ○ Minimise group activities or split into very small groups while maintaining adequate distance between each child ○ Increased focus on individual activities • Suspend Service excursion and incursion program • Make available and use hand sanitiser at key locations including at entry and exit to the building • Practice all hygiene and cleaning measures recommended by AHPPC, Public Health, govt and department of education • Change to morning teatime – Educators to serve the children rather than have the children service themselves. 	Director/Educators/children	Ongoing
Sick Children	High	<ul style="list-style-type: none"> ▪ Temporarily modify existing Service policies in relation to sick children, Control of infectious diseases, etc. to capture the pandemic circumstances • Signage indicating change in policy to be prominently displayed • Strictly enforce the broadened Sick Children’s Policy, to ensure all unwell children (even those with mild cold like symptoms) are kept at/sent home • Children displaying flu like symptoms are separated from other children, with an Educator until pick up. • Parents are notified by phone to pick up sick child asap. • After sick child leaves all equipment/activities used on the day are to be thoroughly cleaned with disinfectant • Any child displaying symptoms such as fever, sore throat, coughing, fatigue and shortness of breath will be requested to seek medical attention and provide a medical clearance prior to re-attending the Service • Staff to increase frequency of hand washing for children. • Educators’ focus on children’s sneezing and coughing etiquette to increase as part of daily routine 	Educators/parents	Ongoing

