

SAFETY Risk Assessment and Management Plan



Name of workplace: Brewongle EEC

Workplace manager: Steven Body

Activity, event or task: Infection Control – COVID 19

Date of activity: 4th October 2021 – 31 December 2022

Situation List the details of the activity, event or task	Anticipate What could go wrong?	Find out		Eliminate or control		Talk others Controls to be actioned by who?	You When do you need to review the control?
		What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating		
Incursion/School Visit	<p>BEEC staff pass on infection to member of host school community</p> <p>BEEC staff come into contact with infection from member of host school community</p>	<p>BEEC Principal has undertaken the Australian Government Department of Health Infection Control Training – COVID 19 training (5 May 2020).</p> <p>Vulnerable staff and students are not present at school site.</p> <p>Host school staff and students stay home if unwell or have been in contact with someone unwell.</p> <p>BEEC staff stay home if unwell or have been in contact with someone unwell.</p> <p>All participating students and staff hand wash or sanitise at the</p>	4	<p>BEEC staff are trained in infection control measures and equipment/surface cleaning procedures and these will be used in line with current Covid Guidelines for schools.</p> <p>Surfaces are cleaned between and at the conclusion of activities.</p> <p>All equipment cleaned with warm soapy water or sanitiser between use.</p> <p>Equipment placed in the sun when possible for additional sanitisation.</p> <p>When possible, enough equipment provided so students do not have to share equipment. If students do need to share, wash/sanitise hands prior to and during use.</p> <p>Review correct hand wash and sanitise procedures.</p>	5	<p>BEEC Principal and staff.</p> <p>Host school Principal and staff</p>	<p>At each change of Phase during COVID 19</p> <p>In the case of infection all measures will be reassessed.</p>

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		<p>commencement and end of each activity.</p> <p>Host schools hand washing areas have soap.</p> <p>All adults practice social distancing (1.5m).</p> <p>Masks are worn as per current DoE and Dept of Health guidelines</p>		<p>Activities are conducted outdoors wherever possible</p> <p>BEEC staff carry additional handwash and sanitiser supplies.</p> <p>If any person becomes unwell with a COVID 19 symptom during the session they are immediately isolated and the host school health procedures are implemented.</p>			
<p>Excursion, Camp or Professional Learning at Brewongle EEC</p>	<p>BEEC staff pass on infection to member of visiting school community.</p> <p>BEEC staff come into contact with infection from member of visiting school community.</p> <p>Increased risk of spreading infection amongst visiting school staff and students</p>	<p>BEEC Principal has undertaken the Australian Government Department of Health Infection Control Training – COVID 19 training (5 May 2020).</p> <p>Vulnerable staff and students are not present at excursion.</p> <p>Visiting school staff and students stay home if unwell or have been in contact with someone unwell.</p>	4	<p>Excursions, Camps and Professional learning will only occur in line with current DoE Covid guidelines. Level 2 allows excursions to outdoor venues within the visiting schools local LGA. No camps. PL to be conducted online. Level 1 allows return to normal excursions and camps – in line with existing health advice.</p> <p>BEEC staff are trained in infection control measures and equipment/surface cleaning procedures.</p> <p>Surfaces are cleaned between and at the conclusion of activities.</p>	5	<p>BEEC Principal and staff.</p> <p>Visiting school Principal and staff.</p>	<p>At each change of Phase during COVID 19.</p> <p>In the case of infection all measures will be reassessed.</p>

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		<p>BEEC staff stay home if unwell or have been in contact with someone unwell.</p> <p>All participating students and staff hand wash or sanitise at the commencement and end of each activity.</p> <p>All BEEC hand washing areas have soap and hand sanitizer</p> <p>All adults practice social distancing (1.5m) and indoor areas are utilized in accordance with the School Ventilation Report which advises maximum numbers in each room.</p> <p>Masks are worn as per current DoE and Dept of Health guidelines.</p>		<p>All equipment cleaned with warm soapy water or sanitiser between use.</p> <p>Equipment placed in the sun when possible for additional sanitization.</p> <p>Food preparation is in line with Hills Shire Council advice and includes no buffet style serving and regular sanitization of benchtops.</p> <p>Professional Learning activities are conducted outdoors as much as possible or per square metre rules applied for indoor learning.</p> <p>When possible, enough equipment provided so students do not have to share equipment. If students do need to share, wash/sanitise hands prior to and during use.</p> <p>Review correct hand wash and sanitise procedures</p> <p>BEEC has additional handwash and sanitiser supplies.</p> <p>If any person becomes unwell with a COVID 19 symptom during the session they are immediately isolated in the teacher accommodation (for an excursion) or School of Arts Hall (for a camp),</p>			

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				visiting school contacted and arrangements made for immediate collection from the site. Reduce sharing of shower facilities by allocating one shower per cabin for duration of camp. Identify and isolate unwell students or staff early and isolate in either teachers accommodation or the School of Arts Hall until they can be picked up or return home. Full hygiene kit located in School of Arts Hall and Teachers accommodation. These measures are based on the guidelines for boarding schools, school ventilation report and NSW Health Camping Guidelines: <ul style="list-style-type: none"> • Revise student sleeping arrangements to consider <ul style="list-style-type: none"> ○ one student per room where practicable ○ the number of students being accommodated in dormitory accommodation relative to the size of the room ○ measures to maximize physical space per student, such as using 			

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				<p>barriers to isolate or separate students from each other's living space.</p> <ul style="list-style-type: none"> Minimise use of shared bathroom facilities where possible. Where shared bathrooms are required consider rostering and allocating specific boarders to these shared facilities and additional cleaning. Reducing interaction between year groups or established student cohorts will minimise the risk of transmission while in the school residential areas and make it easier to perform contact tracing if a student was to test positive to COVID-19. 			
Excursion to other nearby site	<p>BEEC staff pass on infection to member of visiting school community.</p> <p>BEEC staff come into contact with infection from member of visiting school community.</p> <p>Lack of hand washing supplies at alternate venue.</p>	<p>BEEC Principal has undertaken the Australian Government Department of Health Infection Control Training – COVID 19 training (5 May 2020).</p> <p>Vulnerable staff and students do not attend the excursion.</p> <p>Visiting school staff and students stay home if unwell or have been in contact with someone unwell.</p>	4	<p>BEEC staff are trained in infection control measures and equipment/surface cleaning procedures.</p> <p>Surfaces are cleaned between and at the conclusion of activities.</p> <p>All equipment cleaned with warm soapy water or sanitiser between use.</p> <p>Equipment placed in the sun when possible for additional sanitization.</p> <p>When possible, enough equipment provided so students do not have to share equipment. If</p>	5	<p>BEEC Principal and staff.</p> <p>Visiting school Principal and staff.</p>	<p>At each change of Phase during COVID 19.</p> <p>In the case of infection all measures will be reassessed.</p>

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		<p>BEEC staff stay home if unwell or have been in contact with someone unwell.</p> <p>All participating students and staff hand wash or sanitise at the commencement and end of each activity.</p> <p>All adults practice social distancing (1.5m).</p>		<p>students do need to share, wash/sanitise hands prior to and during use. Review correct hand wash and sanitise procedures.</p> <p>BEEC staff carry additional handwash and sanitiser supplies.</p> <p>If any person becomes unwell with a COVID 19 symptom during the session they are immediately isolated, visiting school contacted and arrangements made for immediate collection from the site.</p>			

Relevant information attached: No

You should report, monitor and review:

Prepared by: Position: Plan review date:

Sign off Authority: Position: Contact no.: Signature:

Prepared in consultation with:

Communicate to - *List all staff, communicate in all staff meeting, sign off OR attach agenda and attendance sign on sheet*

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Name	Signature	Date

Likelihood criteria

Qualitative criteria	Description
<i>Hazard is:</i>	
Very likely	Will probably occur in most circumstances
Likely	Might occur occasionally
Unlikely	Could happen at some time
Very Unlikely	May happen only in exceptional circumstances

Consequence criteria

Category	Impact
Extreme	Death or permanent injury
High	Long Term illness
Medium	Medical attention and several days off
Low	First aid needed

Sign-off authority - *Based on highest residual risk*

	Acceptability	Sign-Off Authority	
		Schools	Corporate
1	Unacceptable	Principal to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Director Educational Leadership for review Health and Safety Directorate for review, and Legal as required. 	Executive Director or delegate to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required.
2	Undesirable	Principal to sign off. Contact <ul style="list-style-type: none"> Health and Safety Directorate for review Legal as required. 	Executive Director or delegate to sign off. Contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required.
3 & 4	Tolerable	School Principal or delegate	Senior Manager or Director
5 & 6	Acceptable	School Principal or delegate	Immediate Supervisor or Workplace Manager

Risk rating matrix

Consequence criteria	Likelihood criteria			
	<i>Hazard is expected to occur</i>			
	Very Likely	Likely	Unlikely	Very unlikely
Extreme	1	1	2	3
High	1	2	3	4
Medium	2	3	4	5
Low	3	5	5	6