

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: Feb 2023 – Feb 2024

Situation	Anticipate	Find out		Eliminate or control		Talk others	You
List the details of the activity, event or task	What could go wrong?	What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating	Controls to be actioned by who?	When do you need to review the control?
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.</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> <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>	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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Situation List the details of the activity, event or task	Anticipate What could go wrong?	Find out What current controls are in place? Risk rating	Eliminate or control What else can be done to control this risk? Residual risk rating	Talk others Controls to be actioned by who?	You When do you need to review the control?
		<p>commencement and end of each activity.</p> <p>Host schools hand washing areas have soap.</p> <p>Host school provides hand sanitiser in multiple locations.</p> <p>All adults practice social distancing (1.5m).</p>			
<p>Excursion or Camp to 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>	<p>4</p> <p>BEEC staff are trained in infection control measures and equipment/surface cleaning procedures.</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> <p>BEEC has additional handwash and sanitiser supplies.</p>	<p>5</p> <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>Student cabin numbers reduced by 1/3 as per WHS advice to reduce spread. Maximum 10 students per cabin and 50 students onsite for overnight programs.</p> <p>All adults practice social distancing (1.5m).</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), visiting school contacted and arrangements made for immediate collection from the site.</p> <p>Reduce sharing of shower facilities by allocating one shower per cabin for duration of camp.</p> <p>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.</p> <p>Full hygiene kit located in School of Arts Hall and Teachers accommodation.</p>		
Excursion to Blacktown Showground or	BEEC staff pass on infection to member of visiting school community.	BEEC Principal has undertaken the Australian Government Department of Health Infection	4 BEEC staff are trained in infection control measures and equipment/surface cleaning procedures.	5 BEEC Principal and staff.	At each change of Phase

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Nurragingy Reserve	<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>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> <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>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> <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>		Visiting school Principal and staff.	<p>during COVID 19.</p> <p>In the case of infection all measures will be reassessed.</p>

Relevant information attached: No

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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*

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

Consequence criteria

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

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

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Very Unlikely	May happen only in exceptional circumstances	Low	First aid needed
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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

	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