



# East Lismore Community Preschool

## Emergency Risk Assessment - COVID 19

### DETAILS OF PERSON COMPLETING THIS RISK ASSESSMENT

Name	Sonya Mcpherson	Position	Director
Date	21/08/2020	Signature	
Review Date	21/09/ 2020	Nominated Supervisor	Sonya Mcpherson

### RISK ASSESSMENT DETAILS

Potential Emergency Situation Identified	Potential Hazards Identified	Potential risks identified	Likelihood <i>Almost Certain, Likely, Possible, Unlikely, Rare</i>	Risk Rating <i>Low, Medium, High</i>	Control Strategies to address risk Steps taken to maximise the safety of staff and children	Who	When
Pandemic – COVID 19	Families personal financial situation changes	Families unable to afford preschool fees, enrolments drop and long-term	<b>Almost Certain</b>	<b>High</b>	Fees waived for the remainder of 2020 as per Dept. of Education announcement.	Committee Director	Committee meetings as required  Communication with families at least monthly

Pandemic – COVID 19		funding is impacted					or when significant updates occur.
	Forced Closure by the Department of Education or the Health Dept.	Unable to provide care for essential service workers families Preschool Funding agreement in jeopardy Staffing impact	<b>Possible</b>	<b>Low</b>	Ensuring we stay open where the advice is to stay open  Keep in contact with ECECD and the Health Dept. Investigate how any forced closures will impact funding agreement	Committee  Director	As it occurs
	Children or staff presenting with mild flu-like symptoms. “Symptoms of COVID-19 include fever ( $\geq 37.5$ ), cough, sore throat, shortness of breath (difficulty breathing), loss of smell and loss of taste.  Other reported symptoms of COVID-19 include fatigue, runny nose, muscle pain, joint pain, headache, diarrhoea, nausea/vomiting and loss of appetite. In more severe cases, infection can cause pneumonia with severe acute respiratory distress” ( <a href="https://www.health.nsw.gov.au/Infectious/covid-19/Pages/case-definition.aspx">https://www.health.nsw.gov.au/Infectious/covid-19/Pages/case-definition.aspx</a> )	Unknown if it is COVID-19	<b>Almost Certain</b>	<b>High</b>	All staff and children with any flu-like symptom to stay at home and to attend a fever clinic for a COVID testing. COVID test results to be given to the preschool before staff or children can return.  Those with seasonal health conditions such as	Staff  Parents/carers  Parents/carers	Daily

Pandemic – COVID 19					<p>asthma and hay fever to present a letter from their GP detailing what the symptoms look like. This will reduce the impact on children and families from needing to repeat COVID testing.</p> <p>Health Direct app to be use, presenting symptoms to be given and health direction to be determined by by health. Staff to update parents with information and actions required.</p>	Staff/parents/care rs	
	COVID-19 Presentation at Preschool through staff, children or visitor and subsequent people exposed to COVID 19	Spreading Infectious disease and putting families and staff at risk	<b>Possible</b>	<b>Mediu m</b>	<p>Implementing Pandemic Emergency Response Plan as required, including</p> <ul style="list-style-type: none"> <li>Ensuring adequate supplies of essential items.</li> </ul>	All staff, families and visitors	Daily

					<ul style="list-style-type: none"><li>• Spending as much time outside as possible.</li><li>• Have parents sign children in/out from front gate, except in wet weather condition.</li><li>• Front veranda to be used in wet weather.</li><li>• Implement a strict and thorough handwashing program with staff and children.</li><li>• Implement extra cleaning throughout the day.</li><li>• Ensure children's</li></ul>	
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					<p>items like crunch and sip and drink bottles do not contact each other</p> <ul style="list-style-type: none"><li>• Cancellation of excursions and incursions.</li><li>• Stop any extra visitors entering the preschool.</li></ul> <p>Adopting the department of health guidelines including exclusion of those from the Preschool who are required to self-isolate as per legal requirements.</p> <p>No excursion/Incursions to occur as per Dept. guidelines</p>		
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					<p>Update the emergency and evacuation procedures policy, emergency response for pandemic, cleaning and maintaining the environment policy, infectious disease policy.</p> <p>Have up to date enrolment contact details for all children and staff. Ensure sign on sheets and staff sign on sheets are complete and accurate</p>		
	Staff sick, self -isolating or identified as vulnerable persons	Not adequate staff levels to maintain operation of preschool	<b>Possible</b>	<b>Medium</b>	<p>Discuss individually with each staff member regarding their personal circumstances.</p> <p>ECECD fee waiver for all children for 2020 – no fees will be charged.</p>	All Staff	Daily

					Develop a 'working from home' procedures		
	Short term cash flow and long term financial distress	Business Closure	Possible	High	<p>More frequent reviews of cash flow. Ensure adequate cash reserves are accessible and not locked away in term deposits</p> <p>Monitor and evaluate Government Assistance Programs including Job Keeper and Cash Flow Stimulus Packages</p> <p>Keeping in touch with ECECD and any announcements</p>	<p>Committee</p> <p>Director/Business Admin</p>	Monthly
	Frequent changing of legal requirements in relation to Service Operations including self-isolation, social distancing measures, programming and HR requirements	Failure to comply with Government and Department of Education Regulations	Possible	High	<p>Director to undertake frequent training and staying up to date with</p> <ul style="list-style-type: none"> <li>Any changes to</li> </ul>	Director	Daily

					<p>legislation that effects human relations</p> <ul style="list-style-type: none"><li>• Any changes in legislation that changes how social interaction occurs</li><li>• Any directives given from the ECECD around operating the service</li></ul> <p>Ensure staff and families are aware of current changes in regard to self-isolation requirements and social distancing measures through signage, verbal discussions and meetings</p> <p>Ensure staff and other meetings abide by legal requirements for</p>	<p>Families</p> <p>All staff</p>	
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					social distancing including subscription to Zoom to facilitate this change.		
	Negative impact on children returning on drop off arrangement	Impact on children and families due to new drop off arrangements	<b>Possible</b>	<b>Low</b>	<p>All children that show signs of distress, unsettled behaviour, or notable change in the home.</p> <p>Parents/carers to communicate individual needs with the Preschool staff on what supports are required for their children e.g. parent support to enter Preschool.</p> <p>Children nominating staff to support their transition.</p> <p>Parents/carers to advise on special toys children are attached to that could assist in the transition.</p>	<p>Children Parents/carers Staff</p> <p>Parents/carers</p> <p>Children</p> <p>Parents/carers</p>	Daily

	Hand sanitiser is required to be 60% or above alcohol	Possible consumption by children	Possible	Low	No children to have alcohol based hand sanitiser in their bags.  All children to wash their hands on arrival  All hand sanitiser to be placed out of reach of children.	Parents/carers  Staff and children  Staff	
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