

Onsite Risk Management Plan

Event -COVID-19 Infection Ongoing from 18 th March 2020	COVID-19 Infectious Disease (virus spread) / epidemic / pandemic Plan to cover children, staff and all stakeholders entering and exiting premises, staying onsite, visiting briefly	Water hazards? no If yes, detail in risk assessment below.
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:15 to be kept (as per legislation) and any other measures like social distancing to be practised as reasonably practicable within the OOSH care environment.	

Risk assessment					
Activity/Event	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Sick child	Fever, Sneezing, Coughing, feeling ill, looking pale, Sweaty /chills	High	Immediately isolate child and call parent/guardian to collect child as soon as possible. Take child's temperature every half hour and record on Incident report form. Ensure child is comfortable and hydrated, cool child down with cool, damp towel if child's temperature is rising. If temperature goes up to 40 degrees, call an ambulance and then inform parents of this (if parents have not collected child).	All educators, Educational Leader, Centre Director	Hazard identified
Sick staff	Fever, Sneezing, Coughing, feeling ill, looking pale, Sweaty/chills	High	Educator requested to do a RAT as soon as possible and advise management of the result. If positive, staff to be informed to go home as soon as possible. Staff to stay away from centre until symptoms abate.	Centre Director, Educational Leader	Hazard identified

Sick parent/family member	Fever, Sneezing, Coughing, feeling ill, looking pale, Sweaty/chills	High	Parent/Family member encouraged not to come on site if unwell and to get someone else to collect child.	All educators, Educational Leader, Centre Director	Hazard Identified
Staff:Child Ratios	Unable to meet staff to child ratios during illness	High	Ensure educator to inform of illness the day before their shift or as soon as possible once they become ill. Centre Director to report to regulatory body and to request a waiver on ratios.	Centre Director	During sessions
All children and staff	Possibility of being ill in near future from touching surfaces, close contact with ill people	High	All staff and children to follow correct handwashing procedures before entering premises and after exiting premises. Handwashing must be done before/after eating, after toileting and before preparing /serving food. Handwashing must be done regularly during the day. Posters and signs have all been placed inside and outside the service.	All educators, Educational Leader, Centre Director to monitor and supervise	Before, During and After Activities
All families/visitors	Possibility of being ill in near future, touching surfaces, close contact with ill people	High	All families/visitors to follow correct handwashing procedures before entering and exiting the premises. Handwashing must be done before/after eating, after toileting, before preparing/serving food. Posters and signs have been placed inside and outside the service.	All educators, Educational Leader, Centre Director to inform/remind families and visitors	Entering and exiting premises, during any activity onsite
Hygiene maintenance onsite	Contamination of surfaces (from touching, coughing, sneezing)	High	Educators to ensure extra cleaning is done twice daily in particular general surfaces, kitchen and bathrooms. Rooms should be disinfected as well at least once a day.	All educators, Educational Leader, Centre Director	During 2x daily cleaning
Sneezing /coughing etiquette	Staff and children coughing /sneezing	High	Staff and children have been instructed to sneeze and cough into their elbow , then wash hands or sneeze and cough into a tissue and then place	All educators, Educational	During all sessions

			soiled tissue in an enclosed bin, then wash their hands.	Leader, Centre Director	
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Plan prepared by	Will de Monchaux		
Prepared in consultation with:	Celine Varghese-Fell		
Communicated to:	All educators/children/visitors/stakeholders		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			
Policy review date: 03/03/2024			

Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High