

## Risk management plan proforma

### Health and Safety Directorate



Name of workplace: Tuggerah Public School			Name of workplace manager: Jennifer Harrison			
Risk assessment focus: Corona Virus Pandemic – COVID-19						
Location/activity	Hazard identification type/ Causes	Current Controls	Risk Matrix Score	Elimination or Control Measures	Who	When
	Unknown Infected staff/students/visitors	<p><b>Promote Good Hygiene practices</b></p> <ul style="list-style-type: none"> <li>- Communicate effective handwashing, cough etiquette to all staff and students (address staff expectations/student expectations/community expectations via all communication channels)</li> <li>- All students/staff/visitors have access to hand sanitizer in every learning space, staffroom and front office.</li> <li>- Post handwashing charts visible in all sink locations and reinforce effective handwashing practices for students (20 sec)</li> <li>- Hand wash available at all sink stations in classrooms and buildings as well as paper towel. Use WHS issue tracking to request additional resources, if supply runs low.</li> <li>- Paper towel provided in all classrooms/learning spaces and bathrooms.</li> <li>- Explicit lesson taught to all students: teacher to register lesson delivery in Programs (record students who were in attendance). Teachers to ensure that</li> </ul>		Principal – ensure enough soap/paper towel and hand sanitiser	Teachers  SAO – posters	Immediately

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		<p>students who were absent for lessons participate in catch-up lesson.</p> <ul style="list-style-type: none"> <li>- Introduce the active teaching and reinforcement of gamifying hygiene rules e.g. to discourage touching face. Teachers to monitor and address as required.</li> <li>- Increase ventilation in classrooms: teachers to open windows and door rather than use air conditioner in classroom.</li> <li>- Introduce handwashing routine across all classes: wash hands upon entering classroom in the morning and after breaks. Wash hands after eating. Use hand sanitizer after using shared resources within the classroom.</li> </ul> <p><b>Promote Social Isolation</b></p> <ul style="list-style-type: none"> <li>- Consider use of outdoor spaces, if appropriate, for learning activities/lesson delivery</li> <li>- Consider physical layout of classroom: provide additional space between students, where possible.</li> <li>- All large/whole-school events cancelled</li> <li>- All school excursions cancelled until further notice</li> <li>- All major Arts, Sports and Initiative activities and events will temporarily be ceased until further notice. This includes whole school sporting events and inter-school events involving schools. School to use all communication systems to update cancellations etc with school community.</li> </ul> <p>-</p>				
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	<p>Students and Staff who present with flu like symptoms</p>	<p><b>Unwell students &amp; staff</b></p> <ul style="list-style-type: none"> <li>- Asked to stay home if unwell and seek medical advice.</li> <li>- Students who present unwell sent to sick bay and sent home. Staff who present unwell sent home to seek medical advice.</li> <li>- Work for home: DoE website:  <a href="https://education.nsw.gov.au/teaching-and-learning/curriculum/continuity-of-education/teaching-and-learning-resources">https://education.nsw.gov.au/teaching-and-learning/curriculum/continuity-of-education/teaching-and-learning-resources</a>  <a href="https://education.nsw.gov.au/teaching-and-learning/curriculum/continuity-of-education/teaching-and-learning-resources/k-6-resources">https://education.nsw.gov.au/teaching-and-learning/curriculum/continuity-of-education/teaching-and-learning-resources/k-6-resources</a> </li> <li>- If a student develops a fever, a cough, sore throat or shortness of breath while at school they should be immediately isolated from other people. Infection Control guidelines should be followed. If available, give a mask to the student or staff member. The parent or carer should be contacted and arrangements made for the student to receive medical assessment for the local GP or an emergency department as soon as possible. Encourage parents to phone ahead so that they can speak to the doctor and the practice can make appropriate preparations to protect others. The school principal will report any suspected cases to the Incident Report and Support Hotline on 1800 811 523 and contact the local Public</li> </ul>			<p>Principal Assistant Principals SAM</p>	<p>Immediately</p>
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		<p>Health Unit on 1300 066 055 to provide details so that the Public Health Unit can follow up as necessary.</p> <ul style="list-style-type: none"> <li>- Promote with staff and wider community the importance of the influenza vaccination.</li> <li>- Encourage all staff to receive the influenza vaccination when this becomes available. Whilst this is not compulsory for staff to receive the vaccination, it is highly recommended.</li> </ul>				
	Responding to students who present as unwell	<p>Maintain and revise current first aid plans in place to respond to incidents and injuries that may occur to staff and students.</p> <ul style="list-style-type: none"> <li>- first aid officer to review all first aid kits and order replacements for any out of date or used items.</li> <li>- First aid responders to use gloves for all medical situations</li> <li>- Ensure that all staff are up to date in their e-emergency care training. Where staff are not up to date, provide link to e-safety website: <a href="https://esafety.det.nsw.edu.au/main.aspx">https://esafety.det.nsw.edu.au/main.aspx</a></li> <li>- Provide staff with an update on hygiene and infection control <a href="#">procedures</a></li> <li>- If a student presents as being unwell with respiratory symptoms they are to be taken to the sick bay with appropriate staff supervision and, where possible, have staff maintain a distance of 1.5m.</li> <li>- Consider identifying a suitable location, additional and separate to the regular sick bay, for students</li> </ul>			Principal SAO	From Monday 16 March 2020

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		<p>who may be showing cold and flu like symptoms to await pick up by their parent/carer.</p> <ul style="list-style-type: none"> <li>- SAS to contact parents to come and collect any student presenting as unwell/respiratory symptoms and seek medical advice from their treating health practitioner. Following unwell student in sickbay, staff to spray and wipe down all surfaces following – call school incident hotline immediately.</li> <li>- Identify students with compromised immunity or complex health care needs and update any student individual health care plan as required.</li> <li>- Establish and review communication channels within the school and community for the sharing of information on COVID-19.</li> </ul>				
	Increased anxiety for students	<ul style="list-style-type: none"> <li>- Teachers to talk to students in their classes- acknowledge concerns re: coronavirus (COVID-19) and answer questions calmly and rationally.</li> <li>- Model calm and rational approach: children look to the significant adults in their lives for guidance on how to manage their reactions.</li> <li>- Maintain currency with the facts and provide reassurance to students that the situation is being handled appropriately.</li> <li>- Teachers need to act sensitively to correct any student misunderstandings re: COVID-19. This will help students feel informed and understand what is happening. Older students may be accessing</li> </ul>			Classroom teachers	From Monday 16 March 2020

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		<p>information on social media. It can be helpful to get them to find facts and talk about how misinformation can lead to confusion.</p> <ul style="list-style-type: none"> <li>- Teachers should ensure that they are up to date with the facts from reliable sources as this will help keep conversations calm, considered, and constructive. Provide facts in words that are appropriate to the age of the students. Principal/executive to provide support/advice, if required.</li> <li>- Lessons to be created to allay student fears. Consider using social stories to acknowledge concerns and increase sense of personal safety: empower through teaching effective hygiene controls.</li> <li>- Teachers to acknowledge that students may become distressed when a classmate is away, believing that they may have contracted the virus. Staff to explain that others may be absent for a number of reasons, including just wanting to take extra precautions during this time. This can act to help reassure students.</li> <li>- Teachers to remind students that most people displaying symptoms such as fever, cough, sore throat or tiredness are likely suffering with a cold or other respiratory illness – not coronavirus.</li> </ul>				
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		<ul style="list-style-type: none"> <li>- Teachers/staff to remain vigilant for any signs of students being ostracized or bullied. Re-teach lessons on care and kindness. Teachers to recognize that individuals may be particularly vulnerable when returning to school after an illness.</li> <li>- Reinforce effective personal hygiene. These are easy habits for students to adopt, and should help them feel as though they are able to exert some control over their circumstances.</li> </ul>				
	Staff wellbeing due to sustaining hyper-vigilance during times of stress	<ul style="list-style-type: none"> <li>- Principal to conduct regular staff updates: reinforce and reiterate the success of currently employed department strategies.</li> <li>- Principal to conduct regular check in's with individual staff members.</li> <li>- In additional to EAPS (Employee Assistance Program (1800 060 650), staff can access support through the following services               <ul style="list-style-type: none"> <li>• Beyond Blue – 1300 22 4636</li> <li>• Lifeline – 13 11 14</li> </ul> </li> </ul>			Principal	From Monday 16 March 2020
	Visitor Procedures	<ul style="list-style-type: none"> <li>- Sign in at front desk – hand sanitiser provided. Use of own pen encouraged and SAS to wipe down electronic sign in ipad after use.</li> <li>- Visitors will be provided with hand sanitizer</li> <li>- SAO to assess for any obvious signs of respiratory illness</li> <li>- Benches wiped with anti-bacterial wipes after each person has presented at the office.</li> </ul>			Principal SAO	From Monday 16 March 2020

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	Communication to staff and parents	<ul style="list-style-type: none"> <li>- Principal to send emails to staff with updated information as it comes to hand</li> <li>- Principal to email expectations of staff for classroom processes</li> <li>- Links to relevant information to be sent to staff.</li> <li>- Risk Assessment shared with staff</li> <li>- Skoolbag and Facebook used to update school community/provide up-to-date advice/ information. School Facebook page is accessible and shared with P&amp;C FB page</li> <li>- Principal to prepare notes to community communicating updated information.</li> </ul>			Principal	As necessary
	School Events <ul style="list-style-type: none"> <li>- Excursions</li> <li>- Harmony Day</li> <li>- Cross Country</li> <li>- Easter Hat Parade</li> <li>- Easter Scripture Service</li> <li>- ANZAC Day School ceremony</li> <li>- PSSA events</li> </ul>	All large school events/excursions currently postponed, excepting local excursions of under 60 students from (no other contact with other students/schools).			Principal Executive staff	As necessary
	In the case of high staff/student absence	<ul style="list-style-type: none"> <li>- Classes split as necessary.</li> <li>- RFF above-entitlement cancelled, where necessary.</li> <li>- All additional activities cancelled, eg choir, dance etc</li> </ul>			Principal	When necessary





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**Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.**

\*Note assessments of risk vary with the particular circumstances (eg. nature of the workplace, student group)