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| **Site / Area:** | |  | | **Date of assessment:** | |  | **Risk Assessment #:** | | **003RA** |
| **Completed by (name):** | |  | | **Signature:** | |  | | | |
| **In Consultation with** | |  | | **Signature:** | |  | | | |
| **Identify / describe activity, equipment, area or event you are assessing:** | | | | | | **COVID - 19** | | | |
| **This template attempts to address all foreseeable hazards in relation to COVID-19 and provides a list of suggested controls. Please note these are suggestions and may need modification to meet the context of specific sites. Remove or add content as applicable.** | | | | | | | | | |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** | | | | | | | | | |
| **Step 1:** Identify the hazard/s:What do you believe are the hazards?(Refer hazard sheet 1) | | **Step 2:** Assess the risks:  What do you believe are the risks?  (Refer hazard sheet 2) | | | **Step 3:** Reducing the risk: What do you believe can be done to reduce the risk? (Refer hazard sheet 3) | | | |
| **What could cause harm?** | | **What could go wrong?** | | | **Controls** | | | |
| **Biological**   * COVID – 19 transmission within the workplace | | * Workers / Students / Visitors catching COVID – 19 resulting in serious illness or death | | | * Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.  **Cleaning**  * Frequently cleaning and disinfecting objects and surfaces that are touched regularly, special attention should be given to frequently touched surfaces such as tabletops, door handles, light switches, desks, toilets, taps, TV remotes, kitchen surfaces and cupboard handles. Ideally, once clean, surfaces should also be disinfected regularly. * Alternatively, you may be able to do a 2-in-1 clean and disinfection by using a combined detergent and disinfectant. * Minimise surface contact by leaving doors open to avoid handling, being mindful of security. Leave lights on to minimise people having to touch surfaces. * Cleaning contracts reviewed to increase hours for cleaning (if employed cleaners, increase hours and review areas requiring more frequent cleaning). * To minimise potential contamination, restrict use of water bubblers, by junior primary students, encourage them to bring their own water bottle that can be filled by the teacher or ESO.  Staff to clean the classroom desks with disinfectant at the end of each school day, and if it is possible, a second clean in the middle of the school day.  * Staff encouraged cleaning all surfaces (staff desks, ICT equipment, staff room tables, workroom bench etc.) daily at a minimum. * Early Years/Junior Primary: mobile devices are cleaned regularly. Students are not to share pencils/pens/markers etc. (each Early Years/JP student to have their own set of pencils in ziploc bag or their own pencil case).   **Playgrounds:**   * Health advice provides an exemption allowing schools to keep playgrounds (and libraries) open. Staff to provide increased supervision and cleaning in those areas to manage risk. Where and if considered necessary, equipment may need to be roped off, signage in place and areas supervised by staff on yard duty.   **OSHC:** Staff to clean the desk, chairs and vinyl mats with disinfectant at the end of each session (2-x day).  * Toys and all shared pencils/markers/scissors to be disinfected at the end of each session. * Parents must sanitise their hands befor signing in / out * Frequently touched surfaces including counters, handrails, doors, phones, & keyboards are regularly cleaned.   Posters on hand washing / cleaning are prominent in the workplace and hand-washing facilities are available in the bathrooms. <https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/resources/wash+your+hands+you+dont+know+where+theyve+been+school+a3+poster> **Social Distancing**: In relation to social distancing requirements in classrooms, Minister Gardner has stated the 1.5m apart and 2 square metres per person requirements do not apply. Wherever possible, recommended social distancing practices should be in place.   * Classrooms: space desks and students as far as is practical to do so. Provide 1.5m between them if that is possible and in enclosed spaces, where possible, have no more than one person per 4 square metres. * Stagger recess and lunch breaks. * No contact play between students. * Lunch orders can be placed and delivered to class, no queuing at tuck shop, for younger students. If queuing for older students mark out space between students 1.5m. * Some workers relocated to other tasks; where possible, staff working from home. * Conference calls / MS Teams to be used instead of face-to-face meetings. * **All ‘support’ visits for students suspended during this time (e.g. allied health staff visiting students for appointments, NDIS related visits suspended). PLEASE CHECK for your worksite (e.g. Special Schools will modify as required).** * All excursions / incursions / sports suspended. * No mass gatherings (e.g. assembly, liturgies). * Classes such as Music and PE/Sports conducted according to social distancing requirements. Activities without physical contact. * Instrumental music classes to observe social distancing requirements (consider conducting 1:1 instrumental lessons online). * All contractors must complete COVID-19 Declaration form. * Uniform shop will be only open via INSERT APPLICABLE FOR School.  Ensure staff maintain social distance, leading by example  * School drop off / pick up. No parents / guardians are to enter school grounds. Drivers to remain in cars and walkers outside school grounds observing social distancing requirements.   For younger students, staff will escort students into school and if necessary, to their parents/guardian’s cars at pick up time.   * Clear communicated directions on what is required to be adhered to in the workplace with regards to COVID- 19 * Workers educated on good health and hygiene practices * Signs at entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded. | | | |
| **Biological**   * Confirmed positive COVID – 19 cases within the workplace | | * Workers / Students / Visitors catching COVID – 19 resulting in serious illness or death | | | * Cleaning and disinfecting is done in accordance with guidance from Safe Work Australia and Health authorities * Frequently touched surfaces including counters, handrails, doors, till, phones, and keyboards have all been identified for regular cleaning. * Workers have been briefed on symptoms of COVID -19 and have been told to stay home if they aren’t feeling well. * If a worker becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention. * Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms, and break rooms, with instructional signs on hand washing. * Alcohol based hand sanitiser is also available in all staff areas including bathrooms, break rooms, the loading dock and delivery vehicles and signs are displayed on appropriate use. * Where worker meetings are required, they are held over the phone and information sent by email where possible. * Break times are staggered to minimise the number of workers using break room at one time. * Posters on hand washing / cleaning are prominent in the workplace and hand washing facilities are available in the bathrooms. * Clear communicated directions on what is required to be adhered to in the workplace with regards to COVID – 19 * QR Codes or sign in for all who come to site for contract tracing.   Notifiable Incident Reporting process for Schools:   * Where a case of COVID-19 is identified and can be reliably attributed to a workplace exposure please follow Critical Incident Reporting process detailed in COVID-19 Update #20 (i.e. contact your Catholic Safety Health & Welfare Consultant immediately, they will notify SafeWork SA). * An incident report must be completed and logged at the worksite. * CSH&WSA afterhours 0417 534 020.   Note: Notification is required regardless of whether SA Health is already aware of the case | | | |
| **Psychological**   * New operation risks due to process and system changes due to COVID – 19 requirements | | * Loss of contract / funding due to processes not followed. * Psychological injury to workers from change | | | Changes communicated to workers.Workers trained in new process or system change.  * Process and system change documented and risk assessed. | | | |
| **Psychological**   * Licences, permits & certificates not current and appropriate | | * Lack of knowledge * Workers not being able to competently do their tasks. * Non – conformance to WHS Legislation | | | Where possible source online courses where this is not possible limit the class size and maintain social distancing.  * Wash desks / equipment before and after class. * Choose training providers that have COVID – 19 precautions in place. | | | |
| **Psychological**   * Security of confidential information as workers transition from home back to the physical workplace. | | * Data Breach | | | Paper based information transported back to the office in a secure container and not left unattended.  * Workers trained on reporting data security breaches. * Process that describes how to handle, dispose of, retrieve and send data. | | | |
| **Psychological**   * Ongoing mental health implications associated with isolation and possible overwork for those who continue to work from home | | * Psychological injury to workers / clients * Serious illness | | | Ongoing worker engagement through phone calls, Skype meetings etc.  * Regular breaks and step-outs for fresh air and natural light. * Feedback from workers about building meaningful work projects. * Communication of timeframes for changes and returning to new normal | | | |
| **Psychological / Biological**   * Vulnerable workers risk of discrimination, victimisation or general protections applications for those who continue to be at a higher risk and prefer not to return to work. | | * Vulnerable workers catching COVID – 19 resulting in serious illness / death * Psychological injury to vulnerable workers | | | Completion of a vulnerable workers risk assessment that includes characteristics of the worker, the workplace and work.  * Seeking medical advice as needed and keep information about a workers medical conditions confidential. * Work from home arrangements and / or another role. | | | |
| **Psychological**   * Client / Customer/ Student / Visitor Aggression | | * Physical or psychological injury to workers | | | Workers have access to psychological support through EAP  * De-escalation training * Duress Alarms and process * Reporting of aggressive Clients / Customers / Students / Visitors * Processes in place to ban abusive and violent persons | | | |
| **Biological**   * Persistent use of hand sanitiser | | * Dermatitis | | | Workers encouraged to wash hands with soap and water for 20 seconds where possible as an alternative to hand sanitiser in non-medical situations.  * Obtain worker history of dermatitis or allergy to alcohol. * Supply hand cream | | | |
| **Chemical**   * Persistent use of latex gloves | | * New or aggravated latex sensitivity | | | Workers provided with non-latex gloves and / or remove gloves when no necessary | | | |
| **Other** | |  | | |  | | | |
| **Authorised by (name):** | |  | | **Signature:** |  | | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**  (Refer to hazard sheet)  **Please tick Yes or No** | | | | | | | | |
| **Were the controls effective?** | | | | **Were there any unforeseen hazards/ incidents?** | | | | **New controls** |
| **Yes** |  | **No** |  | **Yes** |  | **No** |  |
| **DETAILS** | | | | **DETAILS** | | | | **DETAILS** |
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| **Name:** |  | **Signature:** |  | **Date:** |  |