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| **Name of workplace:** | Pretty Beach Public School | **Workplace manager:** | Karen Wardlaw |

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| **Activity, event or task:** | COVID-19 Management | **Date of activity:** | Ongoing from 24-08-2020 |

| **Situation** | **Anticipate** | **Find out** | **Eliminate or control** | **Tasked to:** | **You** |
| --- | --- | --- | --- | --- | --- |
| **List the details of the activity, event or task** | **What is the possible risk?** | **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?** |
| **Confirmed Case of COVID-19 during school day** | Students and staff - increased risk of being infected. Student experiences high levels of distress/anxiety if identified as having COVID  | Prepared Risk Management plan.Contact Incident Report and Support Hotline (incident notification -selection 3) **1800 811 523**Contact authorities DEL PH: 4357 5300 who will contact NSW Health.Contact School Security PH: 1300 88 00 21EAPSSick Bay procedures: see department guidelinesStudent Wellbeing – call NSW Health Child Wellbeing Unit for advice: **1300 480 420**  | 23 | Follow direction from NSW Health Advisors and DEL. Activate Risk Management Plan for Lockdown COVID-19 proceeded by Evacuation. Parents notified of lockdown/evacuation process via SENTRAL SMS / phone / App. Ensure SENTRAL SMS has a minimum balance of $500.Follow Lockdown Evacuation Procedure (for expended details: see attached).*The following are included in the above Risk Management Evacuation Plan:* All students to remain in class with teacher - Lock down. Principal/executive to use phone pager system to ensure that all staff are in correct classroom. All class teachers follow roll marking procedures and ring executive, as per school lockdown process.Staff not on class remain in staff room until directed by principal to assist with lockdown supervision.Year groups directed to delegated on-site assembly area (school oval) on advice of Principal/executive, via classroom phone/pager system.Class teachers mark off students’ names on paper roll from pick-up zone and remain with class until all dismissed, direct remaining students to the office area, enforcing current department guidelines re: remaining with cohort. Social distancing for students, where possible. Social distancing enforced for staff.Masks to be distributed to staff.Send updates for community as required via SMS (sentral) and skoolbag; provide advice re: parking/pick up for parents. Executive teachers supervise remaining students at COLA until end of day. Exercise social distancing, where possible, for students. Staff must enforce safe physical distancing expectations.Ring bus company to alert re: afternoon travel home for studentsPhone Busways: **02 43682277**Provide reassurance, safe and quiet place for student. Allow phone contact with parent/carer if immediate support/reassurance required. Consider/propose mindfulness practice eg links to smiling mind curriculum to provide strategy for calming breathing, calming thinking.Offer large drink of water. Calm and reassure.Provide ongoing supervision. | 44 | Principal SAMPrincipal/executiveCTPrincipalPrincipalCTSAMSAM, as directed by principalSAM, as directed by principalSAM, CTParent | After the event.Review each week while COVID-19 is a risk. Post event, principal/executive to check on stage teachers re: wellbeing. Principal to conduct follow- up review on procedures/Processes for managing incident. After the event.Review each week while COVID-19 is a risk. Post event, principal/executive to check on stage teachers re: wellbeing. Principal to conduct follow- up review on procedures/Processes for managing incident. After the event.Review each week while COVID-19 is a risk. Post event, principal/executive to check on students involved re: emotional wellbeing.  |
| **Student needs to travel home by bus following emergency evacuation.**  | Students experience heightened anxiety/distress; Possible risk of transmission to other community members | Phone Busways: **02 43682277**Contact Incident Report and Support Hotline (incident notification -selection 3) **1800 811 523** | 2 | Busways informed of possibility of transmission: enact their Covid-19 Risk Management Plan. Provide students catching public transport with gloves and mask. Hand sanitizer made available. Students to catch bus only with parent permission: ring all student parents/carers before end of day to arrange alternative transport, if possibleSchool to keep record of students catching the bus for contact tracing: pass details on to incident hotline. | 5 | SAM | After the event.Review each week while COVID-19 is a risk. Post event, principal/executive to check on students involved re: emotional wellbeing.  |
| **Parent congestion/parking/ road hazard**  | Students at risk of injury leaving school site due to increased hazards re: parking/accessing school site. | Principal to notify parents of risk management processes to be followed in the event of an emergency. Police to be called for assistance/road or traffic support.Provide details of ferry timetable for parents: re option to walk to Wagstaffe Wharf (school off-site evacuation point). | 3 | Parents notified via SMS and skoolbag of pick up zones:K-2 students (**and their siblings**) to be picked up from front gate; Years 3-6 students (without K-2 siblings) to be picked up from side gate/bus side.Parents informed of possible roadside congestion re: SMS/Skoolbag alert –reminder re: responsible, lawful parking expectations to be followed.Parents asked to wear a mask when assembling to pick up children from school: Executive teachers to supervise gate/reinforce social distancing expectations for parents/ensure parents do not enter site. | 4 | PrincipalSenior ExecutiveExecutive Class teachersSupport StaffSAMExecutive | After the event.Review each week while COVID-19 is a risk. Post event, principal/executive to check on stage teachers re: wellbeing. Principal to conduct follow- up review on procedures/Processes for managing incident.  |
| **Parents not informed of school procedures.** | Parents exposed to rumors about infected students/staff at school.  | Regular school communication via App and Facebook.Relevant information communicated to Principal.  | 2 | Principal ensures SAM/executive (along with principal) employ multiple channels to communicate plans to parents, when required, including SMS/Skoolbag/School website/P&C Facebook page/email or phone, if unable to contact parent.Principal maintains regular communication with parents through twice-weekly skoolbag updates (minimum) and updated school safety page on school website. Parents updated by skoolbag alert when new information is posted on school safety website.Parents provided with regular reminders (newsletter, school electronic sign/SMS system via SENTRAL) to ensure their contact details provided to school are up-to-dateParents provided with regular reminders (newsletter, school electronic sign to download/update Skoolbag App). | 3 | PrincipalSAMSLSO (Jan)PrincipalPrincipalSLSO (Jan) | After the event.Review each week while COVID-19 is a risk. Post event, principal provides follow up information for community, provides information on how to download skoolbag/update contact details for parents who were hard to contact. Principal to conduct follow- up review on procedures/Processes for communication. |
| **People returning from overseas or displaying symptoms of illness.** | Possible infection/transmission to other staff/students/ transmission of common cold/flu/other illnesses.  | Follow recommendations of Education Secretary and Department of Health.Report all suspected cases to School Incident and Support Hotline: **1800 811 523** | 3 | Staff must self-report, self-isolate and remain home. Any persons showing signs or symptoms must be tested and self-isolate, pending results. Staff and students must show negative results of COVID testing to return to school. | 3 | PrincipalStaffDOE Staff Dep SecHealth Department | Principal to provide regular updates to staff and families re: NSW Health guidelines and department expectations.  |
| **Hygiene** | Spread of virus through poor hygiene and social distance.  | School community has been informed of best hygiene practice as per Department of Education., NSW Health and AHPPC guidelines.Signs placed around school: gate, office, bathrooms, staffroom, classrooms, shared spaces eg hall/library.Soap dispensers regularly checked. Enhanced cleaning of all hard services (cleaners allocated extra hours to provide enhanced clean)SAM has sourced commercial disinfectant and soap. Students participate in PBL lessons to teach expected behaviours re: handwashing/ safe social distances (eg personal bubble), cough and sneeze etiquette. Clean -up of all high traffic areas to allow more effective cleaning to be enabled.Staff Social Distancing expectations clarified and reinforced.Adherence to department guidelines (updated 18 August, 2020). Hand sanitizer and clearing products available in all classrooms and provided to staff. For more information, **see COVIDSafe plan attached.**  | 4 | Continue to promote best hygiene practices. Continue to promote expected social distancing for staff and safe physical distancing (eg personal bubble) for students.Staff to use WHS Issue Tracking on SENTRAL to request hygiene/cleaning supplies.SAM to monitor supply and place orders, as required.Cleaning is monitored daily and report any deficit reported using WHS issue tracking on SENTRAL.Cleaners providing daily enhanced clean. All staff to keep work area tidy and free from clutter to allow for enhanced clean.  | 5 | All staffAll staff and studentsAll staff SAMTeachersSAMPrincipalSchool cleaners + SpotlessAll staff | Principal reviews WHS issue Tracking Data (sentral) on a weekly basis -orders supplies via COVID hotline if required.Principal reviews WHS issue tracking on weekly basis to monitor classroom cleanliness/report issues to spotlight Principal reviews WHS issue tracking on weekly basis to monitor classroom cleanliness/report issues to spotlight Principal reviews PBL lesson registration to monitor students being provided regular reminders re: health/safety/Hygiene expectations |
| **Increased anxiety for all stakeholders** | High anxiety of staff and student and community. | Staff wellbeing information provided via email. Staff encouraged to seek help if feeling anxious through EAPs.Staff directed to dept. wellbeing website: [Being Well](http://s2.bl-1.com/h/cP1fr4xz?url=https://education.nsw.gov.au/inside-the-department/being-well)Communication of information to parents for students through every form of communication at School, website, Skoolbag App, newsletter: provide links to DOE Website COVID 19 (for parents) and for staff:[COVID 19 ADVICE TO Staff](https://education.nsw.gov.au/inside-the-department/health-and-safety/covid-19-advice-for-staff?deliveryName=DM2407)WHS Officer provides weekly update/additional information at each week’s comms meeting for staff to access support.  | 3 | Principal communicate to staff, school and parents supported by WHS.Principal and Exec staff continue to monitor and support staff of wellbeing strategies.Staff who are vulnerable with preexisting conditions may be required to work from home if they meet the AHPPC guidelines. Awareness raising of helpful applications for wellbeing will be communicated to staff through online STAFF HR.<https://www.calm.com/> | 4 | PrincipalSchool CounsellorDepartment of EducationDELLWOHealth & Safety OfficerPrincipalPrincpial, WHS teamHealth & Safety Officer | WeeklyWeekly – comms meetings |
| **Immediate School closure due to infection out of school hours.** | School closed due to infection | School Incident and Support Hotline: **1800 811 523**Contact authorities, DEL (Chris Bice: **0425 328 245**) – Chris will contact NSW Health.Contact School Security PH: **1300 88 00 21**Notify staff and students as directed by DEL and NSW Health.  | 3 | Prepare text for required communication. Have text formatted for specific communication channel:* text message
* school email
* skoolbag message,
* website alert,
* public post for P&C Facebook

Release email and SMS via SENTRAL as directed by DEL and NSW Health. Post alert via skoolbag, website and Facebook. | 5 | PrincipalSenior ExecSenior Office Manager | Pre-incident. Review text formatting and update text, if new guidelines require.  |
| **Visitors to the school who may have been in contact with a confirmed case of COVID 19** | Transmission of Covid-19 to others across the school  | Clear signageLimit all external visitors unless classified as essential. Ensure visitor protocol is put in place to limit contract and potential spread of the virus. Signs for handwashing, stopping the spread of viruses and 5 steps to stop the spread of respiratory illnesses and practicing social distancing posters.Teach ‘personal space bubble’ for students.  | 3 | Communication to all Staff and parents in regards to procedure, guidelines and expectations when entering the site. Script prepared for front counter.Create protocol in regards to increased signage for entrance to areas in the school.In the event of a visitor being identified as being a RISK, make immediate notification to School Incident Hotline (suspected case), contact DEL and NSW Health.  |  | Principal Senior ExecSenior Office Manager  | Daily |
| **Property theft and or Damage**  | Property damage and theft.  | Ensure site is secure and all valuables are removed when school closed.  | 5 | Notify security of protocolsAdminister and monitor Key Register | 3 | Principal and delegated staff members, ensure protocols for security and keys are maintained and monitored. | Weekly |
| **Vulnerable Staff & students** | Sickness and increased risk of infection to vulnerable staff and students. | Follow guidelines given by Health Department and DOE updated COVID 19 Information for staff.[Updated COVID Staff Information](https://education.nsw.gov.au/inside-the-department/health-and-safety/covid-19-advice-for-staff?deliveryName=DM2407)HT to direct staff. |  | Principal notifies staff of protocol, and creates identified list of at risk staff.The risk to individuals is monitored and implement isolation procedures.Staff who meet the AHPPC guidelines will be instructed to work from home, where possible. Discuss individual circumstances with DEL for clarification  |  | Principal / HTAll teachers to monitor and implement recommendations. | Daily |
| **Sick and unwell Students and Staff showing symptoms of coughing, runny nose and other flu symptoms.**  | Spread of the disease | Follow recommendations of Department of Education Secretary and Department of Health through the school website and the DOE Website.[Updated COVID Staff Information](https://education.nsw.gov.au/inside-the-department/health-and-safety/covid-19-advice-for-staff?deliveryName=DM2407) | 3 | People self-report, self-isolate and remain home.Students showing symptoms will be directed to sick bay and the parent /carer instructed to collect the student immediately. COVID test encouraged for parents. Students and staff are required to provide evidence of negative result before returning to school.Covid related incidents recorded on Sentral by SAM or Principal under data entry – COVID 19. Principal sends all reports to School incident holtline.Staff who have been informed by a parent that a student is being tested record this as a data entry – COVID 19 on Sentral. Principal sends all reports to School incident holtline. Staff to remain home if they are showing and signs and symptoms or will be directed home if on site. COVID test suggested and negative result required to return to school. Any staff and students experiencing signs or symptoms to contact a medical practitioner and attend a testing clinic.  | 3 | Principal and delegated staff members.All teachers to monitor and implement recommendations. | Daily |
| I**mpact on the Curriculum and educational progress of students and staff, if the school remains open and a number of students are in self-isolation due to COVID-19** | Students do not progress with their education, due to NOT able to access school site.Social isolation for students in isolationInadequate learning space or access to internet.Vulnerable students are not safe at home.  | Use and implement the DoE Learning at home supports.Utilise support from school services – LWO, HSLO, distance education servicesSchool Learning from home protocols communicated to parents and carers, where required. Consistent and ongoing communication to parents is maintained, including the importance of school attendance. Implementation of SeeSaw and school ’learning from home’ webpage to ensure parents/students have contact with class teacher and clear expectations regarding learning tasks/requirements. Implementation of collaboration tools online (Teams and ZOOM, Microsoft Onedrive, Vimeo).Staff provided with ongoing Professional Learning and support to enhance and implement online learning environment. Teacher allocated to support students that must learn from home. Continue with online LST, PBL and Communication meetings.Communication by school with outside agencies, as needed, to support vulnerable students.  | 4 | Instructions and support implemented for all students and parents.Ongoing supported professional learning for all staff for online platforms.Coordinated Technology plan for all faculties and subjects.Ongoing student support for online applications.Allocate resources to online learning.School Learning from home protocols managed by Principal and implemented by Senior Exec and Executive is communicated to parents and carers.  | 4 | PrincipalHT IT / Technology TeamTSOAll Executive TeachersAll SLSOs | Daily |
| **School Closed due to COVID-19** **No onsite students or staff** | Students do not progress with their education, due to be able to access learning environment.Social isolation for students in isolationInadequate learning space or access to internetVulnerable students are not safe at home. | Use and implement the DoE Learning at home supports.Technology support plan leveraging online platforms for each year group.School Learning from home protocols communicated to parents and carers.Consistent and ongoing communication to parents Implementation of SeeSaw and school ’learning from home’ webpage to ensure parents/students have contact with class teacher and clear expectations regarding learning tasks/requirements. Use of Zoom to provide wellbeing check in’s, as well as phone call contact/follow-up. Staff provided with professional Learning and support to enhance and implement online learning environment. Teachers encouraged to begin to take resources needed at home and consider home office space and set up. Communication is established with parents by school, including vulnerable students. LaST engaged in wellbeing checks, as well as school executive.Communication by school with outside agencies, where required, to support vulnerable students.School laptops available for student loan, if required. School communication via skoolbag/website to remind parents of this provision. | 4 | Instructions and support implemented for all students and parents.Ongoing supported professional learning for all staff for online platforms.Coordinated Technology plan for all faculties and subjects.Ongoing student support for online applications.Allocate resources to online learning. | 6 | PrincipalHT IT / Technology TeamTSOAll Executive TeachersAll SLSOs | Daily |
| **Contractors and planned maintenance workers on site** | Spread the virus | Contractors and maintenance personnel to be briefed on the safety plan. If one of the contractors is feeling unwell they are to go home immediately and not enter the school site. Report to Principal / Supervisor if any threat of the virus. Contractors are to keep a register of their employees who attend site each day. The contractors are bound by the schools risk assessment policies and procedures.Contractors are to access the building they are working in utilising the closest door to their work zone. Contractors implement their own sign in book in their work zone.Sign in processes in place so that SAM can ensure Principal is aware the contractor is onsite. Sign-on protocol requires SAM to remind contractor to call or text when they leave at the end of the day. Contractors wash their hands and sanitise regularly throughout the day, in line with the current Covid-19 recommendations. Reminders provided as part of the sign-in/induction process.Contractors should avoid leaving their work zone during the work day and, unless absolutely necessary, avoid walking through the school site.Contractors should maintain social distancing | 3 | Encourage social distancing.Ensure limited persons working in one area / room at a time.Sufficient ventilation.Ensure contractors have access to sufficient hygiene products as required.Ensure contractors wear name tags and access school by front gate only, ensuring they complete an in-school safety induction  | 3 | Principal Office staffContractorsGA | Daily  |

**Relevant information attached: Yes** **[x]  No [ ]  Risk Management Plan for Lockdown and Evacuation.**

**You should report, monitor and review:**

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| **Prepared by:** | K. WardlawA. Podmore |  **Position:** | PrincipalWHS Convener |  **Plan review date:**  | Week 5, Term 4 2020 |

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| **Sign off Authority:** | K. Wardlaw |  **Position:**  | Principal | **Contact no.:** | 436910120404045554 |  **Signature:** |  |

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| **Prepared in consultation with:** | Brent Walker, Kincumber HS, Chris Bice |

**Communicate to -** *List all staff, communicate in all vi email and at WHS meeting. See attached meeting agenda and attendance sign on sheet.*

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| --- | --- | --- |
| **Name** | **Signature** | **Date** |
| Karen Wardlaw |  |  |
| Dave Rattray |  |  |
| Michaela Bridgman |  |  |
| Andy Podmore |  |  |
| Jodie Holloman |  |  |
| Laura Metcalfe |  |  |
| Leah Turton |  |  |
| Elyse Fulton |  |  |
| Emma Gordon |  |  |
| Kass Bulman |  |  |
| Katrina Hutchens |  |  |
| Lyn Hyde |  |  |
| Leanne Stait |  |  |
| Jan Tochowicz  |  |  |
| **Name** | **Signature** | **Date** |
| Monica White |  |  |
| Mel Mears |  |  |
| Greg Crowe |  |  |
| Sharon Read |  |  |
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**Other department resources:**

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**Likelihood criteria Consequence criteria Sign-off authority -** *Based on highest residual risk*

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| **Likelihood criteria** | **Description** |  | **Consequence criteria** | **Impact** |
| Very likely | Will probably occur in most circumstances |  | Extreme | Death or permanent injury |
| Likely | Might occur occasionally |  | High | Long term illness |
| Unlikely | Could happen at some time |  | Medium | Medical attention and several days off |
| Very unlikely | May happen only in exceptional circumstances |  | Low | First aid needed |

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|  | **Acceptability** | **Sign-Off Authority** |
| **Schools\*** | **Corporate** |
| **1** | Unacceptable | Principal to talk to staff about reducing the risk and contact:* Director Educational Leadership for review.
* Health and Safety Directorate for review.
* Legal as required.
 | Executive Director or delegate to talk to staff about reducing the risk and contact:* Health and Safety Directorate for review.
* Legal as required.
 |
| **2** | Undesirable | Principal to sign off and contact * Health and Safety Directorate for review
* Legal as required.
 | Executive Director or delegate to sign off and contact:* Health and Safety Directorate for review.
* 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. |

**Risk rating matrix**

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| --- | --- |
| **Consequence criteria***How serious would it be* | **Likelihood criteria***How likely is it to occur* |
| **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 |

**\*Note**: For International Excursion risk assessments, all Plans must be signed off by the respective Executive Director.