Emergency Procedures Risk Management Plan -

Infectious Diseases / Viruses – Covid-19

Name of Centre: Normanhurst Outside School Hours Care							
Address:	C/ Normanhurst Public School. 2-12 Normanhurst Road, Normanhurst. NSW 2076						
Contact Number:	PH: (02) 9489 0178 Mobile: (e: 0437 712 178 Email: normanhurstoshc@outlook.com					
Nominated Supervisor:	Kerri Wickenden		PH: 040 945 7758				
Responsible Persons:	Tiyani Fernando Alex Whipp						
Excursion checklist	Excursion checklist						
First aid kit Available		List of adults participating in the event					
List of children in attendance		Necessary information for each adult (educator &/ or visitor)					
Contact information for each child		Mobile phone / other means of communicating with the service & emergency services					
Medical information for each child	t de la constante de la consta	Other items, please list					

Risk assessment							
Event	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When		
Infectious Diseases / viruses	 Educators having a lack of awareness about different infectious diseases / viruses 	High	 Keeping up to date with NSW Health – websites and media 	Nominated supervisor & Educators	Prior or at commencement of sessions		

 Children and adults in close proximity to one another, shared facilities Health & hygiene of children Handwashing – practices, schedules and routines Difficulty in reliably identifying persons carrying infectious diseases (disclosure of people with infectious diseases) Food handling and preparation with insufficient controls Infectious diseases that may be going around the local community/area Sick/ill children and others Death of a child Notifications & communications to families, visitors and all service-users, plus the local community 	 Keeping up to date with "staying Healthy in Childcare 5th Ed" resource Guide Educators attending relevant training Educators sharing feedback and resources Ensure children and visitors follow health and hygiene practices Display posters and signs Hand washing signs Embedded practice within centre routines and program delivery 	Nominated Supervisor & Educators	Prior to event During the outbreaks / incidents
	and program		

			symptoms to look for, treatments and to follow the relevant exclusion • Seek relevant counsellors as required for debrief to educators, children and families		During/after the incidents
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Plan prepared by	Kerri Wickenden			
Prepared in consultation with:	Tiyani Fernando, Megan Pearce & Rachel Warner			
Communicated to:	All Educators 2 nd March 2020)			
Venue and safety information reviewed and attached	Yes / No Comment if needed:			
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.				

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