**EMERGENCY RISK ASSESSMENT**

(A risk assessment must be conducted to identify potential emergencies relevant to your service)

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| **Possible Emergency Situation Identified** | **Potential Hazards and risks identified as a result of emergency situation** | **Likelihood**  Almost Certain/ Likely/Possible/ Unlikely/Rare | **Consequence**  Low/Moderate/  High/ Extreme | **Control Measures**  Outline steps to take to maximise the safety of staff and children |
| Pandemic | **Probable Cause:**  highly contagious virus  **Probable Consequences:**  Risk to health and/or death in severe cases. | Possible | Extreme | Following Pandemic Plan and relevant pandemic policy (eg Coronavirus Policy) including:   * regularly accessing and following advice from Federal and State Government Health and Education Departments as outlined in Policy * providing current advice to families and staff about pandemic eg spread, how to identify possible cases. containment measures including information about vaccination, isolation requirements, social distancing, QR Codes * excluding children and staff with symptoms of pandemic illness and their close contacts * only admitting children of essential workers where advised by Government * requiring negative test and completion of isolation/exclusion requirements before re-admitting ill children and staff to service * requiring staff to complete any on-line infection control training * ensuring staff are familiar with infection control measures like handwashing, coughing and sneezing into inner elbow or tissue which is immediately placed in bin * implementing increased cleaning schedules which comply with recognised advice eg using detergent and then disinfectant when cleaning and regularly cleaning and disinfecting frequently touched surfaces * displaying information for staff and families about the pandemic and effective hygiene procedures * implementing relevant/mandated social distancing strategies as outlined in COVID Safe Plan * opening windows and adjusting A/C for more fresh air * notifying VIC Health about (suspected) cases of illness * ensuring adequate supplies of essential items including cleaning materials, toilet paper, tissues, gloves, nappies and non-perishable food items * ensuring availability of sufficient casual staff in event of critical staff absences * ensuring staff, volunteers and contractors comply with mandatory vaccine requirements if relevant. Where staff have submitted an approved medical contraindication form, the Nominated Supervisor will implement the following measures to ensure the safety and health of the staff member, other staff, children and families: * exclusion where there is a confirmed or suspected case of COVID for a period recommended by VIC Health * ensuring they stay home if they are feeling unwell or are sent home if they   Follow Lock Up Policy if service closes early (through government directive or voluntarily) to ensure all children accounted for.  In event of closure:   * place notice on door advising families and visitors of closure, reason for closure likely closure time if known and how service will advise when centre is due to re-open * communicate this information to families through relevant communication channels * thoroughly clean services before closure and/or on re-opening. |

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| Pandemic | **Probable Cause:**  highly contagious virus  **Probable Consequences:**  Risk to health and/or death in severe cases. | Possible | Extreme | become ill at work, and get tested for COVID-19. They must not return before receiving a negative result   * ensuring they stay at home if they’re a close contact, secondary contact or casual contact and self-isolate for the period advised by VIC Health * additional mask wearing requirements eg requiring masks to be worn outdoors even where this is not required by law * prohibiting interactions with children or adults who may be particularly vulnerable to catching COVID-19 or suffer severe side effects from the virus * additional hand hygiene * ensuring they do not travel to and from work with other staff members * ensuring they do not participate in excursions into the community * ensuring they do not move between services where relevant * adjusting rosters to manage staff member’s location and interactions with children and adults.   Unvaccinated volunteers or contractors will not attend the Service.  Follow Lock Up Policy if service closes early (through government directive or voluntarily) to ensure all children accounted for.  In event of closure:   * place notice on door advising families and visitors of closure, reason for closure likely closure time if known and how service will advise when centre is due to re-open * communicate this information to families through relevant communication channels * thoroughly clean services before closure and/or on re-opening. |