

INTRODUCTION

The Education Directorate is committed to providing a healthy and safe working environment by ensuring safety and wellbeing practices are embedded in all activities. The Directorate and its individual settings engage in a continuous cycle of identifying WHS hazards, assessing resultant risks and implementing suitable controls to ensure, so far as reasonably practicable, the health, safety and wellbeing of our workers, students, and the broader school communities.

In accordance with best-practice work health safety risk management, controls are implemented in accordance with the *Hierarchy of Controls*, being 1) Elimination 2) Isolation 3) Engineering 4) Administrative [changes to process] 5) Use of personal protective equipment.

This COVID Safety Plan sets out how we fulfill our obligations under public health orders and minimize the risk of transmission of COVID-19 in our education setting. This plan includes information on how we manage;

- excluding people who are unwell from being on site
- providing workers information on COVID related matters
- displaying conditions of entry and QR/Check-In CBR codes
- encouraging access to COVID-19 vaccinations
- physical distancing and square meter rules
- strategies to minimize gatherings including at drop-off and pick-up
- hygiene and cleaning
- personal protective equipment

SCHOOL / COLLEGE INFORMATION

School / College

Network

Director School Improvement

Principal

Deputy Principal

Business Manager

CONSULTATION

In ensuring workers can shape health and safety decisions and actions taken in their workplaces, we consult on the identified hazards and risks; selection of controls these risks; and assessment of the efficacy of such controls. This document has been discussed with the workers and their representatives.

Health & Safety Representative (HSR)

Health & Safety Representative (HSR)

Deputy HSR

Deputy HSR

Union Delegate

Union Delegate

SUSPECTED OR CONFIRMED CASE OF COVID-19

Elimination

All staff and students are regularly reminded to not attend work/school if exhibiting any symptoms (including cough, fever, headaches, body aches, sore throat, runny nose, shortness of breath) and to follow public health advice to get tested and isolate and/or quarantine as directed. Vulnerable staff are continuing to work from home or have been given alternative duties to minimise the risk of transmission.

Isolation

In the event that a person should present with any of the identified symptoms, they will be isolated from others prior to exiting the site i.e. if a parent is required to collect an unwell student. On ACT Health directive, site may be determined an Exposure Location and closed pending deep cleaning.

Engineering

An unwell person will be quarantined to a designated room e.g. First Aid Room.

Administrative Actions/Controls

Staff are reminded to ensure their contact and emergency contact details held by the school and Directorate are current. Records including Check-in CBR, timetables and attendance rolls capture general movement around campus, timeframes on site and close contacts. ACT Health will engage with the school and Directorate with regard to site management. People and Performance will engage with WorkSafe ACT with regard to required notifications. Implementation of Deep Cleaning Protocols; The deep clean is a detailed and thorough clean and disinfection of potentially contaminated areas and is undertaken by a team of cleaners who have completed specific training in the techniques, chemicals, and safety requirements. The deep clean is a comprehensive approach of mechanical cleaning and chemical disinfection.

Personal Protective Equipment (PPE)

PPE including surgical masks, hand sanitizer, handwashing facilities and gloves are readily available to staff assisting the unwell employee or student.

PROVIDING INFORMATION ON COVID-19

The Directorate communicates required information with regard to COVID-19 directly to workers via email and intranet announcements, via Principal messaging, and consultation with worker representatives and unions.

DISPLAY OF CONDITIONS OF ENTRY AND CHECK-IN CBR

Signage/notice is displayed at boundary and Front Office advising;

- that non-essential visitors are not permitted to access the school grounds
- any persons experiencing symptoms of COVID-19, cold or flu are not to enter school grounds
- any person entering school grounds must check in using the Check-In CBR app
- some individual buildings and specific areas may also require check in

RISK ASSESSMENT

Identified hazard	Risk factor(s) What can happen and how it can happen?	Impact Outcome What would be the outcome or effect?	Controls used to reduce risks	Risk Rating (RR)			For consideration Can include further risk treatment strategies or a rationale behind no further action.	Risk Rating with additional controls in place			Monitor and Review Monitored by whom? Dates for review
				C	L	RR		C	L	RR	
Spread of COVID-19 (coronavirus)	<ul style="list-style-type: none"> - Workers and students exposed to others who may be carrying the virus. - Contact with surfaces that may contain the virus. - Breathing in infectious aerosols/droplets from the air, e.g. respiratory discharges such as coughs and sneezes 	<ul style="list-style-type: none"> - Workers and students being unwell. - Workers and students being fearful of attending the school. - Anxiety amongst workers and students. - Reduced capacity to deliver education services. - Heightened behaviours by students and/or parents 	<ul style="list-style-type: none"> - Signage and frequently communicated messaging that workers, students and others not to attend the site if unwell. - Limiting non-essential visitors from site. - Sign-in books and Check-In CBR in use. - Attendance rolls and timetables provide records for contact tracing. - Strategic placement of hand sanitiser to promote timely and effective use. - Placement signage to reinforce social distancing and hygiene requirements. - Face masks in use where required, with disposable masks changed every 4 hours. - Frequent cleaning of high-touch areas. - Disinfectant wipes located at shared use resources such as printers/photocopiers. - Adherence to biohazard waste removal practices for wipes & disposable masks. - Room capacity limited and reinforced with signage. - Meetings conducted via MS Teams. - 1.5 meter spacing including at perimeter for pick-up and drop-off. - Bathrooms well stocked with hand soap. - Drinking fountains restricted and personal water bottles encouraged. - Ensuring adequate ventilation in indoor spaces – opened windows where possible, HVAC systems set to pull outdoor air where possible, monitored with CO₂ monitoring devices. - Workers and eligible students are encouraged to access vaccination. - Occupational Violence Management Plan and associated procedures and tools. - Managing Unreasonable Parent Behaviour Policy 	3	3	M					

Risk matrix				Consequences					
E: Extreme risk — detailed action plan required H: High risk — needs senior management attention M: Medium risk — specify management responsibility L: Low risk — manage by routine procedures Note: High or Extreme risks must be reported to senior management and require detailed treatment plans to reduce the risk to Low or Medium.				WHS impact on people	Injuries or ailments not requiring medical treatment	Minor injury or first aid treatment case	Serious injury causing hospitalisation or multiple medical treatment cases	Life threatening injury or multiple serious injuries causing hospitalisation	Death or multiple life-threatening injuries
					Insignificant	Minor	Moderate	Major	Catastrophic
					1	2	3	4	5
Likelihood	Probability	Historical							
	>1 in 10	Is expected to occur in most circumstances	5	Almost certain	M	H	H	E	E
	1 in 10–100	Will probably occur	4	Likely	M	M	H	H	E
	1 in 100–1,000	Might occur at some time in the future	3	Possible	L	M	M	H	E
	1 in 1,000–10,000	Could occur but doubtful	2	Unlikely	L	M	M	H	H
	1 in 10,000–100,000	May occur but only in exceptional circumstances	1	Rare	L	L	M	M	H

Source: Adapted from AS/NZS ISO 31000:2009 Risk Management, and Australian Capital Territory Insurance Authority (ACTIA) Risk Management Toolkit

NB: The Risk Matrix has been modified to reflect that in the context of health and safety any chance, even a rare occurrence, of a death or multiple life-threatening injury is considered extreme.

IMPLEMENTED CONTROLS BY AREA/FUNCTION

Area / function	Use of Elimination strategies to reduce the risk	Use of Isolation strategies to reduce the risk	Use of Engineering controls to reduce the risk	Use of Administrative Actions to reduce the risk	Use of PPE to reduce the risk
Front Office	Workers and students regularly reminded not to attend site if unwell. Front Office locked down to public access. Enquiries to school taken via email and telephone.	Deliveries are left outside the office and collected after the courier has departed.	Placement of Perspex screens at front desk/counter Routine use of approved disinfectant by EDU Cleaners for High Touch areas	Placement of hand sanitiser to promote timely and effective use. Validation that workstations conform with the 1.5m/4sqm distancing requirements.	Staff who accept delivery/receipt of items at public counters are provided with access to masks, gloves and hand sanitizer.
Classrooms	Workers and students regularly reminded not to attend site if unwell.	Room capacity limited where required and reinforced with signage.	Routine use of approved disinfectant by EDU Cleaners for High Touch areas	Placement of hand sanitiser to promote timely and effective use. Placement of posters to remind students of hygiene practices	Masks to be worn in accordance with Health Directive and/or Directorate advice. Masks will be available for staff and students.
Play equipment	Workers and students regularly reminded not to attend site if unwell.		Routine use of approved disinfectant by BSO		Masks to be worn in accordance with Health Directive and/or Directorate advice. Masks will be available for staff and students.
Staff rooms / staff kitchens	Workers and students regularly reminded not to attend site if unwell. Gatherings limited by suspending group morning/afternoon teas. BYO food and drinks (no sharing)	Staggering use of facility where possible. Kitchens have been clearly marked with their maximum occupancy to minimise congregation. Room capacity limited and reinforced with signage.	Routine use of approved disinfectant by EDU Cleaners for High Touch areas. Dishwashers are set to hottest settings to effectively sanitise utensils.	Placement of hand sanitiser to promote timely and effective use Placement of cleaning wipes to assist regular cleaning Adherence to 1.5 meter distancing with placement of signage to reinforce distancing requirements.	Masks to be worn in accordance with Health Directive and/or Directorate advice. Masks will be available for staff and students.

COVID-19 SAFETY ASSURANCE PLAN

FINAL 17/09/2021



Area / function	Use of Elimination strategies to reduce the risk	Use of Isolation strategies to reduce the risk	Use of Engineering controls to reduce the risk	Use of Administrative Actions to reduce the risk	Use of PPE to reduce the risk
Offices	Workers and students regularly reminded not to attend site if unwell.	<p>All offices are clearly marked with their maximum occupancy to minimise congregation.</p> <p>Workstations are separated 1.5m and non-conforming workstations are decommissioned.</p>	Routine use of approved disinfectant by EDU Cleaners for High Touch areas	<p>All offices have been marked with their maximum capacity.</p> <p>Validation that workstations conform with distancing requirements. Non-conforming desks have been identified and will be decommissioned until social distancing restrictions are lifted.</p>	Masks to be worn in accordance with Health Directive and/or Directorate advice. Masks will be available for staff and students.
Meeting rooms	<p>Workers and students regularly reminded not to attend site if unwell.</p> <p>Meetings conducted over MS Teams where possible.</p>	All meeting rooms are clearly marked with their maximum occupancy to minimise congregation.	Routine use of approved disinfectant by EDU Cleaners for High Touch areas	<p>Placement of hand sanitiser to promote timely and effective use (i.e. when entering and exiting meeting room)</p> <p>Placement of signs to promote proper hand hygiene.</p> <p>Placement of signs that indicate room capacity and seating removed to help enforce social distancing.</p> <p>Placement of cleaning wipes to assist regular cleaning.</p> <p>Protocols have been established to ensure users clean meeting room facilities before/after use using the supplied wipes.</p>	Masks to be worn in accordance with Health Directive and/or Directorate advice. Masks will be available for staff and students.

Area / function	Use of Elimination strategies to reduce the risk	Use of Isolation strategies to reduce the risk	Use of Engineering controls to reduce the risk	Use of Administrative Actions to reduce the risk	Use of PPE to reduce the risk
First Aid Rooms	Workers and students regularly reminded not to attend site if unwell.	Unwell person isolated to First Aid room	Routine use of approved disinfectant by EDU Cleaners for High Touch areas	Protocols have been established to ensure surfaces are cleaned before/after use using the supplied wipes.	First aid kits have been checked and are fully stocked. Face masks (including fit test of P2/N95), gloves, hand sanitizer, face shields available to staff administering First Aid and to the person receiving assistance.
Toilets	Workers and students regularly reminded not to attend site if unwell.	Bathrooms have been clearly marked with maximum capacity limits to minimise congregation.	Protocols have been established to ensure users clean meeting room facilities before/after use using the supplied wipes.	Signage to indicate maximum capacity limits Signage to promote proper hand hygiene	Masks to be worn in accordance with Health Directive and/or Directorate advice. Masks will be available for staff and students.

BUILDING AND CONSTRUCTION WORKS

Building and Construction works (which includes repairs and maintenance) on schools are only permitted in strict adherence to the **ACT Building and Constructions Industry COVID-19 Requirements**. Principals and Business Managers should not be approving contractors undertaking works on site. ICW, with their delivery partners MPC and ACTPG, will manage building and construction activities during the lockdown period. If you have any requests for work, these should be made via the ICW Network Officers.

Check list

Signage	<input type="checkbox"/> Check-In CBR displayed at all entrances <input type="checkbox"/> Posters/signage to remind those with symptoms to not enter <input type="checkbox"/> Posters/signage for hygiene are displayed <input type="checkbox"/> Posters/signage for distancing and room capacity are displayed <input type="checkbox"/> Floor markers provide distancing guidance where required
PPE and cleaning supplies	<input type="checkbox"/> Adequate supplies of hand sanitizer in stock <input type="checkbox"/> Adequate supplies of masks and gloves as determined necessary <input type="checkbox"/> Bathrooms are stocked with hand wash and paper towel <input type="checkbox"/> Disinfectant wipes are located at each printer/photocopier
Procedures	<input type="checkbox"/> All staff returning to the worksite have completed their COVID Safety Assurance Induction check <input type="checkbox"/> COVID Safety Assurance Plan has been completed and provided to DSI and eduhealthandwellbeing@act.gov.au <input type="checkbox"/> High Touch Cleaning Procedures enacted <input type="checkbox"/> Playground Equipment Cleaning Procedures enacted

Review and approval

Date Safety Plan Completed	
Completed By	
Approved by Principal	
Scheduled Review Date (once a term unless otherwise required)	