

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	Evelyn Scott School	Network	South/Weston	Director School Improvement:	Angela Spence
Principal	Jackie Vaughan	Deputy Principal	Emma Bartlett	Business Manager:	Emma Dale

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)	Daniel Manestar	Health & Safety Representative (HSR)	Emma Dale
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Deputy HSR

Deputy HSR

Union Delegate: (Sub Branch President)

Ross Dennis

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

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	
<p>Dermatitis on hands from frequent and repeated hand hygiene practices.</p>	<ul style="list-style-type: none"> - Frequent and repeated use of alcohol-based hand sanitiser and handwashing may result in dermatitis. 	<ul style="list-style-type: none"> - Painful and/or irritating skin condition. - Cracks in dry skin can allow infections into the skin. 	<ul style="list-style-type: none"> - Affected or susceptible individuals encouraged to consider use of a moisturising barrier-cream on hands. - Affected or susceptible individuals encouraged to wash hands with warm water and soap for at least 20 seconds as alternative to alcohol-based sanitiser. - Affected or susceptible employees should seek medical advice if symptoms persist. 	1	2	L					
<p>Poor mental health and fatigue</p>	<ul style="list-style-type: none"> - Ongoing pandemic and restrictions may cause individuals and/or groups to experience poor mental health and fatigue. 	<ul style="list-style-type: none"> - Poor mental health and increased fatigue impacting attendance at workplace (absenteeism and presenteeism) 	<ul style="list-style-type: none"> - Manager supervision of staff. - EIAW Wellbeing Officers conduct check-ins with identified staff. - Employee Assistance Program support. - Workforce Plans to support continuity of education services during periods of higher staff absenteeism 	2	4	M					
<p>Stress regarding high levels of community transmission.</p>	<ul style="list-style-type: none"> - Staff concerned about risk of exposure to COVID-19 in the workplace during period of high community transmission. 	<ul style="list-style-type: none"> - Absenteeism and presenteeism impacting continuity of education service delivery. 	<ul style="list-style-type: none"> - Availability of Rapid Antigen Testing to assist in screening and reducing COVID positive - Ongoing communication of controls implemented to support safety. - Workforce Plans to support continuity of education services during periods of higher staff absenteeism 	2	3	M					

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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	
Non-compliance with Public Health Emergency Directions (mandatory vaccination)	- Unvaccinated workers may attend sites impacted by the mandatory vaccination Public Health Direction.	<ul style="list-style-type: none"> - Increased risk of transmission of COVID-19 by non-vaccinated party. - Non-compliance with legislated mandate may attract penalties. 	<ul style="list-style-type: none"> - Centralised system in place to identify Education Directorate employees who are required to comply with the Direction. - Schools maintain local oversight of permitted workers and others entering the premises. - Non-compliance is managed and reported to HR Business Partners. 	1	2	L					
Changes to emergency plans.	<ul style="list-style-type: none"> - Absence of employees who hold an emergency control role. - Changes to procedures to maintain COVID Smart measures. 	<ul style="list-style-type: none"> - Ineffective or impaired emergency response (evacuation, lockdown etc) 	<ul style="list-style-type: none"> - Review emergency plans for required contingencies. - Communicate and practice changes made to procedures. 	3	3	M					
Accuracy of Rapid Antigen Tests compromised by incorrect storage.	- RAT kits exposed to temperatures exceeding 30° C when stored at the school, during transport home and within the home.	<ul style="list-style-type: none"> - False negative test result leading to COVID positive staff or students attending the school. 	<ul style="list-style-type: none"> - Suitable storage location and conditions identified at the school. - Information provided to staff and families about storage requirement to maintain below 30° C. - Alternate option provided for collection where students cannot safely transport RATs home. - 	3	3	M					

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				C	L	RR		C	L	RR	
Spread of COVID-19 during Rapid Antigen Test distribution activities.	- Workers exposed to people who may be carrying the virus when they attend the school to collect the RAT kits.	- Workers becoming unwell, spread of COVID to other workers and their contacts	- Student collection of RAT kits to reduce staff interaction with parents. - Contactless outdoor collection process where RAT kits are unable to be provided to student. - Workers distributing the RAT kits to wear face masks (+/- face shield). -	2	2	M					
Increased workload involved in preparation and distribution of RAT kits.	- Distribution of RAT kits to staff and students requires planning and activity at school level.	- Psychosocial impacts of increased workload.	- Roster staff in for support. - Ensure staff have access to adequate breaks.	2	4	M					
Exposure to occupational violence and other unreasonable behaviours.	- Parents/carers frustrated by processes and restrictions in place at schools.	- Workers may experience distress and/or psychological injury/illness.	- Communications are clear to set expectations. - Unreasonable Parent Behaviour Policy. - Police assistance to be requested where necessary.	1	2	L					
Parents may not understand communications about the changes to COVID management.	- Parent's non or limited English language and/or literacy issues. -	- Reduced access for some families, tests conducted incorrectly. - Potential attendance at school by COVID positive students where testing has not occurred due to the identified barriers.	- Support from translator services. - Instructions include pictograms. - Recording of distribution of RAT tests to students and parents/carers.	3	3	M					

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				C	L	RR		C	L	RR	
Transmission of COVID across multiple year groups / cohorts	- Cohorting no longer a requirement under the Health Guidelines therefore a confirmed COVID positive case who attends school while infectious could transmit COVID.	- Multiple exposures across various cohorts / year groups - Significant staffing / resourcing impact due to absenteeism - Impact to school operations	- Maintain physical distancing when in indoor spaces - Minimise the length of time multiple year groups / cohorts are brought together. - Household contacts who are unable to work or study from home should follow all Health advice while at school including wearing a mask and maintaining physical distancing	3	3	M					

Risk matrix									
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.				Consequences					
				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
	Probability	Historical		1	2	3	4	5	
Likelihood	>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.

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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. With the exception of those with a mask exemption.

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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
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.
Offices	Workers and students regularly reminded not to attend site if unwell.	All offices are clearly marked with their maximum occupancy to minimise congregation. Workstations are separated 1.5m and non-conforming workstations are decommissioned.	Routine use of approved disinfectant by EDU Cleaners for High Touch areas	All offices have been marked with their maximum capacity. Validation that workstations conform with distancing requirements. Non-conforming desks have been identified and	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
				will be decommissioned until social distancing restrictions are lifted.	
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.
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.	<p>First aid kits have been checked and are fully stocked.</p> <p>Face masks (including fit test of P2/N95), gloves, hand sanitizer, face shields available to staff</p>

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