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| --- | --- | --- | --- |
| **Name of workplace:** | Royal National Park Environmental Education Centre | **Workplace manager:** | Julie Gallan |

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| **Activity, event or task:** | Infection control – COVID-19 | **Date of activity:** | 2022 |

| **Situation** | **Anticipate** | **Find out** | **Eliminate or control** | **Talk others** | **You** |
| --- | --- | --- | --- | --- | --- |
| **List the details of the activity, event or task** | **What could go wrong?** | **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?** |
| Excursion to RNPEEC and outdoor venues | RNPEEC staff pass on infection to member of visiting school communityRNPEEC staff come into contact with infection from member of visiting school communityLack of hand washing supplies in public facilities | COVID-safe adviceCOVID-smart measures at schoolResponse protocols for COVID-19 casesInfection control procedures, appendices and fact sheetsHealth and hygiene support materialsVentilation reportAll DoE staff meet double vaccination requirements | 4 | Include [COVID-19 consent statement](https://education.nsw.gov.au/inside-the-department/covid-19/covid-19-advice/consent) in permission note.Staff and students do not attend if they have been asked to self-isolate.Prevent anyone displaying COVID-19 symptoms from attending.Consider use of rapid antigen tests before the excursion.Students aged 12 years and older and staff wear masks when travelling to and from school the excursion by public transport or chartered transport services.Conduct most activities outdoors; classrooms meet ventilation requirements.All staff (EEC and visiting) follow department infection control procedures.All visiting teachers sign the Excursion sign-on sheet. If visiting the EEC, all visiting staff sign in using QR code.Where possible, provide enough equipment to avoid sharing.Shared equipment to be washed with detergent and water or wiped down with a suitable cleaning wipe and air-dried at the end of each day.EEC teachers provide access to cleaning wipes and sanitiser all day.Remind students to wash or sanitise their hands before and after eating and after going to the toilet. Encourage hand hygiene practices at regular intervals as required.All adults maintain 1.5m physical distancing from each other.If a student falls ill while on excursion, they will need to be physically distanced; a teacher from the visiting school will need to organise collection of the student by a parent or carer or emergency contactIf a teacher (EEC or visiting) becomes unwell they must notify their school leadership and arrange to go home. | 5 | Excursion coordinatorRNP EEC Teaching Principal and staffVisiting school Principal and staff | At each change of the department’s COVID-19 guidelinesIn the case of infection all measures will be reassessed |

**Relevant information attached: Yes** **[ ]  No [ ]**

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

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| --- | --- | --- | --- | --- | --- |
| **Prepared by:** | Jill Bell |  **Position:** | Teacher |  **Plan review date:**  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sign off Authority:** | Julie Gallan |  **Position:**  | Teaching Principal | **Contact no.:** | 02 9542 1951 |  **Signature:** |  |

|  |  |
| --- | --- |
| **Prepared in consultation with:** |  |

**Communicate to -** *List all staff, communicate in all staff meeting, sign off OR attach agenda and attendance sign on sheet*

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |
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**Likelihood criteria Consequence criteria Sign-off authority -** *Based on highest residual risk*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |

|  |  |  |
| --- | --- | --- |
|  | **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**

|  |  |
| --- | --- |
| **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.