

Playcentre 

PLAYCENTRE AOTEAROA

Covid-19 Risk Assessment

12th November 2021

Health & Safety Risk Assessment – Covid-19

Purpose

The purpose of this document is to:

- provide a H&S risk assessment in respect of the exposure to and transmission of COVID-19 in our workplace in circumstances where:
 - there is community transmission of COVID-19; and
 - New Zealand is operating under the Alert Level System, the COVID-19 Protection Framework System, or under an equivalent Government directed or ordered framework; and
- determine effective controls to eliminate or minimise the risk of exposure to and the transmission of Covid-19 so far as reasonably practicable.

This risk assessment has been undertaken to:

- Keep workers and volunteers, visitors, tamariki and the wider community healthy and safe.
- Apply relevant guidance from the Ministry of Health and other Government agencies.
- To ensure the appropriate safe working practices of all workers and volunteers, visitors, and tamariki during the COVID-19 Pandemic.
- Encourage a safe and respectful work environment and good communication between all stakeholders.

What is the Hazard?

The presence, infection, and/or transmission of COVID-19 and its variants within Playcentre Aotearoa workplaces, including Centres, Playgroups, SPACE Only, Tenanted/Closed Buildings, Playcentre Shops and Associated Workplaces. COVID-19 and its variants, particularly the Delta variant, could result in serious illness or death.

The World Health Organisation (WHO) maintains the following statement on their web page of current advice:

We know that the disease is caused by the SARS-CoV-2 virus, which spreads between people in several different ways.

- The virus can spread from an infected person's mouth or nose in small liquid particles when they cough, sneeze, speak, sing, or breathe.
- Current evidence suggests that the virus spreads mainly between people who are in close contact with each other, typically within 1 metre (short-range). A person can be infected when aerosols or droplets containing the virus are inhaled or come directly into contact with the eyes, nose, or mouth.

- The virus can also spread in poorly ventilated and/or crowded indoor settings, where people tend to spend longer periods of time. This is because aerosols remain suspended in the air or travel farther than 1 metre (long-range).
- People may also become infected by touching surfaces that have been contaminated by the virus when touching their eyes, nose or mouth without cleaning their hands.

Playcentre Aotearoa workers, volunteers and tamariki could be harmed (infected with COVID-19 and especially the Delta variant) by:

- Inhaling or ingesting COVID-19 aerosols as a result of close contact with another worker or other person or child while performing their work
- Contact with a COVID-19 contaminated surface and transmission of the virus to the worker

This means that the management of person-to-person contact is the area where most focus should be in trying to minimise the risk of transmission.

Who can be Harmed?

Infected persons can suffer a serious illness that:

- Requires hospitalisation to get well
- Results in “long – COVID” illness for an elongated and unknown period of time
- Results in death

An infected person has a very high chance of infecting others with COVID-19, particularly if infected with the Delta variant.

The following persons could be harmed by transmission and infection of the COVID- 19 virus:

- All Playcentre Aotearoa workers and volunteers – regardless of their work location
- Vulnerable groups – such as people who are elderly, pregnant, have existing underlying health conditions, or are unable to have the vaccine like young children
- All visitors to Playcentre Aotearoa workplaces, including Centres, Playgroups, SPACE Only, Tenanted/Closed Buildings, Playcentre Shops and Associated Workplaces

Standard controls / preventative measures

Below are the standard control and preventative measures that are reasonably practicable for Playcentre Aotearoa to implement to eliminate or minimise the risk of persons within our workplace being exposed to and transmitting COVID-19 when there is community transmission of COVID-19 and New Zealand is operating under the Alert Level System and/or the COVID-19 Protection Framework System.

Item	Risk factor / activity / task	Standard controls / preventative measures	Responsibility	Review
1.	Entry to Centres, Playgroups, SPACE Only Centres, Playcentre Shops and Associated Workplaces (NSC, Regional Hubs)	<ul style="list-style-type: none"> • Entry to centres is permitted in accordance with the NZ Government Alert Level System and/or the COVID-19 Protection Framework System. • Prior to entry workers, volunteers, parents/caregivers and visitors are made aware of the conditions of entry (see below). • All workers, volunteers and visitors are to complete a self-assessment prior to entry (this involves notifying us whether they are not fit or well to work). Parents and caregivers are to complete an assessment for their tamariki and themselves if coming on-site. • The following entry conditions apply to the centres: <ul style="list-style-type: none"> ○ You are currently feeling fit and well and have not experienced any COVID-19 symptoms in the past 14 days. ○ You have not been to any locations of interest as reported by the Ministry of Health. ○ You have not been advised to get tested or self-isolate by health officials and are not currently awaiting test results. ○ You have not been in contact with someone who is either in self-isolation, awaiting test results or has confirmed or suspected COVID-19. ○ All workers, volunteers, visitors and guests must scan the QR code and complete the sign in. Volunteers (parents/caregivers) must sign in tamariki. ○ Follow physical distancing requirements where possible. Hand sanitation station available on entry. • Persons Responsible at Centres and Regional Support Lead/Manager is notified when there is any suspected or confirmed COVID-19 exposure. • Relevant COVID-19 signage is displayed with key COVID-19 safety messages. 	<p>Workers, Volunteers, Visitors responsible for self-assessment and sign in.</p> <p>Parents/Caregivers responsible for tamariki self-assessment.</p> <p>All workers, volunteers and visitors responsible to follow usual sickness reporting process.</p>	As needed

Item	Risk factor / activity / task	Standard controls / preventative measures	Responsibility	Review
2.	Working in the Playcentres, Playgroups and SPACE Only Centres	<ul style="list-style-type: none"> • Working in early childhood centres is permitted in accordance with the NZ Government Alert Level System and/or the COVID-19 Protection Framework System. • PPE including face coverings are to be worn in accordance with MOH guidance • Workers and volunteers are reminded to practice good hand hygiene and encourage tamariki to carry out good hand hygiene, including hand sanitiser. • Workers and volunteers are encouraged to sanitise equipment or materials (where appropriate) and all high-frequency touchpoints before and after use. Refer to Cleaning Protocol. • Specified maximum people capacity for all rooms and shared facilities as per MOH guidance. • Encourage workers and volunteers to have different breaktimes or plan different activities to reduce demand on facilities • Physical distancing to be maintained where practical as per MOH guidance • Review rosters or sessions to accommodate vulnerable workers and volunteers. • Any equipment shared between workers/volunteers and sessions should be cleaned appropriately. Refer to Cleaning Protocol. • Regularly review cleaning regime in line with the Cleaning Protocol. 	Centre Members	As needed
3.	Working in Playcentre Aotearoa Offices (NSC, Regional Hubs) and Playcentre Shops	<ul style="list-style-type: none"> • Working in office and retail spaces is permitted in accordance with the NZ Government Alert Level System and/or the COVID-19 Protection Framework System. • PPE including face coverings are to be worn in accordance with MOH guidance • Workers are reminded to practice good hand hygiene including hand sanitiser. • Workers and are encouraged to sanitise equipment or materials (where appropriate) and all high-frequency touchpoints before and after use. Refer to Office Cleaning Protocol. • Specified maximum people capacity for all rooms and shared facilities as per MOH guidance. • Encourage workers and volunteers to have different breaktimes or plan different activities to reduce demand on facilities 	Staff Members	As needed

Item	Risk factor / activity / task	Standard controls / preventative measures	Responsibility	Review
		<ul style="list-style-type: none"> • Physical distancing to be maintained where practical as per MOH guidance • Review rosters to accommodate vulnerable workers. • Any equipment shared between workers should be cleaned appropriately. Refer to Office Cleaning Protocol. • Regularly review cleaning regime in line with the Cleaning Protocol. 		
4.	Attending in person meetings or engagements in the centres, playgroups, SPACE Only Centres, Tenanted/Closed Buildings, Playcentre Shops or Associated offices	<ul style="list-style-type: none"> • All in-person meetings and engagements with persons not regularly attending a specified Centre, Playgroup, SPACE Only Centre, Tenanted/Closed Building, Playcentre Shop and Associated Workplaces should only occur if there is strong justification and in accordance with the NZ Government Alert Level System and/or the COVID-19 Protection Framework System. • Prior to meeting, visitors are made aware of the conditions of entry (see above). • Face coverings are to be worn in accordance with MOH guidance; may be removed when seated. • Physical distancing to be maintained where practical as per MOH guidance • Consider use of open-air meetings or larger areas. 	All affected persons	As needed
5.	Attending in person meetings or engagements off site outside of the centre or workplace (including meetings, conferences, social events and meals)	<ul style="list-style-type: none"> • All in-person meetings and engagements should only occur if there is strong justification and in accordance with the NZ Government Alert Level System and/or the COVID-19 Protection Framework System. • Workers are required to maintain contact tracing requirements (either using COVID Tracer App or manually). • Workers are to complete a self-assessment prior to meeting or attending another workplace (as above). • Workers are required to comply with all third-party health and safety requirements and COVID-19 protocols. 	All affected parties	As needed
6.	Vulnerable and high-risk workers, volunteers and Tamariki (as defined by MOH)	<ul style="list-style-type: none"> • Consult and engage with affected persons • Relocate workers and volunteers, encourage distancing and redistribute tasks where practicable, working from home if possible 	All affected parties	As needed

Item	Risk factor / activity / task	Standard controls / preventative measures	Responsibility	Review
7.	Travel (including accommodation, local taxis, airport/flights, car transport etc)	<ul style="list-style-type: none"> • Business travel should only occur if there is strong justification, and in accordance with the NZ Government Alert Level System and/or the COVID-19 Protection Framework System. • Approval is required by the line manager • All workers are to complete a self-assessment prior to travel (as above). • Workers are required to maintain contact tracing requirements (either using COVID Tracer App or manually). • Workers are required to comply with all third-party health and safety requirements and COVID-19 protocols. • Workers who undertake personal travel either internationally, or domestically to a place with higher community transmission than their base office, to consult with their line manager and agree protocols for return to their place of work. 	All employees	
8.	Working from home	<ul style="list-style-type: none"> • IT Provision, office equipment / set up for remote workers • Advice on ergonomic set up of workstation • Follow-up procedures for working at home • Managers are reminded to check-in on staff wellbeing, particularly during lockdown periods, call trees / buddy systems implemented • Flexible working arrangements available to all employees where practicable • Mental health and wellbeing measures available 	All employees HR/Management	As needed
9.	Mental health and wellbeing	<ul style="list-style-type: none"> • EAP services • Information provided to workforce for both external and internal support services • Medical / professional support provided where needed • Managers are reminded to check-in on staff wellbeing, particularly during lockdown periods, call trees / buddy systems implemented 	Management / HR	As needed
10.	Ventilation	<ul style="list-style-type: none"> • Follow MOH recommendations where practical 	Workers and Volunteers	As needed

Item	Risk factor / activity / task	Standard controls / preventative measures	Responsibility	Review
11.	Third party hire of Playcentres	<ul style="list-style-type: none"> • Entry to centres is permitted in accordance with the NZ Government Alert Level System and/or the COVID-19 Protection Framework System. • Prior to entry workers, volunteers, parents/caregivers and visitors are made aware of the conditions of entry (see below). • All workers, volunteers and visitors are to complete a self-assessment prior to entry (this involves notifying us whether they are not fit or well to work). Parents and caregivers are to complete an assessment for their tamariki and themselves if coming on-site. • Specified maximum people capacity for all rooms and shared facilities as per MOH guidance. • Hirers are required to comply with all third-party health and safety requirements and COVID-19 protocols. • The following entry conditions apply to the centres: <ul style="list-style-type: none"> ○ You are currently feeling fit and well and have not experienced any COVID-19 symptoms in the past 14 days. ○ You have not been to any locations of interest as reported by the Ministry of Health. ○ You have not been advised to get tested or self-isolate by health officials and are not currently awaiting test results. ○ You have not been in contact with someone who is either in self-isolation, awaiting test results or has confirmed or suspected COVID-19. ○ All workers, volunteers, visitors and guests must scan the QR code and complete the sign in. Volunteers (parents/caregivers) must sign in tamariki. ○ Follow physical distancing requirements where possible. Hand sanitation station available on entry. • Persons Responsible at Centres and Regional Support Lead/Manager is notified when there is any suspected or confirmed COVID-19 exposure. • Relevant COVID-19 signage is displayed with key COVID-19 safety messages. • In line with Hire Documentation and Cleaning Protocols 	<p>Visitors responsible for self-assessment and sign in.</p> <p>Parents/Caregivers responsible for tamariki self-assessment.</p> <p>All workers, volunteers and visitors responsible to follow usual sickness reporting process.</p>	As needed

Hygiene protocols and guidelines

General management

- **Policy:** Playcentre Aotearoa covid policy is implemented and communicated to all workers, volunteers, visitors, clients and third parties.
- **Communication:** Information on Covid Control measures must be communicated to workers, volunteers, visitors and clients. This includes appropriate signage.
- **Regularity:** Everyone should be regularly reminded of the Covid control measures in place and the need to follow all of the relevant procedures.
- **Implementation effectiveness:** Management shall check to ensure that appropriate procedures are being followed and that facilities provided are maintained.
- **Clear communication channels** for workers and volunteers to raise any concerns about the effectiveness of COVID-19 controls or identify improvement opportunities.
- **Health Declaration:** prior to entering premises all workers, volunteers, visitors and contractors are required to undertake self-assessment, including stating that they will stay away if sick, to scan the QR code and sign-in (if attending when tamariki are present) before entering premises.

Mask wearing

- All individuals, including clients and visitors are required to adhere to any MOH guidance.
- Workers and volunteers are advised to bring their own masks to work if they are required to wear them.
- Face masks should be cleaned / changed regularly to maintain protection factor.
- Face masks should fit securely around the face, specifically covering the nose and the mouth area.

Hand and personal hygiene

- Soap or alcohol-based hand sanitiser is available in all worker areas including bathrooms, break rooms and communal areas
- Stringent hand washing taking place.
- Provide materials to allow drying of hands with disposable paper towels.
- Appropriate signage is displayed on appropriate hand washing etiquette.
- Tissues and antiseptic wipes are available around the workplace.
- Workers and volunteers and tamariki reminded on a regular basis of good hand washing etiquette. This should also include appropriate techniques around catching coughs and sneezes.

Cleaning

- Enhanced protocols for cleaning have been put in place during the COVID-19 pandemic (Hire Cleaning Protocol, Centre Cleaning Protocol and Office Cleaning Protocol).
- Consider frequency of cleaning and who should be doing it.
- Signs on equipment / facilities to remind workers and volunteers to clean up / wipe up after use.
- Encourage workers and volunteers to report any problems
- These include enhanced cleaning by cleaning contractors and of workplaces by workers and volunteers.
- Cleaning and disinfecting are done in accordance with guidance from Health authorities and Playcentre Aotearoa Cleaning Protocol
- Frequently touched surfaces have all been identified for regular cleaning.(eg kitchens, door handles, equipment)
- Daily cleaning of all high touch areas.
- Cleaning and maintenance of toilets should be completed daily.
- Utilise appropriate detergents or disinfectant solutions for all facilities, equipment, and amenity cleaning.

Health and Safety Risk Assessment – Covid-19

Risk assessment of the likelihood of exposure to and transmission of Covid-19 and the consequences of infection after applying standard control /preventative measures above

Key Risk Factors	Assessment	Residual Risk Rating (after applying standard controls)
Contact with others	<p>Due to the design of our centres, the activities carried out in the Centres, Playgroups, SPACE Only Centres, Tenanted/Closed Buildings, Playcentre Shops and Associated Workplaces and shared spaces all workers and volunteers within Playcentre Aotearoa are likely to come into close contact (within 1m) or work in close proximity (within 2m) with many people, on a daily basis, in the usual performance of their duties or in connection with the performance of their duties. These people include but are not limited to the following:</p> <ul style="list-style-type: none"> • Playcentre Aotearoa workers and volunteers • Tamariki • Visitors to the centre including parents, contractors, third party suppliers and other professionals • Other workers, volunteers and persons when sharing toilets, and other communal/shared spaces and/or access ways • Persons at third-party events, seminars, conferences, education and other courses • Members of the public during rest and meal breaks 	Medium to high for all roles
Known or unknown contacts	<p>Most workers and volunteers would be known and easily identifiable. Some contacts would be unknown or more difficult to identify. However, the risk of infection or transmission during those times is no different to outside of work.</p>	Low for all roles

Proximity of work to others and length of time	<p>Due to the nature of early childhood education, the design of our centres and shared spaces all roles performed within Playcentre Aotearoa are likely to come into close contact (within 1m) with many people for short periods of time under 15 minutes, and for sustained periods of time when dealing with children.</p> <p>Some workers and volunteers would be required to work within close proximity (within 2m) of each other for sustained periods of time longer than 15 minutes, and many cases for most of the working day.</p>	Medium for all roles
Interaction with people who are high risk	<p>Currently, we do not have detailed information as to whether our workers, volunteers or other third parties our workers engage with on a regular basis are considered vulnerable or high risk to COVID-19 but there is likely to be at least a small proportion of workers and volunteers and all tamariki.</p> <p>Given the close contact and proximity of work that is being undertaken, most of our workers, volunteers and tamariki are likely to have regular interaction with people who are high risk to COVID-19.</p>	Medium to high for all roles
Risk in workplace compared to outside of work – Centres	<p>Given the close contact and proximity of work and activity that is undertaken, and the number of unvaccinated children who are considered high risk present in our centres, most of our workers and volunteers are at a higher risk of being exposed to and transmitting COVID-19 in the workplace compared to outside of work.</p>	Medium to high for all roles
Risk in workplace compared to outside of work – Offices	<p>Proximity and close contact work and activity is less in a workplace and retail setting, where also children are not present, therefore, National and Regional office-based employees present a lower risk of being exposed to and transmitting COVID-19 in the workplace compared to outside of work.</p>	Low for all roles

Results of risk assessment

The risk of COVID-19 infection and transmission, and also the risk of serious illness, is highest for persons who are unvaccinated¹. A significant portion of the community we provide services to are vulnerable and at high risk to COVID-19 or come into regular contact with people who are high risk. The consequences of COVID-19 infection are therefore more severe for those people.

Having undertaken the above risk assessment, and assessing this against the standard control measures it is reasonably practicable for the Playcentre Aotearoa to implement some further controls to lower the risk rating to a more acceptable level.

¹ The Pfizer vaccine (Comirnaty) is effective at reducing the number of people who get COVID-19. It's harder to find out how well the vaccine stops people transmitting the COVID-19 virus. Recent studies show that the Pfizer vaccine can reduce transmission of the virus. These studies looked at the number of people infected with COVID-19 after they'd been vaccinated and their close contacts. Source: [Ministry of Health - Manatū Hauora](#)

The following additional control / preventative measures are proposed:

Additional proposed control / preventative measures				
Item	Risk factor / activity / task	Standard controls / preventative measures	Responsibility	Review
	<p>Entry to centres</p> <p>Working in Centres, Playgroups, SPACE Only Centres, Playcentre Shops and Associated Workplaces</p> <p>Attending meetings (in person on site or offsite)</p> <p>Vulnerable and High-Risk Workers, Volunteers and Tamariki</p> <p>Travel</p> <p>Working from Home</p> <p>Mental Health and Wellbeing</p> <p>Ventilation</p> <p>Third Party Hire of Centes</p>	<p>Playcentre Aotearoa workers and volunteers</p> <ul style="list-style-type: none"> Restricting access to Centres, Playgroups, SPACE Only Centres to only vaccinated people and introduce a vaccination policy. <p>This proposed policy would state that only those workers, volunteers, visitors or third parties who have provided Playcentre Aotearoa with satisfactory proof of vaccination would be permitted to;</p> <ul style="list-style-type: none"> Access and work from Playcentre Aotearoa's centres, playgroups and SPACE Only Centres Attend in-person meetings or events held by Playcentre Aotearoa where tamariki are present; <ul style="list-style-type: none"> Any exemptions will need to meet specific criteria per the policy and MOH requirements. Workforce, including volunteers required to share appropriate proof of vaccination and to give consent regarding collection, use and storage of that information. Vaccination register established. <p>Visitors and third parties</p> <ul style="list-style-type: none"> Visitors and third parties informed of policy prior to attending premises Policy held on Playcentre Aotearoa website Vaccinated third parties, visitors and contractors required to provide evidence of vaccination status upon entering premises when tamariki are present including school or other education sites where tamariki are present on that site. 	<p>Any persons on Playcentre Aotearoa premises</p>	<p>Weekly at outset of policy introduction</p> <p>As needed, thereafter, subject to changing requirements</p>

		<ul style="list-style-type: none">• Vaccination evidence sighted and confirmed and use QR code system. Visitors and Third parties on ECE premises during licensed sessions are also required to sign in.• Any exemptions will need to meet specific criteria per the policy and MOH requirements.		
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