

Playcentre



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 COVID-19 Protection Framework System, or under an equivalent Government directed or ordered framework, i.e. the Alert Level System; and
- determine effective controls to eliminate or minimise the risk of exposure to and the transmission of Covid-19 so far as reasonably practicable.
- determine requirements with regards the Public Health Order (Order).

This risk assessment has been undertaken to:

- Keep employees and volunteers, tertiary students, visitors, tamariki, parents and the wider community healthy and safe.
- To assess the risk to individuals who are not vaccinated, including tamariki/children.
- Apply relevant guidance from the Ministry of Health and other Government agencies.
- To ensure the appropriate safe working practices of all employees and volunteers, tertiary students, visitors, and tamariki/child during the COVID-19 Pandemic.
- Encourage a safe and respectful work environment and good communication between all stakeholders.
- Meet legislative requirements from the Public Health Order (Order) and other relevant legislation, in the event of any different between legislation our policy is to choose the safest option for our people.

**Note: employees at Playcentre Aotearoa are considered Workers in the context of COVID-19 Protection Framework and Public Health Order (Order). Volunteers/parents/caregivers in a Playcentre Aotearoa context are also considered to be workers if they remain on session for a full session or longer than the Centre drop off period.*

What is the Hazard?

The presence, infection, and/or transmission of COVID-19 and its variants within Playcentre Aotearoa workplaces, including Centres, Playgroups, SPACE/Babies Can Play Only Centres, Tenanted/Closed Buildings, Playcentre Shops and Associated Workplaces. COVID-19 and its variants 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 employees, volunteers and tamariki could be harmed infected with COVID-19 by:

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

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.

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

- All Playcentre Aotearoa employees 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 tamariki/children
- All visitors to Playcentre Aotearoa workplaces, including Centres, Playgroups, SPACE/Babies Can Play Only Centres, 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/Babies Can Play 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 and any Public Health Order (Order). • Prior to entry employees, volunteers, parents/caregivers, and visitors are made aware of the conditions of entry (see below). • All employees, volunteers, tertiary students and visitors are to complete a personal self-assessment on their health/symptoms against the entry conditions prior to entry. 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 are not experiencing any COVID-19 symptoms. If you are sick stay home and get tested for COVID-19. ○ All adults and visitors must complete the Centre sign in process. Volunteers (parents/caregivers) must complete the Centre sign in process for tamariki. ○ All visitors/contractors/tradespeople must wear a mask and maintain 1m physical distancing. ○ If you or someone in your household has tested positive for Covid-19 and is currently within 7-day isolation | <p>Employees, Volunteers, Visitors, Contractors and Tradespeople responsible for self-assessment and sign in.</p> <p>Parents/Caregivers responsible for tamariki self-assessment.</p> <p>All employees, volunteers and visitors responsible to follow usual sickness reporting process.</p> <p>Playcentre Aotearoa Tertiary Students</p> | As needed |

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| | | <p>period you must stay home until the end of the isolation period or symptom free.</p> <ul style="list-style-type: none"> ○ Inform Persons Responsible if you are or become aware of any other worker, volunteer, or child has a positive Covid-19 test within the last 7 days and has been onsite within that period. ○ Hand sanitation station available on entry. ● At Red and Orange Level of COVID-19 Protection Framework please consider whether visitors on site are essential. Consider limiting non-essential visitors. ● 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 including messaging around encouraging vaccinations as MOH guidelines. | | |
| 2. | Working/Visiting in the Playcentres, Playgroups and SPACE/Babies Can Play Only Centres | <ul style="list-style-type: none"> ● Working and visiting early childhood centres is permitted in accordance with the NZ Government Alert Level System and/or the COVID-19 Protection Framework System and any Public Health Order (Order). ● Masks are to be worn in accordance with MOH guidance, i.e. masks for drop off/pick up only, visitors, contractors and tradespeople while a session is in operation. ● Employees and volunteers are reminded to practice good hand hygiene and encourage tamariki to carry out good hand hygiene, including hand sanitiser. ● Employees and volunteers are encouraged to sanitise equipment or materials (where appropriate) and all high-frequency touchpoints before and after use. Refer to Cleaning Protocol. ● Physical distancing to be maintained where practical as per MOH guidance, 1m for drop off/pick up only, visitors, contractors and tradespeople while a session is in operation. | <p>Centre Members</p> <p>Playcentre Aotearoa Centre Facing Staff and other Staff who regularly visit Centres</p> <p>Visitors, Contractors, Tradesmen</p> <p>Playcentre Aotearoa Tertiary Students</p> | As needed |

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|------|--|--|---|------------------|
| | | <ul style="list-style-type: none"> • Review rosters or sessions to accommodate vulnerable employees and volunteers. • Any equipment shared between employees/volunteers and sessions should be cleaned appropriately. Refer to Cleaning Protocol. • Regularly review cleaning regime in line with the Cleaning Protocol. | | |
| 3. | Working/Visiting in Playcentre Aotearoa Offices (NSC, Regional Hubs) and Playcentre Shops | <ul style="list-style-type: none"> • Working and visiting office and retail spaces is permitted in accordance with the NZ Government Alert Level System and/or the COVID-19 Protection Framework System and any Public Health Order (Order). • Masks are to be worn in accordance with MOH guidance and the COVID-19 Protection Framework • Employees are reminded to practice good hand hygiene including hand sanitiser. • Employees and are encouraged to sanitise equipment or materials (where appropriate) and all high-frequency touchpoints before and after use. Refer to Office Cleaning Protocol. • Playcentre Shop staff and customers are required to wear masks as per COVID-19 Protection Framework • Physical distancing to be maintained where practical as per MOH guidance. • Review rosters to accommodate vulnerable employees. • Review rosters to minimise spread of COVID-19 and business disruption • Any equipment shared between employees should be cleaned appropriately. Refer to Office Cleaning Protocol. • Regularly review cleaning regime in line with the Cleaning Protocol. | Staff Members Visitors, Contractors, Tradespeople Retail Customers Playcentre Aotearoa Tertiary Students | As needed |

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| 4. | Excursions by Playcentre, Playgroups Space/Babies Can Play Sessions | <ul style="list-style-type: none"> • Excursions are permitted in accordance with the NZ Government Alert Level System and/or the COVID-19 Protection Framework System and any Public Health Order (Order). • As per ECE requirements a Risk Assessment (RAMs) must be undertaken prior to the Excursion, including COVID-19 requirements. | Centre Persons Responsible | As needed or as per current Policies and Procedures Review Process |
| 5. | Shared Kai/food | <ul style="list-style-type: none"> • Kai/food can be supplied in accordance with standard good hygiene practices and the following measures: • Tamariki/children and adults should have separate food containers and should not give or take food to/from each other, i.e. centre prepared Kai/food should be given to tamariki and adults on individual plates/containers. • Shared Kai/food is allowable in Green Level of COVID-19 Protection Framework. | All Centre Members | As needed or as per current Policies and Procedures Review Process |
| 6. | Attending in person meetings or engagements in the centres, playgroups, SPACE/Babies Can Ply 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 occur in accordance with the COVID-19 Protection Framework System. • Prior to meeting, visitors are made aware of the conditions of entry (see 1. above). • Face coverings are to be worn in accordance with MOH guidance and COVID-19 Protection Framework. • Physical distancing to be maintained where practical as per MOH guidance and any Public Health Order (Order). | All affected persons | As needed |
| 7. | 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 occur in accordance with the COVID-19 Protection Framework System and any Public Health Order (Order). • Employees are to complete a personal self-assessment prior to meeting or attending another workplace (as 1. above). | All affected parties | As needed |

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|------|--|--|--|------------------|
| | | <ul style="list-style-type: none"> Employees are required to comply with all third-party health and safety requirements and COVID-19 protocols. | | |
| 8. | Vulnerable and high-risk employees, volunteers and Tamariki (as defined by MOH) | <ul style="list-style-type: none"> Consult and engage with affected persons Relocate employees and volunteers, encourage distancing and redistribute tasks where practicable, working from home if possible Encourage Whānau to seek medical advice regarding attendance onsite | All affected parties | As needed |
| 9. | Travel (including accommodation, local taxis, airport/flights, car transport etc) | <ul style="list-style-type: none"> Business travel can occur in accordance with the COVID-19 Protection Framework System. Usual approval processes to be followed. All employees are to complete a personal self-assessment prior to travel (as 1. above). Employees are required to comply with all third-party health and safety requirements and COVID-19 protocols. Employees 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 | As needed |
| 10. | Working from home | <ul style="list-style-type: none"> IT Provision, office equipment / set up for remote employees 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 |

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| 11. | Mental health and wellbeing | <ul style="list-style-type: none"> • EAP services • Information provided to workforce for both external and internal <u>support services</u> • <u>Refer professional support provided where needed</u> • <u>Managers are reminded to check-in on staff wellbeing, particularly during lockdown periods, phone trees / buddy systems implemented</u> | Management / HR | As needed |
| 12. | Ventilation | <ul style="list-style-type: none"> • Follow MOH recommendations where practical <ul style="list-style-type: none"> ○ It is good practice to keep your windows open all day, not just during breaks, to readily replace indoor air with fresh air from outside. ○ If it is not practical to fully open windows and doors during class times, try opening them just a little and then fully open them in break times or when the room begins to feel stuffy. ○ Where it is an option, opening windows and doors on the opposite sides of a room may increase the flow of air through the space. Opening high windows can also be very effective. ○ Ensure that security is not compromised by leaving windows and doors fully open after hours. | Employees and Volunteers | As needed |

| Item | Risk factor / activity / task | Standard controls / preventative measures | Responsibility | Review |
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| 13. | Third party hire of Playcentres | <ul style="list-style-type: none"> • Hire of centres is permitted in accordance with the COVID-19 Protection Framework System and any Public Health Order (Order) AND Playcentre Aotearoa's Current Hire Procedures • Prior to entry anyone on site during the hire (over the age of 12) are made aware of the conditions of entry (see below). • Anyone on site during the hire (over the age of 12) to complete a personal self-assessment on their health/symptoms against the entry conditions prior to entry. 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 are not experiencing any COVID-19 symptoms. If you are sick stay home and get tested for COVID-19. ○ All adults and visitors must complete the Centre sign in process. Volunteers (parents/caregivers) must complete the Centre sign in process for tamariki. ○ All visitors/contractors/tradespeople must wear a mask and maintain 1m physical distancing. ○ If you or someone in your household has tested positive for Covid-19 and is currently within 7-day isolation period, you must stay home until the end of the isolation period or symptom free. ○ Inform Persons Responsible if you are or become aware of any other worker, volunteer, or child has a positive Covid-19 test within the last 7 days and has been onsite within that period. ○ Hand sanitation station available on entry. • Specified maximum people capacity for all rooms and shared facilities as per MOH guidance • All current Fire Evacuation and other prescribed building numbers. | <p>Visitors responsible for self-assessment and sign in.</p> <p>Parents/Caregivers responsible for tamariki self-assessment.</p> <p>All employees, volunteers and visitors responsible to follow usual sickness reporting process.</p> | As needed |

| Item | Risk factor / activity / task | Standard controls / preventative measures | Responsibility | Review |
|------|-------------------------------|--|----------------|--------|
| | | <ul style="list-style-type: none"> • Hirers are required to comply with all third-party health and safety requirements and COVID-19 protocols. • 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 | | |

Hygiene protocols and guidelines

General management

- **Policy:** Playcentre Aotearoa covid policy is implemented and communicated to all employees, volunteers, visitors, tertiary students, clients, contractors/tradespeople and third parties.
- **Communication:** Information on Covid Control measures must be communicated to employees, volunteers, visitors, tertiary students, clients and contractors/tradespeople. 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:** Operational Staff/Persons Responsible shall check to ensure that appropriate procedures are being followed and that facilities provided are maintained.
- **Clear communication channels** for employees and volunteers to raise any concerns about the effectiveness of COVID-19 controls or identify improvement opportunities.

- **Health Declaration:** prior to entering premises all employees, volunteers, tertiary students, visitors and contractors/tradespeople are required to undertake a personal self-assessment and sign-in (if attending when tamariki are present) before entering premises.

Mask wearing

- All parents dropping off/picking up, visitors, contractors/tradespeople, retail customers are required to adhere to wear masks when visiting a centre while a session is in progress.
- Employees, volunteers, visitors, parents and contractors/tradespeople are required 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.
- Employees 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 employees and volunteers to clean up / wipe up after use.
- Encourage employees and volunteers to report any problems
- These include enhanced cleaning by cleaning contractors and of workplaces by employees 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 buildings, the activities carried out in the Centres, Playgroups, SPACE/Babies Can Play Only Centres, Tenanted/Closed Buildings, Playcentre Shops and Associated Workplaces and shared spaces all employees 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 employees and volunteers • Tamariki/children • Playcentre Aotearoa Tertiary Students • Visitors to the centre including parents not attending a session, contractors/tradespeople, third party suppliers and other professionals • Other employees, 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 employees, volunteers, students, tamariki, parents, visitors and contractors/tradespeople 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 Tamariki/children.</p> <p>Some employees, volunteers, tertiary students, and visitors would be required to work within close proximity (within 1m) of each other for sustained periods of time longer than 15 minutes, and many cases for most of the working day.</p> | Medium to high for all |
| Interaction with people who are high risk | <p>Currently, we do not have detailed information as to whether our employees, volunteers or other third parties our employees 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 employees and volunteers and all tamariki.</p> <p>Given the close contact and proximity of work that is being undertaken, most of our employees, 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 | Given the close contact and proximity of work and activity that is undertaken, and the number of unvaccinated Tamariki/children who are considered high risk present in our centres, most of our employees and volunteers are at a higher risk of being exposed to and transmitting COVID-19 in the workplace compared to outside of work. | Medium to high for all roles |
| Risk in workplace compared to outside of work – Offices | Proximity and close contact work and activity is less in a workplace and retail setting, where also Tamariki/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. | Low to medium 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.

The following additional control / preventative measures are proposed:

| Additional proposed control / preventative measures | | | | |
|--|--------------------------------------|---|--|--|
| Item | Risk factor / activity / task | Standard controls / preventative measures | Responsibility | Review |
| | Excursions | <p>Playcentre Aotearoa employees and volunteers</p> <p>Playcentre Aotearoa Policies and Procedures 9.7 Excursions is updated to include information or reference to H&S Risk Assessment regarding excursions in relation to COVID-19 and future pandemics.</p> | <p>Persons Responsible at Centres</p> <p>Works and Volunteers involved with Excursions</p> | <p>As needed or as per current Policies and Procedures Review Process</p> |
| | Shared Kai/food | <p>All Employees, Volunteers, Tertiary Students, Visitors</p> <p>Playcentre Aotearoa Policies and Procedures 9.8 Excursions is updated to include information or reference to H&S Risk Assessment regarding Kai/food in relation to COVID-19 and future pandemics.</p> | <p>Any persons on Playcentre Aotearoa premises participating in Shared Kai/food</p> | <p>As needed or as per current Policies and Procedures Review Process</p> |

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](#)