



RISK ASSESSMENT AND CONTROL RECORD

This risk assessment and control plan applies across all YMCA facilities, programs and activities and supplements existing Program Risk Assessment and Control Plans.

PART A. HAZARD DETAILS			
HAZARD TITLE:		Risk Assessment Number:	
Coronavirus (COVID-19)		YMCA - RA - CoV19	
Description of Hazard:		Risks Uncontrolled	Risks Controlled
COVID-19 is a respiratory illness caused by a new strain of coronavirus known as SARSCoV-2. Symptoms can include a fever, cough, sore throat, headache, fatigue, shortness of breath and loss of taste and/or smell. The virus most commonly spreads from person to person by close contact with someone who is infectious. It may also spread when someone touches a surface that has recently been contaminated with the respiratory droplets (from coughing or sneezing) of an infectious person and then touches their eyes, nose or mouth.		Extreme:	0
		High:	1
		Moderate:	1
		Low:	0
Have there been previous incidents or near misses relating to this hazard?		<input type="checkbox"/> N/A - New Activity / Task <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (give examples): Extensive community transmission and possible workplace transmission.	
Reference Information: (e.g. manufacturer's instructions, operating manuals, industry information, Company Policies, CoP, Standards, Regulations)		Supporting Documentation: (e.g. Work Instruction, SWP, Guidelines, Manuals, Inspection Checklists, Training Records, Signage)	
Information and resources from: <ul style="list-style-type: none"> Safe Work Australia website Safe Work Queensland website Australian Government Department of Health website Queensland Government Health Department website Queensland Government COVID19 website 		Information and Resources provided on YMCA COVID-19 Information for Managers Intranet page. <ul style="list-style-type: none"> COVID-19 Prevention and Management – Managing our Workplace COVID-19 Working From Home Business Protocols Working From Home Agreement COVID-19 Vulnerability Self-Assessment COVID-19 Vulnerability Assessment Procedure COVID-19 Posters / Notices / Signs COVID-19 Cleaning Protocols COVID-19 Cleaning FAQ's COVID-19 Cleaning and Decontamination SWP Coronavirus (COVID-19) Information for Staff and Volunteers on YMCA staff portal Coronavirus (COVID-19) information for customers on public website.	
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IMPORTANT NOTE:
Where there exists in force any Public Health Direction issued from time to time by the Qld Government Chief Health Officer in response to COVID-19 outbreaks the requirements of that direction shall supersede the contents of this Risk Assessment and Control Plan and prevails to the extent of any inconsistency.

RISK ASSESSMENT MATRIX		CONSEQUENCES				
		1 Minor	2 Significant	3 Substantial	4 Major	5 Disaster
LIKELIHOOD	5 Almost Certain	HIGH	HIGH	EXTREME	EXTREME	EXTREME
	4 Likely	MODERATE	HIGH	HIGH	EXTREME	EXTREME
	3 Possible	MODERATE	MODERATE	HIGH	HIGH	EXTREME
	2 Unlikely	LOW	MODERATE	MODERATE	HIGH	HIGH
	1 Rare	LOW	LOW	MODERATE	MODERATE	MODERATE

Consequences – select the “most” likely consequence level should an incident occur.

	1 Minor	2 Significant	3 Substantial	4 Major	5 Disaster
Personal Injury	Injury / illness requiring first aid treatment only. Eg: cuts, bruises, minor basic sprain / strain.	Disabling injury / illness requiring minimal medical treatment and/or rehabilitation. Eg: laceration requiring stitches, minor burn requiring dressing, simple fracture.	Serious injury / illness requiring overnight hospitalization, multiple medical treatments and/or short term rehabilitation. Eg: complex fracture, serious sprain / strain, moderate burn, psychological condition.	Serious Injury / illness resulting in permanent impairment, ongoing medical treatment and/or long term rehabilitation. Eg: amputation, severe burn, paraplegia.	Fatality, multiple serious injuries / illnesses.
Financial and Asset loss	Minor loss or damage to assets < \$500	Moderate loss or damage to assets \$500 - \$5,000	Significant loss or damage to assets \$5,000 - \$50,000	Major loss or damage to assets \$50,000 - \$500,000	Complete loss of assets > \$500,000
Business Continuity	Local disruption only < ½ day	Local disruption only 1-2 days	Local disruption 3-7 days Complete interruption / Organisation disruption < 1 day	Local disruption 1–2 weeks Complete interruption / Organisation disruption <1 week	Local disruption > 1 month Complete interruption / Organisation disruption >1 week
Legal / Contract Management	Minor complaint, incident or contract issue resolved by management.	Breach of regulations resulting in infringement notice, isolated threat of legal action/loss of contract	Breach of regulations resulting in significant fine, threat of legal action or loss of contract.	Breach of regulations resulting in substantial fine, civil law suit, loss of contract, future tenders affected.	Major civil lawsuit and/or criminal charges with prosecution, Breach of Regulation resulting in major fine, loss of multiple contracts.
Reputation and image	Unsubstantiated, low profile, resolved by routine management, internal review.	Substantiated, local press mention, management required to prevent escalation.	Substantiated, public notice, state news profile, senior management required to resolve.	Substantiated, public embarrassment, intense public and national media scrutiny.	Substantiated, public inquiry or sustained adverse national media coverage, loss of community participation and confidence.
Environment	Minor effects on biological or physical environment.	Moderate short term effects, not effecting ecosystem.	Serious environmental damage, medium term effects.	Major medium to long term effects, with some impairment of ecosystem.	Extensive and long term effects, with significant impairment to ecosystem.

Likelihood – select the likely frequency level of the incident occurring resulting in the consequences.

	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Descriptor examples	May only occur in exceptional circumstances.	Could occur at some time.	Might occur occasionally.	Would probably occur in many circumstances.	Is expected to occur in most circumstances.

PART B. HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL

Identify Hazards – What are the hazards that pose a risk of injury or illness?

Hazard <i>What is the source of the risk?</i>	Risk Event <i>How can a person be injured through exposure to the hazard?</i>	People at Risk <i>Who is at risk? (eg: workers, participants, public)</i>	Consequences <i>What are the expected injuries / illness?</i>	Initial Risk Assessment			Control Measures Implemented <i>What will reduce the likelihood of the risk event occurring or the severity of the consequences? Note – not all controls will be applicable in all situations. Items in red yet to be implemented</i>	Person Responsible <i>Who is responsible for implementing the control measure?</i>	Current Risk Assessment								
				L	C	R			L	C	R						
Coronavirus (COVID-19)	Contact with infected individual or contaminated object – general population	YMCA workers Members of the public attending YMCA sites including program participants, patrons, visitors etc.	<p>Person contracts COVID-19</p> <p>Mild to Moderate symptoms in ~95% of cases (includes asymptomatic).</p> <p>Severe symptoms that may require hospitalization in ~5% of cases</p> <p>Critical symptoms potentially life threatening in ~1% of cases</p> <p>Fatality Rate – unable to be determined due to coroner reporting as dying <u>with</u> COVID vs dying <u>of</u> COVID.</p> <p>Severe illness predominantly in those with age or certain medical comorbidities.</p>	4	A	M	<p>Vaccination</p> <ol style="list-style-type: none"> Enforce COVID-19 mandated vaccination requirements under Government Public Health Directions and otherwise encourage vaccination accordance with Queensland Health recommendations. <p>Health and Hygiene</p> <ol style="list-style-type: none"> Provision of soap hand wash and paper towels in kitchens and bathrooms for use by staff / visitors. Provision of alcohol-based hand sanitiser (>60%) at entry point and in other locations throughout facility for use by workers, visitors, etc. Availability of PPE (face masks) to staff whom are unwell or whom may be at increased risk of exposure – eg: can not maintain physical distancing, required to provide first aid, etc. Unwell workers showing signs of flu-like symptoms shall stay at home. Workers suffering from any flu-like symptoms at all, shall be directed to stay at home until well and free from symptoms. Availability Rapid Antigen Test (RAT) kits for YMCA facilities for use as necessary by workers presenting with COVID-like symptoms. <p>Occupant density and physical separation</p> <ol style="list-style-type: none"> Encourage social distancing measures where reasonably practicable to facilitate 1.5m between adults <p><i>Example measures:</i></p> <ul style="list-style-type: none"> Display of signage encouraging physical distancing on 1.5m; Change seating arrangements and work stations to space people apart Utilize larger rooms or outdoor spaces in childcare and schools 	1. CEO, WHS, Group Managers, Centre Managers	2. Centre Manager	3. Centre Manager	4. Centre Managers	5. All workers, Centre Manager, Program Supervisors to monitor	6. YMCA Management	7. Centre Managers	2	A	L

						<p>8. Install or utilise physical barriers where practical, such as clear acrylic screens at reception and customer service areas.</p> <p>9. In the event of Government imposed lockdowns implement staff work from home arrangement wherever practicable. Refer to <i>Working from Home Business Protocols</i> and the <i>Working from Home Agreement</i> located on the <i>COVID-19 Information for Managers webpage</i>.</p> <p>10. In the event of Government imposed lockdowns cancel / postpone non critical meetings, events and other group gatherings or utilise alternative methods for essential meetings – eg: zoom, teleconferencing, Microsoft Teams or provide information via mail or Intranet.</p> <p>Cleaning</p> <p>11. Routine cleaning programs at centres shall include daily cleaning of frequently touched surfaces and objects shared or touched by multiple people during the day. Cleaning may be performed by other parties such as external cleaning contractors. <i>Example surfaces:</i></p> <ul style="list-style-type: none"> • <i>Shared keyboards / mouse etc at reception workstations;</i> • <i>Shared motor vehicle steering wheels and controls</i> • <i>Shared equipment or tools</i> • <i>Door handles in common areas</i> • <i>Kitchen appliances and tapware in kitchens and bathrooms</i> <p>12. Ensure proper waste management including containment and disposal of waste using bin with plastic liners and routine and regular empty.</p> <p>13. Undertake a thorough clean and disinfection of frequently touched surfaces in the event of a confirmed case of COVID-19 attending the centre during their infectious period. Refer to SWP - COVID-19 Cleaning and Disinfecting located on the <i>COVID-19 Information for Managers webpage</i>.</p>	<p>8. Centre Managers</p> <p>9. Centre Managers, Program Supervisors</p> <p>10. Centre Managers, Program Supervisors</p> <p>11. Centre Managers / Program Supervisors</p> <p>12. Centre manager, Program Supervisors</p> <p>13. WHS Unit, Centre managers, All workers</p>		
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Contact with infected individual or contaminated object – venerable population	<p><u>Vulnerable person</u></p> <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander people • The elderly • People with compromised immune systems or other comorbidities. 	<p>Fever Cough Shortness of breath Pneumonia or severe respiratory distress</p>	4	B	H	<p>In addition to all above measures:</p> <p>1. Develop and implement procedures for identification of vulnerable workers and make provisions to reduce risk of infection for those workers. Refer to COVID-19 Vulnerability Self-Assessment and COVID-19 Vulnerability Assessment Procedure located on the <u>COVID-19 Information for Managers webpage</u>.</p> <p>2. Provide PPE for use by the worker (face mask).</p> <p>3. If deemed appropriate, and with consultation with the worker remove from high risk work area of tasks and relocate to position with reduced exposure probability or work from home.</p>	<p>1. HR, WHS, Centre managers, Program Supervisors</p> <p>2. Centre Managers, Supervisors, WHS</p> <p>3. Centre Managers, Supervisors, HR</p>	2	B	M	

PART C. MONITORING AND REVIEW

How will control measures be monitored and reviewed to ensure continued compliance and effectiveness?

Activity	Details	Responsibility	Timeframe
Auditing	Addition of COVID-19 risk control measures into WHS Auditing protocols for ongoing centre audits.	WHS Unit	<p>Completion by 22/5/20 Centre audits conducted 6 monthly.</p> <p>ONGOING</p>