

RISK REGISTER (COVID 19) July 2020

The *Latvian Camp Dzintari,*  is a group accommodation site managed by the Latvian community. Located in Yankalilla SA, it is available for hire for groups who provide their own catering and activities. The groups are generally homogeneous: school, church, spiritual, special interest. The camp has caretakers on-site who oversee cleaning and maintenance throughout the year. Their primary responsibility to hirers of the camp is to ensure that the facilities are clean and safe and that the leaders of camps are inducted and familiar with *Dzintari* procedures and expectations. Whilst contact with students or other hirers is incidental, the caretakers have current WWC certificates.

This Risk Register is provided to support the activities and planning of *Dzintari* Camp hirers, at a time when Covid 19 is impacting Australia.

| **Hazard** | **What is the harm that the hazard could cause?** | **What is the likelihood that the harm would occur?** | **What is the level of risk?** | **What controls are currently in place?** | **Are further controls required? Date Due** | **Actioned by & Date Complete** | **Maintenance and review** |
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| Hirers attend venue whilst COVID-19 positive  | Staff or other campers/hirers becoming infected with COVID-19 (could result in serious illness or death). | Low, there have been few cases locally.Whilst, border restrictions are in place, hire is limited to residents of South Australia | Moderate, while there are only a few local cases the consequences may be severe.  | Alcohol based hand sanitiser readily available.Instructions given to group co-ordinators that no guest is allowed to enter the facility if they demonstrate any COVID-19 symptomsAll adults given appropriately spaced accommodation.Group Co-ordinators asked to confirm that no one in their group, to their knowledge:1. Demonstrates a temperature above the normal range (recorded on Contactless Thermometer) within last 24 hours)2. Had no known personal contact with a COVID-19 carrier (last 14 days)3. Are awaiting a test result for COVID-194. Has exhibited any COVID-19 symptoms in last 2 daysPosters prominently displayed outlining COVID-19 symptoms 1 | Hand sanitiser and soap dispensers checked on a daily basis. | 30/06/2020 | Every new camp to be reviewed |
| Onsite caretaker contracts Covid 19. | Camp leaders and / or group members becoming infected COVID-19 (could result in serious illness or death). | Low, there have been few cases locally. | Moderate, while there are only a few local cases the consequences may be severe. | Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority, referencing school cleaning guidelines as issued by relevant Department of Education.Frequently touched surfaces cleaned in line with relevant Department of Education Guidelines for cleaning protocols for schools.Contact the Department of Health to ensure they are aware of the diagnosis, and seek their advice as to who is at risk of contracting coronavirus and whether the workplace needs to be shut down. If the employee was present in the workplace immediately prior to the diagnosis, you should also take the following additional steps: - * Notify *Dzintari* Management Board that there has been a confirmed case of coronavirus in the workplace.
* Notify appropriate authorities and follow their guidelines.

Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren’t feeling well.If a staff member becomes unwell at work, a process is in place to isolate them and arrange for them to receive medical attention.Staff don’t have contact with delivery drivers, all paperwork is completed electronically.Alcohol based hand sanitiser is also available in all areas including bathrooms.  | *Dzintari* Management checks well-being of Caretakers weekly. | Weekly, beginning end of July. | Consistent with SA Covid 19 Regulations |
| Transmission from delivery drivers and Contractors | Camp leaders and / or group members becoming infected COVID-19 (could result in serious illness or death). | Low as all deliver drivers and contractors provided with instructions regarding being COVID-19 safe | High if infection transmitted to others. | Contactless delivery of all goods.Social distancing procedures in place.No major works undertaken, unless deemed necessary or an emergencyIf work is required , contractors are informed of symptoms of COVID-19 and asked if they have any flu like symptoms, during the induction.Contractors who display flu like symptoms are isolated until they can be sent home.All contractors to provide their COVID-19 policy before being admitted onsite | Information on procedures shared with relevant parties | 30/07/2020 | Consistent with SA Covid 19 Regulations |
| Spread of COVID-19 within the venue | Camp leaders and / or group members may become infected with COVID-19 (could result in serious illness or death). | Low, there have been few cases locally. | Moderate, while there are only a few local cases the consequences may be severe.  | Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority referencing school cleaning guidelines as issued by relevant Department of Education.Frequently touched surfaces cleaned in line with relevant Department of Education Guidelines for cleaning protocols for schools.Hand washing facilities are provided and kept clean, properly stocked and in good working order.Waste bins provided in accommodation and communal areas emptied regularlyPhysical distancing – where appropriate and practical.Alcohol based hand sanitiser is provided at entry to communal areas (out of reach of children).Posters on hand washing are prominent in all public areas, toilets and bathrooms. Adults are provided appropriately spaced accommodation.Staff break times are staggered to minimise the number of staff using break room at one time.Where staff meetings are required, social distancing principles enforced.Activity equipment wiped down with disinfectant between uses – activity equipment not shared between guests unless sanitised first.Self-Catered groups to sign declaration committing to adhere to all COVID-19 social distancing and hygiene requirements | Caretakers remain vigilant | 30/07/2020 | Consistent with SA Covid 19 Regulations |
| Infection due to sleeping arrangements - students | Other students could become infected | Low, AHPPC advise low risk of infection from students | Moderate | No guest permitted on camp if they display symptoms of COVID-19. Any student who displays symptoms during camp immediately isolated and COVID-19 quarantine procedures put in placeAll guests to bring own bed linen, including pillowMattress covers cleaned with disinfectant at end of each use. | Camp organisers brief all schools on policy as part of communication | As required for each camp | Consistent with SA Covid 19 Regulations |
| Infection due to sleeping arrangements – teachers/carers | Other teachers could become infected | Moderate, virus could spread to small number of adults in immediate contact with staff member | Moderate | All sleeping facilities receive a deep clean between every change of groupAll guests to bring own bed linen, including pillowMattress covers cleaned with disinfectant at end of each use.Daily cleaning of room and associated bathroomAll staff to have appropriate space between them for sleeping arrangementsAny staff who are deemed high risk due to existing underlying medical conditions given separate sleeping quarters. | Camp organisers brief all schools on procedures in preparation for event | As required for each camp | Consistent with SA Covid 19 Regulations |
| Social Distancing in Dining Room | Other group members become infected | Low, students do not transmit COVID-19 to other youth | Low | If more than one group present all groups to have separate dining space and/or dining times staggeredTeachers/carers to have separate dining space with appropriate social distancing provided | Group Leaders to be briefed during induction | As required for each camp | Consistent with SA Covid 19 Regulations |
| Spread of infection due to serving of food | Others become infected | Low – due care taken by responsible parties | Low | All food is appropriately covered, including considering the use of sneeze guardsAll food served by staff who have access to appropriate PPE All plates, cutlery, etc cleaned in appropriate manner to meet HACCP standards or are enviro-friendly disposable | Responsible persons to be briefed during induction | As required for each camp | Consistent with SA Covid 19 Regulations |
| Transmission of COVID-19 via use of outdoor equipment (if such is provided by Hirer) | Others become infected | Low – due care taken by responsible parties | Low | All equipment wiped down with disinfectant between usesEquipment not shared between guests unless sanitised first | Responsible persons to be briefed during induction | As required for each camp | Consistent with SA Covid 19 Regulations |
| Persistent use of hand sanitiser | Dermatitis | Moderate, many staff will not have used hand sanitiser regularly before  | Moderate, affected individuals may have a significant reaction | Staff are encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations | Camp leaders to monitor their staff needs | As required for each camp | Consistent with SA Covid 19 Regulations |

References

1. [https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-COVID-19-know-the-signs-coronavirus-COVID-19-know-the-signs-poster\_0.pdf](https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-know-the-signs-coronavirus-covid-19-know-the-signs-poster_0.pdf)