COVID-19 RISK ASSESSMENT AND MITIGATION PLANNING TEMPLATE

The Department of Education and Training (the Department) has updated its advice to support school boarding premises to minimise the risk of COVID-19 transmission in their facility under Stage 3 and 4 restrictions: *Advice for schools in managing the risk of COVID-19 transmission in school boarding premises.* Where school boarding premises continue to operate and have students in attendance, they must follow this advice, in addition to *Health and safety advice for on-site schooling in the context of coronavirus (COVID-19)*.

The Department's advice for school boarding premises notes that school boarding premises **must undertake and continue to review a specific systematic risk assessment and mitigation process** to manage the risk specific to that facility, including risk to boarders and staff. Where possible, risk mitigation should include a focus on minimising the number of residents at a school boarding premises.

It is recommended that any risk assessment completed prior to the State of Disaster being announced be immediately reviewed, taking into consideration the new Workplace Directions and the strong recommendation that all students who can practically and safely return home should do so.

Purpose of this document

This document is intended to support school boarding premises to undertake a risk assessment, develop appropriate risk mitigation strategies and processes, and develop individual action plans for each student and staff member attending a school boarding premises. It is also intended to support school boarding premises to plan for and manage potential outbreak scenarios, including through identifying actions to be undertaken if a premises needs to temporarily partially or completely close.

This document should be read in conjunction with the fact sheet for school boarding premises as well as the Department of Education and Training's *Health and safety advice for on-site schooling in the context of coronavirus (COVID-19)*. School boarding premises should also keep in mind their child safety obligations and any relevant regulatory requirements, including those for international students.

As school boarding premises are workplaces, they are also required to complete a COVIDSafe Plan. COVIDSafe Plans are intended to help workplaces to protect their staff, customers and visitors and to prevent and prepare for a suspected or confirmed case of COVID-19 in the workplace. The requirement for school boarding premises to complete a risk assessment is in addition to the requirement for COVIDSafe Plans.

More information on COVIDSafe Plans can be found on the Business Victoria website.

Who should use this document

All Victorian school boarding premises are required to undertake a risk assessment related to the risk of COVID-19 within their facility. School boarding premises are encouraged to use this document as a guide.

Section A: Risk identification and minimisation plan

The below table is a template that can be used by school boarding premises to assist in identifying and implementing strategies to limit the risk of COVID-19 transmission. It is recognised that each school boarding premises is different and will face different issues and challenges in managing the risk of COVID-19. School boarding premises should consider and implement actions that are appropriate to their specific setting.

Detailed advice on transmission reduction strategies, to inform the completion of this template, is available at _Advice for schools in managing the risk of COVID-19 transmission in school boarding premises._

Risk management strategy	Example actions (Refer to fact sheet for further advice)	Is the school boarding premises currently achieving this? (If YES, list implemented actions and consider any need for further actions; if NO consider and decide on actions to be implemented)	Action(s) to be implemented	By when?	Lead person
Attendance measures for students	• Minimising the number of students in attendance at the facility. It is strongly recommended that all students residing at school boarding premises who can safely and practically return to their family home should do so.				
Transmission reduction strategies for students	• Establishing appropriate processes to assess that boarders are well and not symptomatic • Revising sleeping arrangements • Minimising use of shared bathrooms • Reducing mixing between different cohorts of boarders in the facility.				
Transmission reduction strategies for staff	• Delivering education and training for staff on COVID-19 and transmission reduction strategies				

Risk management strategy	Example actions (Refer to fact sheet for further advice)	Is the school boarding premises currently achieving this? (If YES, list implemented actions and consider any need for further actions; if NO consider and decide on actions to be implemented)	Action(s) to be implemented	By when?	Lead person
	• Delivering education and training for staff, where relevant, on the appropriate use of PPE when managing someone displaying symptoms of COVID-19 • Reinforcing physical distancing between adults • Where staff reside at school boarding premises reviewing sleeping arrangements and access to bathrooms and toilets.				
Facility management	• Conducting routine extended cleaning of school boarding premises • Ensuring the provision of adequate hygiene facilities and supplies, including soap and hand sanitizer • Limiting and keeping a record of visitors to the facility Implementing appropriate infection prevention and control at facility health clinics/infirmaries, including appropriate use and supply of PPE and social distancing requirements.				

Section B: Planning to respond

Building on the risk identification and minimisation planning above, school boarding premises need to develop strategies outlining the planned response to scenarios such as single or multiple cases and/or close contacts being identified amongst the boarders. School boarding premises should also conduct scenario planning for a temporary partial or full closure of the facility should that be required. Should a confirmed case in the premises occur, school boarding premises should contact the coronavirus phone line on 1800 338 663 to seek advice on next steps.

Response strategy	Considerations for inclusion	By when?	Lead person	Is action completed? (Y/N)

Development of individual action plans for students and staff	Individual action plans for students and staff are required to include information on:
	
	• Whether the student or staff member (if they usually reside at the school boarding premises) will return home during the Stage 4 (metropolitan Melbourne) and Stage 3 (rural and regional Victoria) restrictions or will continue to reside at the school boarding premises
	
	• If a student or staff member is to return home, details of any travel arrangements or interstate quarantine requirements
	
	• If the student or staff member is to remain at the school boarding premises, the process that will be implemented if:
	
	   o they are a confirmed case of COVID-19
	
	   o they are a close contact
	
	   o where they will spend any isolation or quarantine period
	
	   o if the isolation or quarantine period is not at the school boarding premises, details of how they will travel there noting that the health advice is that students and staff remain in situ unless they have health symptoms requiring a hospital admission or the facility is unable to accommodate safe isolation or quarantining.
	
	   o If the student or staff member remains at the school boarding premises for isolation or quarantine, how separation from other boarders will be achieved			

Response strategy	Considerations for inclusion	By when?	Lead person	Is action completed? (Y/N)
	o Any alternative accommodation arrangements that need to be organised for a student or staff member in the event that the school boarding premises temporarily closes and the student is unable to return home (including considerations for international students) o Any individual circumstances that may affect the actions taken for a student or staff member. • Any other obligations for staff consistent with the school boarding premises' COVIDSafe Plan. School boarding premises should consult with students' families regarding the development of individual action plans for students.			
Scenario planning for single and multiple confirmed cases and/or close contacts, where the school boarding premises remains open	• Implementation of affected students' and staff members' action plans • Actions to protect the health and wellbeing of other students and staff within the school boarding premises • Communications plan			
Scenario planning for single and multiple confirmed cases and/or close contacts, where the school boarding premises needs to temporarily close	• Implementation of affected students' and staff members' action plans • Actions to protect the health and wellbeing of other students and staff within the school boarding premises • Actions to relocate and supervise students • Communications plan			

Further resources

Department of Education and Training resources:

- [Advice for schools in managing the risk of COVID-19 transmission in school boarding premises](#)
- [Health and safety advice for on-site schooling in the context of coronavirus (COVID-19)](#)

Department of Health and Human Services resources:

- [Coronavirus disease (COVID-19) confirmed case: What you need to know](#)
- [Coronavirus disease (COVID-19) suspected case: What you need to know](#)
- [Coronavirus disease (COVID-19) close contact: What you need to know](#)

COVIDSafe Plan resources:

- [COVIDSafe Plan](#)
- [Business Victoria website](#)
- [Workplace Directions](#)