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| **Venue Name** | Quay Centre |  |  |
| **Location** | Sydney Olympic Park, Homebush |  |  |
| **Venue Contact Name** | Lauren Pemberton | **Venue Phone Number** | **T** 9714 7613 |
| **Venue Contact Email** | Lauren.pemberton@sopa.nsw.gov.au | **Venue Alt Number** |  |
| **Accompanying Staff** | Organisers:  Christopher Tan, Orange Grove PS  Keryl Ball, Sylvania Heights PS  Staff attending from each school (32 schools) | **Number of students / Ages** | Year 5 and 5  750 students |
| **Program** | Dance | **Event** | DanceSport Gala Metro South 2022 |

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| **Situation** | **Anticipate** | **Find out** | | **Eliminate or control** | | **Talk to others** | **You** |
| **List the details of the activity, event or task** | **What could go wrong?** | **What current controls are in place?** | **Risk rating** | **What else can be done to control this risk?** | **Residual risk rating** | **Controls to be actioned by who?** | **When do you need to review the control?** |
| Event Planning | Financial Risk to the NSW  DoE | Budget planning completed prior to event minimizing financial risks. Contingency built in and contractual agreements in place. | 4 |  | 5 | Gala Coordinator | Prior and during |
| Event Planning | Failure of the duty of care for students involved in the event | Adequate DoE supervision planned for the event at all times | 3 | Ensure that DoE staff are present at all times throughout | 5 | All staff | Prior |
| Event Planning | Risk associated with supervisors, participants and other staff not being fully aware of the COVID Safety  Plan and the RMP | Festival coordinator will run an information session with all staff prior to the gala to make all staff aware of the guidelines. | 4 | Copies of the plans will be available at the information session | 5 | Gala coordinator | Prior/ During |
| Event Planning | Failure to follow current NSW Health COVID 19 advice | As a part of planning the coordinator will review the NSW Department of Health guidelines.  As changes to NSW Health guidelines arise, the RMP will be reviewed for any changes required. | 4 | The NSW Health guidelines and RMP will be will be reviewed just prior to the event occurring. | 5 | Gala coordinator | In planning/ prior to event |
| Event planning | Failure of the duty of care for students involved in the event | Schools and teachers aware of Duty of Care requirements. Teacher and coordinator vigilance.  Adequate student/DoE teacher supervision at the venue at all times. Frequent patrol by DoE staff to ensure no unauthorised entry to the site. | 4 | * Drop off and pick up areas clearly defined on map of venue supplied to all teachers and crew.      * Venue security to be notified if needed | 5 | DoE Staff  Gala coordinator | Prior (information session) and During |

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| **Situation** | **Anticipate** | **Find out** |  | **Eliminate or control** | | **Talk to others** | **You** |
| **List the details of the activity, event or task** | **What could go wrong?** | **What current controls are in place?** | **Risk rating** | **What else can be done to control this risk?** | **Residual risk rating** | **Controls to be actioned by who?** | **When do you need to review the control?** |
| **COVID Safety** | | |  | | | | |
| Outbreak of infectious diseases    [Infection Control](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/infection-control#Infection1) | Lack of awareness of infection control  Shared facilities increase risk of infectious diseases  Difficulty of reliably identifying all persons carrying infectious diseases. | * [COVID-19 HUB](https://education.nsw.gov.au/inside-the-department/covid-19) * Consistently apply [Standard precautions for infection control](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/media/documents/FACT018_INFECTIONCONTROL.pdf) * Incorporating them into daily practice and use specific controls for particular situations. Ensure all appropriate staff understand and apply the Department’s Infection Control Guidelines and procedures. * Staff to report injuries and illnesses to the * Incident Report and Support Hotline * 1800 811 523 * Staff should monitor visitors for signs of infectious disease and act promptly if an infectious disease is suspected. * Encourage all to report infections conditions to the coordinator if illness develops within a fortnight of being on site. * Place [Response to COVID-19 Posters](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/risk-management/media/documents/infection-control/COVID-19_response_poster-for-schools.pdf) in toilets and other relevant locations Use Service NSW QR Code where * possible at venues | 4 | * Seek medical help early for people that may be suffering from an infectious disease. * Consultation with relevant persons and organisations e.g. Local Public Health Units, parents, cleaners re food handling training and requirements. | 5 | All staff | Prior / during / after |
| [Fact Sheets](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/infection-control#Infection1) for |
| classroom teachers, school environment, shared vehicles and use of use of  Personal  Protective  Equipment |

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| Event Hygiene | Transmission of virus through lack of hand washing | * Hand sanitizing station at entry * Information distributed promoting good hygiene and the regular and proper washing of hands * Information distributed on the maintenance of respiratory hygiene | 4 | * Sign on and entry desk to be regularly wiped down with   sanitizer   * Hand sanitizing station available on entry * [Poster for schools - response to COVID-19 (PDF 98KB)](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/risk-management/media/documents/infection-control/COVID-19_response_poster-for-schools.pdf) | 5 | All Staff | During |
| Physical distancing | Transmission of virus due to poor physical distancing | * Manage numbers at event * Maximum numbers per room in backstage and dressing rooms to be adhered to | 3 | * Revise the participation at events immediately if health advice is revised | 4 | DOE Staff | During/ after |

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| **Situation** | **Anticipate** | **Find out** | | **Eliminate or control** | | **Talk to others** | **You** |
| **List the details of the activity, event or task** | **What could go wrong?** | **What current controls are in place?** | **Risk rating** | **What else can be done to control this risk?** | **Residual risk rating** | **Controls to be actioned by who?** | **When do you need to review the control?** |
| Management of surfaces | Transmission of virus due to  poor cleaning and surface  management | * Venue cleaners engaged * Disinfectant to be made available to staff to clean surfaces upon arrival and departure | 4 | * Wipe down high-touch common areas such as reception desks, sign on areas for students, staff and visitors, phones, fridge handles, photocopiers, ballast rails and door knobs regularly. | 5 | Venue staff | During/ after |
| Use of microphones for event | Transmission of virus due to use of amplification or recording equipment | * Microphone used that do not require one person attaching a microphone to another person * Rooms set up prior to the arrival of recording teams; * Hand sanitizer available | 4 | * Microphones not to be adjusted during a session, * Equipment including microphones wiped down with anti bacterial wipes between users. | 5 | Venue Staff | During |

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| General event site maintenance | Transmission of virus | * Event venue cleaners to clean prior to event * Participant sign-in records maintained * Data kept on who is in contact with whom particularly in recording sessions | 4 | * Fresh air or ventilation in venues provided by opening windows or doors, use air conditioning systems. * Visiting staff that are exhibiting any flu like symptoms refused entry to the site. | 5 |  | Before/  During/After |
| **Child Protection** | | |  | | | | |
| **Child Protection** | Incorrect toilets used by adult visitors  Exposure to inappropriate conduct and behaviour by adults | Safety Induction Briefing  Child Protection Guidelines  [Working with Children Check (WWCC) guidelines](https://education.nsw.gov.au/human-resources/probity/working-with-children-check) | 2 | * Amenities are allocated for visitors * All visitors informed of location of   ‘adult toilets’ as part of verbal Safety Induction Briefing during  welcome speech   * Active supervision by staff * Student buddy system in place   for use of facilities   * Student awareness prior to event | 4 | All Staff (Venue and DoE) | Prior to and duration of event |

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| Student supervision / Behaviour | Student in out-of-bounds areas  Poor student behaviour  Interpersonal issues | Supervising staff will manage behaviour of students from their own school according to their policies and procedures  School Behaviour Code of Conduct  Student Behaviour Support Plan | 4 | * Staff follow school guidelines for supervision of students * Student’s informed of the Behaviour expected * Student’s behaviour expectations outlined morning of event * Out-of-bound’s areas monitored * Student behaviour management plans are up to date and reviewed by all staff attending * Known behaviours; current behaviour plan; communicated to all those who need to know | 5 | Supervising Staff | Duration of event |
| Injury and emergency management | Sprains, stains, concussion,  fractures, superficial abrasions  Anaphylaxis , allergies and other health conditions | * Incident Notification and Response * Procedures * WHS Training Requirements * Staff Training * First Aid Plan * First Aid Kit * Emergency Management Plan * Individual Health Care Plans * ASCIA Action Plan | 1 | * Staff trained in first aid, CPR, emergency care, anaphylaxis and emergency response procedures * Ensure staff and students are aware of emergency response procedures * Identify students with known medical conditions and ensure appropriate medication/treatment is available (epipens, asthma puffers etc.) * First Aid Kit is readily available and contains a general use epipen * ASCIA plans and other emergency response plans for students are available to staff * Report any serious injuries to the * Incident Report and Support Hotline | 4 | All staff | Prior to and during event |

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| Student Health | Student injury or illness | Completed and up to date health care plans and ASCIA/emergency response plans | 1 | * Identify students with health conditions. * ASCIA/Emergency Response * Plans are attached and filed in excursion folder with the risk management plan. * Identify students requiring medications * Instructions re dosage etc filed in excursion folder with the risk management plan; * medications to be stored securely; consumables eg gloves * available for use; * medication contained as purchased with pharmacy directions and dosage; * consumables safely disposed of; * a record of the administration of medications is completed. |  |  |  |

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| Anaphylactic emergency | Potential need to provide an  emergency response    Diagnosed and  undiagnosed anaphylactic  conditions  Out of date auto injectors | * Students diagnosed as being at risk of anaphylaxis have ASCIA Action Plan for Anaphylaxis and adrenaline auto-injector stored together in an accessible location * Student also has individual health care plan provided to staff * One general use auto injector in first aid kit * One asthma reliever in first aid kit | 1 | * Review all student medical requirements prior to the excursion and undertake risk assessment on additional general use auto injectors needed and stock aid kits accordingly * Check that students who carry their own EpiPen or Ventolin have them with them before the camp begins well as their ASCIA/Emergency Response Plan. * The organisers check that the school has permission notes on file for students who carry their own EpiPen or Ventolin. * Monitor use by dates of all auto injectors and replace them by the use by date. In case of students personal auto injectors and/or asthma reliever, remind parents to replace them by the use by date * All staff trained in first aid * including the administration of an * EpiPen and emergency care | 4 | Concert coordinator  All staff | Prior and during |

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| **Situation** | **Anticipate** | **Find out** | | **Eliminate or control** | | **Talk to others** | **You** |
| **List the details of the activity, event or task** | **What could go wrong?** | **What current controls are in place?** | **Risk rating** | **What else can be done to control this risk?** | **Residual risk rating** | **Controls to be actioned by who?** | **When do you need to review the control?** |
| Venue | Damage to venue location facilities during event | Movement of equipment pre organised  No public car parking allowed except in designated areas – signage in place  Participants and loading staff supervised by accompanying staff at all times | 4 | * Public acess routes extablished and clearly marked * Incident reporting | 5 | Venue Staff | Prior / during / after |

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| **Situation** | **Anticipate** | **Find out** | | **Eliminate or control** | | **Talk to others** | **You** |
| **List the details of the activity, event or task** | **What could go wrong?** | **What current controls are in place?** | **Risk rating** | **What else can be done to control this risk?** | **Residual risk rating** | **Controls to be actioned by who?** | **When do you need to review the control?** |
| Venue –  Movement around Venue | Workplace Health and Safety related injury    Staff or visitor falls and hurts themselves | * Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. * Emergency service attendance required – venue staff on hand to assist. * Public entrance areas to be kept clear at all times * Staff to clear all hazards from the * recording areas * First Aid Kit provided and available on site | 4 | Accompanying staff to supervise visitors to site at all times | 5 | Venue Staff | On Arrival, during and after |
| Bump in and bump out | Damage to site facilities during event | * All equipment installed by qualified staff * Movement of oversized equipment done by qualified staff * Access routes established, including wet weather alternatives * Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. | 4 | * Regular site inspections * Incident reporting procedure established * Visitors supervised * lifting equipment used where possible | 5 | Venue Staff  Coordinator | Risk occurrence |

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| QuayCentre - Access/ Egress Registration and sign out procedures on arrival and dismissal | Safety of access to and from the premises including wheelchair access and physical injury to students | * Quaycentre Map and Risk Assessment information and evacuation plan communicated to participating schools. * All staff/ teachers/ parents advised of correct access and egress points. * Wheelchair access advised and available. * DoE provides adequate staff to supervise student participants. | 4 | * Teachers to accompany students within and to and from the venue. Teachers/ parents aware of meeting point and safe drop off points. * Entry Sign in desk supervised by DoE staff – all teachers to register and collect wristband. * DoE staff to sign in schools on arrival and direct to venue meeting place. * Students to be assembled in a safe area before teachers take them away from the venue. * Parents to be informed of safe collection point prior if necessary. Teachers to check and to report any students who are unaccounted for immediately. * DoE organising staff to stay at venue until all students/teachers have left. The convenor will remain until all children are collected or accounted for. * Contact parents/school in the event of a lost student. If no contact can be made with student police are to be informed. | 5 | DoE Staff | Prior and During |

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| **Situation** | **Anticipate** | **Find out** |  | **Eliminate or control** | | **Talk to others** | **You** |
| **List the details of the activity, event or task** | **What could go wrong?** | **What current controls are in place?** | **Risk rating** | **What else can be done to control this risk?** | **Residual risk rating** | **Controls to be actioned by who?** | **When do you need to review the control?** |
| Evacuation | Fire  Terrorism/Bomb | * Venue map and site specific risk assessment information and evacuation plan communicated to participating schools * Emergency Evacuation Plan and * Assembly Points in place * Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures. * Mobile Phones on hand to contact emergency services. * On site fire extinguishers maintained to relevant regulations and standards by the venue * On site first aid available | 4 | * Emergency Plan and procedures * explained to participants by coordinator * Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available – call   000   * Call Incident Report & Support * Hotline 1800 811 523 * Contact student counsellors if required * Contact staff EAP 1800 060 650   if required | 5 | Venue Staff | Risk occurrence |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Lockdown | External Threat | Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures.  Venue map and site specific risk assessment information and evacuation plan communicated to participating schools  Staff familiar with the lockdown procedures of the venue | 4 | * Emergency Plan and procedures explained to participants by coordinator Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available – call 000 * Call Incident Report & Support * Hotline 1800 811 523 * Contact staff EAP 1800 060 650 | 5 | All Staff  4 | Risk occurrence |

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| **Situation** | **Anticipate** | **Find out** | | **Eliminate or control** | | **Talk to others** | **You** |
| **List the details of the activity, event or task** | **What could go wrong?** | **What current controls are in place?** | **Risk rating** | **What else can be done to control this risk?** | **Residual risk rating** | **Controls to be actioned by who?** | **When do you need to review the control?** |
| Performance and rehearsal | Risk 1: injury  Risk 2 Asthma  Risk 3.: Dehydration  Risk 4: Vomiting | * Follow all Covid Safe procedures related to illness * First aid kit available to treat minor injuries * Emergency numbers on hand. | 4 | * Students informed of safe dance practice, sprung floor to mitigate slips, first aid on site if needed * Students reminded to re hydrate, bring bottled water and water is available to re fill bottles when needed. * Teachers to check students have their regular asthma medication / treatment plan/ Ventolin as required * Teachers advised to not bring any students to the theatre with signs of illness * Parents are to be called to pick up students who show signs of illness during the event | 5 | DoE Staff | Prior/ During |

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| **Situation** | **Anticipate** | **Find out** |  | **Eliminate or control** | | **Talk to others** | **You** |
| **PUBLICITY /MEDIA** | |  |  | | | | |
| Social Media | Social Media and photography | Students will be advised to refrain from using images and text on social media that may be harmful to the reputation of the DoE and or other students. | 4 | * Vigilance and education * DoE staff hire a professional photographer for archive, publicity and social media purposes. | 5 | DoE Staff | Prior / during |

**Relevant information attached: Yes No (Venue Map, Evacuation Procedures, Venue Risk Assessment, Public Liability)**

**You should report, monitor and review:**

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| Kristy Do Canto | **Position:**  **Position:** | Gala Coordinator/ Deputy Principal at Bexley North Public School | **Signed:**  **Signed:** |  |
|  |  |  |

**Prepared by:**

**Endorsed by:**

|  |
| --- |
| DanceSport Committee Team; Christopher Tan & Keryl Ball |

**Template prepared in consultation with:**

|  |
| --- |
| 1.9.22 |

**Review Date:**

**Communicated to –** *SOPA, DanceSport Confidence, All Participating schools.*

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| **NOTE: ARE THERE ANY ASSESSED RISKS AFTER CONTROLS THAT NEED TO BE ESCALLATED?**  Yes |  | No x |  |  |

**Likelihood criteria Consequence criteria**

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| --- | --- | --- | --- | --- |
| **Qualitative criteria**  *Hazard is:* | **Description** |  | **Category** | **Impact** |
| Very likely | Will probably occur in most circumstances | Extreme | Death or permanent injury |
| Likely | Might occur occasionally | High | Long Term illness |
| Unlikely | Could happen at some time | Medium | Medical attention and  several days off |
| Very Unlikely | May happen only in exceptional circumstances | Low | First aid needed |

**Risk rating matrix**

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| --- | --- | --- | --- | --- |
| **Consequence**  **criteria** |  | **Likelihood criteria** *Hazard is expected to occur* | |  |
| **Very Likely** | **Likely** | **Unlikely** | **Very unlikely** |
| **Extreme** | 1 | 1 | 2 | 3 |
| **High** | 1 | 2 | 3 | 4 |
| **Medium** | 2 | 3 | 4 | 5 |
| **Low** | 3 | 5 | 5 | 6 |

**Relevant information:** [Response to COVID-19 Posters](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/risk-management/media/documents/infection-control/COVID-19_response_poster-for-schools.pdf)

Infection control procedures: [Infection Control Procedures (PDF 452.69KB).](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/risk-management/media/documents/infection-control/GUID003_INFECTIONCONTROL.pdf)

# Infection control appendices

* [Appendix A - Standard precautions for Infection Control (PDF 182.82KB)](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/media/documents/FACT018_INFECTIONCONTROL.pdf)
* [Appendix B - Procedures for Spills or Blood and Other Body Substances (PDF 181.15KB)](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/media/documents/FACT045_APPENDIXBSPILLSOFBLOOD_v1.pdf)
* [Appendix C - Procedures for Contact with Blood or Body Fluids (PDF 167.88KB)](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/risk-management/media/documents/infection-control/FACT046_APPENDIXCCONTACTWITHBLOODYFLUID.pdf)
* [Appendix D - Procedures for Sharps Handling and Disposal (PDF 246.14KB)](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/risk-management/media/documents/infection-control/FACT047_APPENDIXDSHARPHANDLINGDISPOSAL.pdf)  [Appendix E - Procedures for Food Handling (PDF 196.1KB)](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/risk-management/media/documents/infection-control/FACT048_APPENDIXEFOODHANDLING.pdf)
* [Appendix F - Departmental Vaccination Guidelines (PDF 255.5KB).](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/risk-management/media/documents/infection-control/FACT049_APPENDIXFVACCINATIONGUIDE.pdf)

# Infection control fact sheets

* [Infection Control Practical guide for classroom teachers](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/risk-management/media/documents/infection-control/Infection_Control_-_Practical_guide_for_classroom_teachers.pdf)
* [Infection Control Practical guide for school environments](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/risk-management/media/documents/infection-control/Infection_Control_-_Practical_guide_for_school_environments.pdf)
* [Infection control Practical Guide for shared vehicles](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/risk-management/media/documents/infection-control/Infection_control_practical_guide_when_using_vehicles.pdf)
* [Infection Control Practical guide for use of Personal Protective Equipment](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/risk-management/media/documents/infection-control/Infection_Control_Practical_Guide_PPE.pdf)

# Health and hygiene support materials

* [Hygiene – Hand washing and gloving demonstration video](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/infection-control/hygiene-)
* [Personal Protective Equipment (PPE) demonstration video](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/infection-control/personal-protective-equipment--ppe--)
* [Cough etiquetteExternal link](https://www.health.nsw.gov.au/pandemic/Publications/cough-etiquette.pdf)
* [5 steps to stop the spread of respiratory illness](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/risk-management/media/documents/DOH-Respiratory-Hygiene-Poster.pdf)
* [How to wash and dry hands with soap and waterExternal link](http://www.health.nsw.gov.au/pandemic/Publications/hand-wash-community.pdf)
* [How to clean hands using an alcohol based liquor or hand rubExternal link](http://www.health.gov.au/internet/main/publishing.nsf/Content/FEBD5FAF9B3B6A0ACA257E35007F6928/$File/clean_hands_alcohol.pdf)  [How to fit and remove protective glovesExternal link](https://www.health.gov.au/internet/main/publishing.nsf/Content/30959FD5CB6016DACA257E35007F6921/$File/gloves.pdf)  [Travel Health (PDF 106.54KB).](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/media/documents/POST008_TRAVELHEALTH_V1.pdf)
* [Protect yourself from viruses.](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/risk-management/media/documents/infection-control/NSW_Health_Coronavirus.pdf)
* [Poster for schools - response to COVID-19 (PDF 98KB)](https://education.nsw.gov.au/content/dam/main-education/inside-the-department/health-and-safety/risk-management/media/documents/infection-control/COVID-19_response_poster-for-schools.pdf)

A number of FAQ’s and information on the Department’s response to COVID-19 are accessible via the links below:

* [COVID-19 advice for principals](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/infection-control/novel-coronavirus-staff-information#Frequently4) including principal FAQs
* [COVID-19 advice for staff](https://education.nsw.gov.au/inside-the-department/covid-19) including links to staff FAQs
* [COVID-19 advice for the public](https://education.nsw.gov.au/covid-19)