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| <b>Author</b>               | Tarek El-Semman                 | <b>Risk ID</b>         | LJRA0087b                        |
| <b>Risk assessment name</b> | COVID-19 Secure Risk Assessment | <b>Assessment type</b> | General                          |
| <b>Assessment Date</b>      | 26/07/2021                      | <b>Reviewed period</b> | Monthly (until further notice)   |
| <b>Approved by</b>          | Caroline El-Semman              | <b>Review date</b>     | Monthly between CES, TES and MFS |

| Description   |
|---|
| <p>This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that Little Jungle is COVID-19-Secure post the easing of England lockdown procedures on 16/07/2021. This risk assessment focuses primarily on:</p> <ul style="list-style-type: none"> <li>• Protecting all children, staff, and other adults who come into contact with Little Jungle (e.g. parents) from coming into contact with COVID-19 as much possible.</li> <li>• Maintaining the minimum level of staff to continue to provide the welfare needs of the children in our care.</li> <li>• Reducing the spread of Coronavirus (COVID-19)</li> </ul> |

| Hazard   | Who could be harmed and how?   | Existing controls   | Rating                     |
|--|--|---|----------------------------|
| 1. Risk of exposure to Covid-19 whilst cleaning the setting. | <p><u>Who:</u> All staff (including cleaners), children and contractors/ visitors.</p> <p><u>How:</u> Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However, the cleaning of all areas correctly will reduce</p> | <ol style="list-style-type: none"> <li>1. Appropriate disinfectant products used in line with COSHH assessments. All products to be used in-line with instructions for use, and dilution rates (if appropriate).</li> <li>2. Personal Protective Equipment (face covering and gloves) to be always worn.</li> <li>3. All cleaning cloths to be washed at a minimum of 60c after use.</li> <li>4. All cleaning processes to follow government guidelines where possible.</li> <li>5. Cleaning of all premises prior to opening each day to be carried out.</li> <li>6. Cleaning areas of high risk (for example a room where a positive Covid-19 case has been identified) will follow government guidance on how these rooms / areas are to be cleaned. For example, those cleaning the areas will wear additional PPE (gloves, apron, eye protection, N95 face mask). These will be disposed of via double bagged offensive waste bin liners and marked. This will then be stored for 72 hours before disposal in the offensive (yellow) bin.</li> </ol> | <p>Low<br/>(2 x 4 = 8)</p> |

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|  | <p>the risk of transmission overall.</p>   | <ol style="list-style-type: none"> <li>7. Increased frequency of cleaning throughout the setting will take place, with particular focus on communal areas, equipment, high-touch surfaces and food preparation areas.</li> <li>8. Increased cleaning of toys, play equipment and resources within the rooms and garden area. These will be cleaned daily. Toys and resources that are hard to clean will be removed until further notice (for example soft furnishings, toys with small parts) and placed into storage.</li> <li>9. The setting will be cleared of waste frequently.</li> <li>10. Given that most staff have been vaccinated against Covid-19 the risk of spreading and serious illness is reduced. Children are also less susceptible to encountering serious complications of Covid-19.</li> </ol>   |                            |
| <p>1. Risk of poor hand and respiratory hygiene control may lead to an increase in surface contamination</p> | <p><u>Who:</u> All staff (including cleaners), children and contractors/ visitors.</p> <p><u>How:</u> Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p> | <ol style="list-style-type: none"> <li>1. Staff members encouraged to wash clothing after work asap.</li> <li>2. Good hand hygiene established with children through the use of songs, games, and posters. All children, staff members and contractors / visitors required to wash their hands / sanitise upon arrival. Children will be supervised when washing hands.</li> <li>3. Good respiratory hygiene established with immediate disposal of tissues into the bin with regular collections. Children will be supported to carry out good hygiene when they cough or sneeze.</li> <li>4. High standards of food safety in place in-line with existing food safety and hygiene standards of the setting. This includes washing, cleaning of deliveries upon arrival, cleaning utensils and plates. We limit the movement of people to issue food, and food preparation and dining areas will be subject to thorough cleaning.</li> <li>5. Increased hand washing facilities (e.g. in the garden). Where this is not possible hand sanitiser will be provided (e.g. at entrance/exit points, garden, in rooms).</li> <li>6. Laundering of items carried out as per manufacturer’s instructions using the warmest possible, and drying items completely. Dirty laundry that has been in contact with an unwell person can be washed other people’s items. Laundry will not be shaken to minimise dispersing the virus through the air. Any item used to transport laundry should be cleaned and those handling laundries will wear PPE including gloves.</li> <li>7. Noise levels reduced to prevent the need to raise voices. Sources of noise are kept to a minimum to prevent the need for people to shout and raise voices which may increase risk of respiratory droplets transmitting infection.</li> </ol> | <p>Low<br/>(2 x 4 = 8)</p> |

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|   |  | <ol style="list-style-type: none"> <li>8. Relevant posters and signs displayed to remind staff members to wash hands regularly.</li> <li>9. Given that most staff have been vaccinated against Covid-19 the risk of spreading and serious illness is reduced. Children are also less susceptible to encountering serious complications of Covid-19.</li> </ol>   |                            |
| <p>2. Risk of the attendance of people within the setting increasing the risk of Covid-19 transmission.</p> | <p><u>Who:</u> All staff (including cleaners), children and contractors/ visitors.</p> <p><u>How:</u> Increased risk of Covid-19 transmission.</p> | <ol style="list-style-type: none"> <li>1. Staff informed regularly on changing processes around Covid-19 processes, and this is discussed weekly as a standing agenda point at the management meeting, with updates cascaded through the various teams during weekly team meetings.</li> <li>2. Where possible remote working is encouraged (although given the nature of the sector this will apply to very few staff members). All working from home arrangements must be agreed with the directors prior to being put in place.</li> <li>3. Review of EHC Plans carried out. Those children with EHC plans or with SEN will have their cases reviewed to ensure the control measures in place accommodate their needs or that their attendance at Little Jungle is safe and suitable for them.</li> <li>4. Sleeping arrangements to be reviewed to be socially distant where possible (e.g. beds spaces apart or top-and tail arrangements put in place.</li> <li>5. Machines which require “touch” to be disabled or modified (e.g. water dispenser).</li> <li>6. Ventilation on-site to be increased as much as possible where this does not increase any risks to the safety or security of children and staff at Little Jungle.</li> <li>7. Vulnerable staff proactively supported and protected. Where staff members are at an increased risk of Covid-19 and it’s associated complications, each case will be assessed individually to ensure they are adequately protected and supported. This may include BAME employees, pregnant women, or those with underlying health conditions. Appropriate individual risk assessments will be completed where required. Government guidance for those deemed clinically vulnerable and clinically extremely vulnerable will be followed.</li> <li>8. Where a staff member is required to self-isolate due to themselves or their household having symptoms or a positive test result, being required by NHS Test &amp; Trace or due to travel quarantine requirements they will not be permitted to attend Little Jungle premises.</li> </ol> | <p>Low<br/>(2 x 4 = 8)</p> |

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|  |   | <p>9. Given that most staff have been vaccinated against Covid-19 the risk of spreading and serious illness is reduced. Children are also less susceptible to encountering serious complications of Covid-19.</p>  |                            |
| <p>3. Risk of activities where social distancing cannot be followed in full, leading to increased risk of transmission of the virus to being in close proximity. This includes entrances/exits, common areas as well as the main setting. It is recognised that it will be hard to ensure that younger children or those with additional needs may not be able to adhere to social distancing.</p> | <p><u>Who:</u> All staff (including cleaners), children and contractors/ visitors.</p> <p><u>How:</u> Increased risk of Covid-19 transmission by being in close proximity to each other.</p>                | <p>1. Ventilation will be improved in all areas and rooms where this is possible, and is safe to children and staff.</p> <p>2. Regular high-touchpoint cleaning to be carried out throughout the day.</p> <p>3. Increased handwashing to be carried out by all staff members, contractors and children.</p> <p>4. PPE (including N95 face coverings) will be used in certain circumstances as follows:</p> <ul style="list-style-type: none"> <li>• Staff supporting a child with Covid-19 symptoms must wear full PPE (N95 face covering, gloves, apron and eye protection)</li> <li>• Staff deep cleaning areas / rooms where a confirmed case of Covid-19 has been present must wear full PPE (N95 face covering, gloves, apron and eye protection).</li> </ul> <p>5. Given that most staff have been vaccinated against Covid-19 the risk of spreading and serious illness is reduced. Children are also less susceptible to encountering serious complications of Covid-19.</p> | <p>Low<br/>(2 x 4 = 8)</p> |
| <p>4. Risk of adults and children who display symptoms of Covid-19 spreading the virus to others within the setting.</p>   | <p><u>Who:</u> All staff (including cleaners), children and contractors/ visitors.</p> <p><u>How:</u> An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new</p> | <p>1. All cases of symptoms of Covid-19 (adults and children) must be recorded and tracked and updates regularly communicated to staff and parents. Where applicable additional risk assessments to be undertaken to understand spikes in Covid-19 related symptoms / transmission.</p> <p>2. Regular communication with staff and parents on the procedure if anyone in their household has any symptoms that they cannot attend and what the procedure is if someone develops symptoms on-site.</p> <p>3. For returning staff members a return-to-work interview to be conducted.</p> <p>4. Staff, children and all adults entering the premises should wash or sanitise hands.</p> <p>5. Health of those showing symptoms to be monitored closely.</p>  | <p>Low<br/>(2 x 4 = 8)</p> |

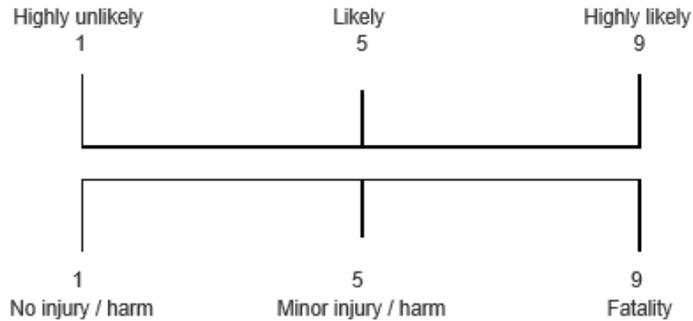
|  |   |   |                            |
|--|---|---|----------------------------|
|  | <p>continuous cough or loss/change in sense of taste or smell which may lead to increased risk of transmission of Covid-19.</p>   | <ol style="list-style-type: none"> <li>6. Liaison with local health authority and OFSTED when cases are confirmed to request further guidance and register all confirmed cases.</li> <li>7. People who show symptoms of Covid-19 to leave the premises immediately. For children, a staff member will isolate the child wearing full PPE as previously mentioned and wait for a parent or carer to pick the child. The area where the child is being looked after should be cleaned and disinfected thoroughly once child has been picked up.</li> <li>8. People not to return to the setting and self-isolate / test as per government guidance immediately.</li> <li>9. Where a staff member or child tests positive for Covid-19 close contacts may be sent home and advised to self-isolate based on current government guidelines. The household of those sent home may not be required to self-isolate (government guidelines will be communicated to all to ensure thorough understanding of the current guidelines).</li> <li>10. Deep cleaning and decontamination of the areas where the infected person was present will be undertaken. All waste items from these areas will be disposed of as per current government guidelines.</li> <li>11. Given that most staff have been vaccinated against Covid-19 the risk of spreading and serious illness is reduced. Children are also less susceptible to encountering serious complications of Covid-19.</li> <li>12. The setting will follow all guidance, protocols and advice by the government, PHE and NHS test and trace at all times.</li> </ol> |                            |
| <p>5. Risk of staff members and children sharing common items, toys, resources and equipment increasing the likelihood of the spread of Covid-19</p> | <p><u>Who:</u> All staff (including cleaners), children and contractors/ visitors.</p> <p><u>How:</u> Coming into contact with contaminated surfaces may lead to contraction of Covid-19.</p> | <ol style="list-style-type: none"> <li>1. All items to be cleaned regularly (daily) using appropriate cleaning products.</li> <li>2. Daily rota of high-touch point cleaning using appropriate cleaning products.</li> <li>3. Good hand washing / hygiene procedures in place for all adults and children.</li> <li>4. Items will not be sent home where possible.</li> <li>5. Documentation to be issued electronically where possible to staff and parents.</li> <li>6. All phones to be cleaned after each use (including office phones).</li> <li>7. Sanitiser will be made available to all visitors.</li> <li>8. All visitor records will be kept.</li> <li>9. Given that most staff have been vaccinated against Covid-19 the risk of spreading and serious illness is reduced. Children are also less susceptible to encountering serious complications of Covid-19.</li> </ol>   | <p>Low<br/>(2 x 4 = 8)</p> |

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| <p>6. Risk of staff members and or other adults / children from outside the setting meeting and thereby increasing the likelihood of the spread of Covid-19</p>  | <p><u>Who:</u> All staff (including cleaners), children and contractors/ visitors.<br/><br/><u>How:</u> Increased risk of Covid-19 transmission.</p>                | <ol style="list-style-type: none"> <li>1. Meetings should be held in well ventilated locations.</li> <li>2. Providing sanitiser.</li> <li>3. Given that most staff have been vaccinated against Covid-19 the risk of spreading and serious illness is reduced. Children are also less susceptible to encountering serious complications of Covid-19.</li> </ol>  | <p>Low<br/>(2 x 4 = 8)</p> |
| <p>4. Risk of travel to and from work or use of public transport may lead to an inability to maintain social distancing.</p>   | <p><u>Who:</u> All staff<br/><br/><u>How:</u> Increased risk of exposure to Covid-19 due to inability to socially distance with general public or other adults.</p> | <ol style="list-style-type: none"> <li>1. Alternative modes of transport will be encouraged (cycling and walking).</li> <li>2. Where possible staff can work from home. This will depend on the nature of the work.</li> <li>3. Staff provided face coverings free of charge.</li> <li>4. Given that most staff have been vaccinated against Covid-19 the risk of spreading and serious illness is reduced. Children are also less susceptible to encountering serious complications of Covid-19.</li> </ol> | <p>Low<br/>(2 x 4 = 8)</p> |
| <p><b>Further control measures</b></p>   |   |  |                            |
| <ol style="list-style-type: none"> <li>1. Rapid Antigen / Later Flow Device test kits will be made available to staff and all staff members to regularly take these tests as per government guidance.</li> <li>2. Little jungle will communicate updates to government guidance, changes to processes and procedures and other updates around the response to Covid-19 as required.</li> <li>3. Little Jungle will continually review cleaning and disinfecting products (including hand sanitiser) to ensure that these are capable of neutralising Covid-19, and new emerging variants.</li> <li>4. Little Jungle will notify all members, parents and post the risk assessment on our webpage and notify them when there is a change of this document, updating it on the webpage.</li> </ol> |   |  |                            |

| Assessment Review date | Changes    |
|------------------------|------------|
| 01/08/2021             | No changes |
| 01/09/2021             | No changes |

**Risk rating explanation**

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.



|   |    |    |    |    |    |    |    |    |          |
|---|----|----|----|----|----|----|----|----|----------|
|   | 9  | 18 | 27 | 36 | 45 | 54 | 63 | 72 | 81       |
| 9 | 18 | 27 | 36 | 45 | 54 | 63 | 72 | 81 |          |
| 8 | 16 | 24 | 32 | 40 | 48 | 56 | 64 | 72 |          |
| 7 | 14 | 21 | 28 | 35 | 42 | 49 | 56 | 63 |          |
| 6 | 12 | 18 | 24 | 30 | 36 | 42 | 48 | 54 |          |
| 5 | 10 | 15 | 20 | 25 | 30 | 35 | 40 | 45 |          |
| 4 | 8  | 12 | 16 | 20 | 24 | 28 | 32 | 36 |          |
| 3 | 6  | 9  | 12 | 15 | 18 | 21 | 24 | 27 |          |
| 2 | 4  | 6  | 8  | 10 | 12 | 14 | 16 | 18 |          |
| 1 | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  |          |
|   |    |    |    |    |    |    |    |    | Severity |

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable.
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately.
- Risk has been categorised as HIGH: Immediate action required to reduce the risk.