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<b>Risk assessment name</b>	COVID-19 Secure Risk Assessment	<b>Assessment type</b>	General
<b>Assessment Date</b>	01/06/2020	<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. 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 as 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 worn at all times.</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>Medium (2 x 5 = 10)</p>

	<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> </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 laundry 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> <li>8. Relevant posters and signs displayed to remind staff members to wash hands regularly.</li> </ol>	<p>Medium (2 x 5 = 10)</p>

<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. Controlled movement of people throughout the setting, use of one-way systems, separate entrance and exits, and reducing the numbers of people at crossover points areas. Using signs and markings where appropriate, and monitoring the regulation of traffic throughout the setting daily.</li> <li>2. Emergency plans updated and communicated. People do not have to adhere to social distancing where there is an emergency such as fire. Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards thorough handwashing.</li> <li>3. Face coverings to be worn by staff where required and in line with government guidelines particularly in areas where the layout of the setting make it difficult to maintain social distancing or when crossing bubbles or moving around the setting. Face coverings must be worn by staff at pick-up and drop-off, and parents are asked to also wear face coverings during these times.</li> <li>4. 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>5. Outings will take place, in line with government guidance. There will be no use of public transport, and the trips will be limited to areas where social distancing can be maintained.</li> <li>6. Drop-off and pick-up times will be managed by in each setting, with parents not given access to either building. Children will be collected from parents (drop-off) or brought to parents (pick-up). Parents are encouraged not to congregate in-front of each setting, and to follow specific routes and to wear face coverings.</li> <li>7. 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>8. Four bubbles will be implemented (Tiny Tigers, Cheeky Chimps, Crazy Crocs and Operations) reflecting each physical classroom and ancillary staff deployment.</li> <li>9. Restrict movement of staff members throughout the setting. All staff members are discouraged from carrying out non-essential trips within premises, using phones, email, walkie-talkies to communicate with others. Staff will be assigned into a bubble, and must not mix outside of this bubble unless absolutely required. If mixing then PPE must be worn and the time restricted as much as possible. Staff should not congregate in the office or communal areas even if connected to the same bubble. Job rotation is minimised</li> </ol>	<p>Medium (2 x 5 = 10)</p>
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		<p>between rooms. Meetings moved to video conference as much as possible. Where possible deploying the same cover staff to each bubble.</p> <ol style="list-style-type: none"> <li>10. Restrict movement of children throughout the site. All children will be assigned to one bubble, and will be discouraged to mix with children from other bubbles. Outside areas will also be assigned to only one bubble (e.g. Cheeky Chimps and Crazy Crocs will have separate outdoor spaces).</li> <li>11. Children settling-in processes will mean that parents are able to enter the building for short periods. Where possible the number of parents and the times should be restricted and if at all possible, a face covering worn.</li> <li>12. 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>13. Signage and floor markings in place to remind people of the requirement for social distancing.</li> <li>14. 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>15. Machines which require “touch” to be disabled or modified (e.g. water dispenser).</li> <li>16. 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>17. 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>18. Where a staff member is required to self-isolate due to themselves or their household/bubble 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> <li>19. Office workstations to be organised to support social distancing. Hot desking in the office will also not be permitted. Office phones should be cleaned regularly.</li> </ol>	
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<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>	<ol style="list-style-type: none"> <li>1. Staff members to avoid face to face work where possible.</li> <li>2. Ventilation will be improved in all areas and rooms where this is possible, and is safe to children and staff.</li> <li>3. Regular high-touchpoint cleaning to be carried out throughout the day.</li> <li>4. Increased handwashing to be carried out by all staff members, contractors and children.</li> <li>5. Staff (including cover staff) will be allocated a specific “bubble” to work in.</li> <li>6. Adding physical barriers where possible (for example in the 2-5s building staff room, lockers will act as a barrier between Chimps and Crocs staff who use the room. Staff will also be expected to wear a face covering unless eating in this staff room).</li> <li>7. Where social distancing is not possible time spent in these situations will be kept to an absolute minimum. Certain roles / tasks will be assessed to ensure they are necessary given the lack of ability to maintain social distancing.</li> <li>8. PPE (including N95 face coverings) will be used in certain circumstances as follows:                         <ul style="list-style-type: none"> <li>• Staff manning the doors for drop-off and pick up must wear a face covering</li> <li>• Staff supporting a child with Covid-19 symptoms must wear full PPE (N95 face covering, gloves, apron and eye protection)</li> <li>• Staff in the 2-5s staff room must wear a face covering</li> <li>• Staff who are acting as housekeeper in the 2-5s building must wear a suitable face covering (ideally N-95 face mask) and gloves / apron when handling laundry.</li> <li>• Staff who cross bubbles (e.g. entering the office, or the Tigers housekeeper coming to the 2-5s building) must wear a face overing.</li> <li>• Cleaners must wear a face covering.</li> <li>• Staff deep cleaning areas / rooms where a confirmed case of Covid-19 has been present must we are full PPE (N95 face covering, gloves, apron and eye protection).</li> </ul> </li> </ol>	<p>Medium (2 x 6 = 12)</p>
<p>4. Risk of adults and children who display symptoms of Covid-19 spread the virus to</p>	<p><u>Who:</u> All staff (including cleaners), children and contractors/ visitors.</p>	<ol style="list-style-type: none"> <li>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.</li> </ol>	<p>Medium (2 x 5 = 10)</p>

<p>others within the setting.</p>	<p><u>How:</u> An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new 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>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.</li> <li>3. For returning staff members a return-to-work interview to be conducted.</li> <li>4. Staff, children and all adults entering the premises should wash or sanitise hands.</li> <li>5. Health of those showing symptoms to be monitored closely.</li> <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 the rest of the bubble 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. The setting will follow all guidance, protocols and advice by 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</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. Removal of hard to clean items from the setting.</li> <li>5. Food utensils will not be shared.</li> <li>6. Personal items will not be shared.</li> <li>7. Items will not be sent home where possible.</li> <li>8. Resources, toys and equipment not to be shared across bubbles.</li> </ol>	<p>Medium (2 x 5 = 10)</p>

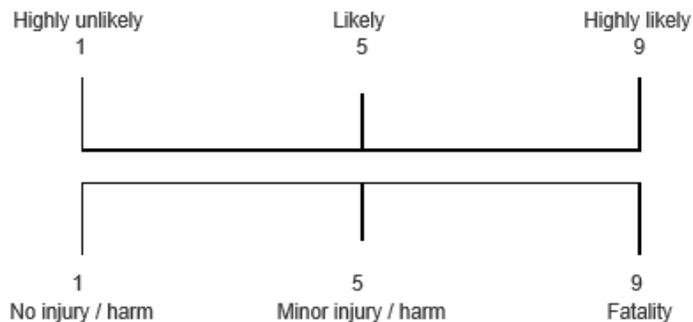
	<p>contraction of Covid-19.</p>	<ol style="list-style-type: none"> <li>9. All visitors to be pre-arranged and times staggered. Non-essential visitors will not be allowed on-site. Where possible visits to be arranged outside of normal opening hours or meetings held using video conferencing.</li> <li>10. Documentation to be issued electronically where possible to staff and parents.</li> <li>11. All phones to be cleaned after each use (including office phones).</li> <li>12. Teams to communicate with each other using walkie-talkies to avoid face to face contact.</li> <li>13. Parents will not have access to the buildings for drop-off and pick-up. Where a parent wants to pick-up or drop off items this should be pre-arranged with the office. Parents will be informed of the drop-off and pick-up procedures as these develop over the months ahead.</li> <li>14. Sanitiser will be made available to all visitors.</li> <li>15. All visitor records will be kept.</li> <li>16. First round interviews will be conducted in the Baptist Church and socially distanced. Working Trials will be conducted as normal, but with the applicant requested to maintain social distancing from other staff where possible, and to practice good hand and respiratory hygiene.</li> </ol>	
<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.</p> <p><u>How:</u> Increased risk of Covid-19 transmission.</p>	<ol style="list-style-type: none"> <li>1. Where possible meetings should occur remotely.</li> <li>2. Meetings should be held in well ventilated locations.</li> <li>3. Not sharing of equipment (e.g. pens).</li> <li>4. Maintaining social distancing where possible. Arranging chairs and desks to promote social distancing.</li> <li>5. Providing sanitiser.</li> <li>6. Cleaning area after meetings have taken place.</li> </ol>	<p>Medium (2 x 5 = 10)</p>
<p>7. 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</p> <p><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. Car sharing with people from different households will be discouraged.</li> <li>2. Alternative modes of transport will be encouraged (cycling and walking).</li> <li>3. Where possible staff can work from home. This will depend on the nature of the work.</li> <li>4. Staff provided face coverings, personal hand gel and other forms of PPE free of charge.</li> </ol>	<p>Medium (2 x 5 = 10)</p>

**Further control measures**

1. Where possible Little Jungle will undertake regular surface PCR testing, hold all certificates for future reference and act upon results immediately. Results will be shared with all staff and parents once confirmed.
2. Rapid Antigen test kits will be made available to staff (free of charge) if they develop symptoms whilst at Little Jungle, and to parents of children who develop symptoms for a nominal charge.
3. Little jungle will communicate updates to government guidance, changes to processes and procedures and other updates around the response to Covid-19 regularly, usually multiple times per week.
4. 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.
5. Little Jungle will post this risk assessment on our webpage ([www.littlejungle.co.uk](http://www.littlejungle.co.uk)) and notify all staff and parents when there is a change to this document. The version on the webpage will always be the latest version.

**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
	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
Probability									
									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.