

**Detailed Summary
of
areas considered and actions taken
to mitigate
Coronavirus and COVID-19 Risks
at
Chuckle Bunnies Day Nursery.**

V3.0

1 Risk Assessment

- 1.1 Each process and activity has been evaluated from the point of view of making them COVID-19 Secure.
- 1.2 Each child related activity and plaything was identified and then determined for Safety given the COVID-19 situation.
- 1.3 The process, ways of working and activities were either redesigned to make them COVID-19 secure or removed.
- 1.4 The aim of the risk assessments and the process re-engineering was to ensure that every aspect of nursery operation was made safe.
- 1.5 Various details and information informed the risk assessments: These included: The NDNA and associated national forums guidance, Government Guidance For Schools including implementing protective measures, Operating a Food/Restaurant business, Operating an Office.
- 1.6 The templates and guidance' were NOT just copied and pasted, they were thoroughly assessed and taken into account when process reengineering and activity redesign took place. Being COVID-19 secure was the 1st and overriding Key Success Factor when judging the re-design.
- 1.7 The resultant redesigns were documented in policies and procedures, staff were trained and involved in the testing and embedding of the new ways of working and where appropriate further re-designing took place.
- 1.8 The nursery is adopting a 3 layered approach embracing that all people using the nursery have a part to play even when not at nursery. The hierarchy of control measures it is believed is the most effective implementation of risk reduction.

2 Hygiene procedures

- 2.1 These have been fully reviewed and where appropriate redesigned, documented and implemented through training and observation.
- 2.2 The nursery already had a high focus on Hygiene but this has been increased as appropriate.

3 Health and safety

- 3.1 This has been fully reviewed and where appropriate redesigned, documented and implemented through training and observation.
- 3.2 The nursery already had a high focus on Health and Safety but this has been increased as appropriate.
- 3.3 The Nursery has introduced measures which make the nursery COVID-19 secure.

4 RIDDOR reporting

- 4.1 The nursery and staff are already aware of it's responsibilities under RIDDOR
- 4.2 The nursery is aware of it's RIDDOR responsibilities relating to COVID-19 and staff know what to do. ie. That RIDDOR reporting is required if
 - 4.2.1 A worker had been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work.
 - 4.2.2 A Worker dies as a result of occupational exposure to coronavirus eg. Due to the situation above.

5 Fire procedures

- 5.1 Fire procedures have been considered as part of the risk assessment process. Social distancing will be maintained as much as is practical but it is felt that imminent risk of death due to a fire would take precedence over social distancing where this was not possible.

6 Maintaining social distance rules

- 6.1 There has been a great deal made of the “fact” that children as young as 5 years old and below are incapable of social distancing. We have found this “fact” to be untrue.
- 6.2 People have become used to queuing and social distancing for supermarkets and so a new language of symbols has developed. The nursery’s approach to social distancing when parents are picking up and dropping off is based upon these now well established new norms. Queues are kept 2m apart (with little activities for the children to do if waiting). Parents stand back from the door whilst it is opened. Only people who need to enter the nursery are allowed to and handover is done in the open air.
- 6.3 People in general are required as part of attending the nursery to adopt government mandated social distancing in the outside world.
- 6.4 Within the nursery, staff and children have found innovative ways to redesign the great majority of activities to allow social distancing and to still have fun.
- 6.5 Management is making this one of the main focuses for the new norm.

7 Cross infection

- 7.1 This has been covered in depth during the process reengineering and risk assessments
- 7.2 Opportunities for cross infection have been designed out of the way of working wherever possible.
- 7.3 Where it was not possible to design out cross infection opportunities, measures such as sterilisation or disinfection have been applied.
- 7.4 One of the most important aspects of stopping cross infection is that of stopping the virus entering the body.
 - 7.4.1 As the virus is believed to enter the body either via the nose/mouth or the eyes it is essential that the indirect route of transmission is removed. Social distancing deals mostly with the direct transmission route. Not getting the virus on your face is the main indirect route of transmission.
 - 7.4.2 Not touching ones face is therefore a very important, powerful and effective new normal to adopt.
 - 7.4.3 Staff will be educated and monitored on the touching of their own face. Whilst this is challenging it is essential in protecting themselves against coronavirus. Staff members will be encouraged to remind their colleagues if they see them touching their face, also so will management and indeed as part of the children’s education, the children will be encouraged to assist as well.
 - 7.4.4 Staff will educate and then monitor the children to ensure they do not touch their own face. Children will also be encouraged to help each other learn this new skill.
 - 7.4.5 Habits are difficult to break – but they can be broken and new behaviours put in their place. The main thing is being aware and noticing that one is about to do the behaviour and then choosing to do something else. Over time this new behaviour becomes the habit.

8 Hand washing provision

- 8.1 Hand washing is an extremely important and vital part of stopping the spread of the virus. This together with NOT touching ones face becoming the new norm are at the top of behaviours that MUST be learned and embedded to the same level as breathing itself.
- 8.2 Hand washing and doing it properly is stressed.
- 8.3 Management is making this one of the main focuses of the norm.
- 8.4 Children will be taught how to wash their hands properly and encouraged unyieldingly to do this and do it properly.
- 8.5 Management will be vigilant in ensuring staff adhere to this and equally staff will ensure the children all adhere to this.

9 Sharing of resources

- 9.1 This has been considered and either removed or measures put in place

10 Using outdoor space and equipment

- 10.1 This has been considered and the use of outside equipment has either been removed or appropriate measures put in place.

11 Waste disposal

- 11.1 A lot more waste should now be considered to be clinical hazardous waste and therefore double bagged before disposal.
- 11.2 The Nursery's Euro bin has been identified as still being suitable for waste disposal.
- 11.3 Tissue's used by children/staff will now be considered to be highly infected. The nursery already uses foot operated pedal bins for tissue disposal and the foot operation will be enforced.
- 11.4 When emptying the bins the inner bin liner will be put in a black refuse sack without the staff member touching the contents.
- 11.5 Staff will be encouraged to be very mindful of waste being contaminated and therefore a potential source of infection. Staff members MUST wear gloves when dealing with this type of waste.

12 Process for play equipment e.g. water and sand pose potential challenges with cross contamination.

- 12.1 Each activity the children comes into contact with has been individually assessed.
- 12.2 Some activities have been redesigned to allow the removal of cross contamination issues.
- 12.3 For some activities, it has been decided that on balance it was best to remove them from being used within the nursery.

13 Cleaning before opening and daily practice

- 13.1 The cleaning schedules were already rigorous and structured, however, they have all been reviewed and redesigned given this new threat.
- 13.2 Redesigned cleaning schedules and lists have been implemented.

14 Handles, surfaces, toys, soft furnishings

- 14.1 Handles and surfaces have been considered and appropriate measures have been documented and implemented.
- 14.2 Each toy type has been considered and where measures were possible they have been implemented. Where no measures could easily be implemented then the toy has been removed from the circulation in the nursery and the toy rota updated.
- 14.3 Soft furnishings and soft toys. All identified and assessed. Items mostly removed.

15 Children attending more than one setting and how you will review this based on government advice.

- 15.1 School collections and drop offs will no longer be carried out at this time.
- 15.2 Parents will be encouraged that the number of settings a child attends should preferably be kept to one. Each child's situation will be considered on an individual case by case basis. However, the overriding basis will be the safety of all those attending. Where the attendance of 2 settings is not essential then the parent will most likely be asked to make a choice – hopefully choosing the nursery over the other setting.

16 Drop off and collection

- 16.1 The processes of Drop off and Collection have been redesigned taking into account keeping the nursery as a safe Sanctuary and COVID-19 Secure.
- 16.2 Specific documentation has been put in place.
- 16.3 In Overview:
 - 16.3.1 No one but the child will enter the nursery.
 - 16.3.2 Social Distancing markers have been installed and will be enforced.
 - 16.3.3 Handover will occur outside of the nursery.
 - 16.3.4 No child will be let in if they have a temperature or if a member of their household has or is suffering from COVID-19 symptoms.
 - 16.3.5 Items entering into the nursery will be restricted to those which are essential. Eg. Pushchairs or child toys etc will not be allowed into the nursery.

17 Staggering children's start and end times

- 17.1 The nursery already has many different start and finish times which parents take up.
- 17.2 Where overcrowding is observed or becomes apparent then the reasons will be assessed (to see if it was a temporary issue) and then parents will be approached to see if it was possible to spread the start/collection times.

18 Phasing in children e.g. starting with the older children who are due to go to reception

- 18.1 Following talking to parents it may be that some sort of phasing may be required.

19 Local arrangements – contact with Local Authorities for specific local information

- 19.1 Local authority contact is being maintained through the channels that have been put in place.

20 Organising staff and children

- 20.1 Children have always been in small groups and this will continue.
- 20.2 As far as possible the groups will remain consistent however, it must be understood that only some children are in all week and some only attend for a couple of days a week. Given this situation it is NOT possible to ensure that children are always with the same children for each and every session.
 - 20.2.1 Given that only children who are well and whose household has not suffered from COVID-19 symptoms will be attending then when taking into account all the other hierarchy of protective measures the risk provided by this mixing of children is low.
 - 20.2.2 Groups will be kept as stable (in terms of those attending) as possible.

21 How you will keep the distancing measure between small groups

- 21.1 This is quite straight forward and not that different from what normally occurs.
- 21.2 Only one group will be allowed in the corridor at any one time as far as possible.
- 21.3 If 2 groups are in the same vicinity they will be kept 2m apart from the other group and for as shorter time as possible.
- 21.4 It is not envisaged that groups will come into contact with each other very often at all.

22 Transitioning Children Into Nursery (new or returnees)

- 22.1 Given the current Pandemic children's safety, well-being and safeguarding from danger has become even more pressing and important than it has ever been.
- 22.2 The Hierarchy of protective measures relies on each individual doing their part. This includes the children.
- 22.3 As with any new or unfamiliar environment children will want to feel safe and secure. To do this they need to understand how this new environment works and what their part in it is. It is therefore essential that from day 1 children are helped to learn what is and what is not expected of them.
- 22.4 The nursery already used the concept of Golden Rules. These have now been increased to include those necessary to make safe and healthy choices in this new world of coronavirus.
- 22.5 Where groups of children start nursery, it is seen that their learning, adoption and following of these enhanced Golden Rules essential with very little else being more important. To this end discussions, practices encouragements will occur. Children tend to want to fit in and behave as the others in the group and so their peers following the safe ways at nursery (The Golden Rules) will soon mean they are following them too.
- 22.6 The above must NOT be misunderstood. Its not what is delivered it is how. The extended golden rules are no different. It will be put over in a fun, matter of fact, non-scary way so that it is seen as the fun thing to do.
- 22.7 We have found that the combination of the redesigned activities and redesigned Enabling Environment provide the perfect basis for the children to be safe whilst having a great deal of fun.
- 22.8 The above has been confirmed to work extremely successfully while we have been open looking after Key Worker children.

23 Car parking marking out and arrangements/distancing between children and parents e.g. cones and safety fencing

- 23.1 The car park has been marked out
- 23.2 A separate waiting/queuing area has been produced for pedestrians
- 23.3 Social distancing is therefore perfectly possible as discussed previously.

24 Staggered breaks – both children and staff

- 24.1 Children
 - 24.1.1 Breaks for children are not really something that occurs in the nursery.
 - 24.1.2 The times the children have snack is already different for each group
 - 24.1.3 Breakfast, lunch and tea are occasions when children are in the studio at the same time. However, we have looked at the numbers in on each day and identified how the children will be both socially distanced from each other and the other groups.
- 24.2 Staff
 - 24.2.1 Staff breaks are done via the staff rota and generally staff do not have breaks together. Given the new normal, this approach will be ensured further.

25 Staggered outdoor activities

- 25.1 The nursery's normal way of working involves having different groups outside at different times. This approach will continue.

26 Assessment of layout and environment

- 26.1 The layout of the environment has been assessed and inline with the concept of "The Enabling Environment", the environment and its layout has been modified where appropriate to foster by default the types of behaviours now required. Eg. Social Distancing and Cross Contamination.

27 How you will respond to suspected cases e.g. isolation of staff/children

- 27.1 Specific procedures have been produced covering these eventualities.
- 27.2 A separate room has been made available specifically for this purpose and PPE will be available for use.

28 Isolation periods

- 28.1 The standard Government guidelines will be followed concerning Isolation Periods (relating to both the child/staff member and the household).
- 28.2 All staff and their household will follow and adhere to the government guidelines on Isolation periods

29 Cleaning and closure arrangements if suspected or actual cases occur

- 29.1 The government guidance will be followed.

30 Monitoring and managing sickness for children

- 30.1 Only well children will be allowed into the nursery
- 30.2 Staff will monitor the children's health even more closely than is usual.
- 30.3 Should a child become unwell then they will be assessed and if appropriate isolated until collected.
- 30.4 If well enough to walk, the child will be taken to the parent at the nursery door.
- 30.5 The room will then be cleaned following the procedure.
- 30.6 Unwell children will be sent home
- 30.7 If the symptoms may indicate COVID-19 then it will be assumed it is COVID-19 unless proven by testing or a medical professional. Proof of this will be sought.

31 Monitoring and managing sickness for staff

- 31.1 Management and other staff will monitor each others health.
- 31.2 Anyone feeling unwell should report this immediately and will probably need to leave the premises.
- 31.3 Isolation periods etc will be adhered to.

32 Isolation areas for children/staff showing signs of COVID-19

32.1 An Isolation area has been set aside.

33 Emergency contact details (Staff and Children)

33.1 Emergency contact details for both Staff and Children are routinely obtained – this will continue.

33.2 The accuracy of these details will be checked and updated on a regular basis.

34 Emergency contact procedures (Staff and Children)

34.1 These are already in place and will be followed.

35 Travelling to work/nursery

35.1 Parents and staff are encouraged to follow the government guidance.

36 Staff uniforms

36.1 It is best if staff change in and out of their uniforms at nursery.

36.2 It is best that staff attend nursery in clean uniform each day.

37 Settling in children

37.1 The current settling policies and procedures have been reviewed and a COVID-19 secure addendum has been produced,

38 Maintenance and premises checks

38.1 The nursery already follows stringent maintenance and premises checks before and after sessions.

38.2 The current procedures will continue but enhanced to take into account coronavirus.

39 Parental Demand for Childcare

39.1 All parents are contacted regarding returning.

39.2 The discussions have taken into account many many things including what parents now need.

39.3 If parental demand (for what ever reason) is low the nursery will determine whether it is still viable

39.4 To assist viability the nursery may:

39.4.1 Keep some staff furloughed

39.4.2 See if parents will change their patterns of care so as to balance out demand for care.

39.4.3 It may be that return for some children who were attending may be delayed.

40 Understand the risks of children attending more than one setting.

40.1 The risks of attending multiple settings have been discussed above. A full analysis has been completed.

41 Methods of remote communication

41.1 Facebook page to show what is occurring

41.2 Telephone

41.3 The nursery does not have the capability to carry out video conferencing and does not have the funds to acquire this capability and to fully secure the technology. This may be something that is looked at in the future but currently the nursery is focussing on ensuring children may return and be safe.

42 Managing new intake – eg. Tours

- 42.1 As much as possible communication will be done initially by telephone.
- 42.2 Photographs of the nursery (inside and out) are available via the nursery website.
- 42.3 Photographs of the activities and the nursery surroundings are also available on the nursery's facebook page.
- 42.4 We are finding that parents are not satisfied in booking a place for their child without physically entering the building. Whilst from a COVID-19 point of view this is not ideal – it is very understandable that this is what parents want. This is even more important at this time.
- 42.5 With the above in mind Tours of the nursery will still be carried out. However the following will be in force:
 - 42.5.1 Health check will be done on those planning to attend at time of arranging it.
 - 42.5.2 At the time of arranging the tour it will be explained that those touring MUST wear a face covering at all times during the tour.
 - 42.5.3 Only 1 person plus the child will be able to view at any one time.
 - 42.5.4 When the person arrives the health checks will be redone together with taking their temperature. Anyone failing this will be asked to return after they have been clear for the appropriate length of time.
 - 42.5.5 At this point the person touring has been deemed to be symptom free and to present a low risk to the nursery. However, visitors will also be required to wear face coverings during the Tour. They will be informed of this at the time of arranging the tour and so should any arrive for the Tour without a face covering staff will apologise and politely decline entry stating the reasons this is being done.
 - 42.5.6 The nursery has worked out how social distancing between the person touring and the member of staff conducting the tour will be maintained at all times.
 - 42.5.7 The tour will only be done from the Corridors. No one will enter the rooms. Each room has a vision panel made of safety glass and hence each room can be viewed without the need to enter.
 - 42.5.8 Following each tour the “touch points” are disinfected.

43 Reducing face to face meetings/contact with parents

- 43.1 Face to face meetings that don't conform to social distancing will be reduced to close to zero.
- 43.2 At Drop off and Pick Up times this will be done outside and fully socially distanced.

44 Provision of information about safety arrangements

- 44.1 Each parent has been informed about the COVID-19 safety arrangements.
- 44.2 Documents are available via the nursery's website describing the nursery's safety arrangements.

45 Contracts

- 45.1 The current contracts have been reviewed.
- 45.2 A COVID-19 addendum to the terms and conditions has been produced and issued. It details the additional expectations on parents etc at this time.

46 Admissions Policy

- 46.1 The majority of the admissions policy remains the same.
- 46.2 However, how to care safely for babies (who can not walk) has not yet been fully understood and so at this time we will not be accepting these children. Our intention is to do further investigations into measures that can be put in place to achieve safe conditions for these children.
- 46.3 Children who attend multiple settings will not normally be accepted at the nursery but each child will be considered on an individual, case by case basis.

47 Visitor COVID-19 entry process and health checks

- 47.1 The visitor entry process has be reengineered taking into account coronavirus.

48 Staff Communication re Safe Working Practices and Risk assessments

- 48.1 Safe Working practices and Risk assessments have been carried out and training has been given to staff to ensure they are competent in them.

49 Support for staff

- 49.1 The nursery already has well formed and robust methods of approach to supporting our staff – these will continue.
- 49.2 During the pandemic regular conversations have occurred with all staff (including those who have been furloughed). This included keeping them informed of what has been happening and discussing how they are.
- 49.3 Those staff who are to be un-furloughed have a pre-return telephone conversation. This includes helping them understand how they will be kept safe and what measures have been put in place for staff, children, parents and visitors. Any concerns will be listened to, discussed and where necessary further measures potentially put in place.

50 Un-furloughing of Staff

- 50.1 Where appropriate furloughed staff will be un-furloughed should business conditions require it.

51 Understand staff circumstances regarding any extremely vulnerable or very vulnerable people in their households

- 51.1 Staff who are extremely vulnerable or very vulnerable (i.e. those who have received letters) have been identified and understood. Discussions concerning these take place.

52 How very vulnerable and vulnerable staff will be protected.

- 52.1 Any Extremely Vulnerable or very vulnerable staff will through discussion agree with the nursery's management what if any measures are felt to be necessary to protect them. Indeed anyone who is concerned will have opportunity to discuss their concerns.
- 52.2 Where additional measures (such as different ways of working or additional equipment) are agreed as reasonable and necessary then these will be put in place.
- 52.3 Where following discussion it is still seen inappropriate for a staff member to attend other solutions will be considered.

53 Liaison with local schools

- 53.1 Discussion and Liaison with local schools will occur as usual.
- 53.2 In line with the need to reduce those entering the nursery – the number of visitors is reduced. This includes visits from schools to observe children transitioning. Other methods of aiding transition will occur.

54 Staff travel arrangements

- 54.1 Staff are encouraged to take the safest method of getting to and from work.
- 54.2 Staff are expected to follow the government guidance on travelling and using public transport (eg. Using a Face Covering)

55 Adaptations or updates for children with health needs/SEND

- 55.1 Children with health needs or SEND are identified already as a matter of course.
- 55.2 As is usual children who have been identified are monitored closely and their needs are regularly reviewed in consultation with those involved. This will continue but will now take into account coronavirus.
- 55.3 Where ever possible, the children falling into these categories will be able to attend possibly without any further adaptations. However, where it is not seen as appropriate, it may be that these children will be asked not to attend at this time.

56 Organisation of staff groups

- 56.1 Staffing is already done using a rota system which uses the numbers of children as its basis. This method of approach will continue – however the COVID-19 guidelines will also be taken into account. We have always wanted to reduce the number of staff, children come into contact with and this will continue wherever possible.

57 Phasing staff return based on occupancy

- 57.1 The staff rota is based upon the number of children attending session by session. The furloughing or un-furloughing of staff will take this into account.

58 Managing mandatory training (i.e. Expired or Expiring)

- 58.1 Records are kept concerning all training (including mandatory training).
- 58.2 The training situation continues to be monitored and managed
- 58.3 The nursery is aware of it's regulatory requirements
- 58.4 Appropriate training will be sourced when and where appropriate.

59 Staff training in areas such as settling a whole group of children in at the same time, and supporting transition for those who will be transitioning back to nursery and to school in September

- 59.1 These areas have been considered and training has been constructed and delivered where appropriate. This will continue.

60 Any potential recruitment/bank staff needs

- 60.1 This aspect is under continuous review as is usual.
- 60.2 The nursery does not use bank staff or agency staff and this will continue.

61 Arranging interviews – potential of using Zoom or WhatsApp

- 61.1 Currently there is no requirement to recruit staff but where it is necessary to interview then this will be considered further.
- 61.2 The nursery already operates a multi-level approach to recruitment and the screening of staff being recruited. One aspect that we have always found essential is to see the potential staff member interacting with groups of children. Nursery Nursing is a practical skill and just being able to talk well about what one should do is no substitute to people demonstrating it. This can NOT be done via Zoom or WhatsApp. We are currently working on how to do this whilst still making sure everyone is kept safe.

62 Training for staff

- 62.1 The nursery has a very robust and effective training approach for staff and the cascading of information. This will continue.

63 Monitoring the implementations are working in practice

- 63.1 Of course this is part of our normal working practices as detailed in our Change Control Process and also as part of our normal management approach.

64 Review of face to face and group staff meetings

- 64.1 Social Distancing must take place.
- 64.2 Meetings may be taken outside and socially distanced.
- 64.3 Face to face meetings will be reduced to a minimum however, where the benefit is seen to out way the risks then they will go ahead in a socially distanced manner and in well ventilated areas.

65 Cleaning Considerations – Premises

- 65.1 These have been robustly reviewed and necessary changes to existing procedures and ways of working have made and implemented where appropriate.

66 Cleaning Considerations – Toys and Equipment

- 66.1 These have been robustly reviewed and necessary changes to existing procedures and ways of working have made and implemented where appropriate.

67 Cleaning Considerations – Toilet Areas

- 67.1 These have been robustly reviewed and necessary changes to existing procedures and ways of working have been made and implemented where appropriate.

68 Ensuring the sufficient supply of resources – Food

68.1 This has been robustly reviewed and necessary changes to existing procedures and ways of working have been made and implemented where appropriate.

69 Ensuring the sufficient supply of resources – PPE

69.1 This has been robustly reviewed and necessary changes to existing procedures and ways of working have been made and implemented where appropriate.

70 Ensuring the sufficient supply of resources –Hygiene Supplies

70.1 This has been robustly reviewed and necessary changes to existing procedures and ways of working have been made and implemented where appropriate.

71 Provision of Food Working Practices

71.1 This has been robustly reviewed and necessary changes to existing procedures and ways of working have been made and implemented where appropriate.

72 Office Working Practices

72.1 This has been robustly reviewed and necessary changes to existing procedures and ways of working have been made and implemented where appropriate.

73 COSSH

73.1 This has been robustly reviewed and necessary changes to existing procedures and ways of working have been made and implemented where appropriate.