

St Cuthberts Action Plan/Risk Assessment Review - 23rd September 2020

Control Measure/Action	Staff	Via
1. Write "expectation letter" Symptoms, bringing in equipment etc	CBK	Via Dojo/Website/Twitter after 28th August
2. Resend the arrival and departure letter	CBK	Via Dojo/Website/Twitter after 28th August
3. Assemblies/Collective Worship	CBK rota from F2 to Yr 6. Considering zoom. Will attend classrooms and staff will be released. Timetable will be established	
4. Staggered break and lunches	Rotas below	
5. Visitors are asked if they have symptoms before they are on site.	LF - liaise with office staff re policy and questions	
6. Isolation Room to continue		
7. Cleaning box, gloves, masks, apron, blue roll, anti bac spray, paper towels, tissues with supply of double bags, hand sanitizer		
8. Cleaning Boxes Whole School	CBK	
9. Clean Outdoor play	Class Staff	

equipment		
10. SEMP Training	LF, CBK	
11. Complete Emergency Plan Appendix	LF JM CBK	
12. Google docs for Home School Agreement, Data Sheet and Medical Sheet	CBK to liaise with MR - LF to provide word docs	
13. Clinically Extremely vulnerable/Vulnerable/Race pupils letter on dojo - Impact Equality	KL, CBK, AB - may result in individual risk assessment	
14. Clinically Extremely vulnerable/Vulnerable/Race staff letter on dojo	LF - may result in individual risk assessment	
15. Pupils with EHCP in place or in process	KL, AB, to contact parents to clarify/request that the GP will give specific advice regarding returning to school.	
16. Signs for parents regarding symptoms, signposting for testing	CBK, KL, AB	
17. PPE equipment for staff if they would like to wear it.	Staff may wear if they feel it is appropriate.	
18. Record of Bubbles Pupils/Adults maintained by class teacher but stored daily in office.	Via Bubble Track and Trace overview (e.g. printed register) and annotated during the day. Stored in the office	
19. Office staff to maintain record of bubbles from signing	Staff to be asked to minimise contact with office - to be discussed on Inset	

in books and own register.	day.	
<p>20. Packed Lunches - packed lunch boxes and bags are allowed but must be taken home at the end of each school day. These will not be kept in school overnight.</p> <p>21. Pupils may bring in a water bottle. These will not be kept in school overnight. We will not be providing cups.</p>	Include in letter issued today.	Dojo to parents 4.9.20
22. Pupils will arrive in PE kits on Wednesday and Friday for all and timetable day for classes.		
<p>23. Class set up Foundation to Yr 1 - reflects EYFS curriculum whilst adhering to safeguarding requirements e.g. distance, cleaning routines.</p> <p>24. Class set up - Y2 - Y6 all pupils facing front. Limited sharing of resources and cleaning on an hourly basis including handwashing.</p>		
25. No pencil cases from home. Parents will be advised that all equipment will be provided.	Include in letter issued today.	
26. Parents will be	Include in letter issued	

advised not to provide individual hand sanitisers. School will provide.	today.	
27. Staff will continue to be informed through weekly/daily contact if advice changes from DfE/LPHA.	CBK	
28. Any incidents will be reported to the H&S Unit	LF	
29. School will review First Aid Risk Assessment	JH will provide evidence.	
30. Entrances and Exits will have hand sanitizers in place.	BF	
31. The use of school lanyards will be suspended.	LF to inform	
32. Visitors will not be given lanyards.	LF to inform	
33. Windows will be opened where possible.	LF to inform	
34. Desk configuration to avoid face to face.	LF to inform	
35. A clear Desk Policy to be in place.	LF to inform	
36. COSHH Risk Assessments to be reviewed	BF	
37. Cleaning Guidance if we have a confirmed case.	LF has printed out and passed to BF.	
38. Hourly cleaning routine needs to include: printers,/photocopier	Class staff to be informed BF And all cleaning staff. LF will liaise with JM	

s, door entry keypads, doors, fridges, cabinet handles, light switches, kitchen surfaces.		
39. Helpline numbers to be displayed.	0800 028 2816 NHS24 Open from 8am to 10pm	
40. School staff Testing procedure provided by LCC.	School staff to email covid19testing@liverpool.gov.uk	
41. Cleaning bags in each minibus	BF	
42 Staff can leave the site at lunchtime as long as they have socially distanced, have washed hands and sanitised on return.	CBK	
43. Cleaning schedule developed and disseminated.	BF LF	
44. . Establish Out of Hours notification method for positive cases. Email shared on dojo and website.	LF MRidd covidcuts@ssscfederation.co.uk	
45. Staffroom - staggered breaks/lunch. Maximum of 10 people. Use of IT equipment redirected.	Sign on door	
46. Foundation Lunches will be served in the school hall. The hall will be cleaned prior and after use.	AB	