

**St Cuthberts Action Plan/Risk Assessment Review**  
**Last Updated Thursday 13th May 2021**

Control Measure/Action	Staff	Via
<ul style="list-style-type: none"> <li>Write “expectation letter” Symptoms, bringing in equipment etc</li> </ul>	CBK	Via Dojo/Website/Twitter after 28th August
<ul style="list-style-type: none"> <li>Resend the arrival and departure letter</li> </ul>	CBK	Via Dojo/Website/Twitter after 28th August
<ul style="list-style-type: none"> <li>Assemblies/Collective Worship</li> </ul>	To take place in classrooms by class teacher.  Zoom facilitated by Head Teacher & SLT	Daily / Weekly
<ul style="list-style-type: none"> <li>Staggered break and lunches</li> </ul>	Rotas below	
<ul style="list-style-type: none"> <li>Visitors are asked if they have symptoms before they are on site.</li> </ul>	LF - liaise with office staff re policy and questions	
<ul style="list-style-type: none"> <li>Visitors should not sign in. Office staff should sign them in and dispose of signing in sheets after 28 days.</li> </ul>	LF - advice office staff	
<ul style="list-style-type: none"> <li>Establish appropriate tables for staff signing in with readily available PPE .</li> </ul>		
<ul style="list-style-type: none"> <li>Isolation Room to continue.</li> </ul>		
<ul style="list-style-type: none"> <li>Cleaning boxes: gloves, masks, apron, blue roll, anti bac spray, paper towels, tissues with supply of double bags, hand</li> </ul>	LF: to send email to ensure adequate levels of supplies are in place in all areas.	Email sent on 4.1.21

sanitizer		
<ul style="list-style-type: none"> <li>• Cleaning Boxes Whole School</li> </ul>	CBK	
<ul style="list-style-type: none"> <li>• Clean Outdoor play equipment</li> </ul>	Class Staff	
<ul style="list-style-type: none"> <li>• SEMP Training</li> </ul>	LF & CBK	
<ul style="list-style-type: none"> <li>• Complete Emergency Plan Appendix</li> </ul>	LF JM CBK	
<ul style="list-style-type: none"> <li>• Google docs for Home School Agreement, Data Sheet and Medical Sheet</li> </ul>	CBK to liaise with MR - LF to provide word docs	Reminders sent 4.1.21 (including Dojo)
<ul style="list-style-type: none"> <li>• Clinically Extremely vulnerable/Vulnerable /Race pupils letter on dojo - Impact Equality</li> </ul>	KL, CBK, AB - may result in individual risk assessment	KL & AB to follow up via phone calls / personal Dojo message.
<ul style="list-style-type: none"> <li>• Clinically Extremely vulnerable/Vulnerable /Race staff letter on dojo</li> </ul>	LF - may result in individual risk assessment	
<ul style="list-style-type: none"> <li>• Resent above with an updated offer and "Covid Age" Template.</li> </ul>	LF	Resent 4.1.21
<ul style="list-style-type: none"> <li>• Pupils with EHCP in place or in process</li> </ul>	KL, AB, to contact parents to clarify/request that the GP will give specific advice regarding returning to school.	KL & AB reviewed 4.1.21 - follow up with calls to specific families.
<ul style="list-style-type: none"> <li>• Signs for parents regarding symptoms, signposting for testing</li> </ul>	CBK, KL, AB	BF to replace all external signage 4.1.21
<ul style="list-style-type: none"> <li>• PPE equipment for staff if they would like to wear it.</li> </ul>	Staff may wear if they feel it is appropriate.	Office staff to review the stock of PPE and order accordingly 4.1.20
<ul style="list-style-type: none"> <li>• Record of Bubbles Pupils/Adults</li> </ul>	Via Bubble Track and Trace overview (e.g.	

maintained by class teacher but stored daily in office.	printed register) and annotated during the day. Taken off site every night by the Head Teacher. At the weekend 28 day track and trace is sent home.	
<ul style="list-style-type: none"> <li>Office staff maintain a record of bubbles from signing in books and their own register.</li> </ul>	Staff to be asked to minimise contact with the office.	Staff reminder sent 4.1.21
<ul style="list-style-type: none"> <li>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.</li> </ul>	Included in letter issued 4.9.20	Staff reminder sent 4.1.21 Class story post - 4.1.21 KL
24. Pupils may bring in a water bottle. These will not be kept in school overnight. We will not be providing cups.	Included in letter issued 4.9.20	Staff reminder sent & shared with children 4.1.21 Class story post - 4.1.21. KL
<ul style="list-style-type: none"> <li>Pupils will arrive in PE kits on Wednesday and Friday for all children and PE timetabled for classes.</li> </ul>		Class story post - 4.1.21.KL
<ul style="list-style-type: none"> <li>Class set up Foundation reflects EYFS curriculum whilst adhering to safeguarding requirements e.g. distance, cleaning routines.</li> </ul>		Staff reminder on facilitating frequent handwashing.
<ul style="list-style-type: none"> <li>Class set up - Y2,3,5 &amp;6 all pupils facing front. Limited sharing of resources and cleaning on a frequent basis</li> </ul>		Staff reminder on facilitating frequent handwashing.

including handwashing.		
<ul style="list-style-type: none"> <li>Class set up - Y1 &amp; Y4 The majority of pupils are front facing. - L shaped table formations have been introduced. Limited sharing of resources and cleaning on a frequent basis including handwashing.</li> </ul>		
<ul style="list-style-type: none"> <li>No pencil cases from home. Parents have been advised that all equipment will be provided.</li> </ul>		
<ul style="list-style-type: none"> <li>Parents have been advised not to provide individual hand sanitisers. School will provide.</li> </ul>		
<ul style="list-style-type: none"> <li>Staff will continue to be informed through weekly/daily contact if advice changes from DfE/LPHA.</li> </ul>	CBK	
<ul style="list-style-type: none"> <li>Home reading cycle continues to ensure a 72 hour rest period between the change of book.</li> </ul>		After guidance given on 13.5.21 - staff are to now sanitise before and after handling home reading books. Shared with staff in briefing - 17.5.21
<ul style="list-style-type: none"> <li>Any child arriving after their time will be considered late and will enter via the pedestrian gate on Church Rd.</li> </ul>		
<ul style="list-style-type: none"> <li>Any incidents will be reported to the H&amp;S Unit</li> </ul>	LF	

<ul style="list-style-type: none"> <li>School will review First Aid Risk Assessment</li> </ul>	JH will provide evidence.	
<ul style="list-style-type: none"> <li>Entrances and Exits will have hand sanitizers in place.</li> </ul>	BF	
<ul style="list-style-type: none"> <li>The use of school lanyards has been suspended.</li> </ul>		Reinstated 20th April 2021 LF emailed staff. Staff may also wear ties and scarfs.
<ul style="list-style-type: none"> <li>Visitors are not given lanyards.</li> </ul>		
<ul style="list-style-type: none"> <li>Staff do not wear ties, change of clothes if travelling on public transport. To have a separate change of clothes on site if needed.</li> </ul>		Reminder sent to staff 4.1.21  Reinstated summer term
<ul style="list-style-type: none"> <li>Pupils do not wear ties, scarves and touch-point jewellery</li> </ul>		Pupils may now wear ties wef 20/4/21 but most are in summer uniform now.
<ul style="list-style-type: none"> <li>Windows will be opened where possible.</li> </ul>	Guidance from LPHA to fully ventilate (doors and windows open) classrooms during play, lunchtime and whenever else the classrooms/ working areas have been vacated.	
<ul style="list-style-type: none"> <li>Desk configuration to avoid face to face.</li> </ul>	Liaison with SPOC to introduce L shaped table formations in Y1 & 4 still compliant with 2m rule.	
<ul style="list-style-type: none"> <li>A clear Policy in place for any frequently touched surfaces.</li> </ul>	LF to inform	Reminder sent to staff 4.1.20
<ul style="list-style-type: none"> <li>COSHH Risk Assessments to be reviewed.</li> </ul>	BF - ongoing	
<ul style="list-style-type: none"> <li>Cleaning Guidance to be shared if we have a confirmed case.</li> </ul>	Covid Leads to direct staff accordingly.	

<ul style="list-style-type: none"> <li>Hourly cleaning routine needs to include: printers,/photocopier, door entry keypads, doors, fridges, cabinet handles, light switches, kitchen surfaces.</li> </ul>	<p>Class staff to be informed to carry out throughout the day.  BF to inform all cleaning staff to carry out duties during and outside of school hours.  LF provided guidance on frequent touch spots on school sites.</p>	
<ul style="list-style-type: none"> <li>Helpline numbers to be displayed.</li> </ul>	<p>0800 028 2816 NHS24  Open from 8am to 10pm</p>	
<ul style="list-style-type: none"> <li>School staff Testing procedure provided by LCC.</li> </ul>	<p>Email sent 31.12.20 regarding priority testing (2-5.1.21) for school staff information disseminated to staff before the start of spring term.</p>	
<ul style="list-style-type: none"> <li>Cleaning bags in each minibus</li> </ul>	<p>BF</p>	<p>BF sent a reminder 4.1.21</p>
<p>42 Staff can leave the site at lunchtime as long as they have socially distanced, have washed hands and sanitised on return.</p>		
<p>43. Cleaning schedule developed and disseminated.</p>	<p>BF &amp; LF ongoing</p>	
<p>44. Establish Out of Hours notification method for positive cases. Email shared on dojo and website.</p>	<p>covidcuths@ssscfederation.co.uk</p>	
<p>45. Staffroom - staggered breaks/lunch. Maximum of 7 people. Use of IT equipment redirected.</p>	<p>Signage displayed on doors</p>	<p>After guidance given on 13.5.21 staffroom numbers changed to a maximum of 9 (including 1 member of staff on the work station)</p>
<p>46. Foundation Lunch is served in the school hall. The hall will be cleaned prior and</p>		<p>10.5.21 Year 1 &amp; 2 also served lunch in the school hall - in separate bubbles - clear entrances and exits to</p>

after use.		
<ul style="list-style-type: none"> <li>Distribute Gov.uk CoronaVirus Tier 3 Very High Alert posters to parents via dojo and staff via email.</li> </ul>		Sent 4.1.21
<ul style="list-style-type: none"> <li>To remind parents that only one adult is allowed to drop off and / or collect children.</li> </ul>	CBK inform staff and parents	Via Dojo and email 4.1.21
<ul style="list-style-type: none"> <li>Staff to offer parents face coverings upon accessing the school site.</li> </ul>	ongoing	
<ul style="list-style-type: none"> <li>Staff are to encourage parents to exit the school site immediately after collecting their child / children and adhere to social distancing.</li> </ul>	CBK inform staff and parents	Via Dojo and email 4.1.21
<ul style="list-style-type: none"> <li>Covid Leads to attend LCC and LPHA update briefings and immediately inform staff and parents of outcomes and revised procedures accordingly.</li> </ul>	ongoing	
<ul style="list-style-type: none"> <li>Schools will receive "home testing" kits from DfE for staff use.</li> </ul>	Covid Leads and SLT to attend a webinar on administration.	CBK will email staff re protocol.
<ul style="list-style-type: none"> <li>Face coverings to be worn in areas such as kitchens and office when away from desks.</li> </ul>		LF to advise Absolutely Catering and kitchen staff.
<ul style="list-style-type: none"> <li>As per LPHA review size of bubbles from critical worker booking form sent out</li> </ul>		No action required at present 11/2/21

via dojo.		
<ul style="list-style-type: none"> <li>As per LPHA issued reminders regarding frequent touch points and class ventilation</li> </ul>		
<ul style="list-style-type: none"> <li>Staff have begun to take part in Lateral Flow Device testing. This is taking place at home prior to accessing the site, twice a week. All protocols required in place.</li> </ul>		
<ul style="list-style-type: none"> <li>Letters sent out to all children/parents regarding existing and updated risk assessments - staggered school start and finish etc before school is open to all children 8th March</li> </ul>	<p>CBK (Dojo &amp; website)</p> <p>1/3/21 Children</p> <p>2/3/21 Parents</p>	Dojo
<ul style="list-style-type: none"> <li>Parents updated with letters regarding COVID testing for adults</li> </ul>	<p>CBK</p> <p>Will be issued when made available from Steve Reddy / Matt Ashton</p>	Dojo
<ul style="list-style-type: none"> <li>Wef 12th April 2021 St Cuths has now set up in house ASC arrangements with their own risk assessment outlining protocol. The wrap around provision</li> </ul>	<p>LF disseminated to SC and AF</p>	



meetings the gov.uk criteria		
<p>Information shared at EVC update briefing by Chris Price (7.5.21)</p> <ul style="list-style-type: none"> <li>● Minibus criteria altered via RA training</li> <li>● Minibus drivers can cross bubbles as long as the driver is willing to isolate should a COVID case become apparent</li> <li>● If the mini-bus is not full, spread children out as much as possible</li> <li>● Windows must be open when there are people on the minibus</li> <li>● ALL high risk trips to go through EVOLVE e.g. residential</li> <li>● EVOLVE's new 'Local Area Visit' option can be used for lower risk trips such as sports competitions however, this is not compulsory on EVOLVE (Chris did say it is a good idea to use this to ensure all risk assessments are kept in one place).</li> <li>● The EVC is not responsible to complete all trip risk assessments. The specific trip leader should complete this.</li> <li>● Domestic residentials can take place as of 17th May (TBC on 10th May)</li> <li>● Ensure risk</li> </ul>		

<p>assessments are available for parents where necessary.</p> <ul style="list-style-type: none"> <li>• Parental consent is not needed for low risk trips within the school day however, this is advised in the current climate. Parent's must be informed that their child is travelling off site.</li> </ul>		
<p>When handling deliveries arrive in school, staff should sanitise both before and after.</p>		
<p>Information shared at LPHA (by Katie Smith) regarding staff plans for Holidays abroad shared with staff 13.5.21</p>		
<p>All transitions meetings for the 2021/22 new intake are to be held remotely.</p>		
<p>With the control measures in place we deem risk levels to be LOW.</p> <p>13th May 2021</p>		