

St Cuthberts Action Plan/Risk Assessment Review
Last Updated Monday 4th January 2021

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	To take place in classrooms by class teacher. Zoom facilitated by Head Teacher & SLT	Daily / Weekly
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. Visitors should not sign in. Office staff should sign them in and dispose of signing in sheets after 28 days.	LF - advice office staff	
7. Establish appropriate tables for staff signing in with readily available PPE .		
8. Isolation Room to continue.		
9. Cleaning boxes: gloves, masks, apron, blue roll, anti bac spray, paper towels, tissues with supply of double bags, hand	LF: to send email to ensure adequate levels of supplies are in place in all areas.	Email sent on 4.1.21

sanitizer		
10. Cleaning Boxes Whole School	CBK	
11. Clean Outdoor play equipment	Class Staff	
12. SEMP Training	LF & CBK	
13. Complete Emergency Plan Appendix	LF JM CBK	
14. Google docs for Home School Agreement, Data Sheet and Medical Sheet	CBK to liaise with MR - LF to provide word docs	Reminders sent 4.1.21 (including Dojo)
15. Clinically Extremely vulnerable/Vulnerable /Race pupils letter on dojo - Impact Equality	KL, CBK, AB - may result in individual risk assessment	KL & AB to follow up via phone calls / personal Dojo message.
16. Clinically Extremely vulnerable/Vulnerable /Race staff letter on dojo	LF - may result in individual risk assessment	
17. Resent above with updated offer and "Covid Age" Template.	LF	Resent 4.1.21
18. 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.	KL & AB reviewed 4.1.21 - follow up with calls to specific families.
19. Signs for parents regarding symptoms, signposting for testing	CBK, KL, AB	BF to replace all external signage 4.1.21
20. PPE equipment for staff if they would like to wear it.	Staff may wear if they feel it is appropriate.	Office staff to review the stock of PPE and order accordingly 4.1.20
21. Record of Bubbles Pupils/Adults	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 Head Teacher. At the weekend 28 day track and trace is sent home.	
22. Office staff to maintain record of bubbles from signing in books and own register.	Staff to be asked to minimise contact with the office.	Staff reminder sent 4.1.21
23. 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.	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
24. Pupils will arrive in PE kits on Wednesday and Friday for all children and PE timetabled for classes.		Class story post - 4.1.21.KL
25. Class set up Foundation reflects EYFS curriculum whilst adhering to safeguarding requirements e.g. distance, cleaning routines.		Staff reminder on facilitating frequent handwashing.
26. Class set up - Y2,3,5 &6 all pupils facing front. Limited sharing of resources and cleaning on a frequent basis		Staff reminder on facilitating frequent handwashing.

including handwashing.		
27. Class set up - Y1 & 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.		
28. No pencil cases from home. Parents have been advised that all equipment will be provided.		
29. Parents have been advised not to provide individual hand sanitisers. School will provide.		
30. Staff will continue to be informed through weekly/daily contact if advice changes from DfE/LPHA.	CBK	
31. Home reading cycle continues to ensure a 72 hour rest period between the change of book.		
32. Any child arriving after their time will be considered late and will enter via the pedestrian gate on Church Rd.		
33. Any incidents will be reported to the H&S Unit	LF	
34. School will review	JH will provide evidence.	

First Aid Risk Assessment		
35. Entrances and Exits will have hand sanitizers in place.	BF	
36. The use of school lanyards has been suspended.		
37. Visitors are not given lanyards.		
38. Staff do not wear ties, change of clothes if travelling on public transport. To have a separate change of clothes on site if needed.		Reminder sent to staff 4.1.21
39. Pupils do not wear ties, scarves and touch-point jewellery		
40. Windows will be opened where possible.	Guidance from LPHA to fully ventilate (doors and windows open) classrooms during play, lunchtime and whenever else the classrooms/ working areas have been vacated.	
41. Desk configuration to avoid face to face.	Liaison with SPOC to introduce L shaped table formations in Y1 & 4 still compliant with 2m rule.	
42. A clear Policy in place for any frequently touched surfaces.	LF to inform	Reminder sent to staff 4.1.20
43. COSHH Risk Assessments to be reviewed.	BF - ongoing	
44. Cleaning Guidance to be shared if we have a confirmed case.	Covid Leads to direct staff accordingly.	
45. Hourly cleaning	Class staff to be informed	

<p>routine needs to include: printers,/photocopiers , door entry keypads, doors, fridges, cabinet handles, light switches, kitchen surfaces.</p>	<p>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>	
<p>46. Helpline numbers to be displayed.</p>	<p>0800 028 2816 NHS24 Open from 8am to 10pm</p>	
<p>47. School staff Testing procedure provided by LCC.</p>	<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>	
<p>48. Cleaning bags in each minibus</p>	<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 & 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>46. Foundation Lunches is served in the school hall. The hall will be cleaned prior and after use.</p>		

49. Distribute Gov.uk CoronaVirus Tier 3 Very High Alert poster to parents via dojo and staff via email.		Sent 4.1.21
50. To remind parents that only one adult is allowed to drop off and / or collect children.	CBK inform staff and parents	Via Dojo and email 4.1.21
51. Staff to offer parents face coverings upon accessing the school site.	ongoing	
52. Staff are to encourage parents to exit the school site immediately after collecting their child / children and adhere to social distancing.	CBK inform staff and parents	Via Dojo and email 4.1.21
53. Covid Leads to attend LCC and LPHA update briefings and immediately inform staff and parents of outcomes and revised procedures accordingly.	ongoing	