

COVID-19: Outbreak Management Plan

Please note: this risk assessment should be undertaken in conjunction with the operational guidance for schools issued by the DfE on 06/07/2021:

[Schools COVID 19 Operational Guidance](#)

System of controls

Should an outbreak occur, in discussion with Public Health, a decision would be made regarding the reintroduction of some or all of the following control measures:

1. Ensure face coverings are used in recommended circumstances
2. Re-introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
3. Consider how to minimise contact across the site and maintain social distancing wherever possible
4. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
5. Promote and engage with asymptomatic testing, where available

Assessment conducted by:	L Eddery	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	15-10-2021	Review interval:	Half termly	Date of next review:	1-11-21
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Related documents

Trust documents:

[Risk Assessment - Step 4](#)

Government guidance:

[Actions for early years and childcare providers](#)

[Use of PPE in education and childcare settings](#)

[PHE cleaning of non-healthcare settings](#)

[HSE guidance on air conditioning and ventilation](#)

[DfE contingency Framework](#)

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Ensure face coverings are used in recommended circumstances					
1.1 Reintroduction of Face Covering					
Advice from PH is to re-introduce the wearing of face coverings in the school	H	<ul style="list-style-type: none"> Establish whether the requirement is for face coverings to be worn at all time, including classrooms, or just in social spaces and corridors Communicate the requirement clearly to staff, students and parents (unless an exemption applies) Re-introduce posters and signage to instruct on the wearing of face coverings Ensure that staff supervise and challenge where advice is not being followed Have stocks of face coverings available in school 	Yes	<ul style="list-style-type: none"> Communication with staff, students and parents via website, text and social media. Signage available from before to display in school Disposable & cloth face masks in store 	M
2. Re-introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach					
2.1 Increase cleaning regime					

<p>Transmission rates increase as a result of contact transmission</p>	<p>M</p>	<ul style="list-style-type: none"> • An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection. • Reduced areas of the school used whilst less children and staff in school • Working hours for cleaning staff are increased and additional staff appointed where necessary. • Dining areas, toilets and high frequency areas are prioritised in additional cleaning schedules and for cleaning between use by different bubbles • Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas. • Classroom timetabling is shared to ensure the classrooms are cleaned when free 	<p>Y</p>	<ul style="list-style-type: none"> • Business Manager will communicate need for additional cleaning of priority areas to Site Manager & Churchills • Procure additional day cleaners where required • Timetable of classroom use to be shared with the cleaning team. • Dining area cleaned between sittings. 	<p>L</p>
<p>3. Consider how to minimise contact across the site and maintain social distancing wherever possible</p>					
<p>3.1 Re-introduce 'Bubbles'</p>					
<p>Social distancing is not maintained</p>	<p>H</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social 	<p>Y</p>	<ul style="list-style-type: none"> • Any large gatherings (assemblies, staff briefings etc) to be moved online using google meetings. • Re-established year group bubbles rotas for break and lunch time. At this stage LA advised face coverings until half term and not bubbles yet. 	<p>M</p>

		<p>distancing and this has been communicated to staff, pupils and parents.</p> <ul style="list-style-type: none"> • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations - NB for EYFS and KS1 the bubble is designed to protect children that are too young to social distance. 		<ul style="list-style-type: none"> • Staggered start times naturally occurring due to bus arrival. • Regular updates for staff, students and parents via website, social media and texts; staff briefings via google meet. • Clear signage throughout the academy • Staff to manage corridor movement • One-way system re-introduced to limit contact and transmission - If we get a greater influx of cases will look at a one way system 	
3.2 Shielding - CEV					
Clinically Extremely Vulnerable children are advised to shield	H	<ul style="list-style-type: none"> • New starter parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon • Individual risk assessments undertaken for any student identified being at higher risk e.g. Ethnic Minority Groups, CEV and actions put in place in agreement with student/parents 	Y	<ul style="list-style-type: none"> • Individual risk assessments will be completed. • Remote learning will be available for any students shielding. 	M

		<ul style="list-style-type: none"> • Remote learning provided for any child required to shield • EHCP and risk assessments updated 		<ul style="list-style-type: none"> • Regular welfare calls will be made • Deep support colleagues are aware of students with underlying health conditions. 	
Clinically Extremely Vulnerable staff are advised to shield	H	<ul style="list-style-type: none"> • New and existing members of staff with underlying health issues, those within vulnerable groups or who were previously are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Individual staff risk assessments undertaken where additional risk factors identified e.g. Ethnic Minority Groups, male, over 70, pregnant, extremely clinically vulnerable 	Y	<ul style="list-style-type: none"> • Business Manager/HR are aware of vulnerable staff. • Individual staff risk assessments to be updated by staff concerned • Welfare calls to be made where necessary • Strategies to WFH where feasible 	L
3.4 Cancelling face to face events					
Face to face events in school risk an increase in transmission	H	<ul style="list-style-type: none"> • All events that would involve gatherings or that would break 'bubbles' would be cancelled e.g. assemblies, open days, transition, taster days, parents evenings, performances • Parents and visitors would be advised not to attend site, with meetings being offered online 	Y	<ul style="list-style-type: none"> • Return to use of google-meetings in place of face to face events where possible. • Communication to parents via website, letter, social media and group call 	L

				<ul style="list-style-type: none"> Only essential visitors allowed on site 	
School trips risk increasing transmission rates	H	<ul style="list-style-type: none"> All trips would be postponed all cancelled, in discussion with trip operators to secure alternative dates or refunds Explore insurance cover via RPA 	Y	<ul style="list-style-type: none"> Trip organiser and EVC to rearrange/cancel any planned off site visits. - Elephant group visit for Y12 still to go ahead, no cases in P16 but subject to review 	L
4. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary					
4.2 Provide enhanced PPE					
Infection rates increase placing some staff at higher risk	H	<ul style="list-style-type: none"> PPE would be re-introduced for cleaning and catering staff and those providing personal hygiene Ensure sufficient stocks of PPE are available in school for this enhanced provision to be managed at short notice 	Y	<ul style="list-style-type: none"> Adequate PPE is available; levels monitored by Site Manager 	M
5. Promote and engage with asymptomatic testing, where available					
5.1 In School Asymptomatic Testing Site					
Advised to establish an Asymptomatic Testing Site	M	<ul style="list-style-type: none"> Establish a full ATS at school Follow the On Site ATS risk assessment and DfE guidance documentation Ensure that student/parent consent is in place 	Y	<ul style="list-style-type: none"> Utilise existing trained staff and resources to re-establish testing on site if required. 	M
5.2 Daily Contact Testing					

<p>Undertake daily contact testing as an alternative to self-isolating</p>	<p>H</p>	<ul style="list-style-type: none"> • Identification of close contacts from each positive case • Establish a process to request daily contact testing of close contacts • Children held each morning until they return a negative LFD test via the ATS • Positive LTD tests isolated and sent home to undertake a PCR test 	<p>Y</p>	<ul style="list-style-type: none"> • Daily testing for close contacts at home; log results via google form on website prior to coming to school, or manage via on-site testing if required for individual students • Letter sent to parents from the DFE and text from Principal encouraging twice weekly testing. 	<p>M</p>
<p>6. Partial Closure</p>					
<p>6.1 Maintaining on site provision</p>					
<p>Vulnerable and critical worker provision</p>	<p>M</p>	<ul style="list-style-type: none"> • Vulnerable and critical worker children are identified and known to the school (including new starters) • Communication with families to understand the level of attendance of these groups of children • Rotas in place if necessary to deliver on site teaching/remote learning/blended learning 	<p>Y</p>	<ul style="list-style-type: none"> • To be in place in the event of local area lockdown. • Re-introduction of online and blended learning provided for students. 	<p>L</p>
<p>6.2 Remote Learning</p>					
<p>Remote and blended learning not in place for those children not attending school</p>	<p>M</p>	<ul style="list-style-type: none"> • Arrangements in place to support pupils not attending school with remote learning at home • Technology available in school to allow all staff to deliver and support remote and on site learning 	<p>Y</p>	<ul style="list-style-type: none"> • Chromebooks/lapt ops available to be loaned to students with limited IT access at home 	<p>M</p>

		<ul style="list-style-type: none"> Technology available to loan to children to support remote learning (prioritising disadvantaged students) 			
6.3 Safeguarding					
Children not attending school are not monitored	H	<ul style="list-style-type: none"> Regular safeguarding phone calls to those children not attending EHE is discouraged where requested by parents/carers Any concerns about EHE and child safety are reported to DSL and safeguarding policy followed 	Y	<ul style="list-style-type: none"> Daily safeguarding calls to vulnerable students. Regular communication with DSL/EH/Social care colleagues where appropriate 	M

7. Keep occupied spaces well ventilated

7.1 Maximise ventilation

Aerosol transmission is increased due to lack of ventilation in enclosed spaces	H	<ul style="list-style-type: none"> Spaces with poor ventilation have been identified and where ventilation cannot be improved, their occupation will be limited Doors (not fire doors) and windows will be opened where possible to encourage natural ventilation of rooms and spaces (with the exception of fire doors) Where there is mechanical ventilation this will be turned to full natural air flow if possible, or used in conjunction with natural air flow 	Y	<ul style="list-style-type: none"> Provision of CO2 monitors in classrooms - DTP & ICT permanent, other classrooms to be rotated on a scheduled basis. Roll out from 20/10 (Site Manager lead) Windows and doors to be open when a classroom or room is in use. Mechanical ventilation in use where it is in place. Classroom ICT and DTP have no opening windows, only mechanical ventilation (to be 	M
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				kept set at 16 degrees); door to be kept open whilst occupied & fans to enhance airflow	
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