

Outbreak Management and Supplementary Risk assessment

Introduction

DfE guidance states that schools should have an outbreak management (contingency) plan outlining how to operate if there were an outbreak in your school or local area. See [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak)

Given the detrimental impact that restrictions on education can have on children and young people, any further control measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

What is an outbreak?

For most education and childcare settings an outbreak is likely to be identified, whichever one of these thresholds is reached first:

5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period;

Or

10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Or

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period*

**Single confirmed cases in these settings can be actioned as a priority to prevent an outbreak as these settings are considered higher risk.*

Supplementary Risk assessment - additional controls in the event of an Outbreak

Review your existing risk assessment controls for effectiveness (E.g. hand hygiene, cleaning regimes and ventilation) ensure these are robust, reinforced to staff and students and enhanced if / where required.

Additional control measures

In the event of an outbreak the school's COVID-19 risk assessment will be reviewed and updated. There may be a need to introduce additional measures to mitigate the risk of transmission, examples of these are detailed below and should be introduced as appropriate based on the circumstances of the outbreak. ***Any restrictions on attendance would only be considered in extreme circumstances and as a last resort.***

| Additional Outbreak controls | Action by who? | Action by when? | Done |
|---|---------------------|-----------------|------|
| <p>Whole school</p> <p>re-introduction of face coverings would apply for visitors and staff in corridors and communal areas, including staffrooms (where close contact cannot be avoided).</p> <p>Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use.</p> <p>Secondary schools students in year 7 and above:</p> <p>Face coverings are to be worn by students and adults (both staff and visitors) when moving around inside the premises, such as in corridors and communal areas where close contact cannot be avoided.</p> <p>All students to use external grounds to move around school, including Lower school students.</p> <p>All students over 11 years old to wear face coverings in transport to and from school.</p> | | | |
| <p>Enhanced cleaning</p> <p>School's cleaning schedule reviewed and enhanced during the duration of the outbreak. In-particular for rooms used by multiple groups / classes.</p> | Site team to review | | |

| Additional Outbreak controls | Action by who? | Action by when? | Done |
|--|----------------|------------------------|------|
| <p>Limit the use of some shared areas for example</p> <ul style="list-style-type: none"> • Designated toilets for year groups • Staff to eat in classrooms rather than staffroom. | CoHeads | Once outbreak declared | |
| <p>Resources that are shared between different groups/classes such as sports, art, and science equipment, should be cleaned frequently and between use by different classes / groups.</p> | Teaching staff | | |
| <p>Limiting activities</p> <p>Planned events / activities (e.g. open days, transition, or taster days) reviewed and specific risk assessments conducted to determine if these can proceed in line with an agreed system of additional controls (limitation on numbers attending, wearing of face coverings, one way systems, enhanced cleaning regime etc.) or should be postponed. Consider a move to hybrid or remote delivery.</p> <p>Multiple year / whole school assemblies postponed during the outbreak and switched to remote delivery.</p> <p>All planned offsite visits reviewed and are to include COVID-19 controls, residential visits in-particular may need to be postponed.</p> <p>Sports fixtures with other schools will be reviewed and potentially postponed.</p> | SLT | | |
| <p>Reduction in interaction / close contact situations</p> <p>Re-introduction of space at the front of the class to enable staff to maintain distance from students.</p> <p>Layouts and capacities for shared spaces such as offices, meeting rooms, staff room etc. will be reviewed to limit numbers.</p> <p>Face to face meetings to be restricted to those which are essential, all such meetings held in larger spaces with good ventilation.</p> <p>Large meetings / all staff briefings will be re-scheduled or undertaken remotely to reduce contact between staff.</p> | Teaching team | | |
| <p>Visitors / parental attendance</p> <p>Access to school will be limited, parents/ carers and visitors to attend by appointment only. Wherever possible will take place via telephone or other virtual methods.</p> <p>Any additional controls required of visitors in response to an outbreak will be communicated to them.</p> | School office | | |

| Additional Outbreak controls | Action by who? | Action by when? | Done |
|---|--------------------|-----------------|------|
| <p>Hire / lettings</p> <p>In the event of an outbreak these will be reviewed and potentially postponed.</p> <p>Times of hire should ensure any unnecessary mixing with members of the school community is minimised and access is arranged to avoid such contact.</p> <p>Areas used by hirers to be subject to cleaning before / after use.</p> <p>School equipment should ideally not be used by hirers, if it is it must be thoroughly cleaned after use -or left in 'quarantine' for 72 hours before being used by the school / other users.</p> | CB | | |
| <p>The reintroduction of bubbles for a temporary period, may be required to reduce mixing between groups. In line with the DfE guidance any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p> <p>Upper and Lower bubbles to be re-introduced. Can be segregated further into EYFS, KS1 And KS2 bubbles. For upper KS3 and KS4 (Eta would be in KS3 for better number balance.) This would be determined on key outbreak factors</p> <p>Limiting interaction between groups by: Staggering breaks and lunch; Staggering arrival times; Minimise rooms / spaces being shared across Lower groups; Cleaning shared spaces between use by different groups e.g. canteen, school library etc. No groups are coming together for assemblies, events / school fairs, school trips etc. Should a move to bubbles be made then enhanced cleaning and/or quarantining of shared equipment would be required alongside the introduction of bubbles.</p> | CoHeads to decide. | | |
| <p>Testing</p> <p>Asymptomatic testing capability retained on Secondary school sites. Wider testing may be advised in the case of an outbreak, in that event then school will follow the national guidance, reintroducing specific roles to support testing and training for these as required. (As detailed in RP05 v7 Schools and Colleges Training Guide.pdf - Google Drive)</p> <p>Home testing Continue to provide LFD testing kits to staff and students and encourage 2x week testing. Increased use of</p> | | | |

Additional Outbreak controls

**Action by
who?**

**Action by
when?**

Done

home testing for staff / students in secondary schools may be required and will be encouraged.

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Restrictions on attendance

Restrictions on attendance would only be considered in extreme circumstances and as a last resort.

Additional measures would be implemented based on advice from the Local Authority, Director of Public Health (DsPH), Public Health England or Central Government.

If advised to limit attendance due to COVID cases the school's remote learning plans will be reintroduced.

Self-isolation

NHS test and Trace will not advise adults who have been double vaccinated or children under 18 identified as close contacts to self-isolate from the 16th August 2021. However the LA may identify close contacts and advise they do not attend the setting in an outbreak situation.

Prioritising certain year groups

DfE has stated in their contingency framework that Early years and primary settings should be prioritised to continue to operate as normal. The DfE may advise that other groups should be prioritised.

Early Years

If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.

Primary Schools

If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.

Secondary schools

If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in years 10, 11, 12 and 13, and other pupils who were due to take external exams this academic year should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.

Special schools

If attendance restrictions are needed, DfE's attendance expectations in special schools will remain in line with the equivalent age groups in mainstream schools. DfE's strong preference is that all vulnerable children and young people and children of critical workers are still allowed to attend full-time where the parent or carer wishes for their child to be able to attend.

In exceptional circumstances, special schools and special post-16 institutions may encounter circumstances where they cannot provide their usual interventions and provision at adequate staffing ratios, or with staff with vital specialist training. In these circumstances, they should seek to resume as close as possible to the specified provision for the child or young person as soon as possible. Where attendance is mandatory, full-time provision should be provided.

Alternative provision (AP)

Alternative provision (AP) should continue to allow all children or pupils to attend full-time. On occasion AP will encounter circumstances where they cannot provide their usual interventions and provision at adequate staffing ratios, or with staff with appropriate specialist training. In these circumstances they should seek to resume as close as possible to full-time provision, as soon as possible.

Limits on Attendance

If attendance needs to be restricted further then in all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.

If attendance restrictions are required across an area the Government will publish detailed operational guidance for schools.

Should restrictions on site be needed the school will determine the workforce required on site and if it is appropriate for some staff to work remotely.

School meals

The school will continue to provide meal options for all pupils in school.

Free school meals support in the form of meals or lunch parcels for those eligible for free school meals and not attending school.