

Outbreak Management and Supplementary Risk assessment Reed First School

September 2021

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.

This document can be used to guide you in deciding which measures you could re-introduce should you have an outbreak in your setting in addition to your on-going controls already in place as part of your existing COVID risk assessment.

Your outbreak management plan should be specific to your school and outline the measures you would implement based on the principles set out in the [Contingency framework](#), which describes how local outbreaks of Covid19 will be managed.

In the event of an outbreak or if there are concerns about the operational running of the setting or the impact on education and learning as a result of case numbers, a request for support should be requested by emailing COVID.EYSEducation@hertfordshire.gov.uk From the Autumn term the LA will require you to attach a copy of your outbreak management plan.

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

Settings may also contact the LA for advice and support if they have concerns about the operational running of the setting or the impact on education and learning or impact on vulnerable pupils as a result of case numbers

NB- The LA will also be monitoring cases in settings through the surveillance data and will contact the setting if information suggests there is an outbreak.

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>Face Coverings</p> <p>Temporary re-introduction of face coverings for staff if chosen.</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>Primary schools 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> | VW | | |
| <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> | VW DH | | |
| <p>Limit the use of some shared areas for example</p> <ul style="list-style-type: none"> • Designated toilets for year groups • Wet playtime duties split between staff to ensure classes do not mix • Lunch eaten in bubble classrooms | VW | | |
| <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> | VW HT KR AW | | |

| Additional Outbreak controls | Action by who? | Action by when? | Done |
|--|----------------|-----------------|------|
| <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> | VW CL | | |
| <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> | VW CL | | |
| <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. Covid-19 visitor policy reintroduced.</p> | VW CL | | |
| <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> | VW CL | | |

| Additional Outbreak controls | Action by who? | Action by when? | Done |
|--|----------------|-----------------|------|
| <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> | | | |
| <p>Re-introduction of bubbles (detail how this would be achieved, nature and size of bubbles to be as small as practicable to reduce transmission risk whilst delivering full curriculum). Groups to remain clear and consistent and separated from other groups.</p> <p>Limiting interaction between groups by:</p> <ul style="list-style-type: none"> • Designated toilets for year groups • Wet playtime duties split between staff to ensure classes do not mix • Lunch eaten in bubble classrooms <p>Cleaning shared spaces between use by different groups e.g. canteen, school library etc.</p> <p>No groups are coming together for assemblies, events / school fairs, school trips etc.</p> <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>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> | | | |
| <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 encourage 2x week testing.</p> | | | |

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.

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.