OUTBREAK MANAGEMENT PLAN

CHECKS AND BALANCES: RESPONDING TO COVID-19

Staying COVID Secure – Our Commitment

- We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- We will share the Outbreak Management Plan and its findings with employees and consult on its contents.
- We will continue to comply with all relevant Health and Safety Legislation.
- We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding school reopening and implementing protective measures in education and childcare settings against COVID-19.
- We have regard to advice and guidance issued by Public Health England.

COVID-19: Outbreak Management Plan

Please note: this document is an appendix to the school's main risk assessment; it should be undertaken in conjunction with the school guidance updated by the Department for Education on 19th July2021 as follows: [Actions for schools during the coronavirus outbreak.](#) It outlines how schools would operate if any of the approaches for easing and tightening of measures, including possible attendance restrictions, become necessary in their local area. This includes how they would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled, whether onsite or remotely. ACTIONS SHOULD ONLY BE INSTIGATED IF ADVISED DIRECTLY BY DfE, PH or the LA.

Assessment conducted by:	Fiona Shields	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	23.8.2021	Review interval:	Fortnightly	Date of next review:	7.9.2021

Related Documents	
School/Local Authority documents :	**Government guidance:** https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings This framework is separate to the processes in place for managing outbreaks and operational challenges. Any restrictions on education are always a last resort and should only be initiated following a ministerial decision. Any measures will be kept under review and should be lifted as soon as the public health and scientific advice says it is appropriate to do so.

Record of Review	
Review Date **9.8.2021**	**Overview of review** **Complete updated risk assessment- rag rate risk and amend where necessary. Identify any actions that are required to mitigate risk.**

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	M
	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	Please mark Y/N/NA for each bullet point	Further actions/comments	Residual risk rating (H/M/L)
1. Minimizing Transmission					
1.1 General					
Direct or Indirect transmission of COVID -19 virus	L	• The main risk assessment, detailing the prevention and response system of controls in place, continues to be reviewed on a two weekly basis	Y		L
1.2 Directed to restrict attendance					
Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission	M	• If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a variant of concern (VoC) it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions. • No educational setting should move to implement restrictive measures of the kind set out in the contingency framework without the explicit approval of DfE.	All control measures will be NA until directed to action by DfE/PH/LA Y	• Attendance restrictions will only be considered as a last resort following the DfE's 'contingency framework' and, in collaboration with public health and the local authority. in this case, school will: - Ensure remote learning platform is in place and accessible to all. - That provision is in place for vulnerable children and key worker children to attend (as per national lockdowns).	L
1.3 Asymptomatic testing of staff					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	H	• When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will ramp up targeted testing in that geographical area to help suppress and control any possible new cases and better	Y All control	• Increased use of home testing for staff.	L

		understand the new variants. • An increased use of home testing by staff may also be advised.	measures will be NA until directed to action by DfE/PH/LA		
1.4 Face Coverings					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	H	• Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups. • Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use. • Where social distancing cannot be maintained in indoor locations, face coverings will be worn by staff and visitors, unless they are exempt.- key communal areas which include: staff room, corridors, office, medical room and when dismissing children. • Face visors or shields will not be worn as an alternative to a face covering. They will only be worn where they have been identified as appropriate following risk assessment and will be thoroughly cleaned between uses. • Face coverings- staff able to use disposable coverings supplied by school. • Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings but can, if they choose, wear transparent face coverings.	Y All control measures will be NA until directed to action by DfE/PH/LA	• Staggered entrance/ exit times will remain in place • Use of multiple entrances and exits will remain in place • Staggered/ limited use of communal areas- hall/ dining room will remain in place.	L
1.5 Out-of-school settings and wraparound childcare					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	M	• Providers who run community activities, , breakfast or after-school clubs, tuition and other out-of-school or childcare provision (including wraparound childcare), for children over the age of 5 should be able to continue to open for both indoor and outdoor provision. • If attendance restrictions are needed, vulnerable children should be allowed to attend. For all other children, parents and carers should only be allowed to access these providers for face-to-face provision for their children for a limited set of essential purposes, such as to allow them to go to or seek work, attend a medical	Y All control measures will be NA until directed to action by DfE/PH/LA	• Strict class bubbles re-implemented	L

		appointment, or undertake education or training.			
1.6 Educational visits					
Extremely high prevalence of COVID-19/ variant of concern (VoC)	H	• Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. • Only children who are attending the setting should go on an educational visit. • Education settings should consult the health and safety guidance on educational visits when considering visits	Y		M
1.7 Clinically extremely vulnerable pupils					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	H	• Shielding was paused on 1 April, and those who are clinically extremely vulnerable (CEV) are no longer advised to shield. • Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list • In the event of a major outbreak or VoC that poses a significant risk to individuals on the Shielded Patient List (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. • Settings should make sure their outbreak management plans cover this possibility. Shielding can only be reintroduced by national government.	Y All control measures will be NA until directed to action by DfE/PH/LA	• Shielding can only be re-introduced by national government. • Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. • Remote learning platform in place for children who are advised to shield.	L
1.8 Education workforce					
	M	• Employers should continue to implement the system of controls set out in our guidance. • They should explain to staff the measures they are putting in place to reduce risks to staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment. • Employers should have regard to the guidance on clinically extremely vulnerable people. • Schools should also consider if the COVID-19 education contingency framework offers more opportunities for staff to work at home, given reduced numbers of pupils onsite and the use of remote education for pupils scheduled to be at home. • Employers should have regard to staff work-life balance and wellbeing. • This includes considering how best to balance the demands of			L

	M	on- site teaching and support for remote education, which should be done within the terms and conditions of teachers' and staff employment.			
1.9 Remote Education					
Extremely high prevalence of COVID-19/ variant of concern (VoC)	M	• High quality remote education should be provided for all pupils not attending. • Refer to Remote Learning policy			L
1.10 Other measures					
Extremely high prevalence of COVID-19/ variant of concern (Vo	M	• Settings should make sure their outbreak management plan covers the possibility they are advised to limit: - residential educational visits - open days - transition and taster days - parental attendance in settings - performances in settings • Local authorities, DSPH and PHE Health Protection Teams may • recommend these precautions in one setting, a cluster of settings, or across an entire area		These will all be risk assessed and control measures put in place as and when required.	L
1.11 Safeguarding and designated safeguarding leads					
Extremely high prevalence of COVID-19/ variant of concern (VoC)	H	• If restrictions are implemented in any education or childcare setting, we would expect all local safeguarding partners to be vigilant and responsive to all safeguarding threats and ensure vulnerable children and young persons are safe, particularly as more children and young people will be learning remotely. • Schools (ideally led by the designated safeguarding lead (DSL) or a deputy) should review their child protection policy so that it reflects the local restrictions and remains effective. In some cases, a COVID19 annex or addendum that summarises any key local restriction related changes might be more effective than re-writing and reissuing the whole policy. • It will be important that all staff working in the school are aware of the revised policy			L
1.11 Vulnerable children					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	H	• Where vulnerable children are absent, education settings should: - follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns - encourage the child to attend educational provision, working with the local authority and social worker (where			L

		applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child's attendance would be appropriate - focus the discussions on the welfare of the child and ensuring that the child is able to access appropriate education and support while they are at home - have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so If settings have to temporarily stop onsite provision - on public health advice, they should discuss alternative arrangements for vulnerable children with the local authority			
**2. Additional site-specific issues and risks**
**Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them**
Extremely high prevalence of COVID-19 / variant of concern (VoC)	H	• One-way system used • Face masks worn by parents when entering the schools grounds • Parents not allowed in school and to contact office via phone or email • Bubbles in school to minimise contact • Staggered starts and end time for pupils to minimise contact • Maximum of an hour in the classroom at a time- at least a 15 minute ventilation • Windows and doors kept open to ventilate the room • Visitors kept to a minimum and remote meetings held • Dinner served in bubbles/classrooms	Y		L