

## 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 24th May 2021 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:		Job title:		Covered by this assessment	
Date of assessment:		Review interval:		Date of next review:	

Related documents	
School/documents/ : Back to School Plans Risk Assessments – whole school and individual staff Online learning Updated behaviour and safeguarding	Government guidance: Schools coronavirus (COVID-19) operational guidance - GOV.UK ( <a href="http://www.gov.uk">www.gov.uk</a> )  Contingency framework: education and childcare settings - GOV.UK ( <a href="http://www.gov.uk">www.gov.uk</a> )  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	Key points from review

## 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 needed only if N is put by a bullet point	Residual risk rating (H/M/L)
<b>1. Minimising Transmission</b>					
<b>1.1 General</b>					
Direct or Indirect transmission of COVID - 19 virus	M	<ul style="list-style-type: none"> <li>The main risk assessment, detailing the prevention and response system of controls in place, continues to be reviewed on a two weekly basis</li> </ul>	Y		M
<b>1.2 Directed to restrict attendance</b>					
Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission	H	<ul style="list-style-type: none"> <li>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 Covid, it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</li> <li><b>No educational setting should move to implement restrictive measures of the kind set out in the contingency framework without the explicit approval of DfE.contingency framework without the explicit approval of DfE.</b></li> </ul>	<p><b>All control measures will be NA until directed to action by DfE/PH/LA</b></p> <p>Y</p>		M

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 needed only if N is put by a bullet point	Residual risk rating (H/M/L)
<b>1.3 Asymptomatic testing of staff</b>					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	H	<ul style="list-style-type: none"> <li>When a variant of COVID-19 is classed as a variant of concern (VoC), government will ramp up targeted testing in that geographical area to help suppress and control any possible new cases and better understand the new variants.</li> <li>An increased use of home testing by staff may also be advised.</li> </ul>	Y All control measures will be NA until directed to action by DfE/PH/LA	<p>Letters home in place to communicate with parents need for testing.</p> <p>Regular reminder sent home.</p> <p>LFT sometimes required for out of school/ extracurricular events where social distancing isn't possible.</p> <p>In school testing plan – if directed by the DFE would need to be agreed with school before implementing – risk of time required to set this up as it is a large operation – plans in place to ensure this is swift and staffed with minimal disruption.</p> <p>School in contact with LA regarding these plans should they be required on a local level.</p> <p>Staff and students have access to LFT</p> <p>Stock of LTF's checked and updated weekly.</p>	M
<b>1.4 Face Coverings</b>					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	H	<ul style="list-style-type: none"> <li>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</li> </ul>	Y All control measures will be NA until	<p>Plan and processes ready to action.</p> <p>Parents supportive.</p>	M

		<p>transmission and should allow for reasonable exemptions for their use.</p> <ul style="list-style-type: none"> <li>• Where social distancing cannot be maintained in indoor locations, face coverings will be worn by staff and visitors, unless they are exempt.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<p>directed to action by DfE/PH/LA</p>	<p>Students used to wearing masks and learning disruption minimised. Mask/ face covering stocks checked weekly and school is well prepared.</p>	
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 needed only if N is put by a bullet point	Residual risk rating (H/M/L)
<b>1.5 Clinically extremely vulnerable students</b>					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	H	<ul style="list-style-type: none"> <li>• Shielding was paused on 1 April, and those who are clinically extremely vulnerable (CEV) are no longer advised to shield.</li> <li>• Pupils who are clinically extremely vulnerable should follow national guidance regarding formal shielding measures in place at the time. See guidance on who is at higher risk from coronavirus (clinically extremely vulnerable) and protecting people who are clinically extremely vulnerable.</li> <li>• Updated advice is for the group to continue taking extra precautions to protect themselves, and to follow the practical steps set out in the CEV</li> </ul>	<p>Y All control measures will be NA until directed to action by DfE/PH/LA</p>	<p>Staff who previously shielded is up to date and can easily be updated. Online/ technology use can ensure shielding without disruption to education as required. Adaptations and RA's still in place for high risk pregnancies with individual plans/ arrangements in place.</p>	M

		guidance page to minimise their risk of exposure to the virus.			
<b>1.6 Education Workforce</b>					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	H	<ul style="list-style-type: none"> <li>HT 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.</li> <li>School leaders should have regard to the guidance on clinically extremely vulnerable people.</li> <li>Schools leaders 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.</li> <li>School leaders should have regard to staff work-life balance and wellbeing.</li> <li>This includes considering how best to balance the demands of onsite teaching and support for remote education, which should be done within the terms and conditions of teachers' and staff employment.</li> </ul>		Plans ready to action in place if required.	M
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<b>1.7 Remote Education</b>					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	M	Refer to Remote Learning policy		On website.	L
<b>1.8 Safeguarding and designated safeguarding leads</b>					
Extremely high prevalence of COVID-	H	<ul style="list-style-type: none"> <li>If restrictions are implemented in any education or childcare setting, all local safeguarding partners should be vigilant and responsive to all</li> </ul>		Safeguarding team briefed and ready to move work online/ out	M

19 / variant of concern (VoC)		<p>safeguarding threats and ensure vulnerable children and young persons are safe, particularly as more children and young people will be learning remotely.</p> <ul style="list-style-type: none"> <li>• School leaders (ideally led by the designated safeguarding lead (DSL) or a deputy) should review the school 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.</li> <li>• It will be important that all staff working in the school are aware of the revised policy.</li> </ul>		<p>of school as required by any direction.</p> <p>Child protection policy updated and published on website. Staff aware of changes.</p>	
2. Additional site-specific issues and risks					
HT to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
	H	Mixing in school playground limited by marking in place and designated bubbles – these will remain.	M	ALL REVIEWED WEEKLY and ADJUSTED AS APPROPRIATE.	
	H	Staggered days/ limited movement around school – to remain in place until September/	M		
	M	Sanitiser to remain in each class to be used on entry.	L		
	H	Meetings in school/ staff room space/ canteen chairs/ tables/ visitors required to wear masks, School events, parent evenings/ celebrations/ Changing rooms/ sports days. Also applies to face covering use. Staff remain advised to keep 2 metre distances as much as possible.	L		
	H	Transition days moved to August/ September/ Summer school to prevent transmission across year 6 primary bubbles.	L		
	H	Review of all school activities weekly/ depending on advice.	L		
	H	Public transport – HT in weekly liaison regarding public transport with bus companies at present time mask and capacity measures remain unchanged since Jan 2021.		Review in light of new evidence and liaise with bus companies and KCC.	
		10 day isolation could lead to disruption to education due to staff isolation – teaching classes minimised as		Threshold would have to be discussed if large numbers were	

		per 09/20 and remote learning allows staff to safely continue to work at home if isolating ensuring no break in education.		required to isolate in an outbreak – consult with LA and PHE.	
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Approved by (Head Teacher/ Chair of Governors)	M. Cater	Date of Approval	21/6/2021
Date Available to staff	25/6/2021	Date of Review	21/7/2021 or as required.