



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.

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.

NOTES & UPDATES:

10/12/21

In the supplementary controls section below text in blue are actions currently in place, text in red are actions are to be used if necessary.



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

A review of the school's existing risk assessment controls for effectiveness (e.g. hand hygiene, cleaning regimes and ventilation) is undertaken periodically to 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, contingencies are detailed below and are 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 - temporary re-introduction of face coverings for the whole school.</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>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><i>Note: An additional control would be widened to re-introduce face coverings in classrooms.</i></p>	SLT	In place	Yes
<p>Enhanced cleaning – the school's cleaning schedule is reviewed and enhanced during the duration of the outbreak. In-particular for rooms used by multiple groups / classes. Particular attention is paid to high contact items such as door handle, push plates & hand rails.</p>	AWH	In place	Yes
<p>Limit the use of some shared areas - students coming to school in PE kit to avoid use of changing rooms etc.</p> <p><i>Designated toilets for year groups.</i></p>	SLT	In place	Yes
<p><i>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.</i></p>	SLT		
<p>Limiting activities</p> <p><i>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.</i></p>	SLT		



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Additional Outbreak Controls	Action by who?	Action by when?	Done
<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>			
<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>	SLT		
<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>	SLT		
<p>Hire / lettings</p> <p>In the event of an outbreak these will be reviewed and potentially postponed or cancelled.</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>	AWH		
<p>Re-introduction of year group bubbles</p> <p>Limiting interaction between groups by:</p> <ul style="list-style-type: none">Staggering school start finish times for year groups.Staggering breaks and lunch;Minimise rooms / spaces being shared across groups;Cleaning shared spaces between use by different groups e.g. canteen, school library etc. <p>No groups are coming together for assemblies, events / school fairs, school trips etc.</p>	SLT		



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Additional Outbreak Controls	Action by who?	Action by when?	Done
<p>Note: 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 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 home testing for staff / students in secondary schools may be required and will be encouraged.</p>	SLT AWH	In Place	Yes
<p>Re-instate Remote Learning – implement the school's Remote Learning Plan for one or more year groups.</p>	SLT		
<p>Ending a term or half term period early – according to Outbreak data and academic necessity, consideration will be given to closing the school to one or more year groups, a day or days earlier than the published term end date.</p>	SLT		

Document Author: A. Wheeler – Premises & Safety Manager (amended HCC version of Outbreak template).

Reviewed:

1. 10/12/21
- 2.
- 3.