

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.

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

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.*

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.

The template below is a guide on what measures you **may** be able to introduce if there is an outbreak in your setting and not an exhaustive list and must be adapted to make it relevant to your setting

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 the whole school or the class(es) / year(s) affected.</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> <p><i>Information sent to parents via SchoolComms and staff via school emails. Whilst visitors and staff would be expected to provide their own masks an emergency supply to be kept in office for visitors.</i></p>	<p>SchoolComms – CW</p> <p>Staff email - MJ</p>	<p>Immediately on notification by MJ</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> <p><i>Impacted class or year to use classroom toilets and return to cleaning at break and lunch of full classroom.</i></p>	<p>Year group staff</p>	<p>By next school day</p>	
<p>Limit the use of some shared areas for example</p> <ul style="list-style-type: none"> Designated toilets for year groups – <i>classroom toilets only to be used by impacted group.</i> Students coming to school in PE kit to avoid use of changing rooms etc. – <i>mixed clubs with impacted pupils in to be suspended for 10 days from last positive test.</i> 	<p>MJ /RY MJ / KF / BA SSAs</p>	<p>By next school day</p>	

Additional Outbreak controls	Action by who?	Action by when?	Done
<ul style="list-style-type: none"> Lunch to be eaten in the classroom where it is not possible to have unmixed groups in the dining room and to remain separate outside. Where more than 2 classes are impacted in close proximity of each other, all year groups to return to staggered starts. 	Class staff		
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>Impacted classes to have their own sets of equipment (pens pencils etc) not shared outside the classroom.</i>	All staff	By next school day	
<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. <i>Where the outbreak is confined to a Key Stage that KS only along with whole school assemblies.</i></p> <p>All planned offsite visits reviewed and are to include COVID-19 controls, residential visits in-particular may need to be postponed. Staff leading the visit to contact the venue to discuss if and how this can go ahead.</p> <p>Sports fixtures with other schools will be reviewed and potentially postponed. PE lead to discuss with the other setting where there is no link between the team and the cases.</p>	<p>MJ / RY / year group staff</p> <p>MJ / RY / phase leads.</p> <p>MJ / RY</p> <p>DS</p>	By next school day	
<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. All windows in shared spaces should be open. Reintroduction of the need to not enter the main office.</p> <p>Face to face meetings to be restricted to those which are essential, all such meetings held in larger spaces with good ventilation. (use of the meeting room with windows open using a CO2 monitor where there is one available)</p>	<p>MJ</p> <p>Phase Leads</p>	By next school day	

Additional Outbreak controls	Action by who?	Action by when?	Done
<p>Large meetings / all staff briefings will be re-scheduled or undertaken remotely to reduce contact between staff. Phase meetings to be included in this where there is more than one class in the phase impacted.</p>			
<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> <p>Governors to be informed of an outbreak and that appropriate measures will then be taken for any upcoming visits or meetings.</p>	<p>MJ CW – SchoolComms</p>	<p>Immediately inform parents of this Action by next day</p>	
<p>Hire / lettings</p> <p>In the event of an outbreak these will be reviewed and potentially postponed. MJ to contact breakfast club and afterschool club.</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>	<p>MJ /RY</p>	<p>By next school day</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. After first 5 pupils this should be reviewed daily and appropriate areas of the school to return to bubbles.</p> <p>Limiting interaction between groups by: Staggering breaks and lunch – <i>where there are more than 2 classes in a Key Stage then that KS will return to lunches in classrooms or staggered lunches where possible as Year groups.</i> Minimise rooms / spaces being shared across 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.</p>	<p>MJ/ RY</p>	<p>By next school day</p>	

Additional Outbreak controls	Action by who?	Action by when?	Done
<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 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>			

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.

Middle Schools

Middle schools (with some primary and secondary year groups) may need to adopt a combined approach depending on the restrictions in primary and secondary schools in the local area.

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.