

Outbreak Management Plan: Risk Assessment

The Government requires all schools to have a contingency plan in the event of an outbreak of positive cases. An outbreak will be:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection
- evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19
- a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group

If this threshold is met, the school will collaborate with local and national agencies to manage the response. Strategies may include one or more of the following:

- Reviewing, adapting and enhancing current cleaning regimes
- Requiring face coverings to be worn by more groups and in all areas of the school.
- Daily Lateral Flow Tests
- Restricting large group gatherings i.e. assemblies delivered remotely.
- Some form of zoning

The will be four levels of response:

1. Isolated – when one close contact group experiences an outbreak.
2. Multiple within one year group – when more than one outbreak is experienced with a 10-day period.
3. Multiple outbreaks across year groups or rising cases across the school suggesting uncontrolled spread.
4. School wide outbreaks or an exponential rise in cases within a 10-day period.

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN		Stage
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?	
Direct contact with airborne droplets from carriers.	Direct infection of a well individual with virus particles	Based on advice from Public Health advisors testing regimes may be increased, with groups identified to carry out LFT every day for 5 school days		X		The Head teacher will liaise with PHE and inform parents		1, 2 & 3
		Based on advice from Public Health advisors testing regimes may be increased, from use of daily LFT to implementation of a temporary Asymptomatic test site (ATS) for a particular group.		X		The Head teacher will liaise with PHE.		4
		Face coverings required in communal areas and class rooms by specific groups, for at least 5 days		X		Letters sent to parents, pupils briefed		1
		Face coverings required in communal areas by all for a specified period.		X		Guidance will be adapted and published via website.		2
		Face coverings required in corridors and class rooms by all for a specified period		X		Guidance will be adapted and published via website.		3 + 4
		Limitations on large group meetings may be put in place i.e. alternative formats put in place for events such as Open Evening, transition days or planned live performances.		X		The Headteacher will make decisions regarding alternative provision.		3 + 4
		Attendance restrictions will only be considered on a short term and a last resort measure. Based on advised form Public Health advise, attendance may be restricted to break the chain of in school transmission.		X		The Head teacher will liaise with PHE.		4
Social Contact on site - Staff	Direct transmission of virus from carriers to well individuals	School to identify the staff that remain classified as clinically extremely vulnerable due to pre-existing conditions. Shielding arrangements are currently paused and can only be reintroduced by national government.		X		Guidance will be updated. Expectant mothers can require classes to wear face coverings in their lessons		4

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		Staff rooms and offices will be reviewed and appropriate configurations of furniture and workstations put in place to allow for social distancing, or limiting the numbers of staff that can be present in the area.		X		Explicit advice re working in school issued. PCs place on as many individual teachers desks as possible.		3
		Staff should not share resources, materials or equipment within the staff room.		X		Explicit advice re working in school issued. Teachers/staff who use multiple PCs issued with their own supply of cleaning wipes.		3
		Staff briefings and meetings to be suspended or conducted via an online platform to avoid unnecessary gatherings on the school site which may compromise social distancing rules.		X		All meeting can take place via Teams		3
Social Contact on and off site – Students	Direct transmission of virus from carriers to well individuals	The Head and Deputy Head will review if an educational visit may take place if Extra Action is in place.		X		All educational visits will be required to include a contingency plan in the event of a positive COVID case.		2 + 3
		Some pupils with SEND will need specific help and preparation for the changes to routine if extra action is required.		X		Targeted support and preparation for SEND pupils		3
		Allow practical lessons to go ahead only if the equipment can be cleaned thoroughly and the classroom properly cleaned between different groups.		X		HODs to review if practical lessons can go head		2
Social Contact on site – Classrooms	Direct transmission of virus from carriers to well individuals	Consistent groups reduce the risk of transmissions by limiting the number of pupils and staff in contact with each other.		X		Review timetable to identify if the movement of the affected group can limited.		3 + 4
		Pupils required to clean workstations / desks at the end of the lesson. For a particular group or whole school.		X		Head to inform staff		1, 2 or 3

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Social Contact on site – Break and lunchtimes	Direct transmission of virus from carriers to well individuals	Maintain consistent groups by zoning use of outdoor / classroom spaces so that different groups are not using the areas at the same time.		X		Zone use of food areas to consistent groups		3 + 4
		Sufficient staff should be present to supervise the children and ensure that they are maintaining social distancing as far as reasonably practicable and practising good personal hygiene e.g. not touching their face or eyes.		X		MSA's to supervise the break areas during lunchtimes. Teaching staff assigned duty for whole year.	✓	1
		In the event of a Fire Drill, all staff, students and visitors should proceed to the usual fire muster points, and social distancing should be maintained as practicably as possible.		X		Update fire Drill with instructions		3 + 4
Social Contact on Site – General	Direct transmission of virus from carriers to well individuals	Where possible the school will implement a one-way system in and out of its buildings to reduce the mixing of staff and students. This plan will be displayed in the reception and other areas.		X		Signage throughout school to implement the one way systems.	✓	3 + 4
	Direct transmission of virus from carriers to well individuals	Although transmission of the virus in corridors is low due to the transitory nature of people using the space, it is good practise to reinforce the “walk on the left” protocol.		X		Signage emphasises this.	✓	3 + 4
Social Contact - School hall / Assemblies	Direct transmission of virus from carriers to well individuals	School assemblies will be delivered remotely for the identified group.		X		Assemblies will be delivered through recorded PowerPoints.	✓	2
		Sharing of resources such as stationary and other equipment should be avoided, and students should be provided with individual resources where appropriate. Try to avoid working with paper.		X		Staff will adapt working practices for identified group.		2
		Consideration should be given to marking work (done electronically), photocopying etc.		X		Staff will adapt working practices for identified group.	✓	2

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Social Contact - Teaching	Direct transmission of virus from carriers to well individuals	Shared resources such as computers, PE, science and other practical equipment should be cleaned and disinfected after each use.		X		Technicians and teaching staff will implement when appropriate.		2
Social Contact - Teaching	Direct transmission of virus from carriers to well individuals	There may be additional risk of infection in environments where singing, chanting, playing wind or brass instruments or shouting,		X		Music and Drama departments adjust their provision for identified group.		Dependent on group
		Parental contact with staff should be minimised or take place remotely.		X		Visitor protocol minimises parents on site for identified group.		3 + 4
	Direct transmission of virus from carriers to well individuals	The school will discuss with its cleaners the requirements for a new cleaning regime at the school based on the guidance.		X		Hold regular meeting are held with Cleaning team.		1
Increasing Educational Learning Gap	Pupil absence and disengagement may limit life chances	Teachers will provide good quality remote provision for the groups who are required to self isolate or if there are temporary closures.		X		Guidance on using Teams to deliver remote learning.		1
		Supervised on site provision will be made for vulnerable pupils in the case of temporary measures.		X		Timetable of supervision and accommodation will be put in place.		4
		Safeguarding arrangements will remain in place, a DSL will be available on site the event of a temporary closure.		X		Timetable of staff on duty during school closure will include a DSL		4
		Attendance of vulnerable pupils on site will be strongly encouraged.		X		Pastoral teams will monitor and follow up on attendance, when relevant.		4
		Free school meal support will be provided for eligible pupils who are absent due to COVID or during periods of temporary closure.		X		Vouchers will be sent by the main office to absent pupils		1

Whilst aiming to be comprehensive, this risk assessment may not be exhaustive and there may be particular circumstances which necessitates the consideration of factors not covered here. The risk assessment has been written using the following guidance:

Schools Covid 19 operational guidance: (updated February 2022):

- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057141/Contingency_framework_education_and_childcare_settings_February_2022.pdf

Sign Off Sheet

Assessor Details:

Assessor(s) name: (Chair of Governors)	Assessor(s) signature:	Date:
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School safety co-ordinator to sign below to accept the assessment

School safety co-ordinator's name: Adam Newbey (Governor)	School safety co-ordinator's signature: 	Date: 1.3.22
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The risk assessment will be reviewed by the SLT on a monthly basis or when Government guidance changes or conditions in school require a change.

A review of this risk assessment is to be undertaken any changes occur that affect the facts given above, including Government updates

Date of review:	Reviewed by (Name):	Comments:
October 2021 or before if Government guidance is updated.	Sylvia Tai	
January 2022	Sylvia Tai	2 close contact groups in Year 7, cases remain over 40. All parents and pupils informed. 28 th February school no longer in outbreak