

# COVID-19: Outbreak Management Plan

Please note: this risk assessment should be undertaken in conjunction with the operational guidance for schools issued by the DfE on 06/07/2021:

[Schools COVID 19 Operational Guidance](#)

## System of controls

Should an outbreak occur, in discussion with Public Health, a decision would be made regarding the reintroduction of some or all of the following control measures:

1. Ensure face coverings are used in recommended circumstances
2. Re-introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
3. Consider how to minimise contact across the site and maintain social distancing wherever possible
4. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
5. Promote and engage with asymptomatic testing, where available

Assessment conducted by:	Sheridan Hutchinson-Jones	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	01.11.21	Review interval:	Half termly	Date of next review:	End December 2021
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Related documents	
<b>Trust documents:</b> <a href="#">Risk Assessment - Step 4</a>	<b>Government guidance:</b> <a href="#">Actions for early years and childcare providers</a> <a href="#">Use of PPE in education and childcare settings</a> <a href="#">PHE cleaning of non-healthcare settings</a> <a href="#">HSE guidance on air conditioning and ventilation</a> <a href="#">DfE contingency Framework</a>

## Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1. Ensure face coverings are used in recommended circumstances</b>					
<b>1.1 Reintroduction of Face Covering</b>					
Advice from PH is to re-introduce the wearing of face coverings in the school	H	<ul style="list-style-type: none"> <li>Establish whether the requirement is for face coverings to be worn at all time, including classrooms, or just in social spaces and corridors</li> <li>Communicate the requirement clearly to staff, students and parents (unless an exemption applies)</li> <li>Re-introduce posters and signage to instruct on the wearing of face coverings</li> <li>Ensure that staff supervise and challenge where advice is not being followed</li> <li>Have stocks of face coverings available in school</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff will be informed via briefing and email.</li> <li>Students and parents will be informed via letter, text message, website and social media.</li> <li>Posters will be available for display across the site and electronic displays will be updated.</li> <li>Face masks will be kept in stock.</li> <li>Rota will be in place to monitor students when entering and moving around the</li> </ul>	M

				<p>academy to ensure students are wearing face masks (unless exempt)</p> <ul style="list-style-type: none"> <li>• <b>Following advice from Wakefield Council (see separate letter), staff &amp; students have been advised to wear face coverings in classrooms and communal areas from 01.11.21.</b></li> </ul>	
<b>2. Re-introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</b>					
<b>2.1 Increase cleaning regime</b>					
<p><b>Transmission rates increase as a result of contact transmission</b></p>	M	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection.</li> <li>• Reduced areas of the school used whilst less children and staff in school</li> <li>• Working hours for cleaning staff are increased and additional staff appointed where necessary.</li> <li>• Dining areas, toilets and high frequency areas are prioritised in additional cleaning schedules and for cleaning between use by different bubbles</li> <li>• Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas.</li> <li>• Classroom timetabling is shared to ensure the classrooms are cleaned when free</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Enhanced cleaning schedule will be implemented, including a focus on high frequency areas, toilets and touch points.</li> <li>• Cleaning timetable adjusted to clean classrooms when not in use or between bubbles or if reduced areas of the academy are in use.</li> </ul>	M

### 3. Consider how to minimise contact across the site and maintain social distancing wherever possible

#### 3.1 Re-introduce 'Bubbles'

<p><b>Social distancing is not maintained</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.</li> <li>• Staff model social distancing consistently.</li> <li>• The movement of pupils around the school is minimised.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing.</li> <li>• Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations - NB for EYFS and KS1 the bubble is designed to protect children that are too young to social distance.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Floor marking for social distancing are reintroduced.</li> <li>• Posters and electronic boards are updated to reinforce advice regarding social distancing. Students receive advice and reminders via HMG, staff via briefings.</li> <li>• Break and lunch times are split across two zones and at staggered times so only one year group is in each zone at a time, with cleaning time in between.</li> <li>• Students move back to bubbles based in different year group blocks.</li> <li>• Assemblies and staff briefings to be held online.</li> <li>• Parents and students reminded of the importance</li> </ul>	<p>M</p>
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				<p>of social distancing when arriving and leaving the academy.</p> <ul style="list-style-type: none"> <li>• <b>Following advice from Wakefield Council (see separate letter), from 01.11.21 assemblies and briefings will be virtual and enrichments will be for single year groups only.</b></li> </ul>	
<b>3.2 Shielding - CEV</b>					
<p><b>Clinically Extremely Vulnerable children are advised to shield</b></p>		<ul style="list-style-type: none"> <li>• New starter parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon</li> <li>• Individual risk assessments undertaken for any student identified being at higher risk e.g. Ethnic Minority Groups, CEV and actions put in place in agreement with student/parents</li> <li>• Remote learning provided for any child required to shield</li> <li>• EHCP and risk assessments updated</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Information is confirmed from new starters parents regarding any health conditions.</li> <li>• Individual risk assessments to be undertaken or reviewed for students at higher risk.</li> <li>• Remote learning and google classrooms will be set up for students required to shield.</li> </ul>	M

<p><b>Clinically Extremely Vulnerable staff are advised to shield</b></p>		<ul style="list-style-type: none"> <li>• New and existing members of staff with underlying health issues, those within vulnerable groups or who were previously are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>• Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>• Individual staff risk assessments undertaken where additional risk factors identified e.g. Ethnic Minority Groups, male, over 70, pregnant, extremely clinically vulnerable</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• New staff have been asked about underlying health conditions, with records kept.</li> <li>• Staff asked to see appropriate advice in relation to their health and current guidance.</li> <li>• Individual risk assessment to be updated or reviewed for staff at higher risk.</li> </ul>	<p>M</p>
<p><b>3.4 Cancelling face to face events</b></p>					
<p><b>Face to face events in school risk an increase in transmission</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• All events that would involve gatherings or that would break 'bubbles' would be cancelled e.g. assemblies, open days, transition, taster days, parents evenings, performances</li> <li>• Parents and visitors would be advised not to attend site, with meetings being offered online</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Any upcoming events would be cancelled and attendees notified via appropriate communication methods.</li> <li>• Parents and visitors advised by website, text and social media not to attend site, online meetings to be arranged where appropriate.</li> <li>• Signing in place at reception to remind any visitors not to attend.</li> <li>• <b>Following advice from Wakefield Council (see</b></li> </ul>	<p>M</p>

				<p>separate letter), from 01.11.21 parents evening will be virtual and parents/visitors have been asked only to attend if necessary and by appointment only.</p>	
<p>School trips risk increasing transmission rates</p>	H	<ul style="list-style-type: none"> <li>All trips would be postponed all cancelled, in discussion with trip operators to secure alternative dates or refunds</li> <li>Explore insurance cover via RPA</li> </ul>	Y	<ul style="list-style-type: none"> <li>All trips would be cancelled with students and parents notified as soon as possible.</li> <li>Discussion with trip operators to take place regarding alternatives, advice sought from RPA if required.</li> <li>Following advice from Wakefield Council (see separate letter), from 01.11.21 any trips will be risk assessed on a case by case basis.</li> </ul>	M
<p>4. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary</p>					
<p>4.2 Provide enhanced PPE</p>					

<p><b>Infection rates increase placing some staff at higher risk</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• PPE would be re-introduced for cleaning and catering staff and those providing personal hygiene</li> <li>• Ensure sufficient stocks of PPE are available in school for this enhanced provision to be managed at short notice</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Sufficient PPE kept in stock and replenished as required.</li> <li>• PPE provided for cleaning, catering and others.</li> <li>• Reminders provided to staff regarding the appropriate use and disposal of PPE.</li> <li>• PPE should be worn for the duration of the care. Gloves, coveralls and mask should be disposed of at the end of each session in the special bins provided. Goggles should be placed in the identified container for disinfecting and reuse</li> </ul> <p>Donning and removing PPE</p> <p>PPE should be put on and removed in this order, after washing hands</p> <ol style="list-style-type: none"> <li>1. apron</li> <li>2. mask</li> <li>3. Eye protection</li> <li>4. gloves</li> </ol>	<p>M</p>
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				<ol style="list-style-type: none"> <li>5. removing PPE</li> <li>6. gloves</li> <li>7. apron</li> <li>8. Eye protection</li> <li>9. mask</li> <li>10. wash hands</li> <li>11. disposal of PPE</li> </ol> <p>They should be disposed of in lidded bins provided in the Academy.</p> <p>Items should be placed directly into bins and should not be placed on other surfaces whilst discarding them.</p> <p><b>Following advice from Wakefield Council (see separate letter), staff &amp; students have been advised to wear face coverings in classrooms and communal areas from 01.11.21.</b></p>	
<b>5. Promote and engage with asymptomatic testing, where available</b>					
<b>5.1 In School Asymptomatic Testing Site</b>					
<b>Advised to establish an Asymptomatic Testing Site</b>	M	<ul style="list-style-type: none"> <li>• Establish a full ATS at school</li> <li>• Follow the On Site ATS risk assessment and DfE guidance documentation</li> <li>• Ensure that student/parent consent is in place</li> </ul>	Y	<ul style="list-style-type: none"> <li>• ATS set up in sports hall (one way system can be implemented, suitable flooring as recommended, suitable ventilation, sufficient space for social distancing).</li> </ul>	M

				<ul style="list-style-type: none"> <li>Onsite ATS risk assessment put in place in line with DfE guidance.</li> <li>Parents/student contacted via google form for consent.</li> </ul>	
<b>5.2 Daily Contact Testing</b>					
<p><b>Undertake daily contact testing as an alternative to self-isolating</b></p>	H	<ul style="list-style-type: none"> <li>Identification of close contacts from each positive case</li> <li>Establish a process to request daily contact testing of close contacts</li> <li>Children held each morning until they return a negative LFD test via the ATS</li> <li>Positive LFD tests isolated and sent home to undertake a PCR test</li> </ul>	Y	<ul style="list-style-type: none"> <li>Holding area in place in sports hall for students waiting for test results with sufficient social distancing. Positive cases isolated in specified area if can not leave straight away and advised to take a PCR test.</li> <li>Process in place for identifying close contacts from positive cases and to request daily contact testing of close contacts.</li> <li><b>Following advice from Wakefield Council (see separate letter), students have been advised to staff at home if someone in the household has</b></li> </ul>	M

				<p>tested positive and to take a PCR test 3-5 days after the test if they do not have symptoms. If this test is negative, they can then return to school. Parents/carers have been advised that a PCR test must be booked straight away if the student starts to develop symptoms.</p>	
<b>6. Partial Closure</b>					
<b>6.1 Maintaining on site provision</b>					
<p><b>Vulnerable and critical worker provision</b></p>	M	<ul style="list-style-type: none"> <li>• Vulnerable and critical worker children are identified and known to the school (including new starters)</li> <li>• Communication with families to understand the level of attendance of these groups of children</li> <li>• Rotas in place if necessary to deliver on site teaching/remote learning/blended learning</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Staff will identify vulnerable and critical worker children and communication will be sent to parents via a google form to identify attendance of these groups.</li> <li>• Rotas will be developed once above known to deliver required learning both on site and remotely.</li> </ul>	M

6.2 Remote Learning					
<p><b>Remote and blended learning not in place for those children not attending school</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Arrangements in place to support pupils not attending school with remote learning at home</li> <li>• Technology available in school to allow all staff to deliver and support remote and on site learning</li> <li>• Technology available to loan to children to support remote learning (prioritising disadvantaged students)</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Inclusion team will liaise with those students who may have technology access issues to provide access either onsite or via loan technology.</li> <li>• Technology is available on site to all staff to deliver and support remote learning.</li> <li>• Inclusion team will contact students who are not accessing remote learning to identify any possible technology issues.</li> </ul>	<p>L</p>
6.3 Safeguarding					
<p><b>Children not attending school are not monitored</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Regular safeguarding phone calls to those children not attending</li> <li>• EHE is discouraged where requested by parents/carers</li> <li>• Any concerns about EHE and child safety are reported to DSL and safeguarding policy followed</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Regular safeguarding calls will take place by the safeguarding and inclusion team, which will be logged appropriately.</li> <li>• Any concerns will be reported to the DSL using the appropriate communication</li> </ul>	<p>M</p>

				methods and the safeguarding policy will be followed.	
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