

# 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](mailto: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, students, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period;**

Or

**10% of children, students, 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, students, students and staff at any one time:

**2 children, students, 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 students 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

# Ashlyns School - Supplementary Risk assessment - additional controls in the event of an Outbreak

## January 2022

Review of 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.***

<b>Establishment:</b> Ashlyns School	<b>Assessment by:</b> Wider Leadership Team (Overseen by AWe)	<b>Date:</b> January 2022
<b>Version ref: RA-002</b> Green - suggested from 27.09.2021  Reviewed January 2022 - only changes to responsible SLT members if necessary  Red - to be introduced if required	<b>Headteacher Approval:</b> J Shapland	<b>Date:</b> January 2022

Revised to reflect the Schools Operational Guidance [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-schools-during-the-coronavirus-outbreak) and supplement RA 015

Additional Outbreak controls	Action by who?	Action by when?	Done
<b>Face Coverings</b>  Temporary reintroduction of face coverings for the whole school or the class(es) / year(s) affected.  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.	HKh	From Monday 27 Sept	

<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>As an additional control this has been widened to re-introduce face coverings in classrooms from January 2022</p>			
<p><b>Enhanced cleaning</b></p> <p>School's cleaning schedule to be reviewed and enhanced during the duration of the outbreak. In-particular for rooms used by multiple groups / classes.</p>	AWe/MB e	27 Sep	
<p><b>Limit the use of some shared areas</b> for example</p> <ul style="list-style-type: none"> <li>Ensure year groups are separated at break and lunchtime</li> </ul>	JSh/TKi	27 Sep	
<p>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.</p>			
<p><b>Limiting activities</b></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.</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><b>Sports fixtures with other schools</b> will be reviewed and potentially postponed.</p>	JSh/RKi	27 Sep	
<p><b>Reduction in interaction / close contact situations</b></p> <p>Ensure space at the front of the class to enable staff to maintain distance from students. Re-establish 'traditional' row based seating format.</p> <p><b>If outbreak linked to identified staff:</b></p> <ul style="list-style-type: none"> <li>Layouts and capacities for shared spaces such as offices, meeting rooms, staffroom etc. will be reviewed to limit numbers.</li> <li>Face to face meetings to be restricted to those which are essential, all such meetings held in larger spaces with good ventilation.</li> <li>Large meetings / all staff briefings will be rescheduled or undertaken remotely to reduce contact between staff.</li> </ul>	AWe/RPe /HKh	27 Sept	
		3 Nov	
		9 Nov	



## **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 16<sup>th</sup> 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.

If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.

## **Secondary schools**

If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, students in years 10, 11, 12 and 13, and other students 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 students 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 students 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.