

# **Outbreak Management and Supplementary Risk assessment - Aboyne Lodge**

## **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/publications/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, 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><b>Face Coverings</b> as part of the DfE's operational guidance then from 20 January 2022 these were no longer recommended in classrooms and teaching spaces and from 27 January 2022 no longer recommended when moving around premises, in corridors and communal areas.</p> <p>In an outbreak the temporary re-introduction of face coverings may be advised by Directors of Public Health</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><b>Primary schools</b> face coverings for visitors and staff in corridors and communal areas, including staffrooms (where close contact cannot be avoided).</p>			
<p><b>Enhanced cleaning</b></p> <p>School's cleaning schedule reviewed and enhanced during the duration of the outbreak. In-particular for rooms used by multiple groups / classes, shared equipment and touch points</p>			
<p><b>Limit the use of some shared areas</b> for example</p> <ul style="list-style-type: none"><li>• Designated toilets for year groups</li><li>• Students coming to school in PE kit to avoid use of changing rooms etc.</li></ul>			

<b>Additional Outbreak controls</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Done</b>
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><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>			
<p><b>Reduction in interaction / close contact situations</b></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> <p>Consider whether any activities could take place outdoors rather than indoors</p>			
<p><b>Visitors / parental attendance</b></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>			
<b>Hire / lettings</b>			

Additional Outbreak controls	Action by who?	Action by when?	Done
<p>In the event of an outbreak these will be reviewed and potentially postponed.</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><b>Re-introduction of bubbles</b> (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.</p> <p>Limiting interaction between groups by:</p> <p>Staggering breaks and lunch;</p> <p>Minimise rooms / spaces being shared across groups;</p> <p>Cleaning shared spaces between use by different groups e.g. canteen, school library etc.</p> <p>No groups are coming together for assemblies, events / school fairs, school trips etc.</p> <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><b>Testing</b></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 <a href="#">RP05 v7 Schools and Colleges Training Guide.pdf - Google Drive</a> )</p>			

Additional Outbreak controls	Action by who?	Action by when?	Done
<p><b>Home testing</b> 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> <p><b>From Tuesday 14 December</b>, new national Daily Testing of Contacts of Covid was introduced. People who are fully vaccinated or children/young people aged between 5 and 18 years and 6 months identified as a close contact of someone with Covid-19 should take an NHS rapid lateral flow test every day for seven days and can continue to attend the setting as normal unless they have a positive test result.</p>			

## **Restrictions on attendance**

Restrictions on attendance would only be considered in extreme circumstances and as a last resort where all other risk mitigations have not broken chains of in-school transmission.

Additional measures would be implemented based on advice from the Local Authority, Director of Public Health (DPH), 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.

From Tuesday 14 December, a new national Daily Testing of Contacts of Covid policy was introduced. People who are fully vaccinated or children/young people aged between 5 and 18 years and 6 months identified as a close contact of someone with Covid-19 should take an NHS rapid lateral flow test every day for seven days and can continue to attend their setting as normal unless they have a positive test result.

## **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.