



Operational Planning Risk Assessment & Outbreak Management Plan

December 2021 Covid-19

To be read in conjunction with the following Government guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>

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Summary – Autumn Term 2021

What's changed?

The government has removed many restrictions including the use of face coverings, the need to socially distance, the limitations of numbers. The specific changes since the last 2 July guidance:

- Individuals no longer need to isolate as a close contact if they have been fully vaccinated, under 18, or they are not able to get vaccinated for medical reasons – but they will be contacted by NHS test and trace and advised they are a close contact and to take a PCR test
- No need for 'bubbles', any decision to reintroduce 'bubbles' in the future would not be taken lightly and would need to take account for potential impact on the effective delivery of education
- Close contact will now only be identified via NHS test and trace and you will not be expected to undertake contact tracing. NHS will work with the individual and/or parent and follow up with any specific individual named, they may contact the school for more information
- Schools will need to be ready to 'step up' and 'step down' on infection control measures, following advice from public health (see section 5 for more information)
- The government have removed the legal requirement of wearing face coverings, but still advise the use in enclosed, crowded spaces with people you wouldn't normally meet such as public transport
- The main risk assessment is now stripped back to 4 main control measures that include:
 1. Good Hygiene
 2. Cleaning
 3. Ventilation
 4. Following Public Health advice for testing, self-isolation, managing confirmed cases

Risk Assessment Measures

Risk level	Action and Timescale
Minimal	No action required and no documentary record needs to be kept.
Low	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.
Medium	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
Stop	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.

The school have created this Operational Planning Tool and Risk Assessment using the above thresholds to measure risk once the considerations/actions have been implemented.

Section 1 – Hygiene

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Poor hand and respiratory hygiene – causing spread of infection	Children, staff, visitors	<ul style="list-style-type: none"> School continues with regular hand-washing regimes throughout the school day – especially before and after break/lunch times School staff continue to promote the importance of hand-washing Hand sanitizer is available in all classrooms and communal areas and topped up as required Toilets have sufficient supply of soap, paper towels (where required) or working hand dryers and regular cleaning/emptying of waste Staff continue to promote ‘catch it, bin it, kill it’ approach school-wide Appropriate resources are used to promote and teach the importance of hygiene and infection control at an age appropriate level Appropriate PPE is available to be used for certain tasks (most staff in schools will not require PPE beyond what they would normally need for their work) however gloves, aprons are available for supporting children if they have had a toileting accident 	School staff	

Section 2 - Cleaning

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Poor cleaning standards attributing to contact transmission causing spread of infection	Children, staff and visitors	<ul style="list-style-type: none"> School continues to maintain an appropriate cleaning regime including: daily cleaning of all classrooms, toilets and communal areas using appropriate cleaning supplies Deep cleans are scheduled at intervals throughout the year to ensure a more thorough cleaning of all areas Cleaning is monitored to ensure it is being completed and regular stock-checks are carried out to ensure that cleaning supplies are always available 	Cleaners, Premises Manager, School Business Manager	

Section 3 - Ventilation

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Poor ventilation contributing to the spread of infection	Children, staff, visitors	<ul style="list-style-type: none"> Where possible classrooms and communal spaces are to be kept well ventilated by opening windows and doors As winter months approach, the balance between ventilation and temperature control is monitored following HSE guidance e.g. opening windows just enough to provide background ventilation whilst still maintaining an appropriate room temperature, opening higher level windows as preference over lower level windows to reduce draughts 	All staff	

Section 4 – Following Public Health advice

Potential Hazard	Person(s) Affected	Implementing Safety Measures/Actions	Person(s) Responsible	Risk Factor following implementation of Safety Measures/Actions
Not following PHE advice resulting in poor management of confirmed Covid-19 cases contributing to the spread of infection	Children, staff, visitors	<ul style="list-style-type: none"> School will follow public health advice on testing, self-isolation and managing cases of Covid-19 including: <ul style="list-style-type: none"> - Self-isolating immediately if a child/staff member shows any of the 3 symptoms of Covid-19 (a high temperature, a new continuous cough, a loss or change to sense of smell or taste) and getting a PCR test as soon as possible, if a child/staff member has tested positive for Covid-19, if a staff member has been told by NHS test and trace to self-isolate - Anyone that develops Covid-19 symptoms whilst in school must go home and seek a PCR test - Children/staff do not need to self-isolate if they live with someone who has symptoms of Covid-19 or has tested positive for Covid-19 Staff should continue to complete twice weekly testing using LFTs available from the school office 	All staff	School may not be able to open safely if there is not enough staff due to self-isolating

Section 5 – Part 1 – Outbreak Management Plan – Stepping Up Measures

The thresholds for considering additional action are

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Identifying a group that is likely to have mixed closely will be different for each setting, but a group will rarely mean a whole setting or year group. All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19.

Prioritising education

The impacts of having missed education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks. Decision-makers should endeavour to keep any measures in education and childcare to the minimum number of settings or groups possible, and for the shortest amount of time possible. Decision-makers should keep all measures under regular review and lift them as soon as the evidence supports doing so. Measures affecting education and childcare settings across an area should not be considered in isolation, but as part of a broader package of measures. The government will try to give as much notice as possible of any changes to the way settings should operate.

Measures that settings should plan for in the event of an outbreak:	These measures may be advised:	What action needs to be undertaken:
Testing – increase in use of home testing by staff	<ul style="list-style-type: none"> - for an individual setting or a small cluster of settings only, by Directors of Public Health as part of their responsibilities in outbreak management. In most cases a “cluster” will be no more than 3 or 4 settings linked in the same outbreak - for settings across areas that have been offered an enhanced response package, where settings and Directors of Public Health decide it is appropriate 	<ul style="list-style-type: none"> - Staff to increase the amount of home-testing they are undertaking in line with the most up-to-date guidance
Face coverings – face coverings to be worn by parents/carers when on the school site and is optional for staff to wear	<ul style="list-style-type: none"> - for an individual setting or a small cluster of settings only, by Directors of Public Health as part of their responsibilities in outbreak management. In most cases a “cluster” will be no more than 3 or 4 settings linked in the same outbreak - for settings across areas that have been offered an enhanced response package, where settings and Directors of Public Health decide it is appropriate 	<ul style="list-style-type: none"> - Correspondence to be circulated to staff and families to request the wearing of face coverings when on site, unless exempt - SLT to monitor this and encourage parents to adhere to the guidance
Shielding – shielding is currently paused, in the event of a major outbreak or VoC that poses a significant risk to individuals on the Shielded Patient List, ministers can agree to reintroduce shielding	<ul style="list-style-type: none"> - Shielding can only be reintroduced by national government. 	<ul style="list-style-type: none"> - Any staff member or child who is eligible on the Shielded Patient List must be encouraged to follow the guidance. For a pupil the remote learning offer will be implemented with immediate effect
Limiting visits from and to the school	<ul style="list-style-type: none"> - Local authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) may recommend these precautions in one setting, a cluster of settings, or across an entire area. 	<ul style="list-style-type: none"> - Dependent on the most up-to-date guidance events may need to be cancelled/adapted to minimize the amount of people on site e.g. not inviting parents to sports day. - This will need to be communicated quickly and efficiently to parents
Attendance restrictions – (as a last resort and a short-term measure, with priority being given to vulnerable children and children of key workers to attend school and high-quality remote learning being put in place)	<ul style="list-style-type: none"> - As part of their outbreak management responsibilities, local authorities, DsPH and HPTs may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section. 	<ul style="list-style-type: none"> - 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.

Section 5 – Part 2 – Stepping Down Measures

- Schools will continue to adhere to up-to-date Covid-19 guidance from the government
- When the Stepping Up measures are no longer deemed necessary, schools will implement 'Stepping Down' measures which consist of reverting back to the original Risk Assessment protocols outlined in sections 1-4 unless otherwise instructed by the government

Attendance

School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by UKHSA or the DHSC, they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). For pupils abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance

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Schools should also continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they have had symptoms or a positive test result themselves.