

# **Outbreak Management and Supplementary Risk assessment: Haileybury Turnford**

**Updated: 3/11/21 following Hertfordshire County Council guidance to all schools**

## **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 outlines the measures we could re-introduce should we have an outbreak in our setting in addition to our on-going controls already in place as part of our existing COVID-19 risk assessment.

Our outbreak management plan is specific to our school and outline the measures we would implement based on the principles set out in the [Contingency framework](#), which describes how local outbreaks of COVID-19 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 will be requested by emailing [COVID.EYSEducation@hertfordshire.gov.uk](mailto:COVID.EYSEducation@hertfordshire.gov.uk) From the Autumn term the local authority (Hertfordshire County Council) will require us to attach a copy of our outbreak management plan to correspondence with them.

## **What is an outbreak?**

An outbreak will be identified, whichever one of these thresholds is reached first:

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

Or

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

**We may also contact the local authority for advice and support if we 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**

The local authority will also be monitoring cases in settings through the surveillance data and will contact us if information suggests there is an outbreak.

The risk assessment below shows what measures we will select from and be able to introduce if there is an outbreak in our setting. It is not an exhaustive list and will be adapted to make it relevant to our setting and the specifics of any outbreak.

## Supplementary Risk assessment - additional controls in the event of a COVID-19 Outbreak at Haileybury Turnford

We will review our existing risk assessment controls for effectiveness (including 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 COVID-19 Outbreak controls   | Action by who? | Action by when?                           | Done |
|---|----------------|---|------|
| <p><b>Face Coverings (masks)</b></p> <p><b>This measure has been re-established for all members of the school community from 3/11/21 until the end of the autumn term.</b></p> <p>Temporary re-introduction of face coverings (masks) for the whole school or the class(es)/year group(s) affected.</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>Face coverings are to be worn by all 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 would be widened to re-introduce face coverings in classrooms.</p> | RNE            | When outbreak occurs with advice from HCC |      |
| <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.</p>   | JHO            | When outbreak occurs                      |      |
| <p><b>Limit the use of some shared areas</b></p> <ul style="list-style-type: none"> <li>• Designated toilets for year groups (in addition to existing arrangements, if appropriate)</li> <li>• Further separation of use of Dining spaces for year group(s)</li> </ul>  | MGO            | When outbreak occurs                      |      |

| Additional COVID-19 Outbreak controls  | Action by who? | Action by when?      | Done |
|--|----------------|----------------------|------|
| <ul style="list-style-type: none"> <li>Year group face-to-face assemblies not to continue, but to move to remote assemblies for specific year group(s).</li> </ul>   |                |                      |      |
| <p><b>Limit use of some shared resources in specialist areas</b></p> <p>Resources that are shared between different groups/classes such as art, music, design &amp; technology, PE and science equipment, should be cleaned frequently and between use by different classes/groups.</p> <p>IT stations to be cleaned by students between different groups/classes.</p>   | JHO            | When outbreak occurs |      |
| <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. Consideration of a move to hybrid or remote delivery for such activities.</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>Sports fixtures with other schools will be reviewed and potentially postponed.</p> | RNE            | When outbreak occurs |      |
| <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 (2 metre space).</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, and all such meetings held in larger spaces with good ventilation.</p> <p>Large meetings will be re-scheduled or undertaken remotely to reduce contact between staff.</p>   | RNE, JHO       | When outbreak occurs |      |
| <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 contact will take place via telephone, email or other virtual methods such as Microsoft Teams.</p> <p>Any additional controls required of visitors in response to an outbreak will be communicated to them.</p>  | LNE            | When outbreak occurs |      |

| Additional COVID-19 Outbreak controls   | Action by who? | Action by when?      | Done |
|---|----------------|----------------------|------|
| <p><b>Lettings and hirers (Schools Plus)</b></p> <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>  | JHO            | When outbreak occurs |      |
| <p><b>Re-introduction of bubbles</b></p> <p>Further one-way systems around the school site and less mixing between Key Stages/year groups depending on the nature of the outbreak. Particular classes/groups may need to remain clear and consistent and separated from other groups whilst ensuring the full curriculum is delivered.</p> <p>Limiting interaction between groups would take place by adopting some of the following control measures, as appropriate:<br/> Staggering of break<br/> Further staggering of lunch<br/> Minimise rooms/spaces being shared across groups<br/> Cleaning shared spaces between use by different groups e.g. Dining Hall, school library, classrooms<br/> No groups to come together for assemblies, events, school trips, PE fixture 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, and a final decision would be taken in consultation with Hertfordshire County Council's COVID-19 support team.</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> | RNE with SLT   | When outbreak occurs |      |
| <p><b>Testing</b></p> <p>Asymptomatic testing capability retained on school site. Wider testing may be advised in the case of an outbreak, and in that event then school will follow the national guidance, reintroducing specific roles to support testing and training for these as</p>   | RNE            | When outbreak occurs |      |

| Additional COVID-19 Outbreak controls   | Action by who? | Action by when?      | Done |
|---|----------------|----------------------|------|
| <p>required. This is likely to be daily rapid lateral flow tests for 1 week at the point that a new outbreak is declared. (As detailed in <a href="#">RP05 v7 Schools and Colleges Training Guide.pdf - Google Drive</a> )</p> <p><b>Home testing</b></p> <p>Continue to provide lateral flow device testing kits to staff and students and encourage at least twice week testing. Increased use of home testing for staff/students may be required and will be encouraged as appropriate depending on the circumstances of the outbreak.</p> | RNE            | When outbreak occurs |      |

## **Restrictions on student 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-19 cases the school's remote learning plans will be reintroduced. This will mean live lessons using Microsoft Teams, following the school's Remote Learning Policy, and the arrangements established in 2020/21.

## **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 local authority may identify close contacts and advise they do not attend the setting in an outbreak situation.

## **Prioritising certain year groups**

The DfE may advise specific year groups to be prioritised and the school would act accordingly.

## **Vulnerable students**

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

## **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 vouchers or lunch parcels for those eligible for free school meals and not attending school will be put in place.

## **IT devices**

IT devices will be provided for any vulnerable students to use at home if necessary should they not be able to attend school. IT devices will also be distributed to all other students without such provision at home should they not be able to attend school during an outbreak.