

**TEMPLATE
APPENDIX - OUTBREAK
MANAGEMENT PLAN–
24th January 2022**

Primary Schools

**CHECKS AND BALANCES:
RESPONDING TO COVID-19
Lewis Street Primary School**

A toolkit to support leaders

Version 3 January 2022

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.
- ✓ We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding school reopening and implementing protective measures in education and childcare settings against COVID-19.
- ✓ We have regard to advice and guidance issued by Public Health England.
- ✓ We will maximise the number of children and young people in face-to face education or childcare and minimise any disruption, in a way that best manages the COVID-19 risk.

COVID-19: Outbreak management plan

Please note: this document is an appendix to the school’s main risk assessment; it should be undertaken in conjunction with the school guidance updated by the Department for Education **2 January 2022** as follows: [Actions for schools during the coronavirus outbreak](#).

It outlines how schools would operate if children, pupils, students or staff test positive for COVID-19, or if they were advised to reintroduce any measures described in the Contingency framework document to help break chains of transmission [Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](#).

ACTIONS SHOULD ONLY BE INSTIGATED IF ADVISED by DfE, Public Health or the Local Authority.

Assessment conducted by:	Claire Kinch	Job title:	Head of School	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	11.01.2022	Review interval:	10 days	Date of next review:	04.02.2022

Related documents

<p>School/Trust/Local Authority documents/ :</p>	<p>Government guidance: Schools COVID-19 operational guidance (publishing.service.gov.uk) (January 2022) You should have outbreak management plans outlining what you would do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools would 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. Contingency framework: education and childcare settings - GOV.UK (www.gov.uk) (Updated December 2021) Describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</p>
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Record of Review	
Review Date	Overview of review
21 st January, 2022	Additional measures in place – bubbles in Reception; Year 1 and Year 2; where rates are high in these bubbles, PCR tests are recommended for unwell people within that bubble and bubbles remain in place until cases drop below 3.

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
1. Minimising Transmission					
1.1 General					
NB In Salford, prior to reaching the thresholds outlined below, Salford Infection Control team will discuss the cases with school to explore these cases and provide any appropriate advice with a view to putting in place preventative measures to avoid a significant outbreak such as the thresholds outlined below. In addition, two or more cases within a 10-day period in a setting will be monitored by Salford Public Health team.					

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<p>The DfE threshold to use as an indication for when to seek public health advice: For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> • 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 <p>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</p> <ul style="list-style-type: none"> • 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period <p>Identifying a group that is likely to have mixed closely will be different for each setting. Examples are available for each sector, but a group will rarely mean a whole setting or year group.</p> <p>All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</p> <p>The director of public health may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher. If they judge that additional action should be taken, they might advise the setting to take some or all of the other measures described in this document, for example extra testing.</p> <p>All settings should make sure their contingency plans cover how they would operate if any of the measures described were recommended for their setting or area.</p>					
Direct or Indirect transmission of COVID - 19 virus		<ul style="list-style-type: none"> • The main risk assessment, detailing the prevention and response system of controls in place, continues to be reviewed on a two weekly basis 	Y	<ul style="list-style-type: none"> • Shared with staff, governors and parents/carers. 	
The threshold has been reached		<ul style="list-style-type: none"> • Review and reinforce the testing, hygiene and ventilation measures already in place. • Consider whether any activities could take place outdoors, including exercise, assemblies, or classes. • Consider ways to improve ventilation indoors, where this would not significantly impact thermal comfort. • Consider one-off enhanced cleaning focussing on touch points and any shared equipment. • Contact Salford Public Health. 	Y Y Y Y Y All control measures will be NA until directed to action by DfE/PH/LA	<ul style="list-style-type: none"> • CO2 monitors in high use areas, including smaller classrooms and staffrooms; staff to check CO2 monitors regularly; Reception, Year 1 and Year 2 to ensure regular purge of air and monitoring of CO2. • Reception, Year 1 and Year 2 to create a bubble for 10 days from 11.01.22 – 21.01.2022. 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Year 1 bubble to remain in place up to and including 27th Jan Reception and Year 2 bubbles to remain in place until cases drop below 3; PCR testing recommended for unwell persons in these bubbles. All classes advised to reinforce key messages and ensure good ventilation, regular handwashing/sanitising. Additional cleaning of touch points/deeper cleaning in classrooms. 	
1.2 Mixing and ‘bubbles’					
Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission		<ul style="list-style-type: none"> Reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups. Any decisions 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. Ensure the reintroduction of ‘bubble’ is understood and communicated to pupils, parents/carers, and staff. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>All control measures will be NA until directed to action by DfE/PH/LA</p>	<ul style="list-style-type: none"> Year 1 to create a bubble for 10 days from 18.01.22 – 27.01.2022 on advice from PHe (18.01.2022) Warn and inform letters sent; additional measures letter to be sent. Reception and Year 2 bubbles to remain in place until cases fall below 3 on advice from PHE (20.01.2022 and 21.01.2022) and 2nd warn and inform letter sent out. Additional measures letters also sent out. 	
1.3 Directed to restrict attendance					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
<p>Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission</p>		<ul style="list-style-type: none"> High-quality face-to-face education remains a government priority. Attendance restrictions should only ever be considered as a short-term measure and as a last resort for individual settings, on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission or across an area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS. 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. Make reference to the updated definition of vulnerable children: Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk) Where measures include attendance restrictions, DfE may advise on any other groups that should be prioritised. Settings should make sure their contingency plans cover the possibility they are advised, temporarily, to limit attendance and should ensure that high-quality remote education is provided to all pupils or students not attending. Ensure the attendance restrictions are understood and communicated to pupils, parents/carers, and staff. 	<p>Y Y Y Y</p>	<ul style="list-style-type: none"> Currently no attendance restrictions in place but advice will be sought from PHE should cases rise. PHE not currently advising attendance restrictions. <p>All control measures will be NA until directed to action by DfE/PH/LA</p>	
<p>1.4 Asymptomatic testing of staff</p>					
<p>Extremely high prevalence of COVID-19 / variant of concern (VoC)</p>		<ul style="list-style-type: none"> When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will ramp up targeted testing in that geographical area to help suppress and control any possible new cases and better understand the new variants. An increased use of LFD testing may be advised for an individual setting or in areas of high prevalence by DsPH as part of their responsibilities in outbreak management. Staff and pupils are aware of the new national approach to daily testing for contacts of COVID – 19. Staff have received clear communications informing them about the increased use of home testing. 	<p>Y Y Y Y</p> <p>All control measures will be NA until directed to action by DfE/PH/LA</p>	<ul style="list-style-type: none"> Additional LFTs ordered; all staff have accessed to LFTs. All staff advised to regularly test and in classes where there are cases, daily LFTs have been advised. Additional communications via meetings/emails/ ParentApp letters/etc. shared. Bubbles where cases are high now advised PCR tests for unwell people – PHE guidance. 	

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1.5 Face Coverings					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<ul style="list-style-type: none"> Director of Public Health advises that face coverings should temporarily be worn in communal areas or classrooms (by staff and visitors, unless they are exempt). Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. Children of primary school age and early years children should not be advised to wear face coverings. 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Face coverings should be worn in communal areas, dinner hall and on corridors (unless exempt); they are not required to be worn whilst teaching unless advised otherwise by PHE. Face coverings can be disposable ones or cloth and must be worn covering nose and mouth. 	
1.6 Shielding					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<ul style="list-style-type: none"> people previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again. Individuals previously identified as CEV are advised to continue to follow the guidance on how to stay safe and help prevent the spread of COVID-19. Individuals should consider advice from their health professional on whether additional precautions are right for them. 	<p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Individual RAs reviewed. 	
1.7 Out-of-school settings and wraparound childcare					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<ul style="list-style-type: none"> Providers who run community activities, holiday clubs, breakfast or after-school clubs, tuition and other out-of-school or childcare provision (including wraparound childcare), for children over the age of 5 should be able to continue to open for both indoor and outdoor provision. Adults and children aged 11 and above attending out of school settings or wraparound childcare in community premises where there is a mandatory requirement to wear a face covering (for example community centres, youth centres, public libraries, and 	<p>Y</p> <p>All control measures will be NA until directed to action by DfE/PH/LA</p> <p>Y</p>	<ul style="list-style-type: none"> Breakfast club to continue with year groups seated separately. After school clubs postponed week commencing 10th Jan and to be reviewed for week commencing 17th Jan. 	

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		<p>places of worship) must also comply with any legal requirements on the use of face coverings in these premises where these apply.</p> <ul style="list-style-type: none"> Where restrictions are required, these providers should only offer face-to-face provision for those children that are eligible to be in school full-time, or who are electively home educated and of equivalent age to those eligible groups. 	Y	<ul style="list-style-type: none"> Children in bubbles unable to attend after school clubs; booster sessions to begin week commencing 24th Jan. 	
1.8 Actions to consider once a threshold is reached					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<ul style="list-style-type: none"> Education settings should review and reinforce the testing, hygiene and ventilation measures they already have in place. Consider whether any activities could take place outdoors, including exercise, assemblies, or classes. Consider ways to improve ventilation indoors, where this would not significantly impact thermal comfort. Consider one-off enhanced cleaning focussing on touch points and any shared equipment. 	Y Y Y Y	<ul style="list-style-type: none"> Regular reminders of key messages. Enhanced cleaning to continue. Reception, Year 1 and Year 2 not to attend assemblies whilst bubbles in place. 	
1.9 Other measures					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<ul style="list-style-type: none"> Limit the following if advised by public health: <ul style="list-style-type: none"> residential educational visits open days transition or taster days parental attendance in settings live performances in settings Communicate the changes to all stakeholders. Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. Only students who are attending the setting should go on an educational visit. Consult the health and safety guidance on educational visits when considering visits. 	Y All control measures will be NA until directed to action by DfE/PH/LA Y Y Y Y	<ul style="list-style-type: none"> External visitors not to attend Reception, Year 1 and Year 2 whilst bubbles in place, e.g. Speech Bubbles. 	

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1.10 Education workforce					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<ul style="list-style-type: none"> If restrictions on pupil attendance are needed, leaders will determine the workforce required onsite and if it is appropriate for some staff to work remotely. Employers should be able to explain the measures they have in place to keep staff safe at work. 	<p>Y</p> <p>Y</p> <p>All control measures will be NA until directed to action by DfE/PH/LA</p>	<ul style="list-style-type: none"> No attendance restrictions. Reception, Year 1 and Year 2 staff to remain in bubble; supply staff arranged to support in phase. Emails/messages in meetings to update staff. Copies of letter shared with staff. 	
1.11 Remote Education					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<ul style="list-style-type: none"> Refer to Remote Learning policy. High-quality remote learning to be provided for all pupils if they have tested positive for COVID-19 but are well enough to learn from home. High-quality remote learning should be provided if attendance at their setting has been temporarily restricted. On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers. Make reference to the updated definition of vulnerable children: Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk) If settings have to temporarily stop onsite provision (on public health advice), discuss alternative arrangements for vulnerable children with the local authority Refer to Get Help with Remote Education - GOV.UK for remote education expectations and support. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> Remote Learning policy in place. All pupils have access to SeeSaw and additional online resources, e.g. TTRS for homework/home learning activities. No current attendance restrictions – face-to-face learning continues. Year groups 2-6 have access to 30 Chromebooks per year group. 	
1.12 Safeguarding and designated safeguarding leads					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<ul style="list-style-type: none"> There should be no change to local multi-agency safeguarding arrangements. 	<p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> CFO/DSL and HoS continue to monitor vulnerable pupils currently isolating or unwell 	

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		<ul style="list-style-type: none"> • If attendance restrictions are implemented in any education or childcare setting, all local safeguarding partners are expected to be vigilant and responsive to all safeguarding threats and ensure vulnerable children and young persons are safe, particularly as more children and young people will be learning remotely. • Continue to have regard to any statutory safeguarding guidance: <ul style="list-style-type: none"> - Keeping children safe in education - Working together to safeguard children - Early Years Foundation Stage (EYFS) framework • Schools (ideally led by the designated safeguarding lead (DSL) or a deputy) should review their child protection policy so that it reflects the local restrictions and remains effective. • All staff working in the school are aware of, and follow, the revised policy. • Schools will have a trained DSL (or deputy) available on site. If operational challenges prevent this, school could consider the following options: <ul style="list-style-type: none"> - a trained DSL (or deputy) from the early years setting, school, out-of-school settings or FE provider can be available to be contacted via phone or online video, for example working from home - sharing trained DSLs (or deputies) with other settings, schools or FE providers (who should be available to be contacted via phone or online video). • Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site 	<p style="color: red; font-size: small;">All control measures will be NA until directed to action by DfE/PH/LA</p> <p>Y Y Y Y Y Y Y Y</p>	<p>with support from appropriate agencies.</p>	
1.13 Vulnerable children					
Vulnerable children are absent		<ul style="list-style-type: none"> • Make reference to the updated definition of vulnerable children: Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk) • School should follow up with parent or carer, working with the local authority and social worker (where applicable) to explore the reason for absence. • Encourage attendance. • Focus discussions on the welfare of the child and ensure they have access to appropriate education and support while they are at home 	<p>Y Y Y Y</p>	<ul style="list-style-type: none"> • CFO monitoring registers and following up on absences. • All staff informing CFO/HoS re: absences. • No attendance restrictions currently in place; Reception, Year 1 and Year 2 bubbles to be monitored closely. 	


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		<ul style="list-style-type: none"> have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so. If settings have to temporarily stop onsite provision on public health advice, discuss alternative arrangements for vulnerable children with the local authority. 	Y		
1.14 Transport					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<ul style="list-style-type: none"> Transport services to education settings should continue to be provided as normal where children are attending education settings. The guidance on transport to schools and colleges during the COVID-19 pandemic guidance remains in place. 	Y Y	<ul style="list-style-type: none"> Pupils using transport services not currently affected. 	
1.15 School meals					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<ul style="list-style-type: none"> Schools should provide meal options for all pupils who are in school. Meals should be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria. 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. 	Y Y Y All control measures will be NA until directed to action by DfE/PH/LA	<ul style="list-style-type: none"> No attendance restrictions. 	
2. Additional site-specific issues and risks					
<ul style="list-style-type: none"> Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them 					
Increase in cases in Reception, Year 1 and Year 2.	H	Advice received from PHE: <ul style="list-style-type: none"> Classes to become a bubbles 17.01.2022; Year 1 to maintain bubble up to and including 27.01.2022; Reception and Year 2 to remain in bubble until cases drop below 3. Public health strongly recommend that all children in this year group LFD test daily. Continue with enhanced cleaning and make sure the rooms remain well ventilated as well as reminding staff and children to increase the frequency of their hand washing. 	Y Y Y Y	<ul style="list-style-type: none"> Letter sent to parents/carers in Reception, Year 1 and Year 2 informing of additional measures. Lunchtime and playtime timetable set up; separate playtimes; lunchtime staff informed 	

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		<ul style="list-style-type: none"> • Eat separately from other year groups at lunch time, this may be in their class, in the dining hall at a separate time or have their dining tables at least 1 metre away from other classes. • Staff within this bubble should not work in any other classrooms and additional staff should ideally not come into the bubbled class, please discuss with us if you need additional staff to help support students who have additional needs or need 1:1 support. • Staff in affected years do not use staff room at the same time as other staff / don't mix with other staff while in a bubble, they may use the staff room to prepare food and drinks but should wear a mask when doing so. • Have separate playtimes to the rest of the school or be in a separate area to play • Stagger arrival/end of day times for the class where possible and/or a separate entrance/exit for this class. • Use different toilet facilities if possible. If not please try to ensure pupils do not mix within toilet facilities, if multiple classes need to use the same facilities as the bubbled class, please increase the frequency of hand washing with these classes. • The bubbled class should not attend any mixed group assemblies/workshops/ after school activities / clubs / school trips. After school clubs that are for essential care can still be attended however the club should be informed that there are children who are part of a bubble and the club needs to keep these children separate from other children, they can ring 0800 952 1000 for further advice if needed. • Stricter precautions on visitors in schools, visitors should ideally not attend the bubbled class. • Remote parents' evenings for any bubbled class • Shared equipment such as Music and PE equipment, ideally separate some equipment that can be used by the bubbled class for the period of the bubble and let other year groups share equipment as normal. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>NA</p> <p>Y</p>	<p>of lunchtime arrangements.</p> <ul style="list-style-type: none"> • No staff from other phases/year groups to enter bubble; school staff only – supply staff required only if staffing is affected. • Individual resources for pupils and class set of playtime equipment available. • Speech Bubbles not to go into class whilst bubble in place. • Staff to monitor CO2/ impact of ventilation; regular purging of air. 	
<p>High rates in Reception and Year 2.</p>	<ul style="list-style-type: none"> • 	<p>Further guidance from PHE (20.01.2022 and 21.01.2022):</p> <ul style="list-style-type: none"> • We are now advising that any pupil or staff member within this class with ANY symptoms of being unwell should get a PCR 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	

Template Appendix – Outbreak management plan January 2022

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
		<p>test. This is because cases in this class have continued to rise and the children who are remaining in this class are now contacts of several positive cases.</p> <ul style="list-style-type: none"> The omicron variant has many different symptoms (not just the 3 classic symptoms of Covid) therefore we would now advise anyone who is unwell should get a PCR test. This is not mandatory and those who get a PCR test who are unwell (with non-classic symptoms) can stay in school whilst they await the results. Those who have classic symptoms will still need to isolate immediately and get a PCR test (that is mandatory). When booking a PCR test the person should tick that they were advised to get a test by their local health protection/public health team. 2nd warn and inform letter to be sent to parents of children in this class. This class should remain in a bubble until there are less than 3 active cases in the class and follow the recommendations that are in place for a bubbled class. 			
	

School Leadership Use Only

Approved by (Head Teacher/ Chair of Governors)		Date of Approval	24/01/2022
Date Provided to Unions	21/01/2022	Date of Review	04/02/2022

