



COVID OUTBREAK MANAGEMENT PLAN AND RISK ASSESSMENT

Covid-19 Contingency Plan

September 2021

RESPONDING TO COVID-19 OUTBREAKS

Juniper support for school leaders

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 pupil.
- 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.



THE PLAN

Please note this document is an appendix to the schools main risk assessment, it should be undertaken in conjunction with the school guidance updated by the Department for Education on 24th May 2021 as follows: [actions-for-schools-during-the-coronavirus-outbreak](#)

This document outlines how schools would operate if any of the approaches for easing and tightening of measures, including possible attendance restrictions, become necessary in your local area. This includes ensuring every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled, whether on-site or remotely.

ACTIONS SHOULD ONLY BE INSTIGATED IF ADVISED DIRECTLY BY DFE, PUBLIC HEALTH OR YOUR LOCAL AUTHORITY.

THRESHOLDS FOR WHEN TO SEEK PHE ADVICE:

- **5 STUDENTS/STAFF, WHO ARE LIKELY TO HAVE MIXED CLOSELY, TEST POSITIVE FOR COVID-19 WITHIN A 10 DAY PERIOD**
- **10% OF STUDENTS/STAFF WHO ARE LIKELY TO HAVE MIXED CLOSELY TEST POSITIVE FOR COVID-19 WITHIN A 10 DAY PERIOD**

Assessment conducted by:	N.Ahmed, N.Akoo,	Job Title	Business Manager & Operations Manager	Areas covered by this assessment	All
Date of Assessment	25/08/21	Review schedule	As required	Next Review Date	Ongoing
School/Trust/Local Authority Documents		schools-coronavirus-covid-19-operational-guidance contingency-framework-education-and-childcare-settings			



RISK MATRIX

Risk Rating/Likely Impact	Likelihood of Occurrence		
	Probable	Possible	Remote
Major: Causes major physical injury			
Severe: Causes physical injury or illness requiring first aid			
Minor: Causes physical or emotional discomfort			

Areas of concern	Risk Rating Prior to Action	Control Measures	Please mark Y,N or N/A	Further Actions/Comments	Residual Risk Rating: (H/M/L)
1 Minimising Transmission					
1.1 General					
Direct or indirect transmission of COVID-19		<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	Reviewed regularly and always when new guidance is released	L

1.2 Directed to restrict attendance					
Areas of concern	Risk Rating Prior to Action	Control Measures	Please mark Y,N or N/A	Further Actions/Comments	Residual Risk Rating: (H/M/L)
Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission	H	<p>Localised measures have failed to mitigate community transmission; Measures of the kind set out in the contingency framework are not working;</p> <p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of VoC, it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions;</p> <p>As part of their outbreak management responsibilities, LAs, Directors of Public Health 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.</p> <p>Where LAs judge that wider containment action is needed and wish to limit attendance within an area, they should work with their Regional Partnership Team to escalate a proposal to the central Local Action Committee command structure.</p>	Y	All control measures will be NA until directed to action by Public Health or Local Authority	M

		<p>Attendance restrictions of this kind should <u>not</u> be used to address operational challenges, including staff shortages;</p> <p>In these circumstances high quality, remote learning should be provided to all pupils; In Secondary Schools if some restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in years 10, 11, 12 and 13 and other pupils 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 of critical workers should still be allowed to attend.</p>			
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Areas of concern	Risk Rating Prior to Action	Control Measures	Please mark Y,N or N/A	Further Actions/Comments	Residual Risk Rating: (H/M/L)
1.3 Asymptomatic testing of staff					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<p>Where a variant of concern (VoC) occurs DHSC will increase targeted testing in that geographical area to help suppress and control any possible new cases and better understand the new variant.</p> <p>Secondary schools – we will follow any instruction to reintroduce the asymptomatic testing sites (ATS) if advised for settings in our area. DsPH would consult settings and work with them to identify what support may be needed to do this. We will review and consider how ATS could be implemented in a way that does not negatively impact on the education.</p> <p>When a variant is classified as variant of concern</p> <p>An increased use of home testing by staff may also be advised</p>	Y	<p>All control measures will be NA until directed to action by DfE, Public Health or Local Authority</p> <p>We will take local advice and promote testing within the school community via text / emails to staff, students and families</p>	
1.4 Face Coverings					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<p>Secondary schools we are prepared for the implementation of face coverings.</p> <p>This may include face coverings in communal areas (for pupils and students) and/or classrooms (for both pupils, students and staff).</p>	Y	<p>All control measures will be NA until directed to action by DfE, Public Health or Local Authority</p> <p>Following on from LCRC and TH guidance, the</p>	

		<p>These measures may be advised:</p> <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), or • for settings across areas that have been offered an enhanced response package, where settings and directors of public health decide it is appropriate <p>Temporary re-introduction of face coverings, in all cases, this should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.</p> <p>Face visors will only be worn where they have been identified as appropriate following risk assessment and will be thoroughly cleaned between uses</p>		<p>reintroduction of face coverings in all areas will be reintroduced. This is for staff, students and all visitors to the site.</p>	
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Areas of concern	Risk Rating Prior to Action	Control Measures	Please mark Y,N or N/A	Further Actions/Comments	Residual Risk Rating: (H/M/L)
1.5 Out of School Settings and wrap around childcare					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<p>If attendance restrictions are needed, vulnerable children and young people should be allowed to attend. For all other children, parents and carers should only be allowed to access these providers for face-to-face provision for their children for a limited set of essential purposes, such as to allow them to go to or seek work, attend a medical appointment, or undertake education and training.</p> <p>Restrictions on attendance may need to vary depending on whether provision will be operating during school term-time and/or school holidays, when schools are otherwise closed to ensure sufficient childcare provision remains available to those that need it most. Therefore, the advice outlined above could be subject to change. Further advice will be provided should this be the case.</p> <p>In the meantime, providers should continue to refer to guidance on protective measures for holiday, after school clubs and other out-of-school settings for children during the COVID-19 outbreak.</p>	Y	All control measures will be NA until directed to action by Public Health or Local Authority	



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1.6 Educational visits					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		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 children who are attending the setting should go on an educational visit. Education settings should consult the health and safety guidance on educational visits when considering visits.	Y	All control measures will be NA until directed to action by Public Health or Local Authority	
1.7 Clinically extremely vulnerable pupils					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		Shielding was paused on 1 st April and those who are clinically, extremely vulnerable (CEV) are no longer advised to shield; Individuals on the shielded patient list (SPL), ministers can in the event of a major outbreak or variant of concern that poses a significant risk; Settings should make sure their outbreak management plans cover agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the	Y	PHE guidance will be sought regarding the reintroduction of shielding for identified CEV staff and students in a case of a major outbreak.	

		<p>SPL, once the wider interventions are taken into account.</p> <p>Please note: shielding can only be reintroduced by national government.</p>			
1.8 Transport					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<p>Transport services to education settings should continue to be provided as normal where children are attending education settings. The transport to school and other places of education: 2020 to 2021 academic year guidance remains in place.</p> <p>Contingency planning for transport concerns should be detailed here, if in the event of local or LA transport being restricted due to extremely high VoC, what action would be needed</p>	Y	<p>No school transport buses for students, students advised to walk/cycle to school where possible or wear facemasks on public transport</p> <p>Continued staggered start times will help reduce traffic during the busiest periods</p>	
1.9 School Meals					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<p>Schools should provide meal options for all pupils who are in school. Meals should be available free of charge to all in pupils who meet the benefits-related free school meals eligibility criteria.</p> <p>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:</p> <ul style="list-style-type: none"> • are self-isolating • have had symptoms or a positive test result themselves 	Y	<p>Continue with current COVID meal arrangements. Should large groups of students be asked to SI, google form completed for lunch requirements. Alternatively, these can be requested on case-by-case basis.</p>	

		<ul style="list-style-type: none"> are a close contact of someone who has COVID-19 <p>Further information is available in the guidance on providing school meals during the COVID-19 pandemic.</p> <p>FE providers should continue to support students who are eligible for, and usually receive, free meals, even if students are studying remotely due to COVID-19. This includes students in further education, who are newly eligible.</p>			
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Areas of concern	Risk Rating Prior to Action	Control Measures	Please mark Y,N or N/A	Further Actions/Comments	Residual Risk Rating: (H/M/L)
1.11 Education Workforce					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<p>Employers should continue to implement the system of controls set out in the schools CV19 risk assessment and current guidance;</p> <p>To reduce risk to staff, including how these protective measures – they should explain to staff the measures they are putting in place, which have been reviewed as part of an updated workplace risk assessment;</p> <p>Schools should have regard to the guidance on clinically, extremely vulnerable people;</p>	Y	<p>Continue to follow the schools CV19 risk assessment and communicate any changes to staff as required</p> <p>Any updates or changes from PHE guidance will be followed accordingly</p>	

		Schools should consider COVID-19 education wellbeing			
1.12 Remote Education					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<p>High quality remote education should be provided for all pupils not attending a setting; schools to detail here your remote learning set up in detail; including reference to your remote learning policy.</p> <p>We will offer immediate access to high-quality remote education for all pupils who are required to remain at home.</p> <p>All remote learning will be delivered in line with the school's Pupil Remote Learning Policy.</p> <p>The school will use a range of teaching methods to cater for all different learning styles.</p> <p>The school will ensure that the lesson suitable for age, ability, of class and consider adapting where needed to account for the needs of disadvantaged pupils and pupils with SEND. Teachers will;</p> <ul style="list-style-type: none"> • Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally. 	Y	Remote learning policy already in place, will be amended/updated accordingly, as will a safeguarding addendum	

		<ul style="list-style-type: none"> • Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos. • Assess progress by using questions and other suitable tasks and use assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge. • Provide opportunities for interactivity, e.g. questioning and reflective discussion. • Set assignments so that pupils have meaningful and ambitious work each day. • Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding. • Enable pupils to receive timely and frequent feedback on how to progress, using digitally-facilitated or whole-class feedback where appropriate. • Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers. 			
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		In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the headteacher will assess this need, keeping pupils’ best interests in mind, and will not take the decision lightly.			
Areas of concern	Risk Rating Prior to Action	Control Measures	Please mark Y,N or N/A	Further Actions/Comments	Residual Risk Rating: (H/M/L)
1.13 Other measures					
Extremely high prevalence of COVID-19 / variant of concern (VoC)		<p>Settings should make sure their outbreak management plans cover the possibility they are advised to limit;</p> <ul style="list-style-type: none"> • Residential educational visits • Open days • Transition & taster days • Parental attendance in settings • Performances in settings <p>Local Authorities, DsPH and PHE Health Protection Teams may recommend these precautions in one setting, a cluster of settings or across an entire area.</p>	Y	<p>Public Health are supportive of the following subject to robust risk assessment</p> <ul style="list-style-type: none"> • Residential educational visits • transition days <p>Parental attendance in settings for large groups are not encouraged due to challenges of social distancing unless these can be managed safely i.e. outdoors</p>	
1.14					
Infection Control Policy will be followed and is aligned to the DFE’s systems of control, supported and implemented via the schools CV19 risk assessment and control measures. Any member of the school community who displays symptoms of coronavirus will be required to self-isolate					



and encouraged to get a test. Tests can be booked online or ordered by telephone via NHS 119. Critical workers, including school staff, have priority access to testing. All schools are currently being provided with rapid-result testing kits, which include PPE, to identify asymptomatic cases of coronavirus. Full arrangements for delivering rapid-result testing can be found in our Coronavirus (COVID-19): Asymptomatic Testing Policy. If a variant of coronavirus classed as a variant of concern (VoC) is identified within the school's geographical area, the school will partake in targeted testing by the Department of Health and Social Care (DHSC) to help suppress and control any possible new cases. The school will also adhere to advice from Directors of Public Health in relation to the temporary reintroduction of face coverings.

2 Additional site-specific issues and risks

Settings to add site specific issues and risks and ensure mitigation strategies are in place to address them

Areas of concern	Risk Rating Prior to Action	Control Measures	Please mark Y,N or N/A	Further Actions/Comments	Residual Risk Rating: (H/M/L)



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Approved by:	Date of Approval	Date of review	Presented to Board of Governors on (date):
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