

COVID-19: Outbreak Management Plan (OMP) – Lower Meadow Primary Academy

The government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic. Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- as part of a package of measures responding to a Variant of Concern (VoC)
- to prevent unsustainable pressure on the NHS

All education and childcare settings should already have contingency plans (sometimes called outbreak management plans) describing what they would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce any measures described in this document to help break chains of transmission - **The extra control measures detailed within the OMP should only be taken following advice from DfE, Public Health or Local Authority.**

Please note: this risk assessment should be undertaken in conjunction with guidance for schools issued by the DfE:

[Schools COVID 19 Operational Guidance – 9/12/2021](#)

[Contingency Framework: Education and Childcare Settings – 3/12/2021](#)

System of controls

Should an outbreak occur, in discussion with Public Health, a decision would be made regarding the reintroduction of some or all of the following control measures:

1. Ensure face coverings are used in recommended circumstances
2. Re-introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
3. Consider how to minimise contact across the site and maintain social distancing wherever possible
4. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
5. Promote and engage with asymptomatic testing, where advised to do so.

Assessment conducted by:	Jane Dawtry	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	31.12.21	Review interval:	Half termly or guidance changes	Date of next review:	14.2.22
Executive Approval:	A.Crossley	Job title:	Regional Director	Date:	3.1.22

Related documents

Trust documents:

School General COVID Risk Assessment

Government guidance:

[Actions for early years and childcare providers](#)

[Use of PPE in education and childcare settings](#)

[PHE cleaning of non-healthcare settings](#)

[HSE guidance on air conditioning and ventilation](#)

[DfE contingency Framework](#)

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	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes minor physical injury or illness not requiring first aid.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/Not currently)	Further action/comments (outline planning provisions)	Residual risk rating (H/M/L)
1. Ensure face coverings are used in recommended circumstances					
1.1 Reintroduction of Face Covering					
Advice from PH is to re-introduce the wearing of face coverings in classroom areas (pupils over 11 years old, students and staff)	H	<ul style="list-style-type: none"> Communicate the requirement clearly to staff, students and parents (unless an exemption applies) Re-introduce posters and signage to instruct on the wearing of face coverings Ensure that staff supervise and challenge where advice is not being followed Have stocks of face coverings available in school Consider the use of transparent face coverings for pupils who may require it Face visors or shields can be worn by those exempt from a face covering – ensure they are cleaned on a regular basis Staff who provide support for pupils who rely on visual signals for communication are exempt from any recommendations to wear a face covering School are to discuss reasonable adjustments to provisions for disabled persons with staff, parents or students Ensure that no pupil or student is denied education on the grounds of whether they are, or are not, wearing a face covering 	Yes	<ul style="list-style-type: none"> Face coverings were not used in primary schools, except for staff in staff communal areas where social distancing couldn't take place – this is in place. Face coverings are available in school where required – regular stock checks to take place to ensure adequate supply. Clear visors are also available for staff who are exempt or require them for HI. Parents/visitors to school would be asked to wear them in school. Posters and signage would be placed in various areas of the school to act as a reminder for face coverings to be worn SLT to conduct regular checks to ensure face coverings are worn as required 	L

Commented [SH(C1)]: Added – please review

2. Re-introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

2.1 Increase cleaning regime

Transmission rates increase as a result of contact transmission	M	<ul style="list-style-type: none"> Plan for a one off deep clean of areas and shared equipment in the event an outbreak is declared within the school A continued enhanced cleaning schedule is agreed and implemented for a set period of time which minimises the spread of infection Reduced areas of the school used whilst less children and staff in school due to closures or isolations (if applicable) Working hours for cleaning staff are increased and additional staff appointed where necessary. Dining areas, toilets and high frequency areas are prioritised in additional cleaning schedules and for cleaning between use by different bubbles Cleaning logs completed in key areas e.g. toilets, dining and high frequency areas. Classroom timetabling is shared to ensure the classrooms are cleaned when free 	NO	<ul style="list-style-type: none"> We are continuing with the additional cleaning of frequently touched areas during the school day – cleaning schedule will be reviewed in the event OMP is implemented If there was an outbreak, re-introduce additional cleaning of toilets and dining areas – additional hours for cleaners required Central daily sign off sheet to be updated with all areas with additional cleaning Sharing of equipment to be managed with additional cleaning and quarantine time 	L
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3. Consider how to minimise contact across the site and maintain social distancing wherever possible

3.1 Short Term Attendance Restrictions

<p>Rapid Transmission of COVID Cases within a setting – High Case Numbers within the school</p>	<p>H</p>	<ul style="list-style-type: none"> • Implement attendance restrictions for certain year groups/classes on advice from PH – reintroduce home learning where required • Clear messaging to remaining staff/pupils on the importance and reasons for social distancing to be reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised through planning. • Large gatherings are avoided in schools (assemblies. Open/taster days, sporting events ect...) • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been 	<p>NO</p>	<ul style="list-style-type: none"> • Follow advice from PHE with regards to increased cases and requirement to reduce mixing of children • Reminders to parents, pupils and staff around social distancing • Staff will model social distancing to set an example to Pupils at all times • SLT to conduct regular checks to ensure that social distancing is being maintained where appropriate • One way system reintroduced. • Bubbles reintroduced within phases (EYFS, KS1, Y3/4, Y5/6). • Assemblies return to the classrooms • Lunchtimes would need to be extended and return to last years arrangements so more social distancing in place. • Behaviour policy reviewed to ensure social distancing is part of it once again. Reissued to parents and communicated with children. • Communication with parents if staggered pick up/drop off times have to be increased. 	<p>L</p>
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		agreed and staff are clear on expectations - NB for EYFS and KS1 measures are designed to protect children that are too young to social distance.			
3.2 Clinically Extremely Vulnerable Persons					
Clinically Extremely Vulnerable children	H	<ul style="list-style-type: none"> Parents are to obtain advice from their health professional and inform the school of any additional precautions School will ensure that communications take place with parents and will ensure recommended additional precautions are facilitated Where a student/pupil is to remain in school an individual risk assessment is to take place with findings discussed with parents 	NO	<ul style="list-style-type: none"> Individual conversations with identified families to agree risk assessment and how learning will be provided – risk assessment will be reviewed if the OMP is implemented Review of EHCP and medical plans to establish any additional children who may now class as CEV <p>Provisions in place to ensure that remote learning can take place if any pupil is required to shield on medical grounds</p>	M
Clinically Extremely Vulnerable staff	H	<ul style="list-style-type: none"> Staff are to obtain advice from their health professional and inform their line manager of any additional precautions School will ensure that communications take place involving staff and will ensure recommended additional precautions are facilitated where possible through risk assessment Where a member of staff is deemed as clinically extremely vulnerable a risk assessment should have already taken place 	YES	<p>Conversations with individual members of staff following GP consultation to agree individual risk assessment and identify support required.</p> <p>1:1 Risk assessments will be reviewed for any identified CEV / CV staff members if the OMP is implemented</p> <p>All new starters will have had a 1:1 risk assessment to determine if additional controls would be required</p>	M

		<ul style="list-style-type: none"> - this will be reviewed in the event of an outbreak Staff are to ensure they follow Government Guidance on how to stay safe and prevent the spread. 			
3.4 Cancelling face to face events					
Face to face events in school risk an increase in transmission	H	<ul style="list-style-type: none"> All events that would involve gatherings or that would group large numbers staff or students together would be cancelled e.g. assemblies, open days, transition, taster days, parents evenings, performances Parents and visitors would be advised not to attend site, with meetings being offered online Meetings concerned with the Health, Safety and Wellbeing of students/staff if required can continue 	NO	<ul style="list-style-type: none"> Parents informed of cancellations of face-to-face events and online alternatives offered where possible Parents asked not to attend the site apart from designated pickups/drop offs at correct gates. Assemblies are restricted to class only or they are to be cancelled until further notice Visitors only permitted on appointment basis and if deemed critical for the health, safety and wellbeing of staff/pupils 	L
School trips risk increasing transmission rates	H	<ul style="list-style-type: none"> All trips/educational visits would be postponed all cancelled, in discussion with trip operators to secure alternative dates or refunds Explore insurance cover via RPA School will liaise with the Trust regarding the Evolve submission 	NO	<ul style="list-style-type: none"> all trips/ educational visits would be cancelled. School will provide early notification where possible for both trip providers and parents. School will seek to rebook trips for a later date or seek refunds 	L
4. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary					
4.2 Provide enhanced PPE					

Infection rates increase placing some staff at higher risk	H	<ul style="list-style-type: none"> Adequate supplies of PPE would be required for cleaning and catering staff and those providing personal hygiene or first aid Ensure sufficient stocks of PPE are available in school for this enhanced provision to be managed at short notice 	NO	<ul style="list-style-type: none"> Use of PPE equipment remains available for managing intimate care needs of children PPE equipment made available to cleaners and catering staff SBM ensuring stocks are maintained – there is always a good supply to allow for short notice. SLT to preform regular checks to ensure PPE if required is worn by individuals 	L
5. Promote and engage with asymptomatic testing					
5.1 In School Asymptomatic Testing Site					
Advised to establish an Asymptomatic Testing Site	M	<ul style="list-style-type: none"> Establish a full ATS at school on advice from Public health Ensure adequate supplies of testing kits and ensure adequate supervision of students undertaking tests Follow the On Site ATS risk assessment and DfE guidance documentation Ensure that student/parent consent is in place 	NO	<ul style="list-style-type: none"> Not offered to primary schools currently In the event an ATS is required, this risk assessment will be reviewed 	L
5.2 Daily Contact Testing					
Undertake daily contact testing as an alternative to self-isolating	H	<ul style="list-style-type: none"> Record Identification of close contacts from positive cases Establish a process to request daily contact testing of close contacts Children held each morning until they return a negative LFD test via the ATS 	YES	<ul style="list-style-type: none"> Parents inform school if their child has been identified as a close contact. School requests they take the LFT daily tests and keep their child at home if they develop symptoms or have a positive test. 	L

		<ul style="list-style-type: none"> Positive LFD tests isolated and sent home to undertake a PCR test 		<ul style="list-style-type: none"> Staff can be asked to conduct daily testing in the event they are identified as a close contact as long as they are fully vaccinated Any person with a positive test result is not permitted in school – if the result happens in school then the person will be asked to leave the premises and follow government guidance 	
6. Partial Closure – maintenance of education					
6.1 Maintaining on site provisions					
Vulnerable and critical worker provision	M	<ul style="list-style-type: none"> Vulnerable and critical worker children are identified and known to the school (including new starters) Communication with families to understand the level of attendance of these groups of children Rotas in place if necessary to deliver on site teaching/remote learning/blended learning 	NO	<ul style="list-style-type: none"> Existing lists of key worker and vulnerable children updated with information from parents – communication with parents to understand potential level of attendance if the OMP is implemented Rotas in place to support in school provision 	L
Maintenance of School and FE Meals	M	<ul style="list-style-type: none"> School should continue to provide meal options for those students who remain in school Schools should continue to provide free school meal support in the form of meals or lunch parcels for pupils for are eligible but but not currently in school 	YES	<ul style="list-style-type: none"> If a child is self-isolating and is eligible for FSM, the SBM organises lunch packs from the school kitchen 	L
Transport to and from School	M	<ul style="list-style-type: none"> Transport services to education settings should continue to be provided as normal where children are in attendance 	YES	<ul style="list-style-type: none"> Transport continues for the HI children – HI leader to liaise with providers. 	L
6.2 Remote Learning					

Remote and blended learning not in place for those children not attending school	M	<ul style="list-style-type: none"> • Arrangements in place to support pupils not attending school with remote learning at home • Technology available in school to allow all staff to deliver and support remote and on site learning • Technology available to loan to children to support remote learning (prioritising disadvantaged students) 	NO	<ul style="list-style-type: none"> • TEAMS re-introduced to families and children • Daily timetables established • SBM to organise loan of devices 	L
6.3 Safeguarding					
Children not attending school are not monitored	H	<ul style="list-style-type: none"> • Regular safeguarding phone calls to those children not attending • EHE is discouraged where requested by parents/carers • Any concerns about EHE and child safety are reported to DSL and safeguarding policy followed 	NO	<ul style="list-style-type: none"> • DSL (and deputies) and staff on rota to contact children and families weekly to check on safety if not attending • Where concerned Safeguarding policy followed – policy will be recommunicated with staff in the event the OMP is operational 	M

Review Log			
Version	Review Date	Comments	Approval
V1.1	December 21	Review of previous version to reflect changes in Government Guidance	A.Crossley