



Risk Assessment and Outbreak Management Plan
2021-2022

Risk Assessment and Outbreak Management Plan

Location / Site	
Brighstone CE Aided Primary School	
Activity / Procedure	
Covid-19 Arrangements for opening of school to all pupils from September 2021 – subject to change according to changes in government guidance	
Assessment date	
10.8.21 – to be updated when needed according to changes in government guidance, advice from H&S team, Track and Trace, Public Health - Health Protection Team or when monitoring the assessments on a daily basis	
Updates/amendments:	
27.8.21: Slight amendments following recommendations from Ross Burroughs at the H&S team	
29.11.21: Amended following updated guidance from the DfE re: the new variant Omicron; addition of section 11 re: whole school Christmas events	
2.1.22: Amended following updated guidance from the DfE re: self-isolation rules	
11.1.22: Slight amendments following updated rules from the government re: positive LFD tests	
27.1.22: Update following the government's end of Plan B	
24.2.22: Update following the government's 'Living with Covid-19' plan	
Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

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7. Emotional distress and anxieties of children and families due to the removal of Covid-19 testing and self-isolation law, and the introduction of the government's 'Living With Covid-19' plan Emotional distress and anxieties of staff
8. Emotional distress and anxieties of staff due to the removal of Covid-19 testing and self-isolation law, and the introduction of the government's 'Living With Covid-19' plan

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Appendices

Appendix 1: Photos

Appendix 2: Risk assessment and Zoom ground rules for remote learning

1 Outbreak Management Plan

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Local outbreak resulting in direct transmission of the Covid-19 virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>Government Advice from 21.2.22:</p> <p>The Contingency Framework sets out the principles for managing local outbreaks of COVID-19 in education and childcare settings. If you think you have a COVID-19 outbreak in your setting, you should review the framework and liaise with your Local Authority, local Health Protection Team or Director of Public Health to identify what measures are most suitable for your setting. If you are advised that asymptomatic testing is the most appropriate measure, you should agree which group within your setting should undertake testing, how frequently and for how long.</p> <p>If you suspect that your setting might be experiencing an outbreak, further guidance can be found in the contingency framework. You should also contact your local health protection team or Director of Public Health (DPH) for advice and support. Testing is only one of the measures that may be considered depending on the situation in your setting.</p> <p>Any decision to implement additional testing measures must be agreed with, or recommended by, a Director of Public Health (DPH), your Local Authority, or a local Health Protection Team. They will help your setting to decide who should test, how frequently and for how long. Testing in the event of an outbreak should be for a short, defined amount of time, and for the minimum number of groups or cohorts required to support management of the outbreak. It is not expected that testing will be re-introduced for whole populations within a setting. Staff, pupils and students should still report the results of tests online or by phone, every time a test is taken, even if the result was negative or void.</p> <p>Testing is voluntary and individuals should be allowed to attend school or college even if they decide not to take part in testing. However, we would like to encourage everyone to join in testing in the event of an outbreak to help break transmission links by identifying those that may be carrying the virus unknowingly.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Poor hygiene leading to direct or indirect transmission of the Covid-19 virus				
Existing level of risk		Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Ensure good hygiene for everyone <ol style="list-style-type: none"> a. Hand hygiene: <ol style="list-style-type: none"> i. Encourage all children and staff to continue frequent and thorough hand cleaning, using warm soapy water or hand sanitiser. Hand sanitiser gel (at least 60%) dispensers available in classrooms, in school foyer, in the office, in the staff room, in the hall, by the photocopier and outside the door from Lobster Lagoon. ii. Washing hands posters maintained in all washing areas. iii. Reminders how to wash hands properly – videos and posters. iv. Children bring in and use their own water bottles that are taken home each night b. Respiratory hygiene: <ol style="list-style-type: none"> i. Remind all children and staff of the ‘catch it, bin it, kill it’ approach. ii. Reminders to cough or sneeze into elbows if no tissue to hand. Put used tissues down the toilet or in allocated pedal bins in classrooms and in the office and hall, and wash hands thoroughly afterwards. iii. Maintain the posters around the school. 2. Maintain appropriate cleaning regimes, using standard products such as detergents <ol style="list-style-type: none"> a. Regular cleaning of areas and equipment: <ol style="list-style-type: none"> i. Door handles, tables, sink areas, floors, toilets, and others, every afternoon by the cleaning staff. ii. Frequently touched surfaces and equipment will be cleaned at the end of the morning by other staff. 3. Keeping occupied spaces well ventilated <ol style="list-style-type: none"> a. Open external windows in rooms where ventilation is poor; e.g. the Music room; the middle room; the staff room. b. Open external windows in rooms where visitors, such as parents, are on site. c. Open internal doors to assist with the throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). d. Balance the need for increased ventilation while maintaining a comfortable temperature. e. Use of CO2 monitors in place in every classroom to identify where ventilation needs to be improved. 				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE	

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
When an individual develops Covid-19 symptoms or has a positive test leading to direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>From Thursday 24 February, the Government will remove the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days, and then continue to follow the guidance until they have received 2 negative test results on consecutive days. In addition, the Government will:</p> <ol style="list-style-type: none"> a. No longer ask fully vaccinated close contacts and those aged under 18 to test daily for 7 days, and remove the legal requirement for close contacts who are not fully vaccinated to self-isolate. b. End routine contact tracing. Contacts will no longer be required to self-isolate or advised to take daily tests. Staff, children and young people should attend their education settings as usual. This includes staff who have been in close contact within their household, unless they are able to work from home. c. End the legal obligation for individuals to tell their employers when they are required to self-isolate. <p>1. School staff and children will follow the above guidance: if a member of staff or child develops symptoms, they will be advised to take a PCR test and remain at home, avoiding contact with other people for at least 5 full days, and continue to follow the guidance until they have received two negative test results on consecutive days.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Asymptomatic individuals and close contacts resulting in direct transmission of the Covid-19 virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>From Monday 21 February, the Government is removing the guidance for staff and students in most education and childcare settings to undertake twice-weekly asymptomatic testing.</p> <ol style="list-style-type: none"> 1. The one-way system at drop off and collection times will remain in place. Families will enter via the back gate on Warnes Lane, and exit via the front gate on New Road. 2. Parents and carers will be able to attend Golden Worship if their child is in the Golden Book that week, and they will have the option of sitting socially distanced in the hall if they wish. They will sign in and out at the office, and enter and exit the hall via the external door. The wearing of face coverings when attending Golden Worship is personal choice. 3. The wearing of face coverings by staff and visitors is now down to personal choice. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Non attendance resulting in lack of education			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>School attendance is mandatory for all pupils of compulsory school age. It continues to be a priority to ensure that as many children as possible are regularly attending school.</p> <ol style="list-style-type: none"> 1. Clear communication to parents and carers stating that school attendance is mandatory for all pupils of compulsory school age. 2. Where a pupil is following advice to self-isolate prior to a confirmed case of COVID-19 they should be recorded as code X (not attending in circumstances related to coronavirus). 3. Where a pupil has a confirmed case of COVID-19 they should be recorded as code I (illness). 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of education or food due to self-isolation or lockdown			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Where a child is self-isolating following a positive Covid test, but they don't have symptoms and are well enough to work/learn, the school will provide a remote education. 2. For individual self-isolating pupils: <ol style="list-style-type: none"> a. Class email addresses will be used to communicate with the parents/children and to send work home. b. Work will be sent home to the parents via the class email address. c. There won't be any expectation to use virtual meetings in these circumstances, as the class teacher will be teaching the rest of the class. 3. Laptops/tablets and routers/dongles provided for those children without access to adequate technology. 4. There are specific expectations of schoolwork in the day. As a minimum we will provide: <ol style="list-style-type: none"> a. Key Stage 1: 3 hours a day on average across the cohort, with less for younger children. b. Key Stage 2: 4 hours a day. 5. The school will work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education. 6. The school will continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time, as a result of self-isolation or local outbreak. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress and anxieties of children and families due to the removal of Covid-19 testing and self-isolation law, and the introduction of the government's 'Living With Covid-19' plan			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Covid 19 social stories to support children with any changes in school or home circumstances, where required. 2. ELSA provision available for children who are distressed. 3. Children's wellbeing supported throughout the school year, for groups of children or identified individuals, including through MAP club, ELSA sessions, circle times, emotion coaching, Jigsaw PSHE lessons. 4. Regular brain breaks and physical activity. 5. Familiar learning activities where possible, to revisit previous learning. 6. Lots of planned activities to promote talking and collaborative work. 7. Staff being sensitive to children's emotional needs and experiences. 8. Be aware of the potential concerns of pupils, parents and households who may be reluctant or anxious about Covid following the removal of self-isolation and testing rules - FLO to provide appropriate support to address this. 9. Publish the Covid-19 risk assessment on the school website, to provide reassurances of the measures put in place – ensure it states that it is subject to change depending on government guidance. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress and anxieties of staff due to the removal of Covid-19 testing and self-isolation law, and the introduction of the government’s ‘Living With Covid-19’ plan			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures. 2. Staff are encouraged to discuss concerns. 3. Sharing of support helplines – Employee Assistance Programme offered by Strictly Education. 4. Risk assessments reviewed and amended where needed, especially when new government regulations are in place. 5. Children reminded that they can’t go too close to adults where applicable. 6. PPE for cleaners if requested – disposable gloves, face masks and visors. 7. PPE available for staff if requested, especially if they are clinically extremely vulnerable (CEV). 8. PPE available for staff if requested, when supervising a child who has symptoms of Covid-19 - disposable gloves, face masks and visors. 9. Encourage staff to take up the vaccine if they haven’t already done so. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

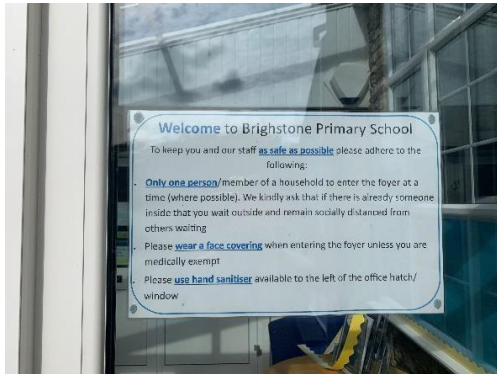
Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Failing to communicate changes to staff and parents leading to transmission of Covid-19			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Regular emails and letters (sent by email or paper copies where needed) detailing any updated advice from the DfE, school routines and procedures, any changes to these, how to access support, and contact details sent to staff and parents. 2. All Covid-related letters/emails sent to parents are put on the Covid-19 page of the school website. 3. Any useful links to the DfE guidance, along with other pertinent advice, are emailed to parents and are put on the Covid-19 page of the school website and on the school's Facebook page. 4. Staff meetings to disseminate information and provide training where appropriate and necessary. 5. A copy of this risk assessment is available on the Covid-19 page of the school website. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of hygiene measures on domestic educational day and overnight visits leading to transmission of Covid-19			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Liaise with the destination/provider to request and check their risk assessments and Covid-secure measures which should meet the current requirements; we will pay particular attention to how the centre will manage any Covid-19 cases during our visit/stay. 2. Make use of outdoor spaces on visits and in the local area to support delivery of the curriculum. 3. Visit leaders ensure they are aware of wider advice on visiting indoor and outdoor venues. 4. Visit leaders access advice and support from EVOLVE website, EVOLVE team and the school's EVC (R. Lennon). 5. Visit leaders and EVC consult the health and safety guidance on educational visits when considering visits: https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits. 6. Parents, carers and children will be fully informed about the organisation of the visit. School will share the full risk assessments with all relevant staff, and the risk assessments will be available on request for parents and carers. 7. The usual full and thorough risk assessments in relation to all educational visits will still be undertaken, with additional measures for Covid-19, ensuring that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. They will be written by referring to educational visits guidance from the DfE and Hampshire Outdoors. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Whole school events with external visitors leading to transmission of Covid-19			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. School will carry out an assessment of the event. 2. School will review Government guidelines for any changes in policy with regards to events. 3. The following specific measures will be taken: <ol style="list-style-type: none"> a. Clear communication with audience and participants of basic COVID mitigations: <ol style="list-style-type: none"> i. Remind people with symptoms not to attend and to seek a Covid test. ii. The wearing of face coverings by staff and audience members are personal choice if social distancing cannot take place, unless exempt for medical reasons. iii. Where face coverings are not worn universally then the audience are encouraged not to participate in any activity that can create aerosols, such as singing or shouting. iv. Ensure adequate ventilation by opening windows and doors; all those attending to wear warm winter clothing if needed. b. Plentiful provision of hand sanitizer at the entrance to the church/venue. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Appendix 1

Photos of some of the Covid-19 control measures in place



Appendix 2

Risk assessment for the use of virtual meetings and teaching (Zoom, Google Meet)



RISK ASSESSMENT FOR – Use of virtual meetings and teaching during Collective Worship, when meeting visitors and when taking part in remote learning

Written by – Rebecca Lennon, Lucy Aram and Melissa Jones

Date: 14.7.20; amended on 3.9.20; amended on 6.1.21; amended on 15.1.21

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Security/privacy issues related to use of Google Classroom or Zoom.	Children – having access to age-inappropriate material.	<ul style="list-style-type: none"> • Avoid publishing the link on social media or in public forums. • Date and time, together with link to meeting to be shared only in secure email from school email. • Both parents and participants to be directed not to pass on link details to other persons, regardless as to how well they know them. • Ensure Screen sharing is restricted to host. 	<ul style="list-style-type: none"> • Close the meeting if anything suspicious occurs during the meeting, and notify parents immediately. • Inform HT and LADO. 	The leader	Time of meeting and throughout	
Uninvited / unknown person gaining access to the meeting.	Children – having access to inappropriate and unknown persons.	<ul style="list-style-type: none"> • Link only sent to a parent/guardian’s or child’s verified email address. • Ensure that the ‘waiting room’ function is enabled. • Parents use their child’s name for the virtual meeting so it is clear who is in the waiting room. • The leader has a confirmed list of attendees prior to the meeting. Any discrepancy must be resolved before the meeting can progress. 	<ul style="list-style-type: none"> • The leader to regularly check the ‘participants’ button throughout the meeting to check who is attending and to see if no-one else has joined the meeting who shouldn’t be there. 	The leader	Prior to and during the meeting.	
Children having access to your computer/laptop.	Children - GDPR breach.	<ul style="list-style-type: none"> • The leader leads the meeting themselves and doesn’t allow any child to be the host. 	<ul style="list-style-type: none"> • Remind children of the guidelines. 	The leader	Prior and throughout the meeting	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Unauthorised recording of sessions.	Staff and children – breach of GDPR	<ul style="list-style-type: none"> Ensure parents read the ground rules stipulating that the meetings will not be recorded or screenshot. 	<ul style="list-style-type: none"> Ensure all participants are aware that the session must not be recorded by any person who is not the leader. 	The leader	Ongoing	
Risk of inappropriate online contact /grooming or allegations.	Staff - allegations or inappropriate use of Google Classroom or Zoom platform or contact on other electronic platforms	<ul style="list-style-type: none"> Staff read, understand and follow this risk assessment and the E-Safety policy. Virtual meetings will be recorded by the host via the official virtual meeting recording. All virtual meetings organised by school will have at least one member of staff present. Where breakout rooms are used, enough members of staff will be present in the meeting to enable at least one per breakout room. A parent/guardian will be present to supervise their child throughout the meeting during remote home learning. All meetings are group ones rather than 1:1, unless previously arranged between the parent and member of staff. 'No join before host' setting enabled. The host of the meeting is a staff member with DBS clearance. 	<ul style="list-style-type: none"> In cases of staff absence, an alternative member of staff will be present for breakout rooms. Where this isn't able to happen, breakout rooms won't take place. 	The leader	Ongoing	
Unexpected disclosure.	Child and the rest of the attendees.	<ul style="list-style-type: none"> Leaders must have at least Level 2 Safeguarding training. They are also aware of the procedure to be followed should a child make an unexpected disclosure. 	<ul style="list-style-type: none"> Reassure the child who makes the disclosure that they will be listened to and will be called on the telephone afterwards. Notify the DSL as soon as possible and record on MyConcern. 	The leader	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Inappropriate sharing of personal information/contact details.	Staff Children Sharing of personal information verbally, through messaging or through details visible in background of camera.	<ul style="list-style-type: none"> • Ground rules sent prior to the meetings and made available on the school website. • Adults should ensure that they are in a neutral space without personal information visible. • Adult leaders to visually scan each screen shot at earliest opportunity to seek to establish any inappropriate / sensitive background etc... • Parents to ensure that the background area is free from personal items like family photos, links to address etc. 	<ul style="list-style-type: none"> • Leader to remind children of the ground rules at the start of the meeting. 	Leader and parents of attendees	Prior and ongoing	
Lack of parental presence/consent.	Child School Allegations / litigation	<ul style="list-style-type: none"> • Obtain consent from parents prior to commencement of the meetings. • Ensure an adult is present in the room with the child during the session. 	<ul style="list-style-type: none"> • Leader to check that an adult is present with the child – quick hello. 	Leader and parent/ guardian	Prior and ongoing	
Inappropriate clothing/setting for sessions.	Staff and children Participation in meeting while wearing inappropriate clothing or in inappropriate location e.g. bedroom.	<ul style="list-style-type: none"> • Clear guidelines to all students on wearing suitable clothing and being in a suitable location for the meeting. 	<ul style="list-style-type: none"> • Leader to request change of location or change of clothes and will end the meeting for them if this isn't adhered to. 	Leader and parent/ guardian	Prior and ongoing	
Inappropriate content from an external visiting speaker (when in school).	Children	<ul style="list-style-type: none"> • Prior to the meeting, the teacher will ascertain the content of what the visiting speaker will share and discuss within the meeting. • A member of staff will be present throughout. 	<ul style="list-style-type: none"> • The member of staff will terminate the meeting straight away if any inappropriate content is shared or discussed. 	Leader	Prior and ongoing	



Virtual Meetings Ground Rules and Consent

- Make sure your parent, guardian or teacher is present in the room.
- Make sure you wear appropriate clothing.
- Make sure you are not in a bedroom.
- Make sure there is nothing personal or sensitive on show in the room.
- Do not share any personal details; e.g. your address.
- Make sure you're muted when not talking.
- Put your hand up if you want to talk.
- Be yourself and respect others.
- Use 'reactions' to engage with your class.
- Do not record the meeting on another device, or take pictures or screen shots of the session.
- Your meeting name must be your known first name.
- Only talk about things that you don't mind others hearing.
- The session will be recorded by the host for safeguarding reasons.
- I will be removed from the meeting if I say or do anything inappropriate.

* If I am in school, I know that my teacher will make sure that these rules are followed and that I will be sharing a school laptop with the other children and staff in school.

Virtual Meeting Ground Rules and Consent

I give permission for (child) to attend virtual meetings with their teacher and classmates every day.

I agree to the above rules and understand that the meeting will end for me and my child if there are any safeguarding concerns.

Signature of parent/guardian:.....