



COVID OUTBREAK MANAGEMENT PLAN AND RISK ASSESSMENT

September 2021

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 our Risk Assessment and this Outbreak Management Plan.
- We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the health, safety and well-being of our staff and pupils.
- We will share our Risk Assessment and this plan with employees, consulting on their content.
- We will 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 opening of schools 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 Covid-19 Secure 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 our school will operate if any of the approaches for easing and tightening of measures, including possible attendance restrictions, become necessary in our local area. This includes ensuring every child receives the quantity and quality of education and care to which they are normally entitled, whether on-site or remotely.

Please note that the actions listed in this plan will only be instigated if advised directly by the DfE, Public health or our local Authority.

Assessment conducted by:	Rebecca Abrahams Nimesha Nagahawatte	Job Title	Executive headteacher Head of School	Areas covered by this assessment	Pupils, Staff & Visitors
Date of most recent assessment	31 st August 2021	Review schedule	Half termly	Next Review Date	31 st October 2021

Linked documents:

[schools-coronavirus-covid-19-operational-guidance](#)
[contingency-framework-education-and-childcare-settings](#)

When we will need to consider extra action:

When whichever of these thresholds is reached first:

- 5 children or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.

In the event that our self-assessment is that one or both of these thresholds have been met, we will contact Public Health in Tower Hamlets immediately. PHCov19@towerhamlets.gov.uk

We may also contact the DfE helpline on 0800 046 8687, option 1.

Public Health in LBTH will already be aware of our position also, because we will share every positive case we are aware of with them.

Subsequent action taken will be done in consultation and agreement with Public Health.

Overall Residual Risk for Activity (L / M / H):	
Level of Risk	Suggested Action
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended

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	M	The main risk assessment, detailing the prevention and response system of controls in place, continues to be reviewed on a termly basis.	Y	Keep the Covid-19 Secure Risk Assessment under review following the lifting of restrictions.	M
1.2 Directed to restrict attendance					
Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission	N/A	<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 a variant of concern (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 Health Protection teams (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> <p>Attendance restrictions of this kind should <u>not</u> be used to address operational challenges, including staff shortages.</p>	All control measures will be NA until directed to action by Public Health or Local Authority	<p>Keep the Covid-19 Secure Risk Assessment under review and follow any additional control measures as identified by Public Health or Local Authority.</p> <p>Maintain overview of staffing levels and contact Public Health and LBTH Education Directors if staffing levels start to cause concern.</p> <p>Continue to report all known positive cases to LBTH Public health.</p> <p>PHCov19@towerhamlets.gov.uk</p>	N/A

		<p>In Early Years settings the position is to allow all children to attend.</p> <p>If attendance needs to be limited in Early Years settings, DfE advise that vulnerable and children of critical workers should be allowed to attend. DfE will advise when children should be permitted to return.</p> <p>In Primary School settings the position is to allow all children to attend.</p> <p>If attendance needs to be limited in Primary School setting, DfE may advise that all vulnerable and children of critical workers, Reception, Year 1 and Year 2, should be allowed to attend. DfE will advise when children should be permitted to return.</p> <p>If by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.</p> <p>In these circumstances high quality, remote learning will be provided to all pupils to the same extent as that that they would receive were they to be on site.</p>			
1.3 Asymptomatic testing of staff					
Extremely high prevalence of COVID-19/variant of concern (VoC)	N/A	<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>When a variant is classified as variant of concern an increased use of home testing by staff may also be advised.</p>	N/A	Keep the Covid-19 Secure Risk Assessment under review and follow any additional control measures as identified by Public Health or Local Authority.	N/A
1.4 Face Coverings					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	M For the return to school in September, in the school's Covid Secure RA, we	<p>This may include face coverings in communal areas (for pupils and students) and/or classrooms (for both pupils, students and staff).</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 	N/A	The difference between this action and the school's current position is that the wearing of a face covering is directed by the school's management.	M

	<p>continue to encourage the wearing of face coverings in communal areas where distancing is difficult to maintain, by visitors/contractors until they get to the place of their visit and by parents/carers at drop off and pick up.</p>	<p>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</p> <ul style="list-style-type: none"> 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>We will follow the instruction of LA/DsPH/PHE/HPTs in any local outbreak.</p>		<p>Face coverings to be worn in communal areas and moving around the building.</p> <p>Cloth face coverings and disposable face coverings (best if they are made with multiple layers) should be worn and should form a good fit around the nose and the mouth.</p> <p>Bandanas or religious garments are not to be used.</p> <p>The school will continue to maintain good stock levels of PPE equipment and we will re-order as necessary.</p> <p>All visitors and contractors to use of face coverings whilst moving around the building.</p>	
1.5 Out of School Settings and wrap around childcare					
Extremely high prevalence of COVID-19 /variant of concern (VoC)	<p>M</p> <p>In September we are maintaining the Bubble system in our Breakfast Club when the children are indoors. We will maintain distancing within the provision for children in different school Bubbles as much as is feasible and does not disrupt the child's experience.</p>	<p>If attendance restrictions are needed, vulnerable children and young people will be allowed to attend. For all other children, parents and carers will only be allowed to access our 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 the school is 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>	Y	<p>Review Bubble groups for Breakfast Club and afterschool childcare in the event of an outbreak.</p> <p>Review staffing for Breakfast Club and afterschool childcare in the event of an outbreak.</p> <p>Communicate any changes with parents and carers as soon as possible.</p>	M

		In the meantime, our provider will 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.			
--	--	---	--	--	--

1.6 Educational visits

Extremely high prevalence of COVID-19/variant of concern (VoC)	M In the first half of the Autumn term, localised trips are resuming, with the aim to go further afield in Autumn 2	Any attendance restrictions will be reflected in the visits risk assessment and the Head of School will 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	Educational trips will not go ahead in the event of an outbreak.	M
--	---	---	---	--	----------

1.7 Clinically extremely vulnerable pupils

Extremely high prevalence of COVID-19 / variant of concern (VoC)	M	Shielding was paused on 1 st April and those who are clinically, extremely vulnerable (CEV) are no longer advised to shield. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. Shielding can only be reintroduced by national government.	All control measures will be NA until directed to action by Public Health or Local Authority	SENCO to maintain close contact with all Clinically Extremely Vulnerable Pupils, ensuring that any changes to health advice given to the families are shared with the school and acted upon. Keep all Risk Assessments for CEV members of staff under review and consider potential deployment to work from home in the event of an outbreak.	M
--	----------	---	--	--	----------

1.8 Transport

Extremely high prevalence of COVID-19/variant of concern(VoC)	N/A	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. Contingency planning for transport concerns will be detailed here, if in the event of local or LA transport being	N	N/A	N/A
---	-----	--	---	-----	-----

		<p>restricted due to extremely high VoC, what action would be needed.</p> <p>This currently does not apply to us at Harbinger though since we do not have any children who travel to or from the school on dedicated transport.</p>			
1.9 School Meals					
Extremely high prevalence of COVID-19/variant of concern (VoC)	L	<p>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.</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 • 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. 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>	Y	<p>SBM to make sure that the following arrangements are in place with the Catering provider for our school:</p> <ol style="list-style-type: none"> 1 The provision of lunch parcels for any children who are eligible for FSM who have to self-isolate or quarantine following travel. 2 The understanding that if restrictions are increased, that the requirement for the provision of meals to all children remaining on site will continue. (Vulnerable children and children of critical workers for example, or children in key year groups) 3 The understanding that if restrictions are increased, unless the LA support the use of vouchers, the requirement will remain that lunch provision is made to all children eligible for FSM who are not on site. As a school we will require the catering provider to have contingency plans in place for this and to share those with the school. 	L
1.11 Education Workforce					
Extremely high prevalence of COVID-19/variant of concern (VoC)	M	We must continue to implement the system of controls set out in our Covid Secure Risk Assessment and remain up to date with any changes in the guidance from Public Health and the DfE.	Y	Keep the school's Covid Secure Risk Assessment under review, update as required and ensure full communication with staff	M

		<p>To reduce risk to staff we will explain the measures that are in place to staff. We will also monitor their implementation and where needed encourage/support behaviour change.</p> <p>As outlined above we will maintain regard to the guidance on clinically, extremely vulnerable people and the guidance for pregnant women.</p> <p>We will continually keep everyone's well-being at the forefront of our decision making. Our line manager's will keep their team's well-being continuously under review.</p>		<p>and governors. The Risk Assessment must also be available to parents, and we will do this through the website.</p> <p>In the event of an outbreak all staff risk assessment briefing will be scheduled.</p> <p>Information communicated to staff via briefing on a weekly basis and parents via the newsletter.</p>	
1.12 Remote Education					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	L	<p>High quality remote education will be provided for all pupils who are not able to attend our setting.</p> <p>Guidelines for parents can be found on the school's website on this page here: remote-learning-guide (harbingerschool.co.uk)</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 'Remote Learning Guidelines' accessible on the above page.</p> <p>We will use a range of teaching methods to cater for all different learning styles.</p> <p>We will ensure that the lessons delivered are suitable for the age, ability, of the child/class and consider adapting where needed to account for the needs of disadvantaged pupils and pupils with SEND.</p> <p>Our teachers will;</p>	Y	<p>Microsoft Teams to be used for remote learning for pupils in Nursery – Year 6.</p> <p>HoS to consider how to plan for the swift re-distribution of devices should we again face a situation where the significant majority of children are working remotely. This is likely to include an audit at the start of the year re family's numbers of devices at home and the number and age of young people living there coupled with working or not working parents.</p> <p>Review staffing rota depending on level of restrictions and number of children allowed to be on site.</p>	M

		<ul style="list-style-type: none"> • Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally. • 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, normally in within Teams. • Set assignments so that pupils have meaningful and ambitious work each day which is comparable in amount to what they would be receiving were they in school. • 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. <p>In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload. The Head of School will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.</p>			
Safeguarding					
Extremely high prevalence of COVID-19/variant of concern (VoC)	M	<p>Our Safeguarding and Child Protection Policy details our policy and practice for the current status of the school and this can be accessed through the school website.</p> <p>It is extremely important that our vulnerable children attend school regularly. Our Office Admin team will alert the DSL, DHT and Head of School, if a vulnerable child is</p>		DSL to review our policy against the revised restrictions and take steps to ensure it remains effective. Publish an Addendum where changes are made and make sure this is shared with staff and parents.	M

		<p>not attending school so the reason for absence can be explored and support/intervention provided where required.</p> <p>If we are faced with local restrictions, depending on what they are, the Designated Safeguarding Leader (DSL) will swiftly review our policy against the revised restrictions and take steps to ensure it remains effective. Normally an Addendum to the policy would be written to detail any modifications to practice that we adopt. This would be shared with staff and made available to parents through the website.</p> <p>We would also seek to maintain a DSL or Deputy DSL on the school site.</p> <p>In the very unlikely even that this was not possible, details of how to contact that person off site would be made widely available, although it is worthy of note that this has not been necessary to date.</p> <p>When a trained DSL or Deputy DSL is not on site, another member of the school's senior leadership team would coordinate safeguarding on the site.</p>		<p>All vulnerable children to be encouraged to attend the school site.</p> <p>Agree a system of welfare checks to be undertaken with vulnerable children and their families, where a child is not attending the site.</p> <p>Ensure that the child, if they are not attending the site, has the equipment and ability to access the remote learning being provided and that they are undertaking their work.</p> <p>If the child is not accessing the learning, work in partnership with the family, and other agencies if necessary – to get the child into school.</p>	
1.13 Other measures					
<p>Extremely high prevalence of COVID-19/variant of concern (VoC)</p>	<p>M</p>	<p>We are advised that we must make sure that our outbreak management plans cover the possibility they we 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 Heath Protection Teams may recommend these precautions in one setting, a cluster of settings or across an entire area.</p> <p>At Harbinger during the Autumn term, we already have the following in place:</p>	<p>Y</p>	<p>In relation to the planning of residential visits, the SBM will make sure that we have adequate financial protection in place for any bookings made, if at short notice, we have to cancel.</p> <p>In the event of an outbreak the school would follow PH and LA advice on residential and either move them to alternative date if that is an option or cancel them.</p>	<p>M</p>

		<p>1 No residential visits planned. We will be consulting on whether to change our routine residential visit from Summer term Y6 to Summer term Y5. Either way, we will not have a residential visit to undertake until the Summer term 2022.</p> <p>2 We will not be undertaking any tours of the school for prospective EYs parents until the second half of the Autumn term. Subject to the current relaxing of restrictions remaining, we will start those tours but with a limit on numbers to aid distancing to be maintained. Our tours will then be complimented by Introductory sessions held on Teams. Live video calls work just as effectively as in person.</p> <p>3 Parent-Teacher Consultations will remain on Teams for the moment as we have found that this is a much more efficient way of working for staff whilst maintaining a high-quality conversation with parents.</p> <p>4 We are being cautious in relation to live performances. Class assemblies will resume after half term, but likely with a limited audience of children and the hall set up to enable parents to feel comfortable and safe.</p>		<p>If restrictions are in place, then the tours of the school may need to be cancelled. If that happens, we have a video of the school that we can share with prospective parents through the website, as is already planned, the Introductory session will be held remotely.</p> <p>Parental attendance in settings for large groups may not be possible due to challenges of social distancing unless these can be managed safely i.e. outdoors. If this happens, we will film the event and share the film with parents through the website.</p>	
--	--	--	--	---	--

1.14 Infection Control

Infection Control Policy will be followed and is aligned to the DFE's systems of control, supported and implemented via the schools Covid19 Secure 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. Any unvaccinated member of staff who is a close contact of someone who tests positive for Covid will be required to self-isolate for 10 days and asked to get a PCR test. All other close contacts of a person who tests positive for Covid will be asked to get a PCR test. Tests can be booked online or ordered by telephone via NHS 119. All of our staff have priority access to testing. We continue to be provided with rapid-result testing kits to identify asymptomatic cases of coronavirus and we strongly encourage our staff to take a test twice a week. If a variant of coronavirus classed as a variant of concern (VoC) is identified within the school's geographical area, we will partake in targeted testing by the Department of Health and Social Care (DHSC) to help suppress and control any possible new cases. We will also adhere to advice from Directors of Public Health in relation to the temporary reintroduction of face coverings as highlighted above in this plan.

2 Additional site-specific issues and risks

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)
This section of the plan is available for completion					

should any further issues arise, that have not already been addressed.					
--	--	--	--	--	--

Presented to Board of Governors on:	
--	--