



Covid-19 Risk Assessment

Brookhurst Primary School

This risk assessment recognises that COVID-19 virus is a hazard. It also reflects that the virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). This risk assessment concludes that if it is passed from one person to another, while many survive infection, some may die from the disease. It is regarded as a high hazard.

This risk assessment process follows the Health & Safety Executive (HSE) general basic five steps principle. This risk assessment considers the specific activities where there could be a potential exposure or transmission of COVID-19 and considers the general hazards and controls.

Brookhurst Primary School	
Risk Assessment for:	Day to day operation of school
Assessment Date:	September 2021
Review Date:	30 September 2021
Head Teacher	Angela Stanton
Chair of Governors	Joe Cannon

This risk matrix will be used to evaluate risks for each activity:

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Who might be harmed? (exposed to Covid-19 virus)	How might they be harmed? (by Covid-19 virus)	What control measures are in place to reduce/prevent the risk of exposure to COVID-19 virus	Considering your controls, what is the risk level?	Do you need to do anything else to control the risk?	Action to be taken & by whom?
1. Employees	1.1 New employees unfamiliar with mitigation procedures in place	<ul style="list-style-type: none"> • Induction for all new members of staff 	medium	Not at the moment - under constant review	MH and ALS to share with all staff at the beginning of term
	1.2 New/expectant mothers at greater risk if infected	<ul style="list-style-type: none"> • Individual risk assessments completed for new/expectant mothers and mitigations put in place as identified • Risk assessment signed by expectant mothers and shared with Governors 	medium	Not at the moment - under constant review	MH
	1.3 Language barrier prevents full understanding of procedures and protocols	<ul style="list-style-type: none"> • All key information is presented both verbally and in written format (translated if needed) 	low	Not at the moment - under constant review	MH / ALS / Office staff - ongoing

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	1.4 Exposure to other employees who may be infected	<ul style="list-style-type: none"> • Reduce capacity of staff room to promote social distancing - limit number of staff accessing these rooms to minimise number of staff in any one area • Hand sanitiser to be used on entry/exit of the building and at photocopiers - photocopiers to have wipes and hand sanitiser available for staff to clean down after use • Increased hand washing for staff throughout day • Common touch points to be additionally cleaned each day • Ventilation of all rooms in school- doors and windows to be opened to allow natural air flow - all staff to be made aware of these ventilation controls • Full vaccination of staff to be strongly encouraged • Twice weekly LFT testing to continue through Autumn term - signing in at beginning of day via Inventory - staff to inform HT if they have a positive test immediately and to arrange a PCR test. Ensure that all staff understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap • Use of hall for staff meetings to ensure social distancing is in place or to continue with the use of StarLeaf for virtual staff meetings • Any shared equipment (e.g. pens) to be cleaned with EN14476 surface wipes - currently using Dettol Surface Cleaning Wipes for use on Ipads etc • Ensure that staff understand the procedures to be followed if they are a close contact for a positive Covid-19 case • Ensure all staff understand how to report symptoms, possible exposure concerns and test results • Ensure most current guidance is being followed • Staff reminded of the need for social distancing between adults - 2m rule 	medium	Not at the moment - under constant review	All staff - ongoing

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	1.5 Exposure to members of the public (parents/visitors/other professionals) who may be infected	<ul style="list-style-type: none"> • Limit visitors to the school site as much as practically possible • Encourage social distancing at all times whilst on site • Hand sanitiser to be used on entry/exit of the building • Common touch points to be additionally cleaned each day • Ventilation of all rooms in school- doors and windows to be opened to allow natural air flow - all staff to be made aware of these ventilation controls • Use of hall for meetings to ensure social distancing is in place - Maintain use of StarLeaf / Teams to meet with parents virtually • Ensure that all visitors/parents understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap • Ensure most current guidance is being followed • Any shared equipment (e.g. pens) to be cleaned with EN14476 surface wipes • Any visits off site must be fully risk assessed to include control measures (e.g. hand washing, social distance) for minimising the risk of exposure to Covid-19 virus whilst outside the controlled school environment. If control measures cannot be maintained then the visit will not be deemed unsuitable and high risk and shall not go ahead • Face coverings to be worn if meeting with parents - ideally outside and with a 2m distance. Staff at the beginning and end of the day at school gates to wear face covering and maintain 2m distance from other adults. 	medium	Not at the moment - under constant review	

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	1.6 Exposure to virus through close interactions between employees and children	<ul style="list-style-type: none"> • Ensure children use hand sanitiser/wash hands when entering or exiting the building • Limit close contact as much as possible whilst still ensuring full delivery of the curriculum • Common touch points to be additionally cleaned each day • Ventilation of all rooms in school (natural air flow - not fans) • Ensure staff are aware of these ventilation controls • If children display Covid-19 symptoms then isolate them in the library, maintain 2m distance and contact parents to collect and get them tested asap - see chart at the end of Risk Assessment • Limit use of shared equipment and clean items before returning to central storage using EN14476 surface wipes currently using Dettol Surface Cleaning Wipes 	medium	Not at the moment - under constant review	
	1.7 Exposure to virus through close interactions between employees whilst using welfare facilities	<ul style="list-style-type: none"> • EN14476 surface wipes (currently using Dettol Surface Cleaning Wipes) to be used to clean touch points in toilets before each staff use • EN14476 surface wipes (currently using Dettol Surface Cleaning Wipes) to be available for staff to use when sharing equipment in the staff room (e.g. kettle) as well as hand sanitiser • Staff encouraged to limit numbers in the staff room • Doors and windows to be opened to facilitate ventilation - natural flow 	medium	Not at the moment - under constant review	
	1.8 Repeated interactions for increasing amounts of time	<ul style="list-style-type: none"> • Ensure staff understand the need to limit close interactions and what counts as close interaction • If meeting parents - ideally outside - masks to be worn and maintain (if possible) 2m • Continue with use of StarLeaf / Teams to meet virtually with parents and others eg outside agencies 	medium	Not at the moment - under constant review	
	1.9 In places where people find it difficult to avoid one another	<ul style="list-style-type: none"> • Ensure staff understand the need to limit close interactions by avoiding crowded spaces (e.g. photocopier room, toilets) - sign at the entrance of the photocopier area to be used, hand sanitiser and wipes available at photocopiers. 	medium	Not at the moment - under constant review	

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		<ul style="list-style-type: none"> Encourage members of staff to wear a face mask in public areas where difficult to maintain social distancing 			
	1.10 Through virus transfer on most commonly touched surfaces	<ul style="list-style-type: none"> Enhanced cleaning with normal cleaning products by the cleaning team EN14476 surface wipes (currently using Dettol Surface Cleaning Wipes) available to regular clean commonly touched surfaces, at photocopiers, for Ipads etc 	medium	Not at the moment - under constant review	
	1.11 Clinically vulnerable staff might be more susceptible to enhanced risk from the virus	<ul style="list-style-type: none"> Complete individual risk assessment and look at ways to reduce risk in their working environment 	medium	Not at the moment - under constant review	
2. Pupils	2.1 Exposure to other pupils who may be infected/through close interactions	<ul style="list-style-type: none"> Hand sanitiser/hand washing on entering/exiting the building and regularly throughout the school day (specifically after lunch and break times) Ensure parents are aware of the need to keep unwell children at home and to get PCR test if showing Covid-19 symptoms Ensure that staff know how to isolate unwell children showing Covid-19 symptoms and to contact parents, asking them to arrange PCR test Common touch points to be additionally cleaned each day Limit use of shared equipment and clean items before returning to central storage (e.g. rulers, iPads, PE equipment) using EN14476 surface wipes (currently using Dettol Surface Cleaning Wipes) Ventilation of all rooms in school- doors and windows to be opened to allow natural air flow - all staff to be made aware of these ventilation controls Ensure that there is sufficient supplies of hand sanitiser and soap in classrooms, along with paper towels and tissues. "Catch it, Kill it, Bin it" posters around school and in toilets. 	medium	Not at the moment - under constant review	

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	2.4 Exposure to virus through close interactions between pupils and staff/staff who may be infected/other visiting adults	<ul style="list-style-type: none"> • Ensure children and staff/visitors use hand sanitiser/wash hands when entering or exiting the building • Limit close contact as much as possible whilst still ensuring full delivery of the curriculum • Common touch points to be additionally cleaned each day • Ventilation of all rooms in school- doors and windows to be opened to allow natural air flow - all staff to be made aware of these ventilation controls • If children display Covid-19 symptoms then isolate them in HT office /office area, maintain 2m distance and contact parents to collect and get them tested asap • Ensure that all staff/visitors understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap • Ensure that staff/visitors understand the procedures to be followed if they are a close contact for a positive Covid-19 case • Ensure all staff/visitors understand how to report symptoms, possible exposure concerns and test results • Limit use of shared equipment and clean items before returning to central storage 	medium	Not at the moment - under constant review	
	2.5 Through virus transfer on most commonly touched surfaces	See 1.10	medium	Not at the moment - under constant review	
	2.6 Language barrier prevents full understanding of procedures	<ul style="list-style-type: none"> • Staff to ensure that children understand by demonstrating what needs to be done and having other children model expected behaviours 	low	Not at the moment - under constant review	

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	2.7 New pupils unfamiliar with mitigation procedures in place	<ul style="list-style-type: none"> Staff to ensure that children understand by explaining what needs to be done and why, as well as supporting them through each step until they get the hang of it 	low	Not at the moment - under constant review	
	2.8 Through off site visits where control measures will vary	<ul style="list-style-type: none"> Any visits off site must be fully risk assessed to include control measures (e.g. hand washing, social distance) for minimising the risk of exposure to Covid-19 virus whilst outside the controlled school environment. If control measures cannot be maintained then the visit will not be deemed unsuitable and high risk and shall not go ahead 	medium	Not at the moment - under constant review	
3. Cleaners	3.1 Through cleaning of contaminated surfaces (e.g. in classrooms, toilets)	<ul style="list-style-type: none"> Cleaning staff to be provided with suitable PPE (e.g. disposable gloves, aprons) and understand that they are expected to wear this PPE whilst carrying out their cleaning duties Ventilation of all rooms in school- doors and windows to be opened to allow natural air flow - all staff to be made aware of these ventilation controls Increased hand washing for staff is expected Additional cleaning of surfaces during the day will reduce the potential viral load Where a positive case is confirmed, cleaning staff must also wear face masks when cleaning that area/classroom 	medium	Not at the moment - under constant review	
	3.2 Through ineffective disposal of contaminated cloths	<ul style="list-style-type: none"> Cleaning staff to be provided with suitable PPE (e.g. disposable gloves, aprons) and understand that they are expected to wear this PPE whilst carrying out their cleaning duties All cloths to be disposed of at the end of each day or soaked in bleach overnight Where a positive case is confirmed, all cloths will be disposed of after each area/classroom is cleaned. Cloths will be disposed of in a double bagged bin bag and immediately removed to the outside bins. 	medium	Not at the moment - under constant review	

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	3.3 Through shared cleaning equipment (e.g. vacuum cleaner)	<ul style="list-style-type: none"> Cleaning staff to use EN14476 surface wipes or normal cleaning products to clean the equipment before it is shared or returned to storage cupboards 	medium	Not at the moment - under constant review	
	3.4 Exposure to virus through close interactions between employees	<ul style="list-style-type: none"> Staff encouraged to limit numbers in the classrooms Cleaning staff to be assigned to separate areas of the school to ensure reduction in close working with other employees Doors and windows to be opened to facilitate ventilation Ensure staff are aware of the ventilation controls Suitable PPE to be provided for the cleaning team (e.g. disposable gloves, aprons) Increased hand washing for staff is expected 	medium	Not at the moment - under constant review	
	3.5 Language barrier prevents full understanding of procedures and protocols	<ul style="list-style-type: none"> All key information is presented both verbally and in written format (translated if needed) 	low	Not at the moment - under constant review	
4. Visitors or volunteers	4.1 Exposure to school employees who may be infected	See 1.5	medium	Not at the moment - under constant review	
	4.2 Exposure to virus through close interactions between visitors and children	See 2.4	medium	Not at the moment - under constant review	

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5. Contractors	5.1 Exposure to school employees who may be infected	<ul style="list-style-type: none"> • Limit contractors to the school site as much as practically possible whilst ensuring that school is fully operational • Encourage social distancing at all times whilst on site • Hand sanitiser to be used on entry/exit of the building • Common touch points to be additionally cleaned each day • Ventilation of all rooms in school (natural air flow - not fans) • Ensure contractors are aware of these ventilation controls • Ensure that all contractors understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap • Ensure most current guidance is being followed • These control measures should also form part of the method statement for any planned works on the school site 	medium	Not at the moment - under constant review	
6. Agency Staff	6.1 Exposure to school employees who may be infected	See 1.1 to 1.10 - Employees	medium	Not at the moment - under constant review	
	6.2 Exposure to virus through close interactions between agency staff and children	See 1.1 to 1.10 - Employees	medium	Not at the moment - under constant review	
	6.3 Through virus transfer on most commonly touched surfaces	See 1.1 to 1.10 - Employees	medium	Not at the moment - under constant review	
7. Work Experience	See section 1 - employees	Work experience students in school will be treated as employees and risk assessed as such. See section 1.1 to 1.10.	medium	Not at the moment - under constant review	MH

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8. Maintenance Workers	8.1 Exposure to school employees who may be infected	<ul style="list-style-type: none"> • Limit maintenance workers to the school site as much as practically possible whilst ensuring that school is fully operational • Encourage social distancing at all times whilst on site • Hand sanitiser to be used on entry/exit of the building • Common touch points to be additionally cleaned each day • Ventilation of all rooms in school (natural air flow - not fans) • Ensure maintenance workers are aware of these ventilation controls • Ensure that all maintenance workers understand that those who have covid-19 symptoms must not attend school in any circumstances and must get tested asap • Ensure most current guidance is being followed • See information at the end of the Risk Assessment 	medium	Not at the moment - under constant review	
9. Beginning and End of Day procedures	9.1 Beginning of Day	<ul style="list-style-type: none"> • One way system in place from Guys Cliffe Avenue - children encouraged to enter school site independently - gates to open at 8:45am and close at 8:55am - member of SLT on gate to greet children and parents - mask to be worn by staff member • Member of SLT on gates at Ullswater Avenue to greet parents and to ensure that they exit the school site quickly - mask to be worn by staff member • Children to walk down path to fixed entry points - year group staff on duty at entry points to greet children - mask to be worn • Children to hand sanitise when entering classroom / school 	medium		ALS & MH

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	9.2 End of Day	<ul style="list-style-type: none"> • One way system in place from Guys Cliffe Avenue - gates opened at 3:25pm by member of staff - parents asked to wear mask while on school site and to go to the designated collection point for their child's year group - parents asked to leave school site as quickly as possible • Member of SLT on gates at Ullswater Avenue to greet parents and to ensure that they exit the school site quickly - mask to be worn by staff member 	medium	Not at the moment - under constant review	ALS & MH
10. Mixing of groups / children	10.1 Lunchtime	<ul style="list-style-type: none"> • Breaktimes to be staggered to allow for children to have more space on playground / field - KS1 10:30am / KS2 11:00am • Lunchtime - meals to be served in the classrooms by LSAs - KS1 12:00-1:00, KS2 12:30-1:30 • If hall being used - 2 year groups only at any one time - enter via separate doors in hall Foundation - in classroom Year 1 and 2 12:00-12:30 (hall) Year 3 and 4 12:30-1:00 (hall) Year 5 and 6 1:00-1:30 (hall) 	Medium		
	10.2 Classrooms, corridors, toilets	<ul style="list-style-type: none"> • Children to have allocated seat in the classroom - Class Teacher to have a seating plan available • Limit use of lockers / congregation near lockers 			

Monitor and Review

Date of review:	
Reviewed by:	
Changes needed?	
Notes	

	Individual has a positive LFT result or develops COVID-19 symptoms	Individual receives PCR test result
<p>Index case Person who develops symptoms or has positive LFT/PCR test result</p>	<ul style="list-style-type: none"> • Immediately start self-isolation and arrange COVID-19 test. • PCR tests can be arranged through the online portal or via 119. • During self-isolation, individuals should follow "stay at home" guidance • If an individual does not have a PCR test within 2 days of positive LFT, they must self-isolate for 10 days. 	<p>If PCR result is negative: end self-isolation when well and have not had a temperature for 48 hours (as long as nobody else in household is symptomatic or has tested positive)</p> <p>If PCR result is positive:</p> <ul style="list-style-type: none"> • Continue to self-isolate for 10 full days after the day of symptom onset/test (if no symptoms) – which is day 0 • Self-isolation ends on day 11 if well and no fever on days 9 and 10. If fever ongoing on days 9 or 10, continue to self-isolate until fever-free for 48 hr and well. • Cough and loss/change in taste/smell may continue beyond day 10. • If symptoms start whilst isolating, isolation period starts again - day of symptom onset = day 0
<p>Close contacts Including household contacts</p>	<p>Action depends on age and vaccination status.</p> <p><u>Unvaccinated adults (age over 18 years 6 months)</u></p> <ul style="list-style-type: none"> • Self-isolate until index case receives PCR test result. <p><u>Child OR adult who had second vaccine dose at least 2 weeks before contact</u></p> <ul style="list-style-type: none"> • No requirement for self-isolation, but should be asked to have a PCR test and continue twice weekly LFT testing 	<p>If PCR result of index case is negative: contacts self isolating can end self-isolation if no symptoms</p> <p>If PCR result of index case is positive: action depends on age and vaccination status.</p> <p><u>Unvaccinated adults (age over 18 years 6 months)</u></p> <ul style="list-style-type: none"> • Continue to self-isolate for 10 clear days after the day of last contact with index case. • If develop COVID-19 symptoms, arrange PCR test as soon as possible. <p><u>Child OR adult who had second vaccine dose at least 2 weeks before contact</u></p> <ul style="list-style-type: none"> • No requirement for self-isolation. • Arrange PCR test, and continue with twice weekly LFT testing
<p>Schools</p>	<p><u>If the individual is in the setting when they become symptomatic:</u> Isolate individual and arrange for them to go home (or call 999 if seriously unwell). If possible, should isolate behind a closed door or 2m away from others, with an open window. Clean isolation room (and bathroom if used).</p> <p><u>Notification</u></p> <ul style="list-style-type: none"> • Notify all case to Warwickshire County Council Report a positive case • Contact: educationcorona@warwickshire.gov.uk (Mon - Fri) • Contact: dphadmin@warwickshire.gov.uk (Sat - Sun) • Notify Ofsted • LA (with Public Health England/UK HSA as appropriate) will complete a risk assessment, provide advice, and determine whether an Incident Management Team meeting required. <p><u>Identification of close contacts</u></p> <ul style="list-style-type: none"> • Schools should identify close contacts who need to self-isolate or test (see self-isolation/testing rules above and close contact definitions to right). • Schools should send letter to contacts (provided by LA) 	<p>COVID-19 symptoms: New, continuous cough OR high temperature OR loss/ change in sense of taste or smell. Anyone with these symptoms should start self-isolating and arrange a COVID-19 test. Other possible COVID-19 symptoms include: tiredness, shortness of breath, headache, sore throat, muscle ache, blocked/runny nose diarrhoea and vomiting.</p> <p>LFT: Lateral flow tests are for asymptomatic screening only. ALL positive LFT results must be confirmed by a PCR test. LFTs should not be used for individuals with symptoms.</p> <p>Close contacts: anyone who has had the following contact with the index individual:</p> <ul style="list-style-type: none"> • Face-to-face for any length of time • Within 1 metre for 1 minute or more. • Within 1-2 metres for 15 mins or more (either as a one-off contact for over 15 minutes, or shorter contacts added together over one day) • Travel in a vehicle • Note – all children in the same classes/group may be close contacts, plus any others identified – e.g. break times, lunch times, before and after coming into the setting (including on transport) <p>Period when to contact trace: Contact trace for the two clear days prior to the day of symptom onset/test (if no symptoms) and isolate for the 10 full days after this day. Example: if symptom onset (and day they were last in setting) was on Wednesday, then trace for Wed, Tues, and Mon</p>
<p>Cleaning: Please refer to detailed guidance for cleaning of non-healthcare settings and for both routine cleaning, and cleaning following an infectious person having been in your follow the key points below:</p> <ul style="list-style-type: none"> • Use disposable cloths or paper roll and disposable mop heads. • Use, as in cleaning routine, a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av. Cl.) OR household detergent followed by disinfection (1000ppm av. Cl.) OR if an alternative combined detergent/disinfectant is used ensure it is effective against enveloped viruses and meets EN 14476 standards (including any wipes used) • Any waste from suspected cases and cleaning of areas should be double bagged and stored for 72 hours before disposal as normal. 		

Triggers for Local Outbreak Management Plan

The Outbreak Management Plan Guidance and Template (WCC) supports school leaders in designing their response to single cases, clusters and outbreaks of COVID-19 from 16th August 2019 onwards.

We have worked in partnership with Public Health, to identify what will trigger outbreak management plan responses (over and above those identified for single cases or small clusters of unlinked cases) for an individual school or clusters of schools. These local triggers will remain under review, and are defined below:

Triggers:

School raises concern about 2+ *linked cases*

5+ pupil cases within a year group within 5 days

10+ pupil cases across a school across a number of year groups within 5 days

5+ staffing cases, or fewer if impacting on the capacity of the school to operate