

## **APPENDIX A**

### **BLACKPOOL COUNCIL COVID-19 HEALTH PROTECTION BOARD TERMS OF REFERENCE**

#### **1. PURPOSE**

Level 1 of the NHS Test and Trace programme is the responsibility of local authorities under the direction and control of the Director of Public Health for Blackpool.

The COVID-19 Health Protection Board will be responsible for ensuring Blackpool has adequate planning arrangements to be able to respond effectively and efficiently to outbreak management; ensuring plans and processes are in place.

The Outbreak Management (OM) hub will be the single point of contact (SPOC) for access to Level 1 support of the Government's three level NHS Test and Trace programme.

The OM hub will be responsible for conducting the initial risk assessment within 24 hours of the initial positive result and deploying teams to the outbreak.

#### **2. CHAIRING ARRANGEMENTS**

The group will be chaired by the Director of Public Health, or in his absence, the Consultant in Public Health

#### **3. OUTBREAK MANAGEMENT HUB**

The Blackpool Outbreak Management Hub will oversee three main areas of activity in the NHS Test and Trace programme:

- a) Complex and high-risk settings
  - Case living or working in a care home/long term care facility or other care facility for those with complex needs
  - Cases in Healthcare and Emergency Services workers
  - Cases who attend healthcare for non-COVID reasons
  - Cases of those attending or working in special schools
  - Cases of those living in homeless hostels, shelters, refugees or similar residential settings
  - Cases attending day care centres
  - Cases with concerns for deductive disclosure
  - Cases where contacts cannot be identified without disclosure of name to employer or other third party
  - Cases or employers unwilling to provide information

b) Consequence management

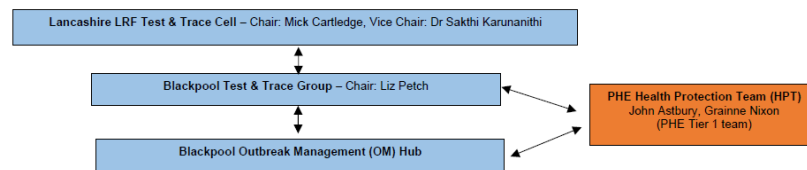
- Identified impact on local public sector services due to high proportion of staff quarantining (e.g. school that informs it will have to close due to staff self-isolating)
- Cases or contacts who are unable to comply with restrictions (homeless, complex social issues etc)
- Likely media or political concerns / interest e.g. death of a child

c) Increase in disease frequency or severity

- Second or subsequent cases in school class (small number of children taught together)
- Reported high absenteeism in school or workplace
- Reported high levels of hospitalisations

#### 4. Outbreak Management Hub: NHS Test and Trace Structure – Blackpool COUNCIL

##### Outbreak Management Hub: Test & Trace Structure – Blackpool Council



**Blackpool Single Point of Contact (SPOC), 9am – 5pm, Monday to Friday (initially)**  
**Tel: 01253 478199 or [publichealth@blackpool.gov.uk](mailto:publichealth@blackpool.gov.uk)**  
**Out of Hours (including weekend and Bank Holiday) Public Health England (PHE) Tel: 0151 434 4819**

**Triage system for onward referral to appropriate setting**  
SPOC Team Leader – Denise Jackson (*Nicky Dennison as oversight*)  
Call takers/E-mails: Deborah Willetts, Michelle Knowles and Nicole Peters

##### **Outbreak Management including Complex Test and Trace Function**

**Overview of Function:** Investigate outbreaks; conduct risk assessment within 24 hours of initial positive result. Advice re: self-isolation, managing the interface between a setting and the investigation. Work with and support setting. Engaging with and interviewing the case manager to locate and advise contacts. Testing symptomatic contacts and arrangements for isolation/ cohorting of suspected cases

###### **Care home and Day Care (adult) settings**

Lead Contact: Clare Jackson  
Contact Tracing Call Handlers: Alan Shaw, Val Hutson and Janet Duckworth, Cat Hefferon

###### **Complex Cases and Associated Settings (e.g. Homeless, Drugs & Alcohol, Mental Health)**

Lead Contact: Zohra Dempsey  
Contact Tracing Call Handlers: Emily Davis, Rachel Swindells, Chloe Shore

###### **Schools**

Lead Contact: Paul Turner  
Contact Tracing Call Handlers: Ged McNally, Sue Wilson  
Contact email: [Children's.University@blackpool.gov.uk](mailto:Children's.University@blackpool.gov.uk)

###### **SEND and Early Years (Nurseries) settings**

Lead Contact: Philip Thompson, Head of SEND  
Contact Tracing Call Handlers: SEND: Rebecca Sandford-Jones, Erica Smith Early Years: Bernie Ashworth

###### **Other Settings: e.g. Hotels, B&Bs, Leisure, Retail, Businesses**

Lead Contact: Carolyn Bland  
Contact Tracing Call Handlers: Lindsay Milner, Sarah Longden, Louisa Sharpe

###### **Blackpool Council Workplace setting**

Lead Contacts: Karen White, Occupational Health and Tracy Greenhalgh, Risk Management  
Contact Tracing Call Handlers: Stewart Sanderson, Bernadette Doyle, Lisa Walker, Sarah Sillery, Steve Aldworth, Luke Hill

###### **NHS settings**

Primary Care Lead Contact: Ben Butler-Reid - [benjamin.butlerreid@nhs.net](mailto:benjamin.butlerreid@nhs.net)  
CCG Lead Contact: tbc  
BTH Acute Trust Lead Contact: tbc

###### **General Queries – Support as required/appropriate**

Infection Prevention & Control – [Donna.Taylor1@blackpool.gov.uk](mailto:Donna.Taylor1@blackpool.gov.uk)  
Health and Safety – [health.safety@blackpool.gov.uk](mailto:health.safety@blackpool.gov.uk)  
Occupational Health – [occupationalhealth@blackpool.gov.uk](mailto:occupationalhealth@blackpool.gov.uk)  
Environmental Health – [env.protection@blackpool.gov.uk](mailto:env.protection@blackpool.gov.uk)  
Communications – [communications.team@blackpool.gov.uk](mailto:communications.team@blackpool.gov.uk)  
Businesses – [info@blackpoolunlimited.com](mailto:info@blackpoolunlimited.com)  
Tourism – [Philip.welsh@blackpool.gov.uk](mailto:Philip.welsh@blackpool.gov.uk)

###### **Data Mapping, Modelling and Analysis**

Public Health: Stephen Boydell and Christine Graham

## **5. CAPACITY PLANNING**

The group would be responsible for:

- Planning and preparing settings to be able to work safely to limit potential spread of coronavirus
- Ensuring a fast and efficient response to an outbreak
- Planning to be able to quickly deploying resources to the most critical areas
- Identifying current resources to work on Level 1 Outbreak Management and contact tracing
- Building local capacity to ensure sufficient resources available to be able to satisfactorily and effectively respond to any outbreak
- Work with local partners e.g. NHS, Community Groups to increase capacity

## **6. MEMBERSHIP**

Director of Public Health (Chair)  
Consultant in Public Health (Deputy Chair)  
Public Health Business Manager (Action Notes)  
Specialist Public Health Nurse – Health Protection  
Public Health Practitioners  
SPOC / Admin – Public Health Support Staff  
Environmental Health Officers / Public Protection  
Occupational Health  
Risk Management  
Children's Services  
Adult Services  
NHS / CCG representative

## **7. MEETING ARRANGEMENTS**

The group will meet initially on a weekly basis.

Action notes will be produced after each meeting.

Actions will be monitored and kept up to date at each meeting

## **8. GOVERNANCE ARRANGEMENTS**

The group will report to the COVID -19 Outbreak Engagement Board

Version 1

Agreed as final 11th June 2020